



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Invercargill City Council
to be held in the Council Chamber,
First Floor, Te Hinaki Civic Building,
101 Esk Street, Invercargill on
Wednesday 26 April 2023 at 3.00 pm**

Mayor W S Clark
Cr A J Arnold
Cr R I D Bond
Cr P M Boyle
Cr T Campbell
Cr A H Crackett
Cr G M Dermody
Cr P W Kett
Cr D J Ludlow
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper
Cr B R Stewart

MICHAEL DAY
CHIEF EXECUTIVE

A G E N D A

1. **Apologies**
2. **Declarations of Interest**
 1. 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.
 2. 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. **Major Late Items** – Supplementary paper to be received in Public Excluded Session
 - 4.1 **Minutes of the Finance and Projects Committee Meeting Held on 18 April 2023**
 - 4.2 **Supplementary Paper to the Minutes of the Public Excluded Session of the Finance and Projects Committee Held on 18 April 2023**

The reason that the item was not in the agenda: The item was not ready at the time of the publication of the agenda.

The reason why the discussion of the item could not be delayed: Matters could be progressed in a timely manner.

Reason for public exclusion:
Section 7(2)(i) - Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
5. **Minutes of the Meeting of Council Held on 28 March 2023** (A4434527)

To be moved:
That the minutes of Council held on 28 March 2023 be confirmed.
6. **Minutes of the Infrastructure Committee Meeting Held on 4 April 2023** (A4468759)

To be moved:
That the minutes of the Infrastructure Committee meeting held on 4 April 2023 be received, and the recommendations to Council be confirmed.

Recommends to Council:

 - 6.1 **Transport Procurement Strategy for National Land Transport Activities** (A4428670)
 2. To adopt the Invercargill City Council Transport Procurement Strategy (Financial Assisted Land Transport Activities) 2022 -2025.
 - 6.2 **Closed Circuit Television Update – April 2023** (A4443421)
 4. That Council requests staff to allocate additional budget of up to \$200,000 for the 2023/2024 year for the CCTV project, noting this will have a rates percentage increase for the 2023/2024 year of 0.02%.
 5. Requests staff complete the Privacy Impact Assessment and review of Council Privacy Policy be completed and implemented prior to the system going live.
 6. That Council notes that:
 - i. Capital funding for CCTV (of up to \$550,000) could be included as a Long Term Plan request for the additional regions; and
 - ii. Operational costs, estimated to be \$150,000 per annum be also included in budgets.

7. **Minutes of the Bluff Community Board Meeting Held on 17 April 2023** (A4485115)
To be moved:
That the minutes of the Bluff Community Board meeting held on 17 April 2023 be received.
8. **Minutes of the Community Wellbeing Committee Meeting Held on 18 April 2023** (A4487594)
To be moved:
That the minutes of the Community Wellbeing Committee meeting held on 18 April 2023 be received.
9. **Long – Term Plan – Region and Environment** (A4466450)
10. **Invercargill City Holdings Limited 2023/2024 Draft Statement of Intent** (A4479982)
 - 11.1 **Appendix 1 - Draft Statement of Intent** (A4384078)
 - 11.2 **Appendix 2 - Response to the Draft Statement of Intent** (A4480848)
 - 11.3 **Appendix 3 - Policy for the Appointment of Holding Company Directors for Adoption** (A4480100)
11. **Draft Statement of Intent – Invercargill City Charitable Trust** (A4481748)
 - 12.1 **Appendix 1 – The Draft Statement of Intent** (A3957368)
12. **Local Government New Zealand Conference 2023 Attendance** (A4482070)
13. **2023 LGNZ Annual General Meeting Remits and Council Representation at the LGNZ Annual General Meeting** (A4482073)
 - 14.1 **Appendix 1 – LGNZ 2023 Annual General Meeting and Remit Process** (A4487788)
14. **Coronation of King Charles III** (A4493046)
 - 15.1 **Appendix 1 – Letter from the Department of Internal Affairs** (A4497581)
 - 15.2 **Appendix 2 – Locations in Queens Park the Tree can be Planted** (A4497587)
15. **Minutes of the Finance and Projects Committee Meeting Held on 18 April 2023** (A4487608)
To be moved:
That the minutes of the Finance and Projects Committee meeting held on 18 April 2023 be received.
16. **Public Excluded Session**

Moved, seconded 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 Council held on 28 March 2023
 - (b) Receiving of minutes of the Public Excluded Session of Infrastructure Committee held on 4 April 2023
 - (c) Receiving of minutes of the Public Excluded Session of Bluff Community Board held on 17 April 2023
 - (d) Receiving of minutes of the Public Excluded Session of Community Wellbeing Committee held on 18 April 2023
 - (e) Great South 2023 / 2024 Draft Statement of Intent

- (f) Receiving of minutes of the Public Excluded Session of Finance and Projects Committee held on 18 April 2023

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 Council held on 28 March 2023	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Receiving of minutes of the Public Excluded Session of Infrastructure Committee held on 4 April 2023	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(c) Receiving of minutes of the Public Excluded Session of Bluff Community Board held on 17 April 2023	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
(d) Receiving of minutes of the Public Excluded Session of Community Wellbeing Committee held on 18 April 2023	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

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| (e) Great South 2023 / 2024 Draft Statement of Intent | 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) Receiving of minutes of the Public Excluded Session of Finance and Projects Committee held on 18 April 2023 | 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 |

**MINUTES OF COUNCIL, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC
ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 28 MARCH
2023 AT 3.00 PM**

Present:

- Cr T Campbell (Deputy Mayor)
- Cr A J Arnold
- Cr R I D Bond
- Cr P M Boyle
- Cr A H Crackett
- Cr G M Dermody
- Cr P W Kett
- Cr D J Ludlow
- Cr I R Pottinger
- Cr N D Skelt
- Cr L F Soper
- Cr B R Stewart

In Attendance:

- Mr R Fife – Chairperson – Bluff Community Board
- Rev E Cook – Māngai – Waihōpai
- Mrs P Coote – Kaikaunihera Māori – Awarua
- Mr M Day – Chief Executive
- Ms E Moogan – Group Manager – Infrastructure
- Mrs P Christie – Acting Group Manager – Finance and Assurance
- Ms J Hutton – Interim GM – Customer, Communications and People
- Mr J Shaw - Interim GM – Consents and Compliance
- Mr M Morris – Manager – Governance and Legal
- Ms R Suter – Manager – Strategy and Policy
- Mr L Butcher – Programme Director – Project Management Office
- Ms L Knight – Manager – Strategic Communications
- Ms G Bragg – Digital and Communications Advisor
- Ms M Cassiere – Executive Governance Officer

1. Apology

Mayor Clark on Council business.

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

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Major Late Item

4.1 Minutes of the Risk and Assurance Committee Meeting Held on 21 March 2023

Moved Cr Soper, seconded Cr Boyle and **RESOLVED** that the Major Late Item '*Minutes of the Risk and Assurance Committee held on 21 March 2023*' be accepted.

The reason that the item was not in the agenda: The item was not ready at the time of the publication of the agenda.

The reason why the discussion of the item could not be delayed: Matters could be progressed in a timely manner.

5. Minutes of the Meeting of Council held on Tuesday 28 February 2023

A4411569

Moved Cr Bond, seconded Cr Stewart and **RESOLVED** that the minutes of the Council held on Tuesday 28 February 2023 be confirmed.

6. Minutes of the Extraordinary Meeting of the Risk and Assurance Committee held on Tuesday 7 March 2023

A4423395

Moved Cr Bond, seconded Cr Soper and **RESOLVED** that the minutes of the Extraordinary Meeting of the Risk and Assurance Committee held on Tuesday 7 March 2023 be received.

7. Minutes of the Extraordinary Meeting of Council held on Tuesday 7 March 2023

A4423400

Moved Cr Stewart, seconded Cr Soper and **RESOLVED** that the minutes of the Extraordinary meeting of Council held on Tuesday 7 March 2023 be confirmed.

8. Minutes of the Meeting of the Infrastructure Committee held on Tuesday 7 March 2023

A4423399

Moved Cr Pottinger, seconded Cr Skelt and **RESOLVED** that the minutes of the Infrastructure Committee held on Tuesday 7 March 2023 be received, and the recommendation to Council be confirmed.

9. Parking Control Bylaw 2022 – Amendment (A4367775)

2. Resolves in accordance with Clause 5.1 and 6.1 of the Parking Control Bylaw 2022 that the Parking Drawings Pages 25, 30, 34, 37 and 38 as per Appendix 1 (A4417156) attached, be adopted and replaces those specific plans in the Bylaw.

9. Minutes of the Meeting of the Community Wellbeing Committee held on Tuesday 14 March 2023

A4434476

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the minutes of the Community Wellbeing Committee held on Tuesday 14 March 2023 be received.

10. Minutes of the Meeting of the Bluff Community Board held on Monday 20 March 2023

A4434481

Moved Cr Dermody, seconded Cr Soper and **RESOLVED** that the minutes of the Bluff Community Board held on Monday 20 March 2023 be received.

11. Minutes of the Extraordinary Meeting of the Finance and Projects Committee held on Tuesday 21 March 2023

A4441749

Moved Cr Stewart, seconded Cr Soper and **RESOLVED** that the minutes of the Extraordinary meeting of the Finance and Projects Committee held on Tuesday 21 March 2023 be received.

12. Long Term Plan – Community Wellbeing

A4440765

Ms Rhiannon Suter spoke to the report. She noted that the report included a risk management update on the delivery of the Long-term Plan (LTP) and said that the biggest risk to the delivery of the LTP remained the Three Waters reform. She said that the strategy was that in the event that the Three Waters reform did not occur, the National Transition Unit plans and the asset management plans would still be used however, this would cause the requirement for an amendment of the LTP in the first year itself. She also noted that progress on the work was on track, although resource constraints meant that while there were no significant issues at this point, there was not enough contingency and space within capacity.

Queries were raised as to why urgency was not placed on separation of glass from the recycling system and whether a different process was required to achieve the result rather than through the LTP process. It was noted that prior to actioning anything, it would be good to get an options paper back to Council at an expedited rate.

A query was raised whether the options paper could be expedited, and it was noted that a significant amount of work would be spent on developing the options paper. Usually this paper would be delivered in the lead up to the LTP, as that is the place where a significant change to a level of service would be brought up. It was also noted that Council had already accelerated some very significant projects, and that accelerating the options paper to Council would be a struggle. However, officers would take direction from Council around where priorities should be focused going forward.

Queries were raised on the glass and recycling problem whether interim practical solutions could be provided to the community and whether having central collection points could be tackled faster. It was noted that interim options could be explored such as bottle banks however, this would mean that the community would have the option to either place their glass in bottle banks or into landfill. There could be a possibility of a backlash as it would be perceived that Council's primary option was landfilling a recyclable material. The pros and cons would have to be considered.

The Group Manager of Infrastructure was requested to consider interim solutions that would demonstrate that Council was serious about pushing this forward.

It was noted that perhaps public transport options could be driven by what the community would want instead of only having buses as an option and therefore the word bus could be removed from public transport service options.

Moved Cr Ludlow, seconded Cr Bond that Council:

1. Receive the report "Long-term Plan – Community Wellbeing".
2. Request preparation of options for glass recycling as part of the solid waste activity, to include kerbside collection and central collection points, and to include information on the implications of each option for the amelioration of glass-contamination of recycling.
3. Confirm Council does not wish to consider extending kerbside collection services to suburbs and areas which are currently unserved, including Otatara.
4. Confirm that Council does wish to scope options for consideration for road sealing for the Long-term Plan for high priority and Omaui Road unsealed roads
5. Note development contributions is scheduled for discussion as part of the Revenue Strategy workshop on 19 May 2023.
6. Request preparation of options for a bus or other public transport system for Bluff, including analysis of reasons for failure of previous iterations of the service, as part of the passenger transport activity.
7. Confirm Council wishes its community development activities to primarily support its social wellbeing community outcome, with secondary support for economic, environmental and cultural wellbeing outcomes.
8. Confirm the importance Council places on playing a connector role in order to best support community leaders and projects which achieve community wellbeing.
9. Confirm Council wishes to include wellbeing indicators within the story-telling of the Long-term Plan and confirm refinement of the key performance indicators rather than a focus on inclusion of social indicators.
10. Note the update on Long-term Plan delivery, including risk management.

The motion, now put, was **RESOLVED**.

13. 2023/2024 Annual Plan Update

A4417078

Ms Rhiannon Suter and Mrs Patricia Christie spoke to the report. Ms Suter noted that three waters and depreciation were major issues for the Annual Plan. She also said that this was a unique plan as it would be based on the current reform programme for Council's operation of three waters within the district. She noted that there were two points to be

highlighted. One was that the level of investment had been set at the same amount within the Three Waters programme as forecasted within the LTP. The second was that the report discussed how Council would treat the matter of depreciation this year in relation to the plan, and that it was in alignment with the advice received. The programme will focus on maintaining levels of service and ensuring good standards of delivery around the three waters area of maintaining human health however, there would be an impact to the depreciation strategy.

In response to a query whether Council would do all the work as advised by asset management plans, it was noted that the level to which was forecasted for the third year would be funded, and that it was not the original programme that had been put forward by the Infrastructure team. However, the budget was appropriate to cover the must-dos of maintenance within the programme.

Ms Erin Moogan was invited to provide additional comment and she noted that there was pressure on the budgets at the moment and the team could take direction from councillors on where to prioritise the available expenditure. It however meant that there was no guarantee that all the must-dos in the programme would be covered. She added that there may be more failures in the reticulation network.

Ms Suter provided a summary on the rest of the report and noted that there would be significant increases in the operations budget, that the consultation on fees and charges was still ongoing, that changes to staff costs were particularly linked to the minimum wage increase and to manage inflation. There were some changes to income and although there were significant subsidies coming through the budget linked to Three Waters transition, they would still affect the revenue forecasts. She said that these would be important to consider as part of the LTP to develop a strong plan to return to a balanced budget. She noted that this annual plan was focused on the cost of living and supporting the community by managing the rates increase that would result in an unbalanced budget. She highlighted the financial implications in relation to this draft plan with regard to all the benchmarks which Council was required to monitor, and noted that the balanced budget benchmark would be the most important to consider.

Mrs Patricia Christie noted that an unbalanced budget could be run for a year however, a plan should be developed to return to a balanced budget benchmark. She said that the forecast was an unbalanced budget of \$14 million to \$15 million due to depreciation which was not insignificant.

With regard to an additional rates increase that may be required for the maintenance of this building, a query was raised about what the policy was around how maintenance was allocated within the budgets. It was noted that traditionally the approach had been bottom up. The team had reviewed the various buildings and also reviewed what needed to be prioritised. This building was in the lower areas of asset management maturity and something which would continue to be worked on. She said that it had left a deficit of investment across multiple council buildings including this building.

A query was raised whether a report on the gap between the current status and allocated cost for building maintenance could be provided. It was noted that a report to discuss the deferred maintenance on this building would be brought to Council in April 2023,

In response to a query about when a report on the gap between the current status and allocated cost for building maintenance covering all Council buildings would be provided, it was noted that officers would have a discussion and revert.

Moved Cr Soper, seconded Cr Boyle and **RESOLVED** that Council:

1. Receive the report "2023/2024 Annual Plan Update".
2. Note the issues and forecast financial implications which will be reflected in the draft Annual Plan, which is being prepared for adoption in June 2023.
3. Note the areas of identified variation to Year 3 of the 2021 – 2031 Long Term Plan.
4. Note the process to deliver the Annual Plan for adoption in June 2023.
5. Note that consultation is not required on the 2023/2024 Annual Plan.

14. Climate Change Update

A4429307

Ms Rhiannon Suter was in attendance and provided a brief summary of the report.

In response to a query whether climate change impact should be included in Council reports on international travel, it was noted that perhaps a yearly report could be presented on the carbon dioxide (CO₂) emissions from air travel by Council executives, staff and elected members.

It was noted that by including information on CO₂ emissions, the discussion around international travel could be different. It was also noted that perhaps carbon offsets could be purchased when travelling by air.

Ms Suter noted that while providing information on CO₂ emissions may be easy, it would not be easy to provide specific data in every area. She said that Council did not yet have the resources and knowledge across areas to provide specific detailed advice.

Moved Cr Soper, seconded Cr Crackett that Council:

1. Receive the report "Climate Change Update".
2. Note the first regional climate change working group led by Environment Southland and Te Ao Marama took place on 24 February 2023
3. Note the completion of the first carbon baseline for Invercargill City Council (A4146040)
4. Note the report from Tonkin & Taylor outlining the current understanding of climate change risk within the region, and further data and modelling required to develop a fuller understanding of the likely risks presented to the city by climate change and forecast when these risks may eventuate (A4345214).
5. Note progress in delivering to the priority areas of focus outlined in the 2021 - 2031 Long-term plan and note that further recommendations for addressing climate change as part of the 2024 – 2034 Long-term plan will be brought to the Council meeting in April 2023.

The motion, now put, was **RESOLVED**.

15. Electoral Matters Update

A4444441

Mr Michael Morris spoke to the report. He noted that the report contained several electoral matters and provided a summary of each matter.

In response to a query about how STV would work with member-at-large system, it was noted that a member-at-large system perfectly suited the STV model since the voting public would be able to rank everybody and their preference right across the entire which would provide at least 12 preferences or possibly more.

Discussion took place around whether the community should be consulted on the issue of what electoral system to use or whether to conduct a binding poll. It was noted that the communications around this should be broad and wide so that a cross-section of the community should have the opportunity to present their views. It was also noted that it should be well advertised and well explained.

Moved Cr Ludlow, seconded Cr Soper that Council:

1. Receive the report "Electoral Matters Update".
2. Confirm that it wishes to consult with the community on the issue of what election system to use.

The motion, now put, was **RESOLVED**.

It was noted that decision around which electoral system to use should be made by September 2023. It was also noted that only if Council decided to have a Māori ward, then a representation review would have to be done.

16. Amendments to Delegations Register – Council and Finance March 2023

A4440072

Mr Michael Morris spoke to the report and provided a brief summary of the report.

