



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
Tuesday 22 August 2023 at 2.00 pm**

Mayor W S Clark
Cr A J Arnold
Cr R I D Bond
Cr P M Boyle
Cr S J Broad
Cr T Campbell
Cr A H Crackett
Cr G M Dermody
Cr P W Kett
Cr D J Ludlow
Cr I R Pottinger
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. **Minutes of the Great South Joint Shareholders Committee Held on 13 July 2023**
(A4810479)

To be moved:

That the minutes of the Great South Joint Shareholders Committee meeting held on 13 July 2023 be received.

5. **Minutes of the Meeting of Council Held on 18 July 2023** (A4740835)

To be moved:

That the minutes of Council held on 18 July 2023 be confirmed.

6. **Minutes of the Risk and Assurance Committee Meeting Held on 18 July 2023**
(A4740843)

To be moved:

That the minutes of the Risk and Assurance Committee meeting held on 18 July 2023 be received and recommendations to Council be confirmed.

Recommends to Council that:

6. 2023 Audit Proposal and Fee Approval(A4733000)

2. Notes the proposal received from Audit New Zealand and that this fee has been provided for the 2023 Annual Report audit only. That the 2023 Annual Report audit will be part of a re-baselining exercise.
3. Approve the audit fee for the 2023 Council Group audit of \$279,204 and authorise the Mayor to sign the letter on Council's behalf.

7. **Minutes of the Infrastructure Committee Meeting Held on 1 August 2023** (A4761064)

To be moved:

That the minutes of the Infrastructure Committee meeting held on 1 August 2023 be received.

8. **Minutes of the Bluff Community Board Meeting Held on 7 August 2023** (A4784717)

To be moved:

That the minutes of the Bluff Community Board meeting held on 7 August 2023 be received.

9. **Minutes of the Community Wellbeing Committee Meeting Held on 8 August 2023** (A4784965)

To be moved:

That the minutes of the Community Wellbeing Committee meeting held on 8 August 2023 be received.

10. **Minutes of the Finance and Projects Committee Meeting Held on 15 August 2023** (A4796757)

To be moved:

That the minutes of the Risk and Assurance Committee meeting held on 15 August 2023 be received and recommendations to Council be confirmed.

Recommends to Council that:

6. Financial Risk Management Policy (A4698862)

2. Approves the "Draft Financial Risk Management Policy" (A4222312) for adoption by Council, as presented.

11. **Notice of Motion**

- 11.1 **Request for an Update from Great South on Planned Oat Milk Factory** (A4809790)

12. **Connected Murihiku Joint Committee Nomination** (A4781732)

- 12.1 **Appendix 1 - Terms of Reference for the Appointments Committee** (A4565885)
- 12.2 **Appendix 2 - Draft Terms of Reference for the Joint Committee** (A4565492)

13. **Civic Awards** (A4793037)

14. **Regional Climate Change Principles and Aspirations (A4804974)**
 - 14.1 [Appendix 1 - Draft Regional Climate Change Principles and Aspirations \(A4805820\)](#)
15. **Remuneration Reallocation (A4591421)**
16. **Project 1225 Concept and Museum Naming Approval (A4803036)**
 - 15.1 [Appendix 1 - Project 1225 Concept Design Video \(A4809153\)](#)
 - 15.2 [Appendix 2 - Project 1225 Concept Stills \(A4810367\)](#)
 - 15.3 [Appendix 3 - Project 1225 – Naming Presentation \(A4810537\)](#)

17. **Public Excluded Session**

Moved, seconded 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 Great South Joint Shareholders Committee Held on 13 July 2023
- b) Conformation of the Meeting of Public Excluded Session of Council Held on 18 July 2023
- c) Receiving of Minutes of the Public Excluded Session of the Risk and Assurance Committee Meeting Held on 18 July 2023
- d) Receiving of Minutes of the Public Excluded Session of the Infrastructure Committee Meeting Held on 1 August 2023
- e) Receiving of Minutes of the Public Excluded Session of the Bluff Community Board Meeting Held on 7 August 2023
- f) Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Committee Meeting Held on 8 August 2023
- g) Receiving of Minutes of the Public Excluded Session of the Finance and Projects Committee Meeting Held on 15 August 2023
- h) Great South and NZ Space Ops Statement of Intent 2023 – 2026 and Great South 2023/2024 City Centre Activation Plan
- i) Great South Constitutional Review
- j) Saving Grace Funding Request
- k) Southland Charitable Hospital Funding Request

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) Receiving of minutes of the Public Excluded Session of Great South Joint Shareholders Committee Held on 13 July 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) Conformation of the Meeting of Public Excluded Session of Council Held on 18 July 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 the Risk and Assurance Committee Meeting Held on 18 July 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 the Infrastructure Committee Meeting Held on 1 August 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 the Bluff Community Board Meeting Held on 7 August 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 the Community Wellbeing Committee Meeting Held on 8 August 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 |
| (g) Receiving of Minutes of the Public Excluded Session of the Finance and Projects Committee Meeting Held on 15 August 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) Great South and NZ Space Ops Statement of Intent 2023 – 2026 and Great South 2023/2024 City Centre Activation Plan | Section 7(2)(b)(i) protect information where the making available of the information would disclose a trade secret | Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (i) Great South Constitutional Review | Section 7(2)(b)(i) protect information where the making available of the information would disclose a trade secret | Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (j) Saving Grace Funding Request | 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 | |
| (k) Southland Charitable Hospital Funding Request | Section 7(2)(c) protect information which is subject to an | Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of |

obligation of information for which good
confidence reason for withholding
would exist under Section 7

Great South Joint Shareholders Committee
13 July 2023

Great South Joint Shareholders Committee

OPEN MINUTES

Minutes of a meeting of Great South Joint Shareholders Committee held in the Environment Southland, Corner North Road and Price Street, Invercargill on Thursday, 13 July 2023 at 8:00 am.

MEMBERS PRESENT

A class shareholders

Rob Scott, Mayor Southland District Council (Chair)
Ben Bell, Mayor, Gore District Council
Nobby Clark, Mayor, Invercargill City Council
Nicol Horrell, Chair, Environment Southland

B class shareholders

Neil McAra, President, Southland Chamber of Commerce 8:00am – 8.34am
Daryl Haggerty, Acting Chief Executive, Southern Institute of Technology Via video link

Member

Jackie Flutey, General Manager, Community Trust South

MEMBER APOLOGIES

Cameron McIntosh, Chief Executive, Southland District Council
Neil McAra, President, Southland Chamber of Commerce (early departure)

IN ATTENDANCE

Ian Collier, Chair, Great South Via video link
Chami Abeysinghe, Chief Executive, Great South
Michael Day, Chief Executive, Invercargill City Council
Wilma Falconer, Chief Executive, Environment Southland 8.08am – 9am
Megan Seator, Policy Advisor, Southland Mayoral Forum
Rachael Poole, Committee Advisor, Southland District Council

Great South Joint Shareholders Committee
13 July 2023

1 Apologies

There were apologies for early departure received from Neil McAra.

Moved Chair Horrell, seconded Mr McAra and **resolved:**

That the Great South Joint Shareholders Committee accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

5 Confirmation of Council Minutes

Resolution

Moved Ms Flutey, seconded Chair Horrell **and resolved:**

That the Great South Joint Shareholders Committee confirms the minutes of the meeting held on 16 June 2023 as a true and correct record of that meeting.

Reports

7.1 Infometrics Southland Region forecasting scenarios for Beyond 2025 Southland

Record No: R/23/7/30808

Bobbi Brown from Great South presented this item. Ms Brown highlighted that a key outcome from the report is that there is now baseline data that can be used to make informed decisions. The report allows for assumptions to be interchanged as scenarios evolve.