It was noted that the legal names for the mana whenua representatives would be Waihopai Rūnaka and Te Awarua o Rūnanga.

Discussion took place around the terminology applied in the appointment of the mana whenua representatives to Council. It was suggested that the wording could read 'who are nominated by Rūnaka and appointed by Council'.

It was noted that the appropriate changes would be made to the register.

Moved Cr Ludlow, seconded Cr Crackett and **RESOLVED** that Council:

1. Receive the report titled "Amendments to Delegations Register – Council and Finance March 2023".
2. Revoke the Delegations Register – Council and Finance 2023 - Version 1
3. Adopts Delegations Register – Council and Finance 2023 Version 2 as set out in Appendix 1

17. Minutes of the Meeting of the Risk and Assurance Committee held on Tuesday 21 March 2023

A4423400

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that the minutes of the Risk and Assurance Committee held on Tuesday 21 March 2023 be received.

18. Public Excluded Session

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

- a. *Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 20 December 2022.*
- b. *Confirmation of minutes of the Public Excluded Session of Council held on 28 February 2023.*
- c. *Receiving of minutes of the Public Excluded Session of Infrastructure Committee held on 7 March 2023.*
- d. *Receiving of minutes of the Public Excluded Session of Community Wellbeing Committee held on 14 March 2023.*
- e. *Receiving of minutes of the Public Excluded Session of Bluff Community Board held on 20 March 2023.*
- f. *Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 21 March 2023.*
- g. *Receiving of minutes of the Public Excluded Session of the Extraordinary Finance and Projects Committee held on 21 March 2023.*
- h. *Project 1225 Preferred Supplier Report*

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

- a. Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 20 December 2022

Reason for passing this resolution in relation to each matter

Section 7(2)(i)

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Ground(s) under Section 48(1) for the passing of this resolution

Section 48(1)(a)

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

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| b. Confirmation of minutes of the Public Excluded Session of Council held on 28 February 2023 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| c. Receiving of minutes of the Public Excluded Session of Infrastructure Committee held on 7 March 2023 | 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 |
| d. Receiving of minutes of the Public Excluded Session of Community Wellbeing Committee held on 14 March 2023 | 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. Receiving of minutes of the Public Excluded Session of Bluff Community Board held on 20 March 2023 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| f. Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 21 March 2023 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |

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| g. Receiving of minutes of the Public Excluded Session of the Extraordinary Finance and Projects Committee held on 21 March 2023. | 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 |
| h. Project 1225 Preferred Supplier Report | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |

There being no further business, the meeting finished at 4.55 pm.

MINUTES OF INFRASTRUCTURE COMMITTEE, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, TE HINAKI CIVIC BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 4 APRIL 2023 AT 3.00 PM

Present: Cr I R Pottinger (Chair)
Mayor W S Clark
Cr A J Arnold
Cr R I D Bond
Cr P M Boyle
Cr T Campbell
Cr A H Crackett
Cr G M Dermody
Cr D J Ludlow
Cr N D Skelt
Cr L F Soper
Rev E Cook – Māngai – Waihōpai

In Attendance: Cr B R Stewart
Mr M Day – Chief Executive
Ms E Moogan – Group Manager – Infrastructure
Mr S Gibling – Group Manager – Leisure and Recreation
Mrs P Christie – Acting Group Manager – Finance and Assurance
Mr J Shaw – Interim GM – Consents and Compliance
Mr A Cameron – Chief Risk Officer
Mr M Morris – Manager – Governance and Legal
Mr R Pearson – Manager – Strategic Asset Planning
Mr P Nolan – Manager – Infrastructure Operations
Ms L McCoy – Asset Manager – Transport
Mr G Caron – Digital and Communications Advisor
Ms M Cassiere – Executive Governance Officer

1. Apology

Cr Kett

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

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Minutes of the Meeting of Infrastructure Committee Held on Tuesday 7 March 2023

A4423399

Moved Cr Boyle, seconded Cr Crackett and **RESOLVED** that the minutes of the Infrastructure Committee held on Tuesday 7 March 2023 be confirmed.

5. Solid Waste Update

A4432498

Mr Peter Nolan was in attendance and provided a summary of the report. He noted that recycling had increased due to an increase in tonnages coming through.

Note: Mayor Clark and Cr Campbell joined the meeting at 3.04 pm.

In response to queries around the details of the school sustainability network programme and how its impact would be monitored, it was noted that this programme was delivered by The Sustainability Trust and teachers would be taught about inclusion of waste reduction in their teaching curricula. It was noted that the Trust was also seeking a facility in Invercargill through which education around waste reduction would be provided free of charge.

In response to a query about the type of monitoring around the expected change as a result of an investment, it was noted there were no insights at the moment however, it was expected that the schools would report their improvements.

In the response to a query about whether the Trust would stipulate that schools monitor and report back on effectiveness, it was noted that this aspect had not been considered by staff however, it would be free of charge and a good way forward.

In response to a query about whether a communication strategy around the campaign of minimisation in schools was considered, it was noted that a communication or the education strategy had been prepared and that the budget was being worked on at present. This would then be presented to the Waste Advisory Group (WasteNet) for their acceptance and implementation.

In response to queries about whether Para Kore had been approached to work with Council and if they had, why was there no mention of them in the report, it was noted that they had been approached for metrics on improvements made by them. It was also noted that the non – inclusion was an oversight.

In response to a query about the timeline in the education campaign for adults on good habits around recycle materials, it was noted that the waste minimisation education strategy had been divided into residential and commercial. There would also be a focus on the recycling aspect as part of the minimisation strategy. The timeline for the campaign for adults would be in the new financial year.

In response to a query about the budget for the education campaign, Ms Moogan noted that background information to provide context around the national stance would be helpful. She said that central government was considering standardisation of what was being collected and recycled by councils nationwide, and they had recently

made some announcements. Council had not pushed hard on the recycling message and there had not been a clear direction on what should be collected by councils, however, now that the direction had been provided and would have to be standardised by early next year. Work could now commence around the message campaign about what good recycling would look like going forward. She also noted that although Council held the direct contract for recycling, waste education was part of WasteNet and would come out of the joint budget of WasteNet.

Moved Cr Ludlow, seconded Cr Campbell and **RESOLVED** that the Infrastructure Committee:

1. Receive the report "Solid Waste Update".
2. Note the waste to landfill data and trends.
3. Note the recycling data and trends.

6. Bluff Wastewater Consent Renewal

A4369618

Ms Erin Moogan spoke to the report. She noted that nationally there were discussions on what could and could not be done in terms of wastewater consents moving forward, and whether it would be appropriate to continue to discharge to water-based environments, and that this would be a key element through this process. She also noted that to ensure there were no assumptions on what the consent would look like, an extensive working group was being proposed for the process. She said that the process would transition over the current timetable for the new Three Waters entity however, the process would have to commence before the new entity was in place to ensure there would be sufficient time for the entity to get consent in place. She also clarified that there was a typographical error in the report and said that the new entity was to start in 1 July 2024 and not 1 July 2023.

In response to a query whether the working group included a member of the Bluff Community Board, it was noted in the affirmative and that it was an oversight that the name was not included.

A query was raised about defining staff members by their iwi as included in the report. It was noted that Council had not done consent of this type for quite a while and officers had reached out to their peers for advice. They were advised that in addition to including elected members and Mana Whenua representatives, it would be beneficial to also include a staff representative who was a member of an iwi. The team had suggested that it would be preferable if the staff representative was someone with a South Island Ngāi Tahu perspective.

Discussion took place on the appropriateness of defining the iwi of someone and whether there were too many Council staff in the working group.

In response to a query about why Environment Southland was a stakeholder when Council would be submitting to them for consent, it was noted that it was to ensure that Council was doing everything correctly as part of the process.

Moved Cr Soper, seconded Cr Boyle and **RESOLVED** that the Infrastructure Committee:

1. Receive the report 'Bluff Waste Water Consent Renewal'.
2. Note the Bluff Wastewater Treatment consent renewal process be started as per the attached program.
3. Note that an initial project group be formed and consultant RFP be drafted.

7. Transport Procurement Strategy for National Land Transport Activities

A4428670

Mr Russell Pearson spoke to the report. He noted that this report was a follow-on from the draft procurement strategy which was brought to Council in December 2022. It was a key strategy as it would entitle Council to be able to claim subsidy from Waka Kotahi. A letter of endorsement had been provided by Waka Kotahi and that the transport procurement strategy aligns with Council's procurement strategy as well.

Moved Cr Bond, seconded Cr Campbell and **RESOLVED** that the Infrastructure Committee:

1. Receive the report "Transport Procurement Strategy for National Land Transport Activities".

Recommends to Council:

2. To adopt the Invercargill City Council Transport Procurement Strategy (Financial Assisted Land Transport Activities) 2022 -2025.

8. ANZAC Day Road Closure

A4429231

Mr Russell Pearson spoke to the report and noted that this was a procedural process to allow for temporary closure of roads for events.

Mr Andrew Cameron was invited to speak about the new development around public events. He said that when Council land or facilities were used for events, there was an expectation of a joint responsibility between the person conducting a business or undertaking (PCBU) and Council. What it meant was that by allowing public to host events in Council land or facilities, Council would not be absolved of the health and safety obligations for those events. As such, moving forward event organisers would be asked to also provide evidence of their workplace health and safety plan.

In response to a query whether enough of Kelvin Street was being closed off for the event, it was noted that Council's traffic management planner responded to requests by the event planner and that further segments for closure had not been requested.

In response to queries whether there were ANZAC Day traffic management plan for other places apart from Invercargill, such as Bluff and whether were people aware that they could request for road closures, it was noted that the Bluff road was managed by

Waka Kotahi and that such issues would have to be addressed to them, and not to Council. With regard to others, most event organisers and planners were aware that they need to apply and speak with Council about their events and provide relevant information.

It was noted that the tweak to the process would be for event organisers and planners to provide the health and safety plan along with the other pieces of information.

In response to query whether Council was supposed to review and approve those health and safety plans, it was noted that Council should not do that. It would be for the event organiser should showcase their health and safety plan.

In response to queries about where would Council's liability begin and whether Council needed to simply see the health and safety plan, it was noted that Council used the legislation to formally close the road on a temporary basis, and that approvals could be provided subject to appropriate plan being received by Council.

Discussion took place whether recommendation three should be altered to include the words 'subject to receiving an appropriate health and safety plan for the event'. It was noted that moving forward, inclusion of a health and safety plan would be part of the process and therefore recommendation three did not require any alterations.

It was noted that a report on Council's liabilities be brought back to the Committee.

Moved Cr Soper, seconded Cr Boyle and **RESOLVED** that the Infrastructure Committee:

1. Receive the report titled "Temporary Road Closures – ANZAC Day 2023".
2. Resolve that the proposed event outlined in the report will not impede traffic unreasonably.
3. Approves the temporary road closures for Gala Street and Victoria Avenue on 25 April 2023 as outlined in Appendix 1 (A4429234), as permitted under the Local Government Act 1974 (Section 342 and Schedule 10).

9. Closed Circuit Television Update April 2023

A4443421

Mr Russell Pearson spoke to the report and noted that assessment for the requirement for closed circuit television (CCTV) cameras in the city had been completed. He said that the working group strongly endorsed installation of CCTV cameras for all regions, and not only the city centre. He also said that recommendation 7 had been amended and would be read as recommendation 6c.

In response to a query whether the system would be set up and governed by Council, it was noted that the equipment would be stored in Council and owned by Council, and streaming would be permitted to those parties as allowed under Council's privacy policy.

In response to a query about the impact on the Privacy Act due to the ability of using the system, it was noted that Council would be owner of the information and could determine who would be permitted to the information. What they do with the information would not be in Council's control. The privacy obligation would rest with

Council however, as soon as the information was handed over then Council would have fulfilled its duty under the Privacy Act.

It was also noted that should the information be used in an inappropriate manner and privacy was breached, then Council would be liable. It would be the duty of Council, under the Privacy Act, to ensure that the collection would be appropriate to be given to another agency, and that recipient of the information would be the appropriate authority to receive the information. Council would be liable since the obligation of the collection of the information would rest with the collector of the information which would be Council in this case.

It was noted that Council's CCTV policy would be revised and update the privacy policy as well.

Moved Cr Skelt, seconded Cr Soper and **RESOLVED** that the Infrastructure Committee:

1. Receives the report "Closed Circuit Television Update – April 2023".
2. Endorses the implementation of City wide focus and with extended budget.
3. Confirms that the City Centre is the priority area to progress.

Moved Cr Soper, seconded Cr Skelt and **RESOLVED** that the Infrastructure Committee **recommends to Council:**

4. That Council requests staff to allocate additional budget of up to \$200,000 for the 2023/2024 year for the CCTV project, noting this will have a rates percentage increase for the 2023/2024 year of 0.02%.
5. Requests staff complete the Privacy Impact Assessment and review of Council Privacy Policy be completed and implemented prior to the system going live.

Moved Cr Soper, seconded Cr Skelt and **RESOLVED** that the Infrastructure Committee **recommends:**

6. **That Council** notes that:
 - i. Capital funding for CCTV (of up to \$550,000) could be included as a Long Term Plan request for the additional regions; and
 - ii. Operational costs, estimated to be \$150,000 per annum be also included in budgets.

10. Activities Report

A4440816

Ms Erin Moogan spoke to the report. She provided a verbal update about the disruptions to the streets around stormwater work, crossing Dee Street to up above Herbert Street. As part of the work, the team were required to go quite deep under the road, which led to an archaeological find. As such, the work would now have to take place under an archaeological authority to document the find and therefore, further time would be added to complete the stormwater work. Since the Easter holiday period was fast approaching, it was decided that the work would be closed up and reopened the road for the holidays. The work would then start again after the holidays.

In response to a query about why Don Street was dug up again, it was noted that the main project had been completed however, there were quality issues and the defects were now being corrected. This work would be done at the cost of Downers.

In response to a query whether the new homes opened to take up the slack, it was noted that construction on the new homes had not yet started. It was also noted that a programme to upgrade old housing stock was in place which meant that initially more houses would not be added to the housing stock.

In response to a query whether the number of people on the waiting list would reduce significantly, it was noted that there would not be a significant decrease with Council's current investment profile.

In response to a query about whether potholes were developing quickly since the last report said there were 7 potholes and this report said there were 30 potholes, it was noted that the number 30 seemed a more likelier number but the information would be checked and provided.

Moved Rev Cook, seconded Cr Dermody and **RESOLVED** that the Infrastructure Committee:

1. Receives the report "Activities Report".
2. Notes the traffic signal outage in February as a result of lightning strike and the associated upgrade of the network.
3. Note the milestone completion of works in Esk and Don Streets and the great outcomes and feedback in this space.

11. Public Excluded Session

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

- a. *Confirmation of Minutes of the Infrastructure Committee held on Tuesday 7 March 2023*
- b. *Volumes and Cost of Kerbside Collection*
- c. *Contract 944 – Road Resurfacing 2021 – 23 – Contract Term Extension*

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 Infrastructure Committee held on	Section 7(2)(i) Enable any local authority holding the information to carry on,	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of

- | | | |
|--|---|--|
| Tuesday 7 March 2023 | without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | information for which good reason for withholding would exist under Section 7 |
| b. Volumes and Cost of Kerbside Collection | 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. Contract 944 – Road Resurfacing 2021 – 23 – Contract Term Extension | 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 |

There being no further business, the meeting finished at 4.25 pm.

**MINUTES OF BLUFF COMMUNITY BOARD, HELD IN THE BLUFF MUNICIPAL CHAMBERS,
GORE STREET, BLUFF ON MONDAY 17 APRIL 2023 AT 7.00 PM**

Present: Mr R Fife (Chair)
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote – Advisory Member

In Attendance: Mr J Shaw – Interim Group Manager – Consents and Compliance
Mr M Morris – Manager – Governance and Legal
Mr R Pearson – Manager – Strategic Asset Planning
Ms N Allan – Manager – Bluff Service Centre
Ms D Fife – Assistant Manager – Bluff Service Centre
Mr L Beer – Publicity / Promotions Officer
Ms M Cassiere – Executive Governance Officer

1. Apology

Mr Graham

Moved Mr Sutherland, seconded Cr Dermody and **RESOLVED** that the apology be accepted.

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Major Late Item

4.1 Bluff Action Sheet

Moved Cr Dermody, seconded Mrs Coote and **RESOLVED** that the Major Late Item 'Bluff Action Sheet' be accepted.

The reason that the item was not in the agenda: The item was not ready at the time of the publication of the agenda.

The reason why the discussion of the item could not be delayed: Matters could be progressed in a timely manner.

5. Minutes of the Meeting of Bluff Community Board held on Monday 20 March 2023

A4434481

Moved Cr Dermody, seconded Ms Topi that the minutes of the Bluff Community Board held on Monday 20 March 2023 be confirmed.

In response to a query about when the meeting between Te Awarua o Rūnanga and Bluff Community Board would take place, it was noted that the meeting may take place in May 2023. It was noted that an informal meeting could be arranged prior to May 2023.

The Chair provided an update on the role of the coordinator with regard to the Bluff Motupōhue Tourism Masterplan Implementation. He noted that Great South provided a paper to fund the coordinator role for one year from their budget, which would be within their scope based on the Great South Statement of Intent to Invercargill City Council.

The motion, now put, was **RESOLVED**.

6. Report of the Bluff Publicity/Promotions Officer

A4485140

Moved Cr Dermody, seconded Mr Sutherland that:

1. That the Bluff Community Board receive the report "Report of the Bluff Publicity / Promotions Officer".

Mr Lindsay Beer spoke to the report and provided a summary. He noted that the closed circuit television camera for Stirling Point work was in progress and that he was in communication with suppliers. He noted that approximately 150 people would be expected as part of the Southland Tramping Club's planned visit to Bluff. He also provided an update on the AM Show and said that they would not visit Bluff this week however, they were still keen to visit Bluff before the end of the Oyster season.

The motion, now put, was **RESOLVED**.

7. Chairperson's Report – Verbal Update

The Chair provided a verbal update.