Resolution

Moved Mayor Bell, seconded Ms Flutey **and resolved**

That the Great South Joint Shareholders Committee:

- a) receives the report titled "Infometrics Southland Region forecasting scenarios for Beyond 2025 Southland " dated 10 July 2023.**

Great South Joint Shareholders Committee
13 July 2023

7.2 2023-2024 key dates for Great South

Record No: R/23/7/30814

Megan Seator, Policy Advisor – Southland Mayoral Forum presented this item.

Ms Seator provided the committee with key dates for 2023/24 and requested that members advise if there are any clashes so that she can provide alternative dates. Ms Seator will then send out a confirmed list of the key dates to all members

Key dates provided by Ms Seator are appended to the minutes.

Resolution

Moved Chair Horrell, seconded Mayor Clark **and resolved:**

That the Great South Joint Shareholders Committee:

- a) **receives the report titled “2023-2024 key dates for Great South” dated 10 July 2023.**

Neil McAra left the meeting at 8.34am

7.3 Next meeting

Record No: R/23/7/30830

Resolution

Moved Mayor Bell, seconded Chair Horrell **and resolved:**

That the Great South Joint Shareholders Committee:

- a) **receives the report titled “Next meeting” dated 10 July 2023.**
- b) **agrees that the next meeting of the Great South Joint Shareholders Committee will be held at 8:00 am on Friday 18 August 202 at Environment Southland, Cnr North Road and Price Street, Invercargill.**

Public Excluded

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Great South Joint Shareholders Committee

13 July 2023

Resolution

Moved Mayor Scott as Chair, seconded Mayor Bell **and resolved:**

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Great South Funding

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 |
|---|---|--|
| Great South Funding | s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). | That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. |

The public were excluded at 8.38am.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 9:00am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE GREAT SOUTH JOINT
SHAREHOLDERS COMMITTEE HELD ON 13 JULY
2023.

DATE:.....

CHAIRPERSON:.....

Great South Joint Shareholders Committee
13 July 2023

APPENDIX

Joint Shareholders Committee milestones for 2023/2024

***Letter of expectation process**

***General business**

July 2023

- Great South outlines their funding requirements for the new letter of expectation (2024-2027) in a letter to the Joint Shareholders Committee.
- Great South updates JSC on performance reporting and KPIs.

August 2023

- Great South to organise strategic workshop with all shareholders to identify collective regional priorities for the next three years.

September 2023

- Great South has individual workshops with each council and the councils confirm their individual priorities for letter of expectation.
- Class B shareholders provide feedback any additional priorities they may have for inclusion in the letter of expectation.

October 2023

- Joint Shareholders Committee signs off letter of expectation and this gets sent to Great South.
- Great South AGM is held to adopt annual report (time dependant on auditors).
- Great South updates JSC on performance reporting and KPIs.

December 2023

- Great South provide JSC with a draft SOI by 1 December.

January/February 2024

- Councils can workshop/discuss the draft SOI. This is relayed to the JSC who can consider any additional comments.
- Joint Shareholders Committee reviews six-monthly report.

March 2024

- The JSC provides a regional response to GS on the draft SOI by 1 March.
- Great South updates JSC on performance reporting and KPIs.

April 2024

- Option for GS to meet with JSC to discuss feedback

May 2024

- Councils undertake final post-consultation LTP budgeting - budgets may change up to this point. Any changes to GS funding to be communicated to them ASAP.

June 2024

- By 30 June final SOI adopted by GS board, distributed to JSC and councils (and published on GS website). LTPs adopted by councils.

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

Present: Mayor W S Clark
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 L F Soper
Cr B R Stewart

In Attendance: 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
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 S Cook – Manager – Aquatic Services
Mr J Wade – Venues Manager
Ms L Knight – Manager – Strategic Communications
Ms K Braithwaite – Digital and Communications Advisor
Ms M Cassiere – Executive Governance Officer

1. Apologies

Cr Campbell, Cr Arnold.

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

2. Declaration of Interest

Nil.

3. Major Late Items – in Public Excluded Session

- 3.1 **Future for Local Government Review – Regional Working Group**
- 3.2 **Discussion – LGNZ Annual General Meeting**

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that the Major Late Items 'Future for Local Government Review – Regional Working Group' and 'Discussion – LGNZ Annual General Meeting' be accepted in Public Excluded Session.

The reason that the items were not in the agenda: The items were not ready at the time of the publication of the agenda.

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

4. Minutes of the Meeting of Bluff Community Board held on Monday 26 June 2023

A4696764

Moved Cr Dermody, seconded Cr Stewart and **RESOLVED** that the Minutes of the Bluff Community Board held on Monday 26 June 2023 be received.

5. Minutes of the Meeting of Council held on Tuesday 27 June 2023

A4660558

Cr Crackett stated that the Minutes did not reflect her apology and requested that they be recorded.

Moved Cr Ludlow, seconded Cr Soper that the Minutes of Council held on Tuesday 27 June 2023 be confirmed with the corrections.

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

6. Minutes of the Extraordinary Meeting of Council held on Tuesday 4 July 2023

A4700045

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the Minutes of the Extraordinary Meeting of Council held on Tuesday 4 July 2023 be confirmed.

7. Recommendation from the Meeting of the Infrastructure Committee held on 11 July 2023

A4740089

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

1. Receive the report 'Recommendation from the Infrastructure Committee meeting held on 11 July 2023'.
2. Confirm the recommendation from the report titled Proposed Right of Way Name – 17 Niven Road (A4644826):
 - a. The proposed Right of Way be named – Oakridge Way.

8. Addressing City Centre Untidy/Neglected Buildings

A4694546

Mr Jonathan Shaw spoke to the report.

In response to a query whether option three was about Council funding parts of the work being done and the building owners would do the actual work, it was noted in the affirmative and that this option was similar to what was being implemented for heritage buildings.

Discussion took place around the options proposed in the report.

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

1. Receives the report "Addressing City Centre Untidy/Neglected Buildings".
3. Requests staff continue with existing 'light touch' approach of providing reactive guidance.

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

2. Requests option 2 for inclusion in Long-term Plan discussions.

Note: The meeting was adjourned at 3.24 pm.

Note: The meeting was reconvened at 3.25 pm.

9. Public Forum

9.1 Mr Dylan Graves – Biochar

Mr Dylan Graves was in attendance at the meeting. He said that he wished to bring awareness of biochar and provided information around it. He said biochar was created from organic materials and that it carbon sequestered naturally. He said that by heating organic materials in a controlled environment, and then extinguishing the embers with water or soil, the left behind black material was char. This char would then be crushed and added to compost, animal bedding, wet areas, tree planting, and other areas. He said that once this char was placed in soil, it would not degrade any further and that the nano-tubes contained within the char would work like a sponge and would be able to hold water and nutrients, and was good for biology. He said that char had many cascading benefits and provided examples of the benefits including filtration, produce nutrient rich soil.

In response to queries around where else biochar was being used and how areas such as Council parks would use it, Mr Graves said that this was being used in Sweden where biochar was composted and used to plant trees and also towards heating in their cityscapes. Mr Graves also said that in Council parks, wood could be turned into wood chips and put through a pyrolysis machine or a flame cap pyrolysis to create biochar.

In response to a query whether there were specific waste streams which could be converted to biochar, Mr Graves said that anything that was organic could be

converted to biochar, and that products which were contaminated could be placed into concrete products.

In response to a query whether this was currently being produced in New Zealand, Mr Graves said that there was not a lot being produced in New Zealand as no-one was currently funding it, and that it was being slowly used in commercial composting.

In response to a query about whether there were public awareness campaigns being run, Mr Graves said that he worked as a volunteer for Biochar Network NZ which was being run by volunteers like himself who were passionate about this technology. He said that it was hard to conduct public awareness campaigns without funding. He said that the key question was how to get this information to the public.

In response to a query around the amount of fuel required to turn material into biochar, Mr Graves said that biochar produced excess energy which meant that the only fuel required would be for the initial burn.

Mayor Clark thanked Mr Graves for taking the time to speak at the meeting.