- 7.1. Meeting with Bluff police - A visit with the Bluff police by the Community Board for introductions with the new members of the Community Board. A meeting would be arranged in the next two to three weeks. He said that it would be important to meet with them at least twice a year.
- 7.2. Smokefree Bluff – A query had been raised whether a Community Board member could work with Ms Jo-Anne Grimwood from the National Public Health Service, so that the work could begin.

Discussion took place around the Smokefree Bluff work and whether Ms Barbara Metzger would be the ideal person as she had experience in that area, and was a member of the Bluff community.

Moved Mr Fife, seconded Ms Topi that the Bluff Community Board:

1. Receive the report 'Chairperson's Report – Verbal Update'.

In response to a query whether the meetings with Bluff police could be held at the Bluff Municipal Chambers when the Community Board meetings took place, it was noted that the idea could be proposed after the first meeting with the Bluff police.

The motion, now put, was **RESOLVED**.

8. Bluff Action Sheet

A4468221

Moved Ms Stockwell, seconded Cr Dermody that the Bluff Community Board:

1. That the Report Bluff Action Sheet be received.

Mr Russell Pearson was invited to provide an update on the Action Sheet. He said that he was trying to arrange for Waka Kotahi to attend the next Community Board meeting. He suggested that the topics of discussion could include:

- a. The speed limit at entry to the township - since a 100 km to 50 km was inappropriate and although a transition speed had been requested, there had not been any results. What would be the process for this change and/or whether a temporary speed limit could be established whilst this was being consulted.
- b. Roadsides – by fuel tanks. Who would be responsible for the vegetation control beyond the cycle lane?
- c. Township to Stirling Point – the sealed shoulder width varied greatly and was narrow in places (e.g. narrow at the corner Gregory Street). This was concerning for cyclists due to inconsistency as well as the low gravel shoulder. What could be done to correct this and what would be the time line?
- d. What was planned for the resilience (lifelines) of State Highway 1 to Bluff as flooding has occurred too frequently?
- e. What maintenance had been planned for the State Highway for the next 3 years and what works had been deferred?
- f. What would be the key performance indicators for the highway and how would they be measured? It was noted that this would be to assist the understanding of what was expected and would be helpful as information.

Mr Pearson also provided an update on the injury incident at Bluff Hill and said that WorkSafe was investigating the incident.

It was noted that if managers responsible for the reports were unable to attend the Community Board meetings, then they should arrange for an alternate to speak to the report.

A query was raised about the timeline for including information about the My Invercargill tool on the Bluff Facebook page. It was noted that an advertisement campaign around the tool could be launched to cover the city and Bluff.

Discussion took place around information with regard to Bluff from the Request for Service (RFS) system being reported to the Community Board as part of the Action Sheet. Further discussion took place around the Action Sheet and it was suggested that the Action Sheet be separated into two types of reports – a strategic long term report and an operational sheet. The operation sheet could form the regular report and the strategic sheet could form the quarterly report.

It was noted that for the next Community Board meeting, the Action Sheet should include suggested edits so that the Community Board members could discuss and decide which actions should form the operational sheet and also include actions which were currently not in the sheet.

It was noted that the actions noted during the Bluff tour of inspection would be compiled and shared with the Community Board.

It was noted that iPads for the Community Board members were expected to arrive in a couple of months.

Discussion took place around rubbish bins, the lack of capacity to recycle in Bluff, inclusion of public transport for Bluff in the Action Sheet, Bluff boat ramp, and Stirling Point.

It was noted that a report on the situation of rubbish bins and the viability of increasing the number of bins in Bluff be sought from Council's Operations team.

Discussion also took place around the Long-term Plan and it was noted that any work funded by Council would be included in the Long-term Plan.

A query was raised about charges for user pay for the boat ramp. It was noted that a workshop with the Community Board would be held, after which Council staff would present a report to Council for approval. It was also noted that the initial plan was developed for the boat ramp to be a user pay system, and that the stakeholders had agreed. The decision on the fees to be charged was still pending.

It was suggested that a workshop on the boat ramp be organised by the Project Management Office to inform on what has been delivered, what would be next, explore funding options, and what could be delivered.

The motion, now put, was **RESOLVED**.

9. Public Excluded Session

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

- a. Confirmation of the Public Excluded Session of the Bluff Community Board held on 20 March 2023
- b. Bluff Chambers Video Conferencing Options

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 the Public Excluded Session of the Bluff Community Board held on 20 March 2023	<p>Section 7(2)(i)</p> <p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a)</p> <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p>
b. Bluff Chambers Video Conferencing Options	<p>Section 7(2)(i)</p> <p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a)</p> <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p>

There being no further business, the meeting finished at 8.16 pm.

**MINUTES OF COMMUNITY WELLBEING COMMITTEE, HELD IN THE COUNCIL CHAMBERS,
FIRST FLOOR, TE HINAKI CIVIC BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY
18 APRIL 2023 AT 3.00 PM**

Present: Cr D J Ludlow (Chair)
Mayor W S Clark
Cr P M Boyle
Cr T Campbell
Cr A H Crackett
Cr G M Dermody
Cr I R Pottinger
Cr L F Soper
Rev E Cook – Māngai – Waihōpai
Mrs P Coote – Kaikaunihera Māori – Awarua

In Attendance: Cr A J Arnold
Mr M Day – Chief Executive
Ms E Moogan – Group Manager – Infrastructure
Mr S Gibling – Group Manager – Leisure and Recreation
Mrs P Christie – Acting Group Manager – Finance and Assurance
Ms J Hutton – Interim GM – Customer, Communications and People
Mr J Shaw – Interim GM – Consents and Compliance
Mr A Cameron – Chief Risk Officer
Mr M Morris – Manager – Governance and Legal
Mr R McWha – Manager – Business Transition
Mr W Marriott – Manager – Museum and Heritage Services
Mr L Butcher – Programme Director – Project Management Office
Ms L Knight – Manager – Strategic Communications
Mr C McAulay – Manager – Parks Operations
Ms G Crawford – Engagement and Partnerships Officer
Mr G Caron – Digital and Communications Advisor
Mrs T Amarasingha – Governance Support Advisor
Ms M Cassiere – Executive Governance Officer

1. Apologies

Cr B Stewart, Cr R Bond, Cr Kett

Moved Cr Pottinger, seconded Rev Cook and **RESOLVED** that the apologies be accepted.

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. 2023 Inaugural Youth Council Report

A4473944

Levi Te Amo and Ryan Frost were present to speak to the report. They noted that they had held their Inaugural meeting and that the Chairs and co-chairs had been elected. They shared their views on the Single Transferrable Voting (STV) system versus the First Past the Post (FPP) system, and noted that the general consensus among the Youth Council members was support for the STV system.

In response to a query whether any Youth Council member supported the FPP system, it was noted that a survey had been conducted and those who responded supported the STV system.

In response to a query about definition of 'better' on the STV versus FPP systems topic, it was noted that with the STV system, a higher number of people in Invercargill would be satisfied as to who would hold a position in Council. It was noted that it with STV system, Council would have a better diverse representation.

Note: Cr Arnold joined the meeting at 3.07 pm.

Levi and Ryan also provided their view on lowering the voting age to 16 for local body elections. They noted that the Youth Council did not have a consensus on this topic. Ryan stated that in his personal opinion, the voting age should not be lowered and provided several points to support his view. Levi spoke on behalf of the lowering the voting age and also provided several points to support his view.

Levi and Ryan also discussed the whether 16 year olds should also be allowed to serve in the military and tried for crime as an adult, and whether youth participation would increase with lowering of the voting age. It was noted that lowering the age may not increase youth participation.

In response to a query about the disparity between the voting age between general and local elections, it was noted that there should be consistency in both general and local elections.

With regard to the parliamentary ban placed on Members of Parliament on the use of the social media application Tiktok, a query was posed from the Youth Council members whether something similar was in place on Council's and councillors' use of Tiktok.

In response to the question from the Youth Council members, it was noted that Council does not have a policy at this stage, and that it was an individual choice. It was also noted that councillors would not download Tiktok on their council provided devices, and that Council had a Tiktok account. In addition, it was noted that Council had robust cybersecurity practices in place.

Moved Cr Crackett, seconded Cr Soper and **RESOLVED** that the Community Wellbeing Committee:

1. Receive the Report "2023 Inaugural Youth Council Report".

5. Minutes of the Meeting of Community Wellbeing Committee held on Tuesday 14 March 2023

A4434476

Moved Cr Pottinger, seconded Cr Crackett and **RESOLVED** that the minutes of the Community Wellbeing Committee held on Tuesday 14 March 2023 be confirmed.

6. Minutes of the Meeting of District Licensing Committee held in March 2023

A4427498

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the minutes of the District Licensing Committee held in March 2023 be received.

7. Rangaranga Programming Framework

A4257449

Mr Richard McWha spoke to the report. He provided a summary of the programme and stated that this would not replace the specialist programming work that already took place. He said that this programme would ensure efficient use of resources through greater collaboration and the outcome would provide greater impact. He noted that this programme would start in Council but would have partnerships with community groups.

Queries were raised about whether the programme would give consideration to Bluff and South City. It was noted that at the moment the programme would focus initially on the Leisure and Recreation services of Council but would expect overtime this is something that could expand to other parts of Council and into the wider community, including Bluff.

In response to a query whether collection of data on demographics was envisioned in the project framework, it was noted in the affirmative and also acknowledged that a gap existed.

Moved Cr Dermody, seconded Rev Cook and **RESOLVED** that the Community Wellbeing Committee;

1. Receive the report "Rangaranga Programming Framework".
2. Endorse the use of the Rangaranga Programming Framework, initially for the Leisure and Recreation department, with a view to expanding its application to all areas of Council if and when appropriate.

8. Queens Park Land Reclassification for Project 1225 – Not Required

A4440560

It was noted that staff had requested that the paper not be reviewed today and to be deferred until a later date.

9. Activities Report

A4440823

Mr Steve Gibling spoke to the Leisure and Recreation aspect and provided an update on the recovery and programming services. He said that due to flight path issue, tree removal work would take place in Queens Park, and that information on the programme would be communicated. He stated that trees would be replanted for the ones which would be removed.

Ms Jo Hutton and Mr Jonathan Shaw spoke to the Customer and Environment aspect. They noted that education around parking kiosks was ongoing and that library staff were also being trained. It was noted that there was potential to review the parking activity through the activity management plan.

In response to a query about the linkage between tree removal and flight path, it was noted that Invercargill Airport Limited had requested removal of 43 trees in Queens Park based on height and location.

In response to a query about iSite type information centres, it was noted that iSite was an external franchise and the cost was expensive. The Department of Conservation has information centres and that a report would be brought back after discussions with the Department on their centres.

Moved Cr Boyle, seconded Cr Campbell and **RESOLVED** that the Community Wellbeing Committee:

1. Receives the report "Activities Report".

10. Public Excluded Session

Moved Cr Ludlow, seconded Cr Dermody and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of Riki Parata and Jana Davis – Chair and CEO of Te Tapu o Tāne, as they had knowledge with regard to the Te Tapu o Tāne proposal in public excluded, namely:

- a. *Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Committee Held on 14 March 2023*
- b. *Te Tapu o Tāne Land Purchase Proposal*

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 Community Wellbeing Committee Held on 14 March 2023	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) Te Tapu o Tāne Land Purchase Proposal	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 5.05 pm.

LONG-TERM PLAN – REGION AND ENVIRONMENT

To:	Council
Meeting Date:	Wednesday 26 April 2023
From:	Rhiannon Suter, Manager – Strategy and Policy
Approved:	Michael Day – Chief Executive
Approved Date:	Wednesday 19 April 2023
Open Agenda:	Yes

Purpose and Summary

This report provides Council with the opportunity to provide direction to officers in preparation of elements of the Long-term plan related to region and environment.

Recommendations

That Council:

1. Receive the report “Long-term Plan – Region and Environment”.
2. Note the progress in delivering the Regional Spatial Strategy project and that options for the next stage of this project will be included in the Regulatory Activity planning process.
3. Note that the effectiveness report on the ICC District Plan identified housing and climate change as two areas of priority, on which Council is working.
4. Note that regional climate change principles are being prepared by the Regional Working Group as part of preparing the regional climate change strategy.
5. In support of the development of a regional climate change strategy, confirm the following principles: a data led approach; a strategy which considers risks and opportunities; a holistic policy making and risk assessment approach and that Council's preferred approach to regional collaboration is a regional strategy and district level action plan.
6. Confirm that Council wishes to pursue a target of Carbon Zero and request officers to prepare guidance to support determining an appropriate timeframe for the target.
7. Confirm that Council wishes to consider the establishment of an internal contestable fund and offsetting carbon emissions as possible options for supporting achievement of emissions reduction and request officers to prepare these options for consideration.

8. Note that further modelling work will be required in order to better understand the risk presented by climate change to Council infrastructure and the City.
9. Note the update provided by Environment Southland on the health of New River Estuary and that further monitoring work is likely to be required to understand the impact of the closed landfill on Estuary health and that this will be included in the Solid Waste activity planning.
10. Note that Environment Southland is in the process of reviewing the Coastal Plan, and as part of this work, expects to undertake further consultation with the community on access to Ōreti Beach at some point in 2023/2024.
11. Request a report on options for Council's role in delivering the Regional Public Transport Plan, which Council currently has responsibility for in delegation from Environment Southland.
12. Note a public workshop on public transport will be held on 18 May 2023.
13. Note that hui with Iwi and the Bluff-Motupōhue community have been taking place with regard to land contamination at Ocean Beach and further information will be brought to Council in due course.

Background

The Council has confirmed the community outcome of a healthy resilient environment where the city is well positioned to navigate climate change.

Navigating increasingly complex environmental challenges including climate change, land contamination and earthquake risks is a strategic challenge for Council.

Issues

Regional Spatial Strategy and District Plan review

Resource Management Act reform is in progress. The Government has signalled the intention to reform the process by which regulatory planning functions are undertaken, one aspect of which is the development of regional spatial strategies and plans which over time will replace the existing district plans.

As a first step towards this Southland is undertaking preparatory work towards the creation of a regional spatial strategy which will set the strategic direction for the use, development, protection, restoration and enhancement of the environment. Council is working with Environment Southland, Te Ao Marama, Southland District Council and Gore District Council on this project which will be delivered in the mid-2023.

This first piece of work will identify the data and information which the region already has and outline a pathway forwards towards the development of a regional strategy.

At present there has been no process announced for the selection of a pilot region from the Ministry for the Environment.

The District Plan was last reviewed in 2019. A recent effectiveness report found that the District Plan was largely effective and that future work should focus on housing capacity and understanding more about how climate change will impact the region. Both these pieces of work are underway. It is important to note that further changes to the District Plan are resource intensive and the most effective allocation of limited policy resource will need to be considered by Council, given the reform agenda.

Council will receive information on further work on the Regional Spatial Strategy and the District Plan which is proposed as part of the Regulatory activity planning for the Long-term plan.

Climate Change

Council received an update on climate change, including the establishment of the Regional Working Group, the current activities of Council, the results of the first carbon baseline and a report outlining the required elements of modelling needed to support risk assessment for Council infrastructure and future adaptation planning at its last meeting.

At the workshop Council discussed the principles which are likely to be useful for approaching development of climate change strategy and action plans. These included:

Data led approach – Climate change will have significant impacts on the community and mitigation and adaptation measures are likely to require significant investment. It is important that the region has the best information possible to inform decision making. The Tonkin and Taylor report commissioned by Council identified that further river flood and coastal inundation modelling, as well as further analysis of asset condition, would be required to make use of the LIDAR data investment which has been made to develop enhanced digital elevation modelling.

Risks and opportunities – Climate change will present both risks and opportunities and these should be considered as part of the Regional Strategy.

Holistic policy making and risk assessment – Climate change cannot be considered in isolation. It must be considered as part of wider regional spatial planning for example and alongside other issues including social exclusion and cost of living issues.

Regional strategy and District level action plans – having a regional strategy underpinned by district level action plans provides a level of flexibility for Council and local communities to determine the best approach in each circumstance to achieve the overarching goal.

Carbon Zero

The Government has set a target for the country to be Carbon Zero by 2050. Environment Southland have recently agreed a target to be Carbon Zero by 2050. There is an option for Council to consider whether to agree to this target as part of a regional strategy, seek to be Carbon Zero earlier or to not set a target. In order to give effect to achieving such a target, Council can determine to invest in new technology and processes to reduce carbon impacts and/or to purchase offsets.

One mechanism used by some Councils to support these actions, is an internal contestable fund which can be applied to projects which have the greatest impact and/or used to purchase offsets. This is an option which could be scoped for the Long-term plan.

New River Estuary

Environment Southland provided information on the health of New River Estuary, noting the impacts of sediment, macroalgae (seaweeds), and seagrass growing on excess nutrients in the estuary.

“Overall, the widespread presence of persistent entrained *Agarophyton* [nuisance macroalgae] beds, extensive patches of extreme sediment anoxia, and progressive seagrass losses, serve as clear indicators that the capacity of the estuary to assimilate nutrient loads is being dramatically exceeded.” ... “The scale of eutrophic symptoms in New River Estuary is unprecedented in New Zealand and emphasises the urgent need to manage sediment and nutrient loads to prevent further adverse impacts in the estuary.”

- Salt Ecology (2021) – Macroalgae and Seagrass Monitoring of New River Estuary.

Contaminants come from a range of sources, including run off from the wider catchment, discharge of stormwater and wastewater from the city and contaminant leaching from the old landfill. There is further monitoring work required in order to further understand the impact of contaminants from the landfill.

Coastal Plan and access to Ōreti Beach

Environment Southland is working on the new Coastal Plan which will be notified in late 2024. Further consultation is planned on a range of topics including:

- Community values and aspiration for the coast;
- Surface water activities including cruise ships and other vessels; and
- Indigenous biodiversity including toheroa.

Ōreti Beach is one of the main habitats for toheroa in New Zealand. Environment Southland has previously engaged the community on options for protecting this species, including reducing or limiting driving on areas of the beach or removing vehicle access and plan further engagement on this issue in 2023.

At present, there is no indication that Council needs to plan for provision of further infrastructure to support a policy change in the first years of the Long-term plan.

Regional Public Transport Plan

The Regional Public Transport Plan (RPTP) sets out for Southland the delivery of services. It is prepared by Invercargill City Council (ICC) under delegation from Environment Southland. ICC has managed regional public transport for Southland under delegation since 2002. ICC rates for PT services in urban area only (e.g. not Otatara or Bluff). At present there are no bus services provided outside of Invercargill, although ICC manages the Total mobility scheme for the whole region.

Bus use is declining in Invercargill and a public workshop is being held on 18 May to further explore options. A recent resident survey showed that 87% of people never use the bus service, with preference for car use, locations and timetables for buses being the biggest drivers rather than price.

The plan is a strategic document, which sets objectives and policies for Invercargill and the wider Southland Region for the next 10 years (2021-2031). It describes services proposed in

future to meet the needs of new and existing customers and policies which services operate under. It explains how ICC will work in partnership with operators, neighboring TAs and ES. The current plan is consistent with the 2018 update to joint Otago Southland Regional Land Transport Plan 2018- 21.

A paper will be brought back to Council exploring the options for returning the delegation for completing this plan back to Environment Southland.

Ocean Beach

There is land contamination at Ocean Beach resulting from previous industrial activities. Council is working with the Department of Conservation and other parties to manage the issue. There are a range of hui ongoing with the local community.

Significance

This report is procedural in nature and as a result is not significant.

Community Views

A number of the issues covered in this report, including climate change and the health of New River Estuary, have been raised by community members through the previous Long-term Plan consultation.

The recent residents survey provided information on reasons for declining community use of bus services.

Pre-engagement for the Long-term Plan is planned for May and will focus on enabling the community to share the issues that are important to their wellbeing, including environmental wellbeing.

Formal consultation on the Long-term Plan will take place in March/April 2024.

Implications and Risks

Strategic Consistency

The recommendations align with the strategic direction established in the 2021 – 2031 Long-term Plan on climate change and with the strategic priorities and community outcomes set for the 2024 – 2034 Long-term Plan.

Financial Implications

The financial implications will be provided with options as part of activity plan as outlined above.

Legal Implications

Council is required to give consideration to the issue of climate change under the Resource Management Act and as part of the process of preparing the Long-term Plan.

Climate Change

This issue is discussed above.

Risk

The regional and environmental issues outlined in this report are some of the most complex facing Council with many requiring further data and information before policy positions can be fully scoped. This presents a risk to the Long-term Plan delivery and budgeting process as information may not become available in good time to inform this Long-term Plan cycle and in some cases investment required may be higher than expected.

Next Steps

Options will be brought back for Council consideration as part of Activity and asset planning workshops in July.

Attachments

None.

INVERCARGILL CITY HOLDINGS LIMITED 2023/2024 DRAFT STATEMENT OF INTENT

To:	Council
Meeting Date:	Wednesday 26 April 2023
From:	Rhiannon Suter, Manager – Strategy and Policy
Approved:	Patricia Christie - Acting Group Manager - Finance and Assurance
Approved Date:	Wednesday 19 April 2023
Open Agenda:	Yes

Purpose and Summary

This report provides Council with the opportunity to receive and provide feedback to Invercargill City Holdings Ltd on the 2023/2024 Draft Statement of Intent.

Recommendations

That Council:

1. Receive the report "Invercargill City Holdings Limited 2023/2024 Draft Statement of Intent".
2. Receive the 2023/2024 Draft Statement of Intent (A4384078).
3. Confirm the letter of response to the 2023/2024 Statement of Intent to ICHL (A4480848).
4. Adopt the policy for appointment of Directors (A4480100), noting any further additional amendments required by Council:
 - a. **Include/ not include** a Councillor as member of the Director Appointments Committee
 - b. **Require/ do not require** membership of Institute of Directors as a criteria for membership.

Background

Each year in line with the requirements of the Local Government Act guiding the processes for Council Controlled Trading Organisations (CCTOs), ICHL provides Council with a draft Statement of Intent ahead of provision of the final Statement of Intent to be received by 30 June for the year ahead.

The 2023/2024 Draft Statement of Intent has been provided to Council and is attached. The ICHL Board have signalled that due to the timing of the finalisation of the SOI of one its major subsidiaries, EIL, some of the information about the proposed return of dividend from EIL to ICHL

needs to be updated to reflect the most recent position. In addition some information about return on equity has been incorrectly labelled – this is in fact return on assets.

The letter of response has been drafted with input from Councillor discussions and reflects Council positions on the issues outlined below. Many of these issues will be further discussed as part of the Long-term plan process and will inform the 2024/2025 Letter of Expectation which will be provided to ICHL in September / October following a further workshop with ICHL in September.

Issues

Role of the Holding Company

ICHL Directors manage the Holding Company on the basis that their primary responsibility is the management of existing assets in alignment with Council interests rather than to act as an investment company seeking new areas for investment.

Over the previous few years the focus of the ICHL Board has been on rationalising the investments the Holding Company manages in order to ensure they align as far as possible with Council's interests. With the exception of those assets held for strategic non-commercial reasons (primarily the Airport and ICL) the focus Council has provided to the Holding Company is to deliver a regular, reliable return to Council in order to reduce its requirement to rate fund all activities. By necessity, this requires holding of low risk, largely asset based investments that can provide regular returns.

Return of dividend

The level of the return of the dividend has been set to provide a set amount to Council each year to provide surety for budget preparation. The original level was set at a conservative level which the Board felt could be reliably met. The area of the Holding Company's business which returns a dividend is all within the energy business. As a result of unmet depreciation requirements within areas of the lines businesses EIL is signalling a strategy of debt retirement to manage the issue of aging stock coming due for replacement. ICHL has been discussing with EIL the process for managing this while also ensuring the delivery of a dividend to Council. Following these discussions a figure of \$4 million is intended, which is higher than the figure forecast in the EIL Draft SOI and therefore in the ICHL Draft SOI. The ICHL Board is signalling through SOI confidence to continue to deliver the agreed level of dividend.

Capital growth and the management of debt

As a result of previous direction from Council there are some areas of the EIL business which are following a capital growth strategy rather than a short term investment return strategy required to return the dividend to Council. The realignment of the ownership of Roaring Forties is one of the strategies of the Holding Company to manage this risk to Council.

The current business of ICHL can be managed within the existing uncalled capital provided by Council, although this would change if new business areas were considered without sale of existing interests or in the circumstances where there is greater need for debt to manage existing operations within the group. Increasing the level of uncalled capital available to ICHL

would require either a reduction in the debt available to Council or a change to the Financial Strategy, with potential flow-on impacts to the Credit rating of Council.

Other strategic priorities including strategic holdings

There are some non-commercial holdings managed by the Holding Company for Council. These include the Airport which is a strategic asset to the region, although it should be noted that the Airport Board has been requested to further maximise commercial returns. It also includes the ICL and ICPL holdings in the City Block which are not held with expectation of financial return.

There are potential benefits to managing some or all of Council's investment property within the Holding Company and this matter will be considered further by Council.

It is important to note that the inclusion of further strategic assets or property which is not expected to provide a commercial return, has the potential to limit the ability of ICHL to meet its obligations to provide a dividend.

The issue of climate change is becoming of greater strategic importance and it is important the impact of this on ICHL is considered as part of the LTP.

Planning and reporting

The legal requirement of an SOI is to cover three years. It is recommended to request the ICHL Board to provide an SOI which covers ten years in order to align with Council's long-term planning cycle.

Quarterly reporting in alignment with the Council's Performance reporting is recommended. Together with bi-annual in-person reporting from the ICHL Chair/ Board and annual reporting from the subsidiaries, this more frequent reporting will assist Council in more effectively monitoring performance and supporting the ICHL Board with managing emerging issues.

Appointment of Directors

Council has an existing Appointment and Remuneration of Directors Policy, last updated in 2019. It is recommended that the Policy be updated as attached. The changes reflect the fact that, in practice, the Director Appointments Committee which appoints directors to ICHL, also appoints to the other CCTOs, and are all approved by Council. Council may wish to consider if it should be a requirement that there always be a Councillor on the Director Appointments Committee. Another matter for consideration is whether ICHL should be paying for corporate governance training. One solution would be to require membership of the Institute of Directors as default criteria for board members.

There is also proposed the addition of a requirement for a minimum threshold of local directors to be appointed to the ICHL board. One option is in the draft Policy, which provides that 40% of the board must consist of local directors, local being defined as having a permanent residence in Southland. There could be a potential issue if this threshold is unable to be met due to a lack of appropriately qualified candidates. This may result in Council having to approve breaches of the Policy.

Alternatives could include rewording the Policy to remove any particular figure, and making it aspirational rather than required, or instead creating a mandatory director training position, which would be activated in the event there is no suitably qualified local candidate, and ensure that a local trainee director would be appointed and trained. This would also lend itself to good succession planning and increasing the general pool of talent.

Next Steps

The ICHL Board will provide the final version of the 2023/2024 Statement of Intent before the end of June.

A workshop is planned with ICHL as part of the 2024 – 2034 Long-term plan process on 26 September 2023.

Attachments

1. Draft Statement of Intent (A4384078)
2. Response to the Draft Statement of Intent (A4480848)
3. Policy for the Appointment of Holding Company Directors for adoption (A4480100)



INVERCARGILL CITY HOLDINGS LIMITED

DRAFT STATEMENT OF INTENT FOR THE FINANCIAL YEAR ENDING 2024

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PREAMBLE

Invercargill City Holdings Limited (ICHL) was established by Invercargill City Council (ICC) in 1996 to monitor and oversee the performance of its subsidiaries and is accountable to ICC against this role.

Section 64 of the Local Government Act 2002 requires ICHL to prepare a statement of intent that:

- States the activities and intentions of ICHL for the year and the objectives to which those activities will contribute;
- Provide an opportunity for ICC to influence the direction of ICHL; and
- Provide a basis for the accountability of the directors of ICHL to ICC for the performance of ICHL.

ICHL and ICC have determined that the investments held by ICHL may be classified as either strategic or commercial and this statement of intent reflects those classifications.

The Directors have prepared this Statement of Intent which consolidates the intentions and objectives of its subsidiaries for the year.

OBJECTIVES

Section 59 of the Local Government Act 2002 sets out the principal objectives of ICHL. ICHL has the following specific objectives:

- To ensure that ICHL and its subsidiaries work together with ICC to form an agreed strategic objective for the group.
- To ensure that ICHL and its subsidiaries activities and strategy are aligned with the strategic objectives agreed with ICC.
- To ensure that the strategic investments of ICHL are managed in a manner that optimises returns to its shareholder while achieving the desired strategic objectives associated with those investments.
- To ensure that the commercial investments of ICHL provide returns to its shareholder ICC that are sustainable and consistent with the agreed objectives and risk appetite of ICHL.
- To ensure that any projects or investments where ICHL has been requested by its shareholder ICC to either undertake or supervise those projects or investments they are undertaken in a commercially prudent manner to achieve the strategic outcomes of those projects or investments agreed with ICC.
- To keep the ICC informed of matters of substance affecting the group on a no surprises basis.
- To monitor the performance of each subsidiary against their stated performance objectives and ensure they have proper governance procedures in place.
- To promote rigorous health and safety management and reporting within the group.

- To ensure that regular reporting of results occurs to Invercargill City Council.
- To act generally as a responsible corporate citizen.

NATURE AND SCOPE OF ACTIVITIES

ICHL will monitor and oversee the performance of its investments. Specific actions that ICHL will take towards performance of this activity include:

- a. Providing input into the Statement of Intent of each of its subsidiaries to ensure that they reflect the strategies and objectives of Invercargill City Council; and,
- b. Monitoring the performance of the individual subsidiary companies against the Statement of Intent.
- c. Providing funding and treasury services to the subsidiary companies.
- d. Regularly, at least every 12 months, reviewing the strategic alignment of the commercial investments held by Invercargill City Holdings Limited against its agreed strategic objectives.
- e. Assisting Invercargill City Council in the management of its commercial investments.

ICHL exercises its monitoring role through a variety of means, including reviewing Statements of Intent provided by subsidiary companies, reviewing periodic financial, strategic and health and safety reporting by the subsidiaries, monitoring business developments, liaising with subsidiary boards at least quarterly, making director appointments following recommendation from Invercargill City Council and dealing with other issues as they arise.

The undertaking by Invercargill City Holdings Limited of any activity of a nature or scope not provided for would be subject to the prior approval of the Invercargill City Council.

In particular the prior approval of the shareholder would be required to the company forming, acquiring or divesting an interest in any subsidiary company and in the case of each subsidiary the Directors of Invercargill City Holdings Limited shall not, without the prior approval of the shareholder approve any investment which is contrary to that subsidiary's Constitution.

Activities of the subsidiary companies are as follows:

ELECTRICITY INVERCARGILL LIMITED (EIL)

EIL owns and operates the electricity network in Invercargill which includes 663km of predominantly underground cables. This is one of the best performing networks in New Zealand in terms of reliability and efficiency and has more than 17,500 connections. Electricity retailers pay EIL for this network delivery service and in turn charge homes and businesses for it.

EIL also has partial ownership of PowerNet, the network management company and OtagoNet and Lakeland Network, electricity distribution entities in Otago and Central Otago.

EIL continues to make a commitment to reduce the overall age of the network and continuously improve the assets to ensure safety, capacity and reliability.

INVERCARGILL AIRPORT LIMITED (IAL)

IAL provides all airport related services for Invercargill and is the gateway to the city and the wider Southland region, hosting over 277,000 passengers in the 2022 year.

IAL is 97.47% owned by Invercargill City Holdings Limited and the other 2.53% shareholders are the four local Runanga.

Invercargill City Council has agreed that IAL is a strategic asset. ICHL will work with IAL to ensure that its activities ensure the continued development of this essential service.

INVERCARGILL CITY PROPERTY LTD (ICPL)

ICPL has been the vehicle by which Invercargill City Council has invested in and lent money to HWCP Management Limited. HWCP Management Limited will hold the balance of land acquired by it and not utilised for the development of the inner city block. ICPL continues to work with ICHL and Invercargill City Council around the management of that investment.

INVERCARGILL CENTRAL LIMITED (ICL) JOINT VENTURE

ICHL has become a shareholder in ICL at the request of ICC. ICHL has invested \$43.2 million in ICL and holds 45.8% of the shares.

ICL has completed the development of stage 1 and is carrying out the development of stages 2-3 of the inner city.

ICL is a strategic asset and ICHL will continue to monitor the performance of ICL in meeting the objectives of the investment by ICC in that company.

ROARING FORTIES ENERGY (RFE) JOINT VENTURE

It is intended that EIL will sell Roaring Forties Energy which owns generation assets including wind and hydro to ICHL during the 2023/24 year.

PERFORMANCE TARGETS

The following targets relate to the ICHL group unless separately identified.

Financial

The consolidated financial forecasts are based on information provided by the subsidiary companies and Invercargill City Holdings Limited own forecasts. The financial forecasts have been prepared using the best information available at the time of preparation.

Group – Year Ending 30 June	2024 (\$'000)	2025 (\$'000)	2025 (\$'000)
Group Net Profit/(Loss) after tax	5,657	6,528	6,528
Dividend to Invercargill City Council	5,206	5,326	5,326

Invercargill Airport Limited, Invercargill Central Limited and Invercargill City Property Limited are strategic investments and will not be included in any commercial return requirements for ICHL.

ICL is currently undertaking development and at this stage there is no commercial return target allocated.

Return on Commercial Investments (ICHL and EIL)

ICHL is currently reviewing the manner in which its returns are reported to Invercargill City Council. In the interim ICHL will report, for its commercial investments rates of return on equity:

ICHL and EIL – Year Ending 30 June	2024	2025	2026
Return on equity (after tax)	2.56%	2.95%	2.95%

Non-financial performance targets – ICHL Parent

Corporate Governance

Objective	Performance Target
The ICHL Group will adopt strategies that are compatible with the strategic direction of its shareholder.	ICHL will actively engage with its subsidiaries and its shareholder to ensure strategic alignment with the Council’s strategic priorities.
ICHL maintains contact with subsidiary company boards and remains aware of their strategic and business issues.	ICHL receives regular reports detailing financial and performance updates. ICHL meets with subsidiary boards regularly to review current performance and strategic focus areas.
ICHL keeps ICC informed of matters of substance affecting the group on a no surprises basis.	ICHL will make timely and balanced disclosure to ICC of all matters concerning it that a reasonable shareholder would expect to be made aware.

Sustainability

Objective	Performance Target
ICHL will promote and support ICHL Group companies’ contribution to ICC’s climate change initiatives.	ICHL will support progress across the group in moving towards measuring, report and reducing carbon emissions.

Dividends

Objective	Performance Target
ICHL expects a long term sustainable dividend flow to the shareholder, while maintaining an appropriate balance between dividends and reinvestment.	ICHL will require its subsidiaries to provide projections of at least 10 years of capital requirements for at least asset replacement to enable it to monitor the balance between these competing demands. ICHL will work with its subsidiaries to achieve the most efficient use of staff resources, capital assets and working capital through innovative management and sound business practices.

Public Expectations

Objective	Performance Target
ICHL will work with its subsidiaries to ensure that they are mindful of the public scrutiny that comes with being a Council Controlled Organisation.	<p>ICHL will require its subsidiaries to commit to transparency and accountability to the public. This includes fulfilling the planning, reporting and disclosure requirements of the Local Government Act 2002 as it applies to CCOs, and the requirements of the Local Government Official Information and Meetings Act 1987 as it applies to CCOs, and any other company specific legislation.</p> <p>Ensure their company is fiscally disciplined with expenditure.</p>

ICHL acknowledges that EIL, IAL and ICL are not CCTO's as defined in the *Local Government Act 2002* but will work with the boards of those entities to ensure that the spirit of the above requirements are met.

Roaring Forties is not considered to be a CCTO however this is subject to review by Audit New Zealand at this stage.