10. 2023 Local Government New Zealand Remits – Staff Recommendations and Annual General Meeting

A4699090

Moved Cr Ludlow, seconded Cr Stewart that Council:

1. Receives the report titled "2023 Local Government New Zealand Remits – Staff Recommendations and Annual General Meeting".
2. Notes the LGNZ Remits attached to this report as Appendix 1 (A4740519).
3. Notes the recommendations from staff in this report.
4. Resolves to vote as follows:

Remit 1: AGAINST

Remit 2: AGAINST

Remit 3: FOR

Remit 4: FOR

Remit 5: AGAINST

Remit 6: FOR

Remit 7: FOR

Remit 8: FOR

Remit 9: AGAINST

Remit 10: AGAINST

Remit 11: FOR

Mr Michael Morris spoke about the topic listed as item nine in the report, which dealt with the Local Government New Zealand agenda – Future for Local Government.

Discussion took place around the topic listed as item nine in the report and that the use of the term 'consensus' would not be appropriate.

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

11. Proactive Release - Local Government Official Information and Meetings Act

A4732752

Mr Michael Morris spoke to the report.

A query was raised around the decision making powers of proactive release resting with staff and not with elected members. It was noted that under the Local Government Official Information and Meetings Act (LGOIMA), decision making powers on such aspects rested with staff however, elected members made the decision of whether an agenda item would be discussed in public excluded. It was noted that the report was not intended to read that staff had the final say on whether an agenda item would be public excluded or otherwise. It was noted that the stage of the decision-making process would be important and that if elected members indicated that an item would have to be released, then staff would discuss the matter with elected members on why staff had recommended that the item be held in public excluded. As such, should elected members decide that an item could be released, staff would recommend when the item could be released and the decision on the timing of release of the item would ultimately rest with the Chief Executive.

It was noted that the report spoke only to Section 13.5 of LGOIMA, around the process for release of papers already in public excluded and the timing of the release, and not about the decision making powers of elected members around whether items should be in public excluded.

Moved Cr Ludlow, seconded Cr Soper that Council:

1. Receives the report "Proactive Release - Local Government Official Information and Meetings Act".

It was noted that an amended report will be brought back to the next Council meeting.

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

12. 2025 Elections – Voting System

A4729323

Mr Michael Morris spoke to the report and acknowledged the work done by the Strategy and Policy team on the public consultation around voting systems, and thanked Ms Amélie Schuberth for her work on the consultation. Mr Morris also took the meeting through a visual demonstration of the calculator which would be used for the Single Transferable Vote (STV) system.

Note: Cr Boyle left the meeting at 4.44 pm.

Discussion took place around the First Past the Post (FPP) system and STV system.

Moved Cr Dermody, seconded Cr Stewart and **RESOLVED** that Council:

1. Receives the report "2025 Elections - Voting System"

2. Resolves that First Past the Post is the voting system for the 2025 Elections and any by-elections that may be required to be held within that term of Council.
3. Notes that the community can demand a Poll be held on this decision.
4. Notes that if Single Transferable Vote system is adopted it will be the voting system for 2025 and 2028 elections.

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

Note: Crs Soper and Crackett voted against the motion.

13. Elected and Appointed Members' Attendance Register – July 2023

A4729313

Mr Michael Morris spoke to the report. He said that elected members could inform the Governance team should there be any anomalies to be corrected.

Discussion took place around availability and attendance at workshops.

Note: Cr Kett left the meeting at 5.26 pm.

Moved Cr Bond, seconded Cr Stewart and **RESOLVED** that Council:

1. Receives the report 'Elected and Appointed Members' Attendance Register – July 2023'.

14. Recommendation from the Risk and Assurance Committee Meeting Held on 18 July 2023

Cr Dermody provided a brief summary around the paper.

Note: Cr Kett re-joined the meeting at 5.28 pm.

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

1. Receive the report 'Recommendation from the Risk and Assurance Committee meeting held on 18 July 2023'.
2. Confirm the recommendations from the report titled 2023 Audit Proposal and fee Approval (A4702278):
 2. Notes the proposal received from Audit New Zealand and that this fee has been provided for the 2023 Annual Report audit only. That the 2023 Annual Report audit will be part of a re-baselining exercise.
 3. Approve the audit fee for the 2023 Council Group audit of \$279,204 and authorise the Mayor to sign the letter on Council's behalf.

15. Public Excluded Session

Moved Cr Soper, seconded Cr Dermody 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 Council Held on 27 June 2023*
- b. *Recommendation from the Public Excluded Session of the Infrastructure Committee held on 11 July 2023*
- c. *Rugby Park Ownership and Operation*
- d. *Future for Local Government Review – Regional Working Group*
- e. *Discussion – LGNZ Annual General Meeting*

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 27 June 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) Recommendation from the Public Excluded Session of the Infrastructure Committee held on 11 July 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) Rugby Park Ownership and Operation | 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) Future for Local Government Review | Section 7(2)(i) | Section 48(1)(a) |

| | | |
|--|---|---|
| – Regional Working Group | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 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) Discussion – LGNZ Annual General Meeting | <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 6.20 pm.

**MINUTES OF RISK AND ASSURANCE COMMITTEE, HELD IN THE COUNCIL CHAMBERS,
FIRST FLOOR, TE HINAKI CIVIC BUILDING, 101 ESK STREET, INVERCARGILL ON
TUESDAY 18 JULY 2023 AT 8.30 AM**

Present: Mr B Robertson (Chair)
Mayor W S Clark
Cr R I D Bond
Cr G M Dermody
Mr R Jackson
Cr D J Ludlow
Cr I R Pottinger
Cr L F Soper

In Attendance: Mr M Day – Chief Executive
Mr S Gibling – Group Manager – Leisure and Recreation
Mrs P Christie – Acting Group Manager – Finance and Assurance
Ms J Hutton – Interim Group Manager – Customer, Communications and People
Mr J Shaw – Interim Group Manager – Consents and Compliance
Mr A Cameron – Chief Risk Officer
Mr M Morris – Manager – Governance and Legal
Mr P Patton – Manager – Building, Planning and Quality
Ms R Suter – Manager – Strategy and Policy
Ms L Knight – Manager – Strategic Communications
Ms H Kennedy – Policy Analyst
Ms T Anderson – Risk and Audit Specialist
Mr G Caron – Digital and Communications Advisor
Ms M Cassiere – Executive Governance Officer
Mr C Genet – Director – Audit New Zealand

1. Apology

Cr T Campbell

Moved Mr Robertson, seconded Cr Pottinger and **RESOLVED** that the apology be accepted.

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Changes to Agenda

- 4.1 **Agenda item “Customer Complaint Policy” to be discussed after agenda items “2023 Audit Proposal and Fee Approval” and “Annual Update 2023 Update”.**
- 4.2 **Withdrawal of agenda item “Review of Performance and Effectiveness of the Audit and Risk Committee – Verbal Update”.**

Moved Mr Robertson, seconded Cr Soper and **RESOLVED** that the changes made to the agenda be accepted.

5. Minutes of the Meeting of Risk and Assurance Committee held on Tuesday 23 May 2023

A4572219

Moved Mr Robertson, seconded Cr Ludlow and **RESOLVED** that the Minutes of the Risk and Assurance Committee held on Tuesday 23 May 2023 be confirmed.

6. 2023 Audit Proposal and Fee Approval

A4702278

Mrs Patricia Christie spoke to the report. She noted that the audit fee proposal would usually have been for three years however, this proposal was unusual as the fee proposed was for the 2023 audit only, which allows Council staff to review the requirements to complete the audit of the Invercargill City Council group. She said that there had been a significant increase in the number of hours required to complete the audit and that the last two audits had had complexities along with a number of difficult issues which had been dealt with at that time. She said that the last two audits had also coincided with the Covid period which had seen the increase of off-site audits, and this had added complexities to the audit process.