Non-financial performance targets – ICHL Group

The significant non-financial performance measures for each of our significant subsidiaries as set out in their SOI's are as follows:

Electricity Invercargill Limited

Objective	Performance Target																								
Network reliability	<p>System Average Interruption Duration Index (SAIDI) The average total time in minutes each customer connected to the network is without supply:</p> <table border="1"> <thead> <tr> <th>SAIDI</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>Planned</td> <td>20.60</td> <td>22.90</td> <td>22.90</td> </tr> <tr> <td>Unplanned</td> <td>21.70</td> <td>20.30</td> <td>20.30</td> </tr> </tbody> </table> <p>System Average Interruption Frequency Index (SAIFI) The average number of times each customer connected to the network is without supply:</p> <table border="1"> <thead> <tr> <th>SAIFI</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>Planned</td> <td>0.10</td> <td>0.10</td> <td>0.10</td> </tr> <tr> <td>Unplanned</td> <td>0.61</td> <td>0.60</td> <td>0.60</td> </tr> </tbody> </table>	SAIDI	2024	2025	2026	Planned	20.60	22.90	22.90	Unplanned	21.70	20.30	20.30	SAIFI	2024	2025	2026	Planned	0.10	0.10	0.10	Unplanned	0.61	0.60	0.60
SAIDI	2024	2025	2026																						
Planned	20.60	22.90	22.90																						
Unplanned	21.70	20.30	20.30																						
SAIFI	2024	2025	2026																						
Planned	0.10	0.10	0.10																						
Unplanned	0.61	0.60	0.60																						
Health and safety	<p>PowerNet is contracted to EIL to manage operations. EIL employ no staff. Therefore, the PowerNet Health and Safety Performance targets are relevant to EIL.</p> <p>Total Recordable Injury Frequency Rate Contractor Targets (TRIFR)</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>3.1</td> <td>3.1</td> <td>3.1</td> </tr> </tbody> </table>	2024	2025	2026	3.1	3.1	3.1																		
2024	2025	2026																							
3.1	3.1	3.1																							

Invercargill Airport Limited

Objective	Performance Target		
Passenger numbers	2024	2025	2026
	398,155	426,134	445,449
Operations	Retain aerodrome certification via assessment from the Civil Aviation Authority.		
Infrastructure	No significant disruption to airport operations due to infrastructure failure.		

Invercargill Central Limited (Joint Venture)

Objective	Performance Target
Project costs and schedule	Actively manage the supply chain for development so as not to incur any increase in costs or delay as a result of supply chain issues. No increase in the budgeted costs for the delivery of the project.
Project completion	Project completion dates for stage two remain within required parameters.
Opening of stage two	Stage two open and operating.

Roaring Forties Energy (Joint Venture)

Objective	Performance Target
Investment monitoring	Monitor the performance of the investment in the Southern Generation Limited Partnership.

RATIO OF CONSOLIDATED SHAREHOLDER FUNDS TO TOTAL ASSETS

The forecast ratio of shareholder funds to total assets as at 30 June is:

	2024	2025	2026
Shareholder's funds/total assets	56%	54%	54%

For the purpose of this ratio shareholder funds are defined as the paid-up capital plus any retained tax paid profits. They include undistributed profits which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves" and shareholder advances. It is anticipated that the Invercargill City Council shareholder advance (if any) will be subordinated, that is, subject to certain restrictions by the lender.

Total assets are defined as the sum of all current, fixed and investment assets of the group.

COMMERCIAL VALUE OF THE SHAREHOLDER'S INVESTMENT

The commercial value of the Shareholder's investment in the Company is considered by the Directors to be not less than the Shareholder's funds as disclosed in the Statement of Financial Position published in the last Annual Report.

REPORTING TO THE SHAREHOLDER

The following information will be available to the shareholder based on an annual balance date of 30 June.

DRAFT STATEMENT OF INTENT

On or before 1 March each year, the Directors will deliver to the shareholder a Draft Statement of Intent that fulfils the requirements of Section 64 of the Local Government Act 2002.

COMPLETED STATEMENT OF INTENT

On or before 30 June each year the Directors shall deliver to the shareholder a completed Statement of Intent which fulfils the requirements of Section 64 of the Local Government Act 2002.

HALF YEARLY REPORT

Within two months after the end of the first half of each financial year, the Directors shall deliver to the shareholder an unaudited report containing the following information as a minimum in respect of the half-year under review:

- A revenue statement disclosing actual revenue and expenditure, with comparative figures from the previous half yearly report.
- A statement of financial position at the end of the half year.
- A statement of cash flows.
- A commentary on the results for the first six months together with a report on the outlook for the second six months with reference to any significant factors that are likely to have an effect on Invercargill City Holdings Limited's performance, including an estimate of the financial result for the year based on that outlook.

ANNUAL REPORT

Within three months after the end of each financial year, the Directors shall deliver to the shareholder an annual report and audited financial statements in respect of that financial year, containing the following information as a minimum:

- a. A Director report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to dividend.
- b. A revenue statement disclosing actual revenue and expenditure, and comparative figures.

- c. A statement of financial position at the end of the year.
- d. A statement of cash flows.
- e. An Auditor's report on the above statements and on the measurement of performance in relation to objectives.

DISTRIBUTION POLICY

The Directors have agreed that it is prudent to retain a portion of the Company's earnings as a hedge against movements in interest rates and/or income stream. It is anticipated a dividend will be paid by Invercargill City Holdings Limited to the Invercargill City Council of \$5,206,000 in 2023/2024 and \$5,326,000 in 2024/2025 and \$5,326,000 in 2025/2026.

ICHL and its subsidiaries may make further payments to ICC in the form of subvention payments.

Invercargill City Holdings Limited acts as bank for the group. Invercargill City Holdings Limited will, as far as practical ensure that any debt reduction by subsidiaries is matched by a debt reduction by Invercargill City Holdings Limited. Surplus from the Group operation will be used to repay the Invercargill City Holdings Limited debt.

PROCEDURES FOR ACQUISITION OF OTHER INTERESTS

The Company will only invest in the shares of another company or organisation in accordance with the Constitution of the company following consultation with ICC on a no surprises basis.

COMPENSATION FROM LOCAL AUTHORITIES

The Directors do not envisage any circumstances arising that would give rise to any claim from any Local Authority during the year.

OTHER MATTERS AGREED AS BETWEEN THE DIRECTORATE AND ITS SHAREHOLDER

The Company has entered into Deeds of Understanding with its subsidiaries imposing upon the companies certain restrictions, requirements and obligations as set out in the Deed.

Invercargill City Holdings Limited has a written agreement with all subsidiaries to fund each company's operating costs, by way of interest bearing loan, on a monthly basis, subject to the provision of annual budgets.

GOVERNANCE

- The Directors of Invercargill City Holdings Limited are appointed by Invercargill City Council to oversee the governance of the company and its subsidiaries and will act in accordance with the guidelines set by the Shareholder.

- The Directors acknowledge their fiduciary responsibilities however the day to day management of the company is delegated to the management team and the external Treasury Manager.
- The Directors hold regular board meetings at which management reports are received and discussed.
- The Board monitors the performance of the subsidiary companies to ensure performance and capability and to identify any areas for improvement.

ACCOUNTING POLICIES

Invercargill City Holdings Limited's accounting policies are consistent with the accounting policies recognised by the External Reporting Board ('XRB').

The accounting policies which materially affect the measurement and reporting of financial performance and financial position have been applied on a basis consistent with those used in previous years.

The accounting policies are listed in full in in our most recent annual report.



26 April 2023

Brian Wood
Invercargill City Holdings Limited

Dear Brian

Thank you for providing the Draft Statement of Intent (SOI) for 2023/2024 and for Directors John Schol, Mervyn English and General Manager, Andrew Cameron, coming to Council to discuss this with us.

This letter provides Council's feedback on the draft 2023/2024 Statement of Intent.

Council endorses ICHL continuing to act as a holding company rather than an Investment company for the 2023/2024 and 2024/2025 years, with a focus on completing the work to rationalise and align the Holding Company assets with the Council's priorities.

We recognise this means the holding company will continue to focus on existing low risk regular return assets in the immediate term rather than put effort into identifying and pursuing alternative investment streams.

We endorse the continued strategic focus on the return of a dividend to Council and request the holding company continue to reduce Council's exposure to subsidiaries with a capital growth strategy, which puts the ability of the holding company to return dividend at risk.

We look forward to receiving the final Statement of Intent with the updated financial information for ICHL and its subsidiaries. We are particularly interested in the advice from EIL as to the level of dividend it intends to return to ICHL and its debt repayment strategy and would request any update as early as possible.

In preparation of the final SOI we would appreciate ICHL providing SOIs on an ongoing basis with ten years of financial forecasts, including forecasts of the requirements ICHL believes it will have on uncalled capital in order that Council can incorporate this information in its thinking as part of the long-term planning process.

Thank you for drawing our attention to the matter of the city block land holdings within IPCL. Council will consider further the strategic purposes which we may have for this land.

To inform this decision making, we would appreciate further information on the forecast debt management and maintenance costs of continuing to hold this property. For the 2023/2024 Statement of Intent we request that the holding company continue on the basis of retaining and managing this property.

From the commencement of the 2023/2024 financial year we request that ICHL report on a quarterly basis to align with the Council's performance reporting. In addition we would appreciate bi-annual verbal reports from the Directors as part of this process and annual in person reports from the holding company's subsidiaries.

A4480848

Council will finalise a policy for appointment of the holding company Directors and will provide this to you in due course.

We look forward to continuing strategic discussions with you as part of the 2024-2034 long-term plan process, at the workshop scheduled for 26 September 2023.

Thank you for the continued hard work of yourself and your team on behalf of the city.

Yours sincerely

Nobby Clark
Mayor of Invercargill

Cc: Andrew Cameron



APPOINTMENT AND REMUNERATION OF DIRECTORS POLICY

Effective from XX XXXX 2023

SECTION 1: BACKGROUND AND DEFINITIONS

Background

The Local Government Act 2002 (the Act) requires the Invercargill City Council to adopt a policy for the appointment of Directors to a Council organisation and their remuneration.

Sections 14(f) and 59(1)(d) of the Act require Council and its “council-controlled trading organisations” (“CCTO”) to undertake commercial transactions in accordance with sound business practice. Council includes appropriate corporate governance structures and procedures designed to ensure that appropriate persons are appointed as a Director as sound business practice.

Council must be satisfied that the governance requirements relating to its council organisations are consistent with legislative requirements and, for CCTO’s, sound business practice, and should review its policy at appropriate intervals.

Purpose

Section 57(1) of the Act, provides authority that **Council must adopt a policy** that sets out an **objective and transparent process** for:

- a) the identification and consideration of the skills, knowledge, and experience required of Directors of a Council organisation; and
- b) the appointment of Directors to a Council organisation; and
- c) the remuneration of Directors of a Council organisation.

Section 57(2) of the Act provides authority that the Council may appoint a person to be a Director of a council organisation **only if** the person has, in Council’s opinion, the skills, knowledge, or experience to:

- a) guide the organisation, given the nature and scope of its activities; and
- b) contribute to the achievement of the objectives of the organisation.

The purpose of this Policy is to:

- a) Comply with the requirements of section 57 of the Act;
- b) Ensure that Council complies with all relevant legal requirements relating to appointment of Directors; and
- c) Promote the overall aims and outcomes of Council by facilitating best practice corporate governance in respect of Council organisations.

The following principles apply to this Policy:

- a) Appointments will be made on the basis of merit, having regard to the skills, knowledge and experience appropriate to the entity.
- b) The Council will follow corporate governance best practice, including any relevant guidelines provided by the Institute of Directors.
- c) Directors of Council-controlled trading organisations will be appointed on the basis of the contribution they can make to the organisation.
- d) All Council appointed Directors to Council-controlled trading organisations must comply with the Institute of Directors Code of Conduct for Directors or code of conduct for crown entities.
- e) Where organisations are subsidiaries of Invercargill City Holdings Ltd ("ICHL") or companies directly owned by Council, then ICHL will act as the interface and monitoring body between Council and those subsidiaries.

Application of Policy

This Policy applies to all Council Organisations, as required by the Act, and to certain other organisations that, due to their significance, Council determines should be covered by this Policy.

This Policy is primarily designed for Director appointments to Council-Controlled Trading Organisations which carry out trading activities for a profit. To support good governance and consistent policy, this Policy also applies to other analogous entities, such as Energy Companies, and to the extent such is within Council's control, trading entities in which Council does not hold a controlling interest.

The Act defines a Council Organisation as being an organisation where Council has the right to have a vote in the organisation's affairs, or has the right to appoint one or more Directors, Trustees or Managers of that organisation however described. This definition includes many community groups where Council appoints a Councillor, Community Board member or officer as a member of the governance body of that organisation. This Policy applies to such non-trading activities, with any necessary modifications to reflect the non-trading nature of such entities.

This Policy does not apply to Joint Committees of Council (such as WasteNet Southland). Joint Committees act under delegated authority from Council and the other Councils that are members of the Joint Committee. Joint Committees are excluded from the definition of Council Organisation in the Act. Membership of a Joint Committee is made up from representatives of the Councils and other appointees, in accordance with a specific governance procedure agreed with the other Councils. However, Council will have regard to this Policy when determining, negotiating and reviewing the Governance Mechanisms for Joint Committees.

Other Relevant Legislation

In addition to this Policy, the appointment and reappointment of Directors to Council Organisations are governed by their respective constitutions, trust deeds, shareholders agreements or, in some cases, specific legislation. In the event of a conflict, the regulatory requirements of those documents take precedence over this Policy.

Definitions

The term “Council Organisation” is as defined in s6 of the Act.

Section 6 of the Act creates two sub-categories of Council Organisations: Council-controlled Organisations and Council-controlled Trading Organisations.

Council has interests that fall in each of these two sub-categories.

The following statements used in this Policy are provided for guidance purposes only. Fuller definitions are provided in s6 of the Act.

Council Organisation	“CO”. In broad terms, an organisation in which Council has a voting interest or the right to appoint a Director, Trustee or Manager (however described).
Council-Controlled Organisation	“CCO”. A CO in which one or more local authorities control, directly or indirectly, 50% or more of the votes or have the right, directly or indirectly, to appoint 50% or more of the Directors, Trustees or Managers (however described).
Council-Controlled Trading Organisation	“CCTO”. A CCO that operates a trading undertaking for the purpose of making a profit. For the purpose of this Policy only: a) Any Joint Committee is excluded from this Policy (there is a separate appointment process for members of a Joint Committee). b) Energy Companies are considered for the purpose of this Policy only to be CCTOs, notwithstanding specific exemptions for energy and other companies under s6 of the Act. c) Trading entities that do not constitute a CCTO due to Council not controlling the entity are considered for the purpose of this Policy only to be CCTOs.
Director	A Director, Trustee or analogous governance appointee. All COs, including CCOs and CCTOs (unless exempted under this Policy) will be subject to this Policy in relation to any future appointments.
Director Appointments Committee	The committee established by Council to recommend to Council the appointment of Directors of ICHL (see Section 2 of this Policy). The committee also recommends the appointment of Directors of CCTOs to Council.

Review

This Policy replaces the Invercargill City Council Policy on Appointment and Remuneration of Directors adopted in 2019 and shall be reviewed by Council at least every three (3) years.

SECTION 2: DIRECTOR APPOINTMENTS COMMITTEE

Council and/or ICHL will establish a committee to be known as the “Director Appointments Committee” as and when required. The Director Appointments Committee will recommend to Council the appointment of:

- a) Independent Directors of ICHL (subject to Section 3 of this Policy); and
- b) Directors of CCTOs.

The Director Appointments Committee will be comprised of three or four members who are not seeking appointment or re-appointment to the ICHL Board or any of its subsidiaries.

Where possible the Director Appointments Committee members shall include the current chair of ICHL or their nominee, a member of the Institute of Chartered Accountants, an employment specialist who is a member of the Institute of Directors and a further member of the Institute of Directors.

The Director Appointments Committee will, in consultation with the Chair of the entity and/or other relevant parties, determine the required skills, knowledge and experience which are necessary for an effective Board. The Director Appointments Committee shall consider the criteria outlined in Schedule 1 of this Policy and any criteria previously used by ICHL in its assessment of candidates for other CCTOs. Where necessary the Director Appointments Committee may take into account the candidate’s potential to acquire further business and financial skills, in addition to their existing skills and experience. The candidate’s skills must be relevant to the requirements of the relevant CCTO in terms of its governance and objectives.

Council and the Director Appointments Committee must ensure that all appointments proposed by them comply with this Policy and with the requirements of the Act.

SECTION 3: COUNCIL-CONTROLLED TRADING ORGANISATIONS

Introduction

Council has significant shareholdings, via Invercargill City Holdings Limited (“ICHL”), in a variety of CCTOs and other entities. These all operate at arm’s length from Council on a commercial basis.

Council may establish further CCTOs during the life of this Policy.

ICHL has been charged by Council with monitoring the CCTOs in which ICHL directly or indirectly holds shares. For CCTOs (if any) where the shares are held directly by Council, ICHL will be responsible to monitor the CCTO.

CCTOs in which ICHL holds shares must not appoint Directors to their own subsidiaries or associates without the approval of Council.

No Directors will be appointed to CCTO Boards other than through the process described in this Policy.

Appointments Committee to Recommend Directors

The Director Appointments Committee will recommend to Council the appointment of Directors of CCTOs (see Section 2 of this Policy).

Directors shall be recommended to Council by the Director Appointments Committee applying criteria to potential candidates as outlined in Schedule 1 to this Policy.

Where the minimum threshold for local Directors is not met (see below), the Director Appointments Committee will only recommend non-local candidates where there are no suitably qualified local candidates.

Directors shall be appointed for terms that expire in years other than any calendar year in which the triennial Council election is scheduled to occur.

In making appointments every endeavour will be made to ensure that a range of good governance skills will be available to the CCTO board as a whole.

Board Composition of ICHL

ICHL is 100% owned by Council, and is the Holding Company for Council’s trading entities. It monitors the performance of all CCTOs.