Mrs Christie said that the proposed fee from Audit New Zealand (AuditNZ) was a significant increase and the breakdown of the fee indicated that a large portion was the increase in the hourly cost of the auditors. She noted that the proposed fee was almost in line with what was finally paid for the last audit, after the overruns. She stated that the proposal to re-baseline the fee after the audit had been completed was unusual and that it would allow staff to review the hours spent on audits and discuss with other councils of similar size and complexity.

Mr Chris Genet was invited to speak at the meeting. He said that the proposal was as outlined by Mrs Christie and that it was due to the level of uncertainty around the hours for audit. He said that the comparative information in the proposal indicated that in the previous three audits the number of hours spent had been between 2000 and 2700 hours. He noted that there was a significant increase in the proposed fee and said that audit fees were not keeping pace with the cost to complete audits, that complexity and scope and increased, increase in expectations of standard centres and regulators, cost pressures had not abated since pre-Covid times and since then there has been as high inflation environment.

Mr Genet noted that the paper outlined the complexity around accounting issues such as the Invercargill Central Limited (ICL) revaluations, matters concerning group consolidations and that new standards around auditing and reporting on quality review requirements would be brought in. He also noted that a significant proportion of the increase was in relation to charge-out rate movements and previous fee cap.

A brief discussion took place around Council's standard procurement process for services. It was noted that the audit service would not be a standard procurement process since according to the Public Audit Act, the Auditor General of New Zealand would be Council's auditor. It was further noted that the Auditor General would enable a provider to provide audit services, and that the fee would be set by the Auditor General and not by Audit New Zealand.

In response to a query about how Council would know if the hours proposed would be the correct number of hours required, it was noted that the hours were based on the number of hours spent on previous audits, the complexity of Council, a review of audit hours spent by other councils, and the moderation process and hours of similar audits.

Discussion took place around the substantial fee increase, whether the steps that form part of an audit should be reviewed, accounting challenges for ICL, commitment to an open-book exercise with a deadline for the exercise to be reviewed, and after adoption of the accounts, a review of the open-book analysis of the audit to be made available at a meeting of this Committee.

Note: Mayor Clark left the meeting at 8.50 am.

In response to a query around who drafted the estimates on budgeted hours versus actual hours, it was noted that historically the estimates would be drafted by the Auditor General's team and moderated by the Auditor General.

Queries were raised whether the estimate of hours for this audit were accurate, and whether a fixed price contract could be provided if the estimated hours were accurate.

A query was raised around the audit approach taking place on-site instead of off-site. It was noted that in the previous two audits, a lot of work was conducted off-site. It was noted that it created an environment for miscommunication between the audit team and Council's finance team as the work was being done by email rather than a conversation. Council staff had requested an increase in the on-site presence of the audit team so that nuances would not be missed due to miscommunication.

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

1. Receives the report '2023 Audit Proposal and Fee Approval'.

Recommend to Council that it:

2. Notes the proposal received from Audit New Zealand and that this fee has been provided for the 2023 Annual Report audit only. That the 2023 Annual Report audit will be part of a re-baselining exercise.
3. Approve the audit fee for the 2023 Council Group audit of \$279,204 and authorise the Mayor to sign the letter on Council's behalf.

Note: Cr Dermody voted against the motion.

7. Annual Report 2023 Update

A4732367

Mrs Patricia Christie spoke to the report and noted that a proforma Annual Report had been drafted. She advised that the planning for the 2023 Annual Report began in March 2023, and that the initial planning work included a full refresh of the plan for the financial year end close, annual report production and audit, and a rebuild of the key financial models that drive the annual report preparation. She noted that Audit New Zealand (AuditNZ) completed its interim audit field work in mid-June however, the information system testing and auditing was yet to be completed hence an interim audit report had not been prepared for this meeting.

Mrs Christie noted that during the interim audit some of the sample selection and testing that would normally have been done during the year end audit had been advanced and that these actions were expected to reduce some of the effort needed during the September and October audit phase. She noted that two audits were already underway and were close to completion.

Mrs Christie spoke about the key issues and said that valuation of property, plant and equipment would be an issue and that although roading had been valued in 2022, it would be revalued again this year due to the significant cost increases within the infrastructure sector. The other key issue was around the treatment of the investment in and loan to ICL and that there were some technical accounting issues which had to be worked through. Another key issue was around receiving finalised reports from all the subsidiaries in a timely manner. She said that since some of the subsidiaries worked with other audit firms, Council staff would be reliant on them to complete the audits on time as delays from their side would cause pressure on Council staff, and that would cause pressure on the Audit New Zealand team to receive the signed off reports.

Mrs Christie noted that the other key issue was around the drinking water standards assessment. She said that performance measures were dictated by the Department of Internal Affairs (DIA) and although the standards had changed, Invercargill City Council (ICC) was still required to have those performance measures. She said that last year Council required a third-party consultant to provide an opinion on Council's compliance with the standards and that ICC would be required to do the same this year. She noted that clear guidance around the parameters for the opinion had not been given to the sector and the opinion would be required within the next three weeks. She said that there may be a risk if central government or DIA changed the standards and that it was a risk faced by the entire sector.

Mr Chris Genet was invited to speak to the meeting. He said that the drinking water assessment issue was due to having two sets of rules for one year, and that performance measures were based on the first set of rules which was dictated by the DIA, and that the rules were yet to be updated.

In response to a query about the level of development of the proforma of the Annual Report, it was noted that it was very well developed.

In response to a query when the Committee would be able to read the proforma, it was noted that the Committee would receive the draft annual report for the next meeting on 19 September 2023.

In response to a query whether the issue faced last year around unaudited and audited entries from group subsidiaries would happen again this year, it was noted that based on the progress to date, the same issue as last year was not expected to happen again this year although, there were risks around Invercargill City Holdings Limited (ICHL) group as they were the more material subsidiaries.

In response to a query whether there were assurances that ICHL would deliver on time, it was noted in the affirmative.

Mr Genet was asked if AuditNZ was the auditor for ICHL and he replied in the affirmative that they were for ICHL and Invercargill Airport Limited (IAL).

In response to a query whether indexation approach would be quicker than full revaluation of roading, it was noted that indexation approach would be applied for roading as well as for one of the subsidiaries.

A brief discussion took place around whether an opportunity existed to have an external person contracted to complete the ICHL audit on time. It was noted that this could be considered after the open-book exercise was completed after the audit.

In response to a query whether the ICHL audit had begun, it was noted in the affirmative.

In response to a query whether the revaluation of roading would have a material impact on rates, it was noted in the affirmative. It was noted that an impact on depreciation would be created and that it would create pressure on rates as well.

The Chair said that he was encouraged by the discussion on this topic and that Council now had a robust relationship with the auditor which had not been the case in the previous year. He also said that combined support would be provided for Mrs Christie to deliver the plans in place and that he was encouraged by the approach adopted by Mr Genet to attend to the issues previously faced by Council staff.

Moved Mr Robertson, seconded Cr Dermody and **RESOLVED** that the Risk and Assurance Committee:

1. Receives the report 'Annual Report 2023 Update'.
2. Note:
 - a. The key milestone dates for completion of the 2023 Annual Report and the progress to date against these milestones.
 - b. The key issues for the preparation and audit of the 2023 Annual Report.
3. Request further updates from officers on progress against milestones, key issues and audit progress at the next meeting.

8. Customer Complaint Policy

A4574040

Ms Jo Hutton and Ms Hannah Kennedy spoke to the report. They noted that the policy would provide consistency within the organisation and would also provide opportunities to enhance customer experience through continuous enhancement. It was noted that a complaint liaison would be assigned to each complaint so that the customer would have only one point of contact to deal with and that both parties would have a mutual understanding around set time frames.

In response to a query whether the recent events at Splash Palace would have come through this process, it was noted that complaints would be dealt with based on circumstances. It was also noted that customers had the option of making a formal complaint in which case, such an event would have been entered into the system and treated as a formal complaint.

In response to a query around protocols for an elected member should they receive complaints, it was noted that complaints received by elected members could be forwarded to customer services who would then try to resolve the issue quickly.