The ICHL constitution provides for a minimum of 4 and a maximum of 8 Directors.

The ICHL constitution further provides that all Directors must be persons who are neither members of or employed by any local authority that is a shareholder (“Independent Directors”).

It is critical to the success of the ICHL Board that it has a composition which is capable of maintaining the confidence of Council and the subsidiary companies.

Requirement for Local Board Members

Wherever possible, a minimum of 40% of the ICHL Board members must be local to Southland. For the purposes of this Policy, “local” means that the Director or applicant has a permanent residence within the Southland region.

Skills, Knowledge and Experience

The required skills, knowledge and experience for Director appointments to a CCTO Board are assessed by the Director Appointments Committee, in consultation with the Chairperson of the relevant CCTO. Reference is made to current governance best practice in this area, as provided in the Institute of Directors' guidelines and other relevant material. External assistance may be used by the Director Appointments Committee when required.

The mix of skills and experience on the CCTO Board will be taken into account, and consideration given to complementing and reinforcing existing skills and objectives of that Board as set out in the Statement of Intent.

In general terms, the following qualities are sought in Directors of CCTOs:

- a) Intellectual ability.
- b) Commercial experience.
- c) Understanding of governance issues.
- d) Sound judgment.
- e) High standard of personal integrity.
- f) Commitment to the principles of good corporate citizenship.
- g) Understanding of the wider interests of the publicly-accountable shareholder.

As a general principle, Council would seek to appoint a person who, while meeting all of the above criteria, in addition has particular strengths in terms of attribute (g).

It is expected that all appointees to CCTO Boards will maintain or enhance their skills by undertaking corporate governance training. For ICHL Board members, ICHL will generally pay for at least part of any such training.

Councillors or Council staff will not be appointed as Directors of CCTOs.

The Energy Companies Act 1992 provides that not more than two members of the directorate of any energy company may be persons who are members or employees of any local authority that holds voting equity securities in that company.

Appointment Process

When a vacancy arises in any CCTO, the Director Appointments Committee in consultation with the relevant CCTO Chairperson will assess the skills, knowledge and experience required for appointment as a CCTO Director, taking into account such other factors as:

- Encouraging diversity
- Council's objectives for ICHL (as described in the Statement of Intent and letter of expectation)
- ICHL's relationship with Council, as ICHL's sole shareholder
- The CCTO's relationship with [ICHL and Council
- Succession planning

In addition, the core competencies as outlined in Schedule 1 of this Policy are expected of all appointees.

The Director Appointments Committee will conduct the appointment/search process and report to Council on the outcome and their recommendations. However, Council will be the final decision-

maker. The Director Appointments Committee will engage an external firm to assist with the appointment process.

Conflict of Interest

All applicants for a director position shall formally declare any potential conflicts of interest, and the Director Appointments Committee and Council shall have regard to existing directorships and any other sources of potential conflicts. In considering appointment where a potential conflict of interest has been identified, the Director Appointments Committee should be confident that:

- the candidate will be able to make an effective contribution, even if their interest means that they cannot participate in discussions or votes relating to one or more activities of the organisation, and
- measures can be put in place to effectively manage the conflict.

Reappointment

Where a CCTO Director's term of appointment has expired and they are offering themselves for reappointment, the Director Appointments Committee will hold a discussion to include, without limitation, whether the skills of the incumbent add value to the work of the CCTO or other skills are needed, whether any aspects of Board performance need to be assessed, whether the process offers an opportunity to increase the diversity of the Board, the director's length of tenure, and/or succession planning.

The outcome of the discussion will form the basis of a report to Council on whether or not to recommend reappointment.

Board members should not be given any expectation that they will be automatically offered a subsequent term of office.

The final decision on reappointment will be made by Council.

Consideration by Council and Appointment

Any recommendations of the Director Appointments Committee shall be made in a report to Council and considered in the "public excluded" agenda of Council in order to protect the privacy of the individuals concerned. Council will consider the report and make its decision.

Public announcement of the appointments will be made as soon as practicable after Council has made its decision.

Length of Tenure

Directors shall be appointed for a three year term, generally with a maximum tenure of three terms of three years.

Chairperson

The Director Appointments Committee will identify if the candidate is to be appointed as the Chair, taking into account the below principles relating to succession planning.

Rationale for a Succession Plan

To provide for:

- Smooth transition through a planned approach.
- Knowledgeable leadership of the Board in the event of planned or unexpected retirement of the incumbent Chairperson.
- Recognition that the term of any Chairperson in that role is limited.
- A Chairperson's desire to step down at any time, knowing that there is a person who is prepared to take over the role.
- Appointment of a new Chairperson who should generally have knowledge of the Company.
- Council should generally consider the need for a potential successor as it makes each Director appointment.

Succession Planning Process

The ICHL Board will work through succession planning for the Chairperson of ICHL using the following process:

- Ensure that planning starts at least one year before planned retirement.
- Discuss with current Chairperson their views on the date of their retirement and who would be a good successor.
- Compose a list of required skill sets for the position following discussion (as appropriate) with the Chairperson and individual Board members and ascertain whether there is any obvious leader amongst the existing Board.
- Agree a timeframe of the new appointment allowing a bedding-in time of at least one year if the newly proposed Chairperson is new to the Board.
- Interview / discussions with the preferred candidate to ascertain their availability for the Chairperson role.
- Preliminary discussions will not guarantee appointment but give an indication that all things being equal, they will be the next Chairperson.

General Skill Sets Required

- Able to maintain the trust of Council.
- Able to maintain close, but independent, working relationship with Chief Executive.
- Ability to harness the collective skills of the Board and executive team to achieve the business objectives and maintain the confidence of the shareholders.
- Ability to encourage all Directors to have full participation in Board deliberations.
- Ability to lead Board evaluation process.
- Ability to demonstrate leadership and good interpersonal skills.
- Ability to efficiently conduct Board meetings.
- Ensure timeliness and relevance of information to the Board.
- Ability to be the spokesperson for the company.
- Integrity and credibility within the business community.
- Ability to retain the confidence of the city and able to build relationships within the city's networks.

Removal of a Director

The ICHL Constitution provides that any Director of ICHL may be removed from office at any time by notice in writing from the majority shareholder (Council).

Without limiting the rights of Council in the constitution, the likely reasons which would justify removal of a Director would be where a Director:

- a) No longer has the confidence of the Board or Council.
- b) Has breached ethical standards and this reflects badly on the Board and/or Council.
- c) Does not act in the best interests of the company.
- d) Breaches the confidence of the Board in any way including speaking publicly on Board issues without the authority of the Board.
- e) Does not act in accordance with the principles of collective responsibility.

Where the ICHL Board has concerns regarding the behaviour of one of its Directors it shall be considered first by the Board and where necessary the Board may recommend the removal of the Director to Council.

ICHL may recommend to Council the removal of a Director from any of its subsidiaries for similar reasons as set out above.

Common Directorships

As a general approach, the Directors of ICHL should not hold directorships on other CCTOs or subsidiaries. However, where it is proposed that an ICHL Director has skills and experience that would, having considered this Policy, be beneficial to the operation of any other CCTO or subsidiary, or other good grounds exist for the appointment which gives rise to a common directorship, then such an appointment may be made by Council.

Remuneration

ICHL has been charged with monitoring and, where appropriate, approving changes in remuneration levels for the Boards of CCTOs.

Periodically ICHL will review the level of remuneration made available to the Boards of the CCTOs in accordance with this Policy.

The fees will be reviewed on an overall basis for each CCTO, leaving the Board of that CCTO to apportion the fee between Board members as it sees fit. Under exceptional circumstances, ICHL may approve an application from a CCTO for additional fees, for a special project.

In performing its review of remuneration, ICHL will take account of the following additional factors:

- a) The need to attract and retain appropriately qualified Directors.
- b) The levels of remuneration paid to comparable companies in New Zealand.
- c) The performance of the CCTO and any changes in the nature of its business.
- d) Any other relevant factors.

In general, it is intended that Boards of CCTOs will receive a level of remuneration that is competitive with the general market, while recognising that there will be differences from time to time, particularly in the period between reviews. Professional advice will be sought where necessary.

Directors will be entitled to receive normal Directors' fees in accordance with this Policy.

Council also supports the payment by CCTOs of Directors' liability insurance and the indemnification of all Directors.

Remuneration for the ICHL Board is approved by Council following the process above.

SECTION 4: COUNCIL-CONTROLLED ORGANISATIONS

Introduction

Council has an interest in CCOs which are not trading organisations. These are not-for-profit bodies and, in contrast with the section that deals with CCTOs, ICHL has no involvement in monitoring or in the Director/Trustee appointment process.

Appointments to a CCO are generally for a three year term, and are made after the triennial Council elections.

Identification of Required Skills, Knowledge and Experience of CCO Directors, and Appointment

Council will determine the required skills, knowledge and experience for each appointment to these CCOs and make its appointments accordingly.

In general, the attributes required for Directors of CCTOs, as outlined in Schedule 1 of this Policy, will be applicable, but the weightings given to each attribute may vary according to the nature of the appointment.

In most cases, Councillors will be the appointees, but there may be instances where it is appropriate to appoint external Directors or Council staff.

Remuneration of CCO Directors

After each triennial Council election, Council will determine whether there are any CCOs that may more properly be classified as CCTOs for the purposes of determining an appropriate level of remuneration. If any CCOs are so classified, the remuneration of their Boards will be determined by ICHL in accordance with the policy for CCTOs set out above.

In all other cases, CCO Directors appointed by Council will receive the remuneration (if any) offered by that body. Council staff members appointed to such bodies will not accept any remuneration.

SECTION 5: COUNCIL ORGANISATIONS

Introduction

Council has non-controlling interests in numerous COs. These are not-for-profit bodies and, in contrast with CCTOs, ICHL has no involvement in monitoring, or in the Director/Trustee appointment process.

Appointments to COs are made for a number of reasons. These include:

- a) To provide a means of monitoring where Council has made a grant to that body.
- b) To enable Council involvement where the COs activity is relevant to Council.
- c) To satisfy a request from the CO that Council appoint a representative.
- d) Statutory requirements.

Appointments to a CO are generally for a three year term, and are made after the triennial Council elections.

Council will endeavour to minimise the number of appointments where the benefit to Council of such an appointment is minimal.

Skills, Knowledge and Experience

The range of reasons for the appointment of Council representatives to COs results in a wider range of desired attributes for appointees to these bodies.

Council will determine the required skills, knowledge and experience for each appointment. Candidates are not restricted to Councillors – in some cases, it may be more appropriate to appoint Council staff or external people with affiliations to Council.

Remuneration of CO Directors

CO Directors appointed by Council (or Community Boards) will receive the remuneration (if any) offered by that body. Council staff members appointed to such bodies will not accept any remuneration.

SCHEDULE 1

Core Competencies

All Directors should demonstrate and continue to develop the following attributes:

- Sound judgment and decision-making
- Commercial acumen
- Public service ethos
- High personal integrity
- Clear communication
- Effective teamwork and collaboration
- Strategic thinking
- Risk management understanding
- Corporate citizenship
- Understanding the wider interests of the publicly accountable shareholder

Board Competencies

Collectively the Board should demonstrate and continue to develop the following skills:

- Accounting / Finance
- Law
- Risk Management
- Health and Safety
- Marketing and Communications
- Information Technology
- Senior Management Experience
- Industry Knowledge
- Sector Knowledge

SCHEDULE 2

Step 1 – Identify potential candidates

- Director Appointments Committee to convene
- Develop competency matrix
- Confirm position descriptions
- Determine if the minimum threshold for local Directors is currently met
- Decide how applicants will be identified (in accordance with this Policy)

Step 2 – Seek applications

- Liaise with potential applicants
- Provide position descriptions and competency matrix

Step 3 – Review applications

- Screen CVs
- Prepare a complete list of long-list applicants

Step 4 – Identify shortlist

- Director Appointments Committee to create a short list from applicants
- Shortlisted candidates to declare potential conflicts of interest
- Unsuccessful applicants advised

Step 5 – Interview process

- Director Appointments Committee undertakes interviews with shortlisted candidates
- Director Appointments Committee selects preferred candidate/s

Step 6 – Council consideration

- Council to consider in a public excluded session of Council recommended appointees
- Council to decide on preferred candidate

Step 7 – Offer of appointment

- Preferred candidate to sign letter of appointment
- Unsuccessful candidates advised
- Council and Council Organisation to jointly announce appointment

DRAFT STATEMENT OF INTENT – INVERCARGILL CITY CHARITABLE TRUST

To:	Council
Meeting Date:	Wednesday 26 April 2023
From:	Michael Morris – Manager Governance and Legal; Patricia Christie – Acting GM – Finance and Assurance
Approved:	Michael Day – Chief Executive
Approved Date:	Wednesday 12 April 2023
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The purpose of this report is to present to Council for any comments, the Draft Statement of Intent for the Invercargill City Charitable Trust (ICCT).

Recommendations

That Council:

1. Receives the report “Draft Statement of Intent – Invercargill City Charitable Trust”.
2. **Recommends** to the Trustees that they make the Statement of Intent more future looking and aspirational for the Trust.

Background

Each year ICCT is required to present its draft Statement of Intent to Council.

The draft Statement of Intent is attached as Appendix A.

Through its Statement of Intent, ICCT publicly states its intended activities for the year and the objectives to which it contributes. The process for developing the Statement of Intent provides an opportunity for Council to influence the direction of ICCT. A Statement of Intent also establishes an expectation of what will be achieved and is a basis for accountability and performance.

Timing

It is important to note that under the Local Government Act 2002, ICCT must consider any comments made by Council on the draft Statement of Intent, that are made to ICCT on or before 1 May 2022. ICCT also is legally required to finalise its Statement of Intent by 30 June 2022.

The Draft Statement of Intent has also been received on time for the purposes of the Local Government Act (LGA) by Council, this process is to now allow Council to make comments on the draft Statement of Intent.

Issues

Suggestions to the Draft Statement of Intent

The draft Statement of Intent provides what it is legally required to.

The major issue for ICCT continues to be Rugby Park.

It is recommended that Council recommend to ICCT to make changes to the Statement of Intent to ensure that the Statement of Intent is looking to the future and not the past.

The Statement of Intent is to show what ICCT is going to be doing/ focus on in the coming year rather than reciting what has happened in the past. To this end it is recommended that Council recommend that ICCT make this change to its Statement of Intent.

Strategic Consistency

- This activity has been provided for in the Long Term Plan.
- This matter is not significant and will not require consultation.
- This is a legal requirement of the LGA.

Financial Implications

There are not expected to be any financial implications from this Statement of Intent of itself.

Legal Implications

It is a legal requirement for the draft Statement of Intent to be presented.

Risk

There is low risk associated with this report, but to be compliant it needs to be presented to Council.

Climate Change

It is acknowledged that all activities have an impact on the climate with carbon emissions. The activities of ICCT and Rugby Park will have a climate impact, however Council does not currently have information to determine the extent of any impact or potential options to reduce or mitigate them.

Next Steps

The final Statement of Intent will be presented to Council in due course.

Attachments

1. The Draft Statement of Intent (A3957368).

INVERCARGILL CITY CHARITABLE TRUST

**STATEMENT OF INTENT FOR
THE FINANCIAL YEAR
ENDING 30 JUNE 2023**

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INTRODUCTION

This Statement of Intent for 2022/23 is submitted by the Trustees of the Trust. It sets out the Trust's overall intentions and objectives for the year ending 30 June 2023 and the two succeeding financial years.

OBJECTIVES

The objective of the Trust is to fund both capital and income for the furtherance of the following charitable purposes and objectives within the Invercargill City Council and Invercargill District:

- The provision of public amenities for the general benefit of the people of the Invercargill City and District.
- The provision of libraries, reading rooms, lectures and classes for instruction.
- The provision of and development of athletic sports, wholesome recreations and amenities, rewards for acts of courage and self-sacrifice.
- The provision of any other act or deed which would be deemed to be of charitable purpose in accordance with the provisions of section 38 of the Charitable Trusts Act 1957.

KEY PRIORITIES

- Rugby Park Stadium.
 - Invercargill City Charitable Trust acquired Rugby Park Stadium in July 2016. A grant of \$400k was provided by ICC in relation to the purchase of Rugby Park Stadium. At the time of acquisition, Rugby Park Stadium was valued at \$16.7m.
 - An impairment loss of \$1.29m was recognised at 30 June 2020 due to further earthquake strengthening being identified, and deterioration of some seating in the stadium.
 - An impairment loss of \$300k was recognised at 30 June 2021 due to further earthquake strengthening being identified, and deterioration of some seating in the stadium.
 - Rugby Park Stadium incurs depreciation costs of approximately \$450k each year.
 - ICCT have previously received a grant of \$100k from ICC toward maintenance costs of Rugby Park Stadium. However this is not expected to be received from 1 June 2020 onward as there is ongoing discussion and plans to transfer the ownership of Rugby Park Stadium to ICC as it has been identified that ICCT does not have the resources to manage the issues that Rugby Park Stadium currently faces.
 - Clear responsibility for the maintenance of Rugby Park Stadium and what its long-term strategic contribution to the city should be is to be determined by the Invercargill City Council.

- Any future sale/transfer of ownership of Rugby Park Stadium to be completed.
- ICCT needs to refocus on what it was originally set up to do which is to facilitate funding for charitable activities and amenities within Invercargill City and District for the benefit of its residents.
 - ICCT has previously sought funding for the annual Buskers Festival. This event was held for the last time in February 2020.
 - ICCT facilitated the funding for Xmas in the Park, held December 2020. ICCT aims to facilitate funding for more events like the above.

NATURE AND SCOPE OF ACTIVITIES

The nature and scope of the Invercargill City Charitable Trusts' activities are to facilitate funding for charitable activities and amenities within the Invercargill City and District for the benefit of its residents.

PERFORMANCE TARGETS

FINANCIAL

Listed below are the Trust's forecasted returns.

\$000s	2023	2024	2025
Revenue – Grants	25	30	35
Expenditure – Grants	25	30	35
Grants Surplus / (Deficit)	0	0	0
Revenue – Rugby Park	0	0	0
Expenditure – Rugby Park	25	10	10
Depreciation	450	450	450
Rugby Park Surplus / (Deficit)	(475)	(460)	(460)
Revenue – Other	20	20	20
Expenditure – Other	20	20	20
Other Surplus / (Deficit)	0	0	0
ICCT Surplus / (Deficit)	(475)	(460)	(460)

ICCT currently have three distinct areas of revenue and expenditure, these are the grants, Rugby Park Stadium and other revenue, being recoveries, audit fees and interest.

The above forecast has been separated into the three separate areas to show revenue and expenditure associated with each activity. The above forecast is based on the assumption that the sale/transfer of Rugby Park Stadium has not been completed and therefore continues to show expenditure and depreciation associated with Rugby Park

Stadium. If and when the sale/transfer of Rugby Park Stadium occurs, expenditure and depreciation will be nil.

Over the past several years, ICC has paid ICCT an annual grant of \$100,000 toward the maintenance of Rugby Park Stadium, however the vast majority of these funds have not been spent. Therefore, if the sale/transfer of Rugby Park Stadium goes ahead, ICCT will look at reversing/repaying any funding that was allocated to ICCT for Rugby Park Stadium back to ICC.

SERVICE PERFORMANCE

Outputs	Strategies to achieve Outputs	Target
Determining the future of Rugby Park Stadium	Consult with Council with regard the sale/transfer of Rugby Park Stadium to ICC	Clear strategy with regard sale/transfer of Rugby Park Stadium
Apply for funding for events within the Invercargill City and District	Apply for funding on behalf of people/entities for events within the Invercargill City/District	Apply for funding for new events

INFORMATION TO BE REPORTED

The following information will be available to the Council based on an annual balance date of 30 June:

DRAFT STATEMENT OF INTENT

On or before 1 March each year the Trustee's will deliver to the Council a draft Statement of Intent that fulfils the requirements of Section 64 of the Local Government Act 2002.

COMPLETED STATEMENT OF INTENT

On or before 30 June each year the Trustee's shall deliver to the Council a completed Statement of Intent which fulfils the requirements of Section 64 of the Local Government Act 2002.

HALF YEARLY REPORT

Within two months after the end of the first half of each financial year the Trustee's shall deliver to the Council an unaudited report containing the following information as a minimum in respect of the half-year under review:

- a) A revenue statement disclosing actual revenue and expenditure with comparative figures from the previous half yearly report.
- b) A statement of financial position at the end of the half year.
- c) A statement of cash flows.

- d) A commentary on the results for the first six months together with a report on the outlook for the second six months with reference to any significant factors that are likely to have an effect on Invercargill City Charitable Trust performance including an estimate of the financial result for the year based on that outlook.

ANNUAL REPORT

Within three months of the end of each financial year the Trustee's shall deliver to the Council an annual report and audited financial statements in respect of that financial year containing the following information as a minimum:

- a) A Trustee's report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives.
- b) A revenue statement disclosing actual revenue and expenditure and comparative figures.
- c) A statement of financial position at the end of the year.
- d) A statement of cash flows.
- e) An auditor's report on the above statements and on the measurement of performance in relation to objectives.

GOVERNANCE

The Trustees of Invercargill City Charitable Trust are appointed by the Invercargill City Council to oversee the governance of the Trust and will act in accordance with the guidelines set by the Council.

The Trustee's acknowledge their fiduciary responsibilities however the day to day management of the Trust is delegated to the management team.

The Trustees hold regular meetings at which management reports are received and discussed.

The Trust insures all its Trustee's and Executive Officers against liabilities to other parties that may arise from their positions.

STATEMENT OF ACCOUNTING POLICIES

GENERAL INFORMATION

The Invercargill City Charitable Trust Board ("the Trust") was first incorporated under the Charitable Trusts Act 1957 on 16 October, 1984, and is domiciled in New Zealand. The Invercargill City Charitable Trust Board was registered with Charities Services on 30 June, 2008, registration number CC32606.

BASIS OF PREPARATION

The Trustees have elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that the Trust does not have public accountability (as defined), and has total annual expenses of less than

\$2 million.

The financial statements are presented in New Zealand Dollars (NZD), and all transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

The Board of Trustees do not have the power to amend the financial statements once issued.

SPECIFIC ACCOUNTING POLICIES

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

SUBSIDIES AND GRANTS REVENUE

Subsidies and grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("use or return condition"). If there is such an obligation, the subsidy or grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

EXPENDITURE

All expenditure is recognised in the Statement of Financial Performance in the period in which it is incurred.

GRANTS PAID

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Trustees have no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of the Trustee's decision.

BANK ACCOUNTS AND CASH

Bank accounts and cash include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown as borrowings under current liabilities in the Statement of Financial Position.

PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are measured at fair value, less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement of Financial Performance. When revalued assets are sold, the amounts included in asset revaluation reserves, in respect of those assets (disposed of), are transferred to accumulated funds.

Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or services potential associated with the item will flow to the Trust and the cost of the item can be reliably measured.

Revaluation

Property, plant and equipment are revalued with sufficient regularity (at least every three years) to ensure that the carrying amount does not differ materially from the fair value.

Revaluation movements are accounted for on an asset class basis.

The net revaluation results are credited or debited to other comprehensive revenue, and are accumulated to an asset revaluation reserve in equity. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue, but is instead recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value is recognised in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives.

BORROWINGS

Borrowings are initially recognised at their fair value. After initial recognition, all borrowings are measured at amortised cost using the effective interest.

GOODS AND SERVICES TAX

The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies during the year.

LOCAL GOVERNMENT NEW ZEALAND CONFERENCE 2023 ATTENDANCE

To:	Council
Meeting Date:	Wednesday 26 April 2023
From:	Michael Morris – Manager Governance and Legal
Approved:	Michael Day – Chief Executive
Approved Date:	Wednesday 12 April 2023
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

Each triennium Council allocates an individual discretionary budget for Elected Members' travel and training. This budget is to enable Councillors to attend training opportunities and conferences such as the Local Government New Zealand (LGNZ) Conference.

This year's LGNZ Conference is being held in Christchurch from 26 to 28 July 2023 (inclusive).

Recommendations

That Council:

1. Receives the report titled "Local Government New Zealand Conference 2023 Attendance".
2. Approves the attendance of Crs Pottinger, Bond and Dermody and Chief Executive Michael Day.

Implications and Risks

Strategic Consistency

- Not applicable.

Financial Implications

Funds are located in the travel and conference area of the Mayoral budget, Councillors' budget and Chief Executive's budget to cover these costs.

Legal Implications

Not applicable.

Risk

No risks identified.

Climate Change

With all travel there is a carbon impact.

It is also an option to travel by Bus or to not attend the Conference.

Not attending the Conference is not recommended as it means valuable learning and networking opportunities are missed.

Background

The allocated budget from October 2022 to October 2025 triennium for Elected Members' travel and training covers travel, accommodation, incidental expenses and registration costs for Council related attendance at governance training and sector meetings, conferences and events. It also includes induction expenses after the election.

The funds are located in the travel and conference area of the Councillors' budget to cover the cost of Councillors only. Resource Management Act training for Councillors is currently paid for by the Planning budget.

The Mayor's travel and training budget costs are paid for from the Mayoral Budget and the Bluff Community Board pays for the costs of travel and training for Community Board Elected Members.

Travel and attendance for the Chief Executive is covered by his own budget.

When selecting training, meeting or events, individual members are responsible for ensuring and demonstrating that their selected options align with these criteria:

Councillors must be able to demonstrate that:

1. The event is held in New Zealand.
2. The event is relevant to local government.
3. The event is preferably, but not exclusively, supported by Local Government New Zealand or aligned organisations.
4. The event supports the elected members in contributing effectively and appropriately, in their governance role, to the present and future needs and vision of Invercargill City Council.

5. The event is the most cost-effective option to achieve the identified outcomes and if not, why it is preferred over more cost-effective options.
6. The event is within their allocated individual budget.
7. Their travel and training meet the criteria outlined in 1-6, in response to any public or media inquiries about their travel and training, which will be directed to the individual member.

Community Views

No community views have been sought.

Next Steps

Staff will make the travel arrangements and accommodation as well as attending to registration once it is open.

2023 LGNZ ANNUAL GENERAL MEETING REMITS and COUNCIL REPRESENTATION AT LGNZ ANNUAL GENERAL MEETING

To:	Council
Meeting Date:	Wednesday 26 April 2023
From:	Michael Morris – Manager – Governance and Legal
Approved:	Michael Day – Chief Executive
Approved Date:	Tuesday 12 April 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

Local Government New Zealand (LGNZ) will hold its Annual General Meeting on 26 July 2022 as an in person event before the opening of the annual Conference in Christchurch.

At the meeting all delegates will consider remits from the members on matters that they would like to see LGNZ advance for the coming year.

Council will need to appoint a presiding delegate to attend the Annual General Meeting and register Council's votes on the remits.

Recommendations

That Council:

1. Receives the report titled "2023 LGNZ Annual General Meeting Remits and Council Representation at the LGNZ Annual General Meeting".
2. Notes that the timeframe for lodging a remit is 5.00 pm on Wednesday 24 May 2023.
3. Notes the process for lodging a remit as set out in the LGNZ Memorandum attached to this report as Appendix 1.
4. Note that Cr [redacted] be registered as Council's Presiding Delegate and Cr [redacted] as the Alternative Delegate(s) for the Local Government New Zealand AGM.

Issues

Remits

LGNZ is the advocacy organisation for local authorities in New Zealand. It holds an annual conference and an Annual General Meeting - this year as an in person event in Christchurch on 26 July before the Annual Conference commences.

An opportunity is provided each year for member authorities to submit remits on matters which they would like LGNZ to advocate.

A memorandum setting out the process for remits is attached.

All remits must be lodged by 5.00 pm on Wednesday 24 May 2023.

Representation at the Annual General Meeting

The LGNZ Annual General Meeting will again be an in person event after the recent Covid-19 Zoom meetings. It is set down for 26 July 2023 in Christchurch to be concluded before the formal welcome to the Annual Conference that starts later the same afternoon.

The LGNZ constitution that governs attendances at the AGM, states in clause G15:

“Every Member Authority must appoint one of its delegates as its presiding delegate and may appoint one or more alternate delegates; provided that the number of alternate delegates does not exceed the number of delegates appointed”.

Council is entitled to be represented at the AGM by four delegates, and the Presiding Delegate is the person responsible for voting on behalf of Council.

It is for Council to determine who shall be the Presiding delegate and the Alternate delegate(s).

Attachments

Appendix 1 - LGNZ 2023 Annual General Meeting and Remit Process (A4487788)

Remit

application form



// HOW TO SUBMIT A REMIT

Remits are positions or policies put to LGNZ's AGM for a vote.

Any remit needs the support of either an LGNZ zone, sector or five councils.

LGNZ reviews all proposed remits to ensure they meet the criteria below.

If your council wants to propose a remit for consideration by the 2023 AGM, please complete this form and email it, along with any supporting information, to agm@lgnz.co.nz by Wednesday 24 May.

If you have any questions about the remit process, or want help completing your application, please contact Grace Hall, Director of Policy and Advocacy at grace.hall@lgnz.co.nz

// THE PROCESS FROM HERE

Once LGNZ receives your proposed remit, it will be considered by our Remit Screening Committee. This Committee is made up of LGNZ's President, Vice-President, Chief Executive and Director of Policy and Advocacy. The Remit Screening Committee will determine whether your proposed remit satisfies the criteria, and whether or not to put it forward to the 2023 AGM.

We will let you know whether your remit is going forward to the AGM by 2 June.

// CRITERIA FOR REMITS

- 01 The remit is relevant to local government as a whole, not just a single zone, sector or council.
- 02 The remit relates to significant matters, including constitutional and substantive policy, rather than matters that can be dealt with administratively.
- 03 The remit concerns matters that can't be addressed through channels other than the AGM.
- 04 The remit does not deal with issues that already being actioned by LGNZ. This covers work programmes underway as part of LGNZ's strategy.

REMIT APPLICATION FORM

PG 2

COUNCIL PROPOSING REMIT:

CONTACT NAME:

PHONE:

EMAIL:

REMIT:

WHO SUPPORTS THE PROPOSED REMIT?

List either the LGNZ zone, sector group or five councils that support the remit.

WHY IS THIS REMIT IMPORTANT?

Briefly describe what the issue is and why it requires action.

Max. 150 words

BACKGROUND AND CONTEXT:

You may wish to include:

- // What has caused this issue?
- // Relevant legislation, policy or practice
- // Key statistics to show the scope of the issue
- // An outline of what your council/ others have already done to address this issue or bring about the proposed change

Max 500 words

REMIT APPLICATION FORM

PG 3

HOW DOES THIS REMIT RELATE TO LGNZ'S CURRENT WORK PROGRAMME?

Briefly describe how the proposed remit aligns with LGNZ's strategy and policy priorities but does not duplicate existing or planned work.

Approx. 150 words

HOW WILL YOUR COUNCIL HELP LGNZ TO MAKE PROGRESS ON THIS REMIT?

Briefly describe the steps that your council would be prepared to take to assist LGNZ to progress the remit.

100 – 300 words

SUPPORTING INFORMATION AND RESEARCH

PLEASE ATTACH TO YOUR EMAIL:

- // A copy of this application form.
- // Evidence of support from an LGNZ zone or sector group or five councils. This could be in the form of emails, letters or zone/sector group meeting minutes or resolutions.
- // Any further contextual/background information you'd like to share, combined in a single PDF file.

CORONATION OF KING CHARLES III

To:	Council
Meeting Date:	Wednesday 26 April 2023
From:	Michael Morris – Manager Governance and Legal Jason Wade – Manager Venues
Approved:	Michael Day – Chief Executive
Approved Date:	Tuesday 19 April 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

Saturday 6 May 2023 is the date of the coronation of His Majesty King Charles III, King of New Zealand.

The Department of Internal Affairs have contacted Council with ideas for a suitable way to acknowledge the coronation – the first in 70 years.

His Majesty has expressed a desire that his coronation be celebrated by planting a tree (or trees). This report presents the options for the tree planting and the event to celebrate this occasion.

Recommendations

That Council:

1. Receives the report titled “Coronation of King Charles III”.
2. Notes the letter from the Department of Internal Affairs.
3. Determines to proceed with option 1, 2 or 3 to acknowledge the coronation of King Charles III.
4. Determine to proceed with an event in Bluff at a later date.

Implications and Risks

Strategic Consistency

- Not applicable.

Financial Implications

The project cost will be approximately \$6,000 made up of costs relating to the plaque, tree, and hire of equipment. It will be lower if the smaller option is the preferred approach.

The cost will be met from an underspend within the Democratic Process budget.

Legal Implications

There are no legal obligations to either plant a tree or not, it is appropriate to acknowledge the coronation of the King.

Risk

There are a number of risks, mostly in terms of reputation. The risk largely lies around protect action aimed at the Monarchy / system of government / a perception it celebrates colonisation of New Zealand and impacts on Tino rangatiratanga. These risks can be managed by clear communications, and the recognition that protect is a form of expression and is a legitimate part of the New Zealand political landscape. Police would be advised of the event as part of standard planning.

Climate Change

Planting a tree, as requested by the King, will help with the impacts of climate change, when seen as a collective action of all towns, cities and districts in New Zealand.

Issues and Options

This is the first Coronation of a Monarch in 70 years.

The King has asked that this event be celebrated / commemorated by the planting of a tree in towns, cities and districts.

The Department of Internal Affairs is co-ordinating a plan across New Zealand and has written to each council and provided guidance on tree planting options.

The Department has asked that each council film the tree planting ceremony so that it can be played at the national ceremony held in Auckland / Wellington.

Queens Park has been identified as a suitable location for the planting of a tree, and that the tree will be indigenous to the Southland area.

A plaque has been commissioned to be displayed by the tree.

Attachment 1 is the letter from the Department of Internal Affairs. Attachment 2 are the locations being considered at Queens Park.

There are a number of options for the event itself. Each will have a different budget consideration.

Option 1 – No Event

Option is the do nothing / hold no event option. This would see Invercargill City not celebrate or acknowledge the Coronation of the King.

This option has the least cost implications.

However this option is not favoured as the first coronation in 70 years is an event that should be acknowledged and a tree planting ceremony is not a significant burden.

Option 2 – The Event Version A

Event version A is the event, but is the smallest event.

This event would be as follows:

<p>Opening Karakia Event to be opened by representatives from Mana Whenua</p>
<p>Welcome Remarks by Host (MC) Host thanks all for attending; acknowledges senior dignitaries present and ceremonial planter; acknowledges the Coronation of His Majesty King Charles III, confirming him as King of New Zealand; explains the significance of the tree-planting as a way of marking the Coronation; announces coronation gift to the King from New Zealand.</p>
<p>Tree-planting Official party step forward and shovel earth around the base of the sapling</p>
<p>Closing by the Host Host thanks all; invites attendees to return in the future to see how the tree is doing; closes proceedings by inviting Kaikorero to offer a karakia</p>
<p>Closing karakia Event is closed by representative from Mana Whenua delivering a closing karakia</p>
<p>EVENT CONCLUDES Pack down of equipment and supplies</p>

It is anticipated the Tree would be planted by the Mayor and Kaumātua.

In this event it is expected the invited guests would include (Mayor, Councillors, Mana Whenua Representatives and Bluff Community Board are all to be invited), Kaumātua and representatives of Waihōpai Rūnaka and Te Rūnanga o Awarua, the local Members of Parliament, Chief Executive / Chair of the Southland councils only.

The event would be a low key event to acknowledge the Coronation.

Option 3 – The Event Version B

This version has the same basic outline as the above but would be a public event, more people and organisations invited and food being provided for the invited guests.