In response to a query whether the process around receipt of complaints by elected members was clearly defined in the policy, it was noted that it had not been specified for elected members as the policy would be applied to everyone who was part of Council.

In response to a query whether the policy would fit into the risk management framework, it was noted in the affirmative.

In response to a query about what was meant by 'resolved immediately' as stated in the policy, it was noted that 'resolved immediately' referred to minor issues which could be resolved very quickly, and which had not been lodged as a complaint. If issues could not be sorted quickly and were repetitive then they would be lodged as a complaint and would then be resolved through the process.

The Chair suggested that the term 'resolved immediately' be clearly defined in the policy.

In response to a query what was meant by 'formal complaint', it was noted that staff had tried to provide a definition for the word 'complaint' in the policy as the word had colloquial meanings. It was noted that any complaint brought to Council would either be resolved immediately or result in a request for service or result in a complaint which would be entered into this system.

In response to a query around identification of vexatious or recidivist complainants, it was noted that the customer service team dealt with complaints on a daily basis and they would be able to identify vexatious or recidivist complainants. It was also noted a shorter review period had been deliberately built-in for this policy so that it could be fully reviewed within the first year to ensure that these types of things were being captured. It was further noted that while there were members of the public who frequently complained, it was only when the complainants became abusive that the liaison would step in.

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

1. Receives the report "Customer Complaint Policy".
2. Notes the Customer Complaint Policy 2023 (A4409435).

9. Strategic Risks

A4734406

Mr Andrew Cameron spoke to the report. It was noted that this was about the second stage of Council's risk maturity where Council could assess whether the measures and controls put in place were effective.

Note: Cr Bond left the meeting at 9.35 am.

Mr Cameron noted that another aspect of risk consideration was around Council's relationship with other parties to ensure that expected outcomes for the community were achieved.

A brief discussion took place around the importance of the Long-term Plan (LTP) as a controlled form of process to consult with the public, that meeting the objectives of the LTP would negate the necessity of annual plans, and the importance of having an appropriate risk framework to achieve those objectives.

Note: Cr Bond re-joined the meeting at 9.39 am.

In response to queries whether an analysis of the risks noted in the report would now take place, that risk weighting would take place, and that risks which were extreme or residual would be monitored, it was noted in the affirmative. It was also noted that assumptions considered during an LTP process would be provided with a risk rating and reviewed through the risk management framework.

In response to a query around who owned the risks, it was noted that Council ultimately owned the risks however, it would be staff who would do the work on the risks.

In response to a query about why only extreme risks and not high risks were escalated to the Risk and Assurance Committee, it was noted if the risks were high then strategies would be put in place to manage them and that should it become an extreme risk it would be escalated to the Committee. It was also noted that escalation steps were currently being worked on and guidance from the Committee would be appreciated.

It was suggested that high risks considered relevant be escalated to the Risk and Assurance Committee and the decision on escalation of high risks be made by the Executive Leadership Team.

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

1. Receives the report "Strategic Risks".
2. Notes the appropriateness of the current Risk Management Framework for the management of risks generally.

3. Notes the increased use of the Risk Management Framework in the development of Health and Safety Risk management and the uplift in risk maturity that this work is achieving across the organisation.
4. Recommends that the changes to the current Appendix B: *Sources of risk and their consequence*, to the Risk Management Framework as set out in this report.
5. Notes the traditional under-management of strategic risks by organisations as identified in the Deloitte Elected Member Risk Workshop Presentation.
6. Requests a further report on the strategic risks consistent with the newly defined sources of risk and taking into consideration the risks identified during the Deloitte workshop be presented to the next Risk and Assurance Committee meeting.

10. Review of Performance and Effectiveness of the Audit and Risk Committee – Verbal Update

This report was withdrawn.

11. Public Excluded Session

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

- a. *Confirmation of the Minutes of the Public Excluded Session of the Risk and Assurance Committee Held on 23 May 2023*
- b. *Health, Safety and Wellbeing Update*
- c. *Internal Audit and Continuous Improvement Update*
- d. *Financial Risk Update - Procurement Risk and Policy Compliance*
- e. *2023 Annual Report Fraud Questionnaire*
- f. *People and Wellbeing – Verbal Update*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under Section 48(1) for the passing of this resolution |
|---|--|--|
| a. Confirmation of the Minutes of the Public Excluded Session of the Risk and Assurance Committee Held on 23 May 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. | Health, Safety and Wellbeing Update | Section 7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons | Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Sections 6 and 7 |
| c. | Internal Audit and Continuous Improvement Update | Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities | Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| d. | Financial Risk Update - Procurement Risk and Policy Compliance | Section 72(b)(ii) Would be likely to be unreasonably likely 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 |
| e. | 2023 Annual Report Fraud Questionnaire | 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. | People and Wellbeing – Verbal Update | Section 7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons | Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Sections 6 and 7 |

There being no further business, the meeting finished at 11.30 am.

MINUTES OF INFRASTRUCTURE COMMITTEE, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, TE HINAKI CIVIC BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 1 AUGUST 2023 AT 3.00 PM

Present: Cr I R Pottinger (Chair)
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
Mrs P Coote – Kaikaunihera Māori – Awarua

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 M Morris – Manager – Governance and Legal
Ms H Guise - Property Portfolio Manager
Ms L Knight - Manager - Strategic Communications
Mr G Carron - Digital and Visual Communications Advisor
Mrs T Amarasingha – Governance Advisor

1. Apologies

Mayor Clark, Cr Arnold, Cr Campbell, Cr Soper, Rev Cook

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

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Minutes of the Meeting of the Waste Advisory Group (WasteNet) held on Monday 26 June 2023

A4750267

Moved Cr Dermody, seconded Cr Boyle and **RESOLVED** that the Minutes of the meeting of the Waste Advisory Group (WasteNet) held on Monday 26 June 2023 be received.

The Committee requested the Ministry for the Environment presentation to be added to the resource centre of board books.

Ms Moogan was invited to respond to a query about the data source for the waste landfill trends. She said that the trend analysis is not from WasteNet, and the trends mentioned in the WasteNet minutes, were what is being seen nationally. She believes that these national trends fit with WasteNet's trends.

5. Minutes of the Meeting of Infrastructure Committee held on Tuesday 11 July 2023

A4689764

Moved Cr Dermody, seconded Cr Ludlow and **RESOLVED** that the Minutes of the Infrastructure Committee held on Tuesday 11 July 2023 be confirmed.

6. Minutes of the Meeting of the Waste Advisory Group (WasteNet) held on Monday 24 July 2023

A4752938

Moved Cr Crackett, seconded Cr Boyle and **RESOLVED** that the Minutes of the meeting of the Waste Advisory Group (WasteNet) held on Monday 24 July 2023 be received.

7. Activities Report

A4736968

Ms Moogan provided an update regarding Stead Street update. She informed the Committee of the advice received from Environment Southland regarding the delay on the site going back to two lanes. This has moved from early August to late September.

Mr Pearson was invited to respond to a query about the management of the traffic light on the site of Stead Street noting a long vehicle queue this morning. Mr Pearson said that he had spoken to the project manager of the site. The traffic light at the site was manually controlled during peak periods to minimise the traffic and it was unable to identify the specific reasons for the traffic management issue. Council would inform all reported issues to Environment Southland and also continuously monitor and check with them. It was noted that Environment Southland was operating the site as best they could to minimise disruptions. Police had been in contact to monitor the sites as some drivers choose not to follow the traffic lights. It was noted that this was a difficult site to manage as the traffic was from different ways.

In response to a query about the delay from early August to late September, Ms Moogan said that they were hoping to fit two lanes plus the cycleway into that area and they had to keep the cycleway open as a requirement of Code of Practice for Temporary Traffic Management. Therefore, Environment Southland were not able to accommodate both lanes within the timeframe.

In response to a query about communication to the public about the delay in Stead Street going back to two lanes, it was noted that Environment Southland's communications team was managing it and when they had provided an update, council's communication team updated on social media.