<p>Opening Karakia <i>Event to be opened by representatives from Mana Whenua</i></p>
<p>Welcome Remarks by Host (MC) <i>Host thanks all for attending; acknowledges senior dignitaries present and ceremonial planter; acknowledges the Coronation of His Majesty King Charles III, confirming him as King of New Zealand; explains the significance of the tree-planting as a way of marking the Coronation; announces coronation gift to the King from New Zealand.</i></p>
<p>National anthems sung by entertainer <i>New Zealand/Aotearoa UK God Save the King</i></p>
<p>Tree-planting <i>Official party step forward and shovel earth around the base of the sapling</i></p>
<p>Closing by the Host <i>Host thanks all; invites attendees to return in the future to see how the tree is doing; closes proceedings by inviting Kaikorero to offer a karakia</i></p>
<p>Closing karakia <i>Event is closed by representative from Mana Whenua delivering a closing karakia</i></p>
<p>Food blessing <i>Kaumātua should to bless food</i></p>
<p>Mix and Mingle</p>
<p>EVENT CONCLUDES <i>Pack down of equipment and supplies</i></p>

In addition to the guests invited to Option 2, other organisations could be invited including representatives of the New Zealand Military, New Zealand Police, Fire and Emergency New Zealand and St John, representatives from Invercargill Licencing Trust and Community Trust of Southland as well as representatives from charities the King is a patron of, like Scouts.

This event sees the addition of the National anthems being sung and food and refreshments being served after the event to the official guests. It would also be an event that is open to the public to attend. This would be a larger scale event and the costs would therefore increase to cover food costs and marquee.

Bluff Event

It is not suggested to hold an event in Bluff on 6 May 2023 given the time commitment and the limited time to make arrangements. It is suggested however, that it would be appropriate to mark the occasion in Bluff during the coming weeks.

It is suggested that a tree or trees be planted in Bluff to celebrate the coronation. This marks the special identity Bluff has within our city and also reflects the fact that at the last coronation, Bluff was a borough and would have acknowledged the Queen's Coronation in 1953. It would also be an opportunity to partner with Te Rūnanga o Awarua to stage the event.

Community Views

No community views have been sought.

Next Steps

Staff will make the arrangements and send out the formal invitations.

Attachments

1. Attachment 1 - Letter from The Department of Internal Affairs (A4497581)
2. Attachment 2 - Locations in Queens Park the tree can be planted (A4497587)

Te Tari Taiwhenua
Department of Internal Affairs



**Te Tari Taiwhenua
Internal Affairs**

Kia ora koutou,

Thank you for your interest in participating in marking the Coronation of His Majesty Charles III, King of New Zealand, on the weekend of 6th and 7th of May 2023. I am writing with further information about the ceremonial plans for the events.

The Visits and Ceremonial Office will be sending a recommended run sheet for council tree planting ceremonies. The event procedure is at the discretion of the individual councils, but we wish to highlight the importance of key areas.

- We encourage you to organise this alongside Mana Whenua to ensure that the ceremony is culturally appropriate and respectful.
- In keeping with our own sustainability guidelines, we request that councils ensure that all trees planted are native to New Zealand.
- We recommend that councils refer to King Charles III as King of New Zealand and mention his commitments to conservation and sustainability.
- We suggest an acknowledgement of volunteers who are involved in tree plantings, and wider volunteer/community sector in your communities.

We want to ensure that the Coronation of King Charles III is acknowledged throughout the country and that it reflects the diverse and vibrant culture of New Zealand. Please note that it is up to individual councils to decide who should plant the tree, who should host the event and the various ceremonial or creative elements. We encourage you to involve community leaders, local Members of Parliament and dignitaries, and other important figures to participate in the ceremony. When your delegate list is finalised, we would appreciate getting a copy of that list for our records.

The Visits and Ceremonial Office is hosting the main Coronation event in the Auckland Domain at 13:00 on 7 May 2023, which will follow the same structure of the run sheets that will be sent to councils. The main event will include attendance by MPs, and both New Zealand's national anthems will be played (God Defend New Zealand/Aotearoa and God Save the King). While there will be ceremonial elements, we want to create a celebratory atmosphere, and will extend an open invitation to families to the Domain where there will be live music, food stalls and a tree sapling giveaway. These are all options that councils could include in their ceremonies if they so choose.

We ask that councils aim to deliver their local planting event prior to the Auckland ceremony as the Visits and Ceremonial Office wishes to show footage from these local events during the national ceremony. We would kindly ask that your local ceremony is filmed / Photographed, and the footage is sent to sue.zhu@dia.govt.nz prior to the 13:00 ceremony on 7 May. Attached please find a suggested checklist to support planning for your council's event. We have also attached a list of information that the Visits and Ceremonial Office requires in order to be able to support the delivery of your event. We would be grateful if these details could be provided to Nathan.mckendry@dia.govt.nz

Finally, we will be providing ceremonial pins and a plaque for the councils to unveil at their tree planting ceremonies. This will be a lasting reminder of this historic event and will serve as a symbol of our country's ongoing relationship with the monarchy. This plaque will be accompanied with mounting guidelines for councils to mount the plaques in a way that aesthetically suits their existing guidelines. The Visits and Ceremonial Office are also working to provide design details which councils can use for their own collateral and promotional material for their events.

Please do not hesitate to contact the Visits and Ceremonial office if you have any further questions or concerns about these plans. We look forward to working with you to make this coronation a memorable and meaningful event for all New Zealanders.

Ngā mihi,

Nathan McKendry

Event Lead – New Zealand Coronation Events for His Majesty King Charles III

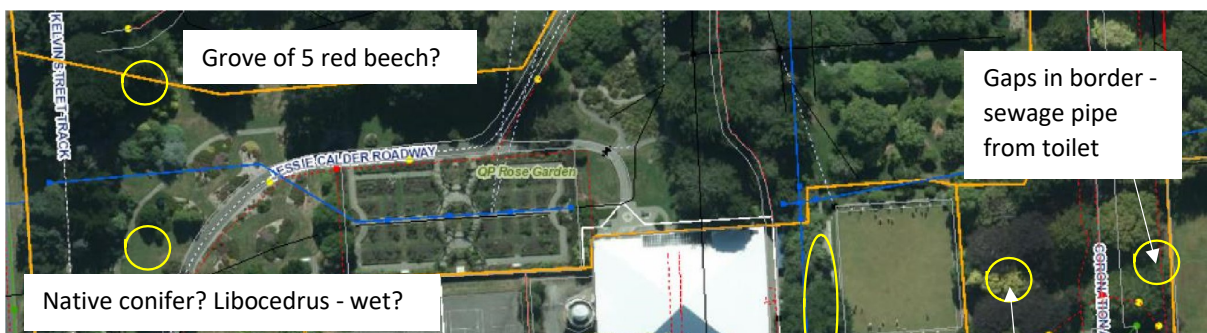
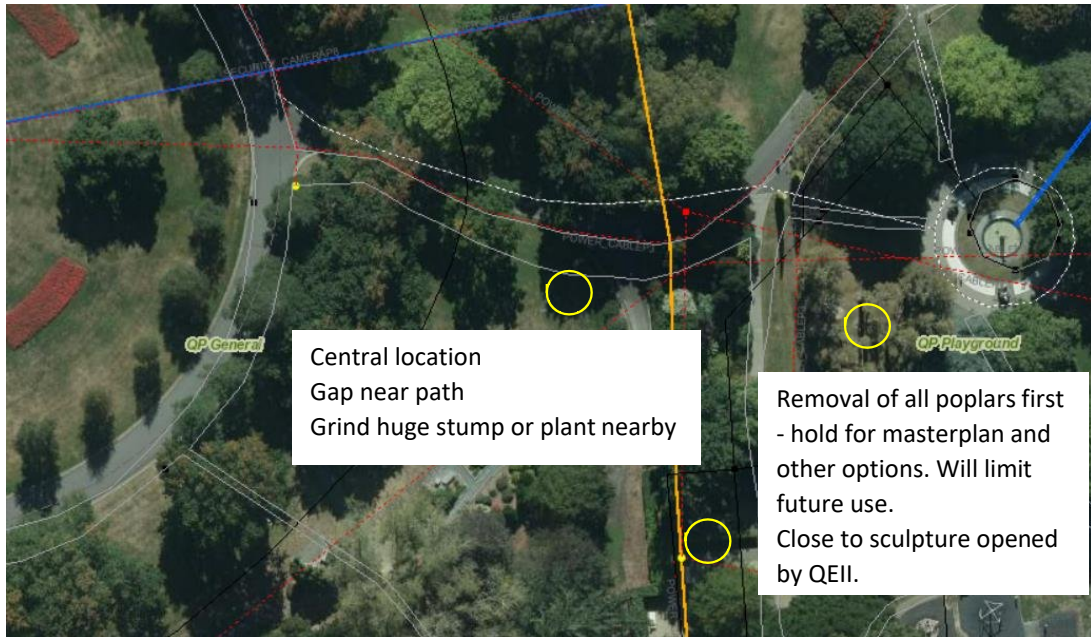
Council Ceremony Checklist	
<p>Determine the event date, time, and location</p> <p>Consider factors such as weather, accessibility, and available space. Contact local plant nurseries or parks departments to help identify and prepare appropriate planting areas. Keep in mind the security and location of the trees to prevent vandalism.</p>	
<p>Identify and invite relevant stakeholders</p> <p>Contact the Mayor, Mana Whenua representatives and local media outlets to invite their participation in the event. Coordinate their schedules to ensure they are available on the planned date.</p>	
<p>Select appropriate native trees</p> <p>Consult with local nurseries or horticulturalists to determine which species are suitable for the area and climate. Ensure that they are available for purchase and delivery on the day of the event.</p>	
<p>Arrange for necessary equipment and materials</p> <p>Order shovels, gloves, watering cans, and other necessary materials in advance. Make sure that they are delivered to the event location on time.</p>	
<p>Promote the event</p> <p>Contact local media outlets and invite them to cover the event. Use social media, flyers, and other promotional materials to publicise the event to the wider community.</p>	
<p>Ensure health and safety protocols are followed</p> <p>Provide participants with guidance on health and safety measures where necessary.</p>	
<p>Plan the planting ceremony</p> <p>Provide instructions on how to plant the trees and assign tasks to participants. Consult VCO run sheet for how to involve the Mayor and Mana Whenua in the planting ceremony.</p>	
<p>Thank participants and acknowledge their contributions</p> <p>After the event, send thank-you letters or emails to participants, and publicise the success of the event through local media outlets and social media.</p>	
<p>Ensure recorded footage from ceremony is sent to the VCO for use in the main ceremony in Auckland.</p>	
<p>Ensure that any plans to illuminate buildings have been put into place.</p>	

Information to provide to Visits and Ceremonial Office	
<p>Location and time of the event</p> <p>This should include the address of the planting site and the start and end times of the event.</p>	
<p>Building Lighting</p> <p>We are encouraging councils to light up their buildings in purple on the evenings of 6 and 7 May. Please provide details and locations of any buildings / monuments you intend to light up.</p>	
<p>Social Media</p> <p>Details on any planned social media posts</p>	
<p>Attendees</p> <p>Councils should provide an estimated number of people who will attend the event to help VCO with logistical planning.</p>	
<p>Representative information</p> <p>The names of official representatives who will be taking part in the ceremony and those coordinating the event.</p>	
<p>Contact Information</p> <p>Name and contact details for the local event manager of your planting project.</p>	
<p>Acknowledgement of receipt of pins and plaque collateral</p> <p>Councils should confirm that they have received the pins and plaque collateral from VCO and are ready to distribute them at the event.</p>	
<p>Notification of regional celebrations</p> <p>Ensure VCO are notified of any additional coronation events that are happening in your communities. This is to ensure that VCO can make a note to acknowledge these events in the national celebration in Auckland.</p>	
<p>Special requests</p> <p>If there are any special requests, such as additional signage or special accommodations, the council should inform VCO as soon as possible to ensure that everything is in place for the event.</p>	

2023 04 04 - King Charles III - location options for native tree of importance - plans, notes

Recommend location in Ron Petrie New Zealand Garden: Long lived tree:
rimu or totara (or Hall's totara) - representing Southland Plains Ecological District
or rata - representing Foveaux Ecological District = Motūpohue/Bluff







**MINUTES OF FINANCE AND PROJECTS COMMITTEE, HELD IN THE COUNCIL CHAMBERS,
FIRST FLOOR, TE HINAKI CIVIC BUILDING, 101 ESK STREET, INVERCARGILL ON
TUESDAY 18 APRIL 2023 AT 5.10 PM**

Present: Cr G M Dermody (Chair)
Mayor W S Clark
Cr A J Arnold
Cr T Campbell
Cr D J Ludlow
Cr I R Pottinger
Cr L F Soper

In Attendance: Cr P M Boyle
Rev E Cook – Māngai – Waihōpai
Mrs P Coote – Kaikaunihera Māori – Awarua
Mr M Day – Chief Executive
Ms E Moogan – Group Manager – Infrastructure
Mr S Gibling – Group Manager – Leisure and Recreation
Mrs P Christie – Acting Group Manager – Finance and Assurance
Mr J Shaw – Interim GM – Consents and Compliance
Mr A Cameron – Chief Risk Officer
Mr M Morris – Manager – Governance and Legal
Mr W Marriott – Manager – Museum and Heritage Services
Mr L Butcher – Programme Director – Project Management Office
Mr G Caron – Digital and Communications Advisor
Ms M Cassiere – Executive Governance Officer

1. Apology

Cr Stewart

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

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Minor Late Item in public excluded session

4.1 Appendix to the Relocation of the Southland Museum Collection Report

Moved Cr Soper, seconded Cr Campbell and **RESOLVED** that the Minor Late Item 'Appendix to the Relocation of the Southland Museum Collection report' be accepted in public excluded session.

The reason that the item was not in the agenda: The item was not ready at the time of the publication of the agenda.

The reason why the discussion of the item could not be delayed: Matters could be progressed in a timely manner.

Reason for public exclusion:

Section 7(2)(i) - Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

5. Minutes of the Meeting of Finance and Projects Committee held on Tuesday 21 February 2023

A4367715

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that the minutes of the Finance and Projects Committee held on Tuesday 21 February 2023 be confirmed.

6. Minutes of the Extraordinary Meeting of the Finance and Projects Committee held on Tuesday 21 March 2023

A4441749

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that the minutes of the Extraordinary meeting of the Finance and Projects Committee held on Tuesday 21 March 2023 be confirmed.

7. Business Enhancement Programme – Projects Dashboard

A4467329

Mrs Patricia Christie spoke to the report. She noted that the Rates Online project had gone live today, and that ratepayers could sign up to receive their rates via email from the next instalment onwards.

Moved Cr Campbell, seconded Cr Pottinger and **RESOLVED** that the Finance and Projects Committee:

1. Receive the report 'Business Enhancement Programme – Projects Dashboard'.

8. Strategic Capital Projects Report

A4458117

Mr Lee Butcher spoke to the report and provided a summary of the completed works.

Note: Cr Arnold left the meeting at 5.20 pm.

In response to a query the City Streets Stage 1 work being over budget by approximately \$2 million and yet \$938,000 has been used out of the \$1.5 million contingency, it was noted that the contingency balance may also be used up in the project and that by the end of completion the full budget of \$20.8 million would be utilised. It was also noted that the initial figures were incorrect and that a mistake had been made with the initial reporting.

Note: Cr Arnold joined the meeting at 5.22 pm.

In response to a query whether the approximate \$400,000 used on the Civic Administration Building included maintenance costs, it was noted that they were purely project costs and not on any maintenance.

In response to a query about the \$1.8 million in the Bluff Boat Ramp included a parking and user pay collection system, it was noted that it included some tidying up of the carpark but not the user pay collection system.

In response to a query about who would decide on the charges for the user pay, it was noted that the Parks team would bring a report to Council.

It was noted that with regard to the user pay charges for the Bluff Boat Ramp, the Bluff Community Board recommend an approach to the Parks team which would then be brought to Council.

Mr Butcher noted that going forward the reporting on forecasting would be the progress of the past two months and the forecast for the next two months.

Moved Cr Soper, seconded Cr Campbell and **RESOLVED** that the Finance and Projects Committee:

1. Receives the report titled 'Strategic Capital Projects Report'.
2. Receives the attached 'ICC PMO Programme Dashboard and Risk Dashboard'.
3. Provides feedback regarding "forecasting data" they wish to have added to the PMO strategic capital projects report.
4. Provides feedback regarding the sample draft "Elected Member update" provided by the PMO.

9. Financial Update – February 2023

A4466573

Mrs Patricia Christie spoke to the report and noted that some term deposits would be due next week which would be rolled to refinance the debt which would also be due.

In response to a query about the average cost of borrowing, it was noted that it was going up and that the information would be brought to the meeting next month.

Moved Cr Ludlow, seconded Cr Soper that the Finance and Projects Committee:

1. Receives the report 'Financial Update – February 2023'.

In response to a query whether debt ceiling was unrelated to interest payments, it was responded in the affirmative.

The motion, now put, was **RESOLVED**.

10. Public Excluded Session

Moved Cr Soper, seconded Cr Ludlow 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 Finance and Projects Committee Meeting Held on 21 February 2023*
- b. *Confirmation of Minutes of the Extraordinary Public Excluded Session of the Finance and Projects Committee Held on 21 March 2023*
- c. *Invercargill Central Limited Monitoring Report*
- d. *Relocation of the Southland Museum Collection*
- e. *Financial Update – February 2023*

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 Finance and Projects Committee Meeting Held on 21 February 2023	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 Extraordinary Public Excluded	Section 7(2)(i) Enable any local authority holding the information to carry on,	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of

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| <p>Session of the Finance and Projects Committee Held on 21 March 2023</p> | <p>without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>information for which good reason for withholding would exist under Section 7</p> |
| <p>c) Invercargill Central Limited Monitoring Report</p> | <p>Section 7(2)(h)
 Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i)
 Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>Section 48(1)(a)
 That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |
| <p>d) Relocation of the Southland Museum Collection</p> | <p>Section 7(2)(i)
 Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>Section 48(1)(a)
 That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |
| <p>e) Financial Update – February 2023</p> | <p>Section 7(2)(a)
 Protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(i)
 Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>Section 48(1)(a)
 That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |

There being no further business, the meeting finished at 6.40 pm.