In response to a query about what council could do to expedite to make the traffic flow faster, it was noted that Environment Southland was not doing anything different to what ICC would do and also they had contracted the work to the same contractors that ICC often use. Environment Southland had provided appropriate responses to the queries from ICC and tried to make changes to get better site functioning.

In response to a query about, when this tranche of school speed management signs would be completed, it was noted that most of the signs would be up within a short period of time and aimed to operate after school holidays. ICC is well ahead of many other cities in this space.

In response to a query about minor corrective actions filed by IANZ, it was noted that that suggestions were made for paperwork and record keeping and no significant matters were reported.

Mr Michael Day was invited to respond to a query about how Council decided that the double glazing project was the highest priority in terms of the Better Off funding. Mr Day said that Council did a full exercise in relation to a number of pieces of work that could go through for the better of funding. This was aligned with not only with Council wanting to improve our housing stock but also aligned with the expectations from Mana Whenua in relation to supporting and improving the status of housing and warm homes. It was noted that the Committee would like to see future reports on this matter.

In response to a query about community engagement regarding the location of the proposed pump track, Mr Pearson said that the location was a part of the proposal to Waka Kotahi by Council. Mr Steve Gibling was informed that the location was consulted with the community through Active Southland and feedback shows the suitability of the location. Further, he said, his team could provide a verbal update reading feedback at the next activity report.

In response to a query about who controls the operations side of the school signs, it was noted that those signs would operate through school websites and would be pre-programmed for the calendar year. Some of those signs have remote controls to turn on and off.

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

1. Receives the report "Activities Report".
2. Notes the IANZ outcome of the three waters laboratory audit and recommendation that accreditation continue.
3. Notes that interim steps are being scoped in response to the High Crash Rate - Mill Road North / Bainfield Road / Fairweather Road for delivery whilst a permanent capital solution is scoped and delivered.

8. Public Excluded Session

Moved Cr Kett, seconded Cr Dermody 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 the Waste Advisory Group (WasteNet) held on 26 June 2023*
- b) *Confirmation of Minutes of the Public Excluded Session of the Infrastructure Committee held on 11 July 2023*
- c) *Receiving of Minutes of the Public Excluded Session of the Waste Advisory Group (WasteNet) held on 24 July 2023*
- d) *Freeholding and Disposal of Land - 91 Earn Street, Invercargill*

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) Receiving of Minutes of the Public Excluded Session of the Waste Advisory Group (WasteNet) held on 26 June 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 Public Excluded Session of the Infrastructure Committee held on 11 July 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 the Waste Advisory Group (WasteNet) held on 24 July 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) Freeholding and
Disposal of Land - 91
Earn Street,
Invercargill

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 4.00 pm.

**MINUTES OF BLUFF COMMUNITY BOARD, HELD IN THE BLUFF MUNICIPAL CHAMBERS,
GORE STREET, BLUFF ON MONDAY 7 AUGUST 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 – Kaikaunihera Māori – Awarua

In Attendance: Cr B Stewart
Ms J Hutton – Interim Group Manager – Customer, Communications
and People
Ms C Rain – Manager Parks and Recreation
Mr C Bowen – Open Spaces and Recreation Strategic Advisor
Mr R Pearson – Manager Strategic Asset Planning
Ms G Weaver – Senior Communications Advisor
Mrs D Fife – Assistance Manager – Bluff Service Centre
Ms M Sievwright – Senior Executive Support

1. Apologies

Mr S Graham

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

2. Declaration of Interest

Nil.

3. Public Forum

3.1 South Port Update

Nigel Gear, Geoff Finnerty, Frank O'Boyle and Jamie May were in attendance to give an update on South Port.

- A press release would go out detailing the ups and downs the Port had gone through during the financial year. The markets in many industries were down which was impacting on profits for the Port.
- They were continuing with improving the safety of the Port, particularly around the container terminal. The next project was to restrict access to the Port including private vehicles as these were risks.

- The dredging project was underway cleaning loose rock in the harbour. This year the suction dredge was in the harbour and the final stage would end in the channel.
- The access bridge was one of the most important pieces of infrastructure at the Port and was showing signs of deterioration which needed to be maintained. Piles would be repaired when required.
- Staff were looking for feedback from the community regarding the section of the wharf which has been opened to the public.
- The syncrolift was 40 years old and needed to be refurbished in order to extend its life for another 15 years. This upgrade would cost around \$15 million.
- Negative feedback had been received around Foreshore Road and staff were working through this. The ground was wet and it would take longer to clear.
- As requested, the community newsletter was now printed on recycled paper.
- The Port would hold a family friendly Open Day on 1 October. They were looking for anyone who was interested in holding a stall at this event to get more of a community feel.

In response to a question regarding the palm kernel blowing over the town, it was noted that the stevedore operating should have closed operation earlier. It was an environmental incident and an environmental engineer had been employed and would investigate incidence such as these.

In response to a question about noise, it was noted that no data was collected on noise levels and nuisance.

It was noted there were 124 permanent employees with 40% living in Bluff.

In response to a question regarding security, it was noted that there was a camera at the car park, and staff were working with Wilsons. However there was no fencing and it was not economic to do so. It was noted this would require a community effort and cameras and lighting would be required.

Mr Fife thanked everyone for taking time to present.

4. Minutes of the Meeting of Bluff Community Board held on Monday 26 June 2023

A4696746

Moved Cr Dermody, seconded Ms Topi and **RESOLVED** that the Minutes of the Bluff Community Board held on Monday 26 June 2023 be confirmed.

5. Report of the Bluff Publicity / Promotions Officer

A4767678

Mr Lindsay Beer was in attendance and took the meeting through this item.

Moved Mrs Coote, seconded Ms Stockwell that the Bluff Community Board receive the report "Report of the Bluff Publicity / Promotions Officer".

It was noted that the Bluff community did not necessarily request funding from the Community Wellbeing Fund. It was suggested a workshop could be held regarding this fund.

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

6. Bluff Action Sheet

A4732997

Mr Pearson and Ms Rain were in attendance and took the meeting through this item.

Moved Mr Sutherland, seconded Mrs Coote and **RESOLVED** that Report Bluff Action Sheet be received.

- Mr Pearson said some of the items would need to wait until summer to be fixed.
- Water at Greenpoint Cemetery was in the far corner and it was requested this be brought closer to the entrance.
- Further information would be sought regarding the outcome of the sink hole which resulted from a burst pipe.
- It was noted that bins were not to be provided at Foreshore Road and the question was asked why. Mr Pearson would look into this.

The question was asked regarding the sale of land owned by Council. It was noted this was in the early stages and there was plenty of time for Bluff to put in submissions.

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

7. Chairperson's Report

Mr Fife gave a verbal update.

- The oyster festival had been well attended.
- The bench unveiling at Sterling Point had been held with a bench gifted by the All Blacks.
- A Tiwai meeting had been held at the Marae where an update had been given on the progress of the closure.
- Environment Southland would be asked attend a workshop however dates had not yet been set.
- A stakeholder hui had been held for those directly involved in projects around Bluff Hill. A number of teams had projects to share, including updates on Aquaculture, upgrades on Bluff Hill, etc.

Moved Mr Fife, seconded Cr Dermody and **RESOLVED** that the Chairperson's Report was accepted.

8. Public Excluded Session

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

a. Bluff Boat Ramp User Fees and Collection Methods Options Discussion

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. Bluff Boat Ramp User Fees and Collection Methods Options Discussion | 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 8.41 pm.

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

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

In Attendance: Mr M Day – Chief Executive
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
Ms C Rain - Manager – Parks and Recreation
Ms C Horton - Senior Open Spaces Planner
Ms G Cavanagh - Manager - Environmental Services
Mr C Bowen - Open Spaces and Recreation Strategic Advisor
Ms L Knight – Manager – Strategic Communications
Mr G Caron – Digital and Communications Advisor
Mrs L Williams - Team Leader - Executive Support
Mrs T Amarasingha – Governance Support Advisor

1. Apologies

Cr Bond, Cr Campbell, Cr Soper.

Moved Cr Stuart, seconded Cr Dermody and **RESOLVED** that the apologies be accepted.

2. Declaration of Interest

Nil.

3. Swearing in – Steven James Broad

Mr Steven James Broad read out and signed the formal declaration, as required by Schedule 7, Clause 14 of the Local Government Act 2002.

His Worship the Mayor congratulated Cr Broad for being elected as a Councillor for the remainder of this Council term.

4. Public Forum

Nil.

5. Minutes of the Meeting of the Community Wellbeing Committee held on Tuesday 11 July 2023

A4689744

Moved Mrs Coote, seconded Cr Crackett and **RESOLVED** that the Minutes of the Community Wellbeing Committee held on Tuesday 11 July 2023 be confirmed.

6. Minutes of the District Licensing Committee Meetings held on July 2023

A4775738

Moved Cr Ludlow, seconded Cr Kett and **RESOLVED** that the Minutes of the District Licensing Committee Meetings held on July 2023 be received.

7. General Policies Reserve Management Plan

A4569295

Ms Rain and Ms Horton were present to speak to the report.

It was noted that the Blind Low Vision NZ Building would be a part of the Queens Park Management Plan.

In response to a query about the goal of planting 50,000 trees, it was noted that the goal for the project 'Plant Our Population' has not been achieved yet. An update on this matter would be added to the next activities report.

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

1. Receives the report "General Policies Reserve Management Plan".
2. Accept written submissions made through the stage one public notification process and consider the key issues raised.
3. Endorse proceeding to advertise for submissions over the months of August and September 2023 on the draft General Policies Reserve Management Plan pursuant to Section 41(6) of the Reserves Act 1977.
4. Approve three Councillors to represent on a panel to listen to any public speakers in support of their submissions following the close of stage two consultation.
 - i. Cr Ludlow
 - ii. Cr Stuart
 - iii. Cr Dermody

8. Parks and Reserves Masterplans and Management Plans

A4691246

Ms Rain and Mr Bowen were present to speak to the report.

Ms Rain explained the schedule for the masterplans and management plans consultation process and noted that they would prioritise the process based on the review date for these.

A query was raised that the Sandy Point masterplan would outline the details of how areas were to be used or if it would address separately on the operational side. It was noted that the Sandy Point Master Plan would be a high-level document to outline the strategy over the next 30 to 50 years, and this would be presented to the Committee in September 2023. Specific details such as 'how the land could be used over the next 10 years' would be included in the Management Plan.

In response to a query about prioritising the process for the management plans, it was noted that other facts and needs also be considered with the legislative requirements for prioritising the work.

In response to a query that the Surrey Park Masterplan would fit with Rugby Park, it was noted that Rugby Park was not looked at as a part of management plan because it sat within the sports fields strategy. It was noted that Council was responsible for the Invercargill City Council Sports Fields Strategy.

A query was raised about recent incidents of trees falling down. It was noted that the Parks team was following the Tree Plan endorsed by Council in 2020 and it contained operational aspects to assess the trees across the city. Arborists contractors had assessed all the trees across the city and the data was added to the tree database. Another contractor would start an annual assessment soon to identify high-risk trees.

In response to a query about trees opposite Mitre 10 on Ellis Road, it was noted that those trees would be a part of the annual assessment.

In response to a query about the tree that recently fell down in Queens Park being identified as high-risk, it was noted that it was not identified as high risk.

In response to a query that the root shallowness would be a part of the assessment, it was noted that the assessment could not cover root shallowness because it should be visual.

In response to a query about how to address the matter of trees with potentially putting the public at risk, it was noted that the assessment process was focused on identifying high-risk trees in those high-risk areas. It was not possible to do an underground assessment as a part of these assessments.

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

1. Receives the report "Parks and Reserves Masterplans and Management Plans".

2. Endorse initiation of public notification inviting submission(s) for the Masterplan / Management Plan scheduled for 2023/24 financial year:
 - a. Sandy Point Masterplan 2023 (almost complete).
 - b. General Policies Reserve Management Plan 2023/24 (underway).
 - c. Sandy Point Management Plan 2023/24.
 - d. Donovan Park Masterplan 2023/24.
 - e. Sports Fields Reserves Omnibus Management Plan 2024.
 - f. Donovan Park Management Plan 2024 (potentially 2024/25).
3. Acknowledge the priority schedule for out years:
 - a. Queens Park/Town Belt Masterplan 2024/25.
 - b. Queens Park and Town Belt Management Plans 2025.
 - c. Eastern Cemetery, Southland Crematorium and Greenpoint Cemetery Masterplans 2025/26.
 - d. Anderson Park Masterplan 2026/27.
 - e. Anderson Park Management Plan 2027.

9. Major Late Items

9.1 Minutes of the Meeting of the Community Wellbeing Fund Appointments Committee held on Monday 3 August 2023

A4630278

| The reason that the item was not in the Agenda | The reason why the discussion of the item cannot be delayed |
|---|---|
| The item came to hand after the publication of the agenda | Matters can be progressed in a timely manner |

9.2 Minutes of the Public Excluded Session of the Community Wellbeing Fund Appointments Committee held on Monday 3 August 2023

A4776493

| The reason that the item was not in the Agenda | The reason why the discussion of the item cannot be delayed |
|---|---|
| The item came to hand after the publication of the agenda | Matters can be progressed in a timely manner |

Reasons 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) |
| Section 7 (2) (a) | Protect the privacy of natural persons, including that of deceased natural persons. |

Moved Cr Pottinger, seconded Cr Kett and **RESOLVED** that the Major Late Items 'Minutes of the Community Wellbeing Fund Appointments Committee Meeting held on Monday 3 August 2023' and 'Minutes of the Public Excluded Session of the Community Wellbeing Fund Appointments Committee Meeting held on Monday 3 August 2023' be accepted.

10. Parks Land Disposal for Consideration

Ms Rain and Mr Bowen were present to speak to the report.

In response to a query about the process for rezoning these proposed lands, it was noted that reserve status sat as the current layer and it needed to determine the use of the land for rezoning and it could be varied according to the location of the land.

It was noted that this was the start of the land disposal policy and the first part of this was to get the community's voice into each of these land parcels. When the full assessment was completed, further analysis would take place. The revocation of the reserve status would be a part of the land disposal process.

It was noted that the community inputs should consider the classification of non-strategic assets for the land parcels in Bluff.

It was noted that reverse status should be revoked to sell reserve land.

It was noted that as a part of the RMA process it could revoke the reserve status but changing the zoning status was a different status.

It was noted the importance of getting an accurate valuation for these land parcels, significantly contributing the capital to projects to get the outcome for the community around housing.

In response to a query about the ability to fast-tracking the scheduled time frame for the Donovan Park land parcel, it was noted that fast-track the process for a parcel of land might have an impact on other work that had been prioritised already.

The Committee had a robust discussion on the process of disposal of land and rezoning. Discussions took place around the urgent need for housing, house upgrade and quality of housing and potential economic development.

In response to a query about the proposal from Te Tapu O Tāne, it was noted that the matter had been resolved by Council.

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

1. Receives the report 'Parks Land Disposal for Consideration'.
2. Note that the following land parcels have begun the disposal process;
 - a. Woodend Reserve.
 - b. Queens Park Drive.
 - c. Awarua Bay Reserve.
 - d. Mokokoko Road Reserve.

- e. 231 Scott Street.
- 3. Approves the following land parcels are strategic sections of land not recommended for disposal.
 - a. Part of Surrey Park (ex school Site).
 - b. Teviot Street Reserve.

11. Update on Regional Recreation Strategies, The Southland Sports Fields Strategy and the Southland Regional Spaces and Places Strategy

A4440032

Ms Rain and Mr Bowen presented the report.

It was noted that these new strategies were providing a more informed view across the region and it would enable Council to have a more informed view locally.

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

1. Receives the report "Update on Regional Recreation Strategies, The Southland Sports Fields Strategy and the Southland Regional Spaces and Places Strategy".
2. Notes the Regional Sports Field Strategy has been reviewed and is expected to be formalised before the end of July.
3. Supports the guiding Planning Principles outlined within the strategy;
 - a. A regional network approach.
 - b. Shared Use.
 - c. Agreed Levels of Provision.
 - d. Evidence-Based Approach.
 - e. Inclusive and Accessible.
 - f. Adapting to a changing Environment.
 - g. Seeking the best values for money approach.
4. Endorses initiating the ICC Sports Field Management Plan 2013 review in early 2024 with the Regional Sports Field Strategy as a guiding document for future sport field asset provision.

It was noted that these regional strategies were available to use and it contained the planning principles across the region.

A query was about that in terms of funding whether Council and local funders had been part of the process. It was noted that Council and local funders were part of the working groups for the process. Further, Mr Gibling said that Council officers would engage with local funders to develop localised plans and looking at a way of progress through Council's long-term planning process.

A query was raised about the availability of flexible space to use for sports. It was noted that the current sports fields' areas have that flexibility and highlighted that these strategies are looking at future long-term trends to understand where the flexibility would be required.

A query was raised about the expectation of the report. Mr Gibling said that Active Southland commissioned this process with the support of three councils and funders and the aim would be to address the regional demand for the green spaces that was currently managed by Council. This would get a regional overview but it would help for localise planning. It had been identified the regional demand and then local councils could conduct reviews and implement management plans.

It was noted that the scope was to enable and continue participation. It did not address the underlying funding issues for the number of Council's regional facilities. These issues would be considered under the process for the Long Term Plan and to establish a strategy within Council's boundary.

12. Activities Report

A4749479

In response to a query about the track and trail counts, it was noted that laser counters were used for track counts.

A query was raised about dropping the user numbers over winter because of the condition of the tracks. It was noted that tracks were in good condition for users.

It was noted that the demographics included in the report only represented the social media demographics, but the Communication team use a multichannel approach to reach the community.

In response to a query regarding the issue of the toilets in Russell Square, Mr Gibling informed the Committee that the direction from the Committee on this matter would be passed on to the Property Team and they could bring back a response to the Infrastructure Committee.

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

1. Receives the "Activities Report".

13. Minutes of the Meeting of the Community Wellbeing Fund Appointments Committee held on Thursday 3 August 2023

A4630278

Moved Mrs Coote, seconded Cr Kett and **RESOLVED** that the Minutes of Meeting of the Community Wellbeing Fund Appointments Committee on Thursday 3 August 2023 be received.

Cr Ludlow thanked Mr Gibling for his significant work at Council and congratulate him for his role as Acting Chief Executive of Buller City Council.

14. Public Excluded Session

Moved Cr Dermody, seconded Cr Stuart 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 Community Wellbeing Committee Held on 11 July 2023*
- b. *Minutes of the Public Excluded Session of the Community Wellbeing Fund Appointments Committee held on Monday 3 August 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 Community Wellbeing Committee Held on 11 July 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) Minutes of the Public Excluded Session of the Community Wellbeing Fund Appointments Committee held on Monday 3 August 2023 | Section 7(2)(a) To Protect the privacy of natural persons, including that of deceased natural persons. 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 4.25 pm.

**MINUTES OF FINANCE AND PROJECTS COMMITTEE, HELD IN THE COUNCIL CHAMBERS,
FIRST FLOOR, TE HĪNAKI CIVIC BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY
15 AUGUST 2023 AT 3.00 PM**

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

In Attendance: Cr P M Boyle
Cr S J Broad
Rev E Cook – Māngai – Waihōpai
Mr M Day – Chief Executive
Ms E Moogan – Group Manager – Infrastructure
Mrs P Christie – Acting Group Manager – Finance and Assurance
Ms J Hutton – Interim Group Manager – Customer, Communications
and People
Mr J Shaw – Interim Group Manager – Consents and Compliance
Mr A Cameron – Chief Risk Officer
Mr L Butcher – Programme Director
Mr M Morris – Manager – Governance and Legal
Ms R Suter – Manager – Strategy and Policy
Ms L Knight – Manager – Strategic Communications
Mr G Caron – Digital and Communications Advisor
Ms M Sievwright – Senior Executive Support

1. Apologies

Cr T Campbell.

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

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Minutes of the Meeting of Finance and Projects Committee held on Tuesday 20 June 2023

Moved Cr Soper, seconded Cr Ludlow that the Minutes of the Finance and Projects Committee held on Tuesday 20 June 2023 be received.

The question was asked how the minutes were captured, and whether actions were captured as part of the discussion. If an action was believed to be missed, adjustments could be made to the minutes. It was noted there were often references made to reports coming back to Council and it was noted that unless a timeline was noted, the Chief Executive would work with staff to follow up. If councillors were asking for reports to come back, they needed to know timelines.

It was also noted that while the minutes were not verbatim, they were now more detailed.

A discussion was held regarding the accuracy of minutes and it was noted that consistency across organisations was required. Each council set their own expectations of what was included in minutes, however ICC could ask other councils to include more information. It was noted that the Act stated so long as the resolution was captured, it was up to each council as to what was included. Chairs needed to be clear about what they wanted to see in the minutes.

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

5. Strategic Capital Projects Report

A4660540

Mr Lee Butcher took the meeting through his report.

There were some pressures starting to become apparent such as costs increasing across a number of projects. For some projects they were on the third or fourth cost plan as budgets were continually updated. A lot of the cost increases were cost of living and value of materials. Some of the items costed in 2021 were now 20% more, particularly plant and equipment.

In response to a question regarding contingency, and whether the contingency should be higher than 20%, it was noted this was taken out of the value of the asset being designed so this could limit what was being achieved in trying to keep an appropriate amount of contingency or letting it go.

A comment in the report said Council were in a good position to pivot to design, and the question was asked whether this meant the design would change. Mr Butcher said he could start to look at places and design differently or change scope, understanding where the pressures came from, and focus on different types of materials.

In regard to a question regarding CCTV, it was noted that additional dashboards were required to cover all projects, however it was noted that the CCTV project was not being delivered by the PMO office.

It was noted that strategic capital projects were delivered through the PMO team and the other renewals projects were run through different programmes which were reported through the Quarterly Performance Report. An internal programme was the Business Enhancement Programme which is normally reported to the Committee but the dashboard was being reworked and will be presented to the next meeting. It was noted that Esk Street West was not a project at this stage. It was requested that the current dashboard include other projects, even though they were not delivered by the PMO, although it was noted this was a change to what was originally ask for and funded. This request would be worked through by staff.

It was noted Council were slow in updating the community on CCTV. The issue of Esk Street West also had significant consent processes which needed to be work through before the new hotel was complete.

In regard to a question regarding relocation risks to the Museum, the team had created a relocation plan and there were a lot of assumptions made. Now Stage One of the relocation had been completed, the Plan would be revisited. It was important the Plan was updated with lessons learnt and reported back so there was confidence in Stage Two.

In response to a question around pre-purchasing specialist materials for the storage facility, it was noted that the Storage Facility had been contracted well with fixed pricing so it was tracking well. This was not guaranteed with other projects due to the markets.

It was noted the resource consent for the Bluff Boat Ramp was slow in coming through. Contractors and pricing had been obtained but could not start until the consent had been provided.

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

1. Receives the report "Strategic Capital Projects Report".
2. Receives the 'ICC PMO Programme Dashboard' attached.
3. Note the current status of the projects including project risk assessment

6. Financial Risk Management Policy

A4698862

Ms Rhiannon Suter took the meeting through her report.

The report noted a cap of \$300 per night for accommodation had been introduced and to use preferred providers. It was noted that there were a number of hotel providers around the country which were preferred, however other hotel providers would be considered going forward.

Entertainment and hospitality expenditure had been removed. It was clarified that what was being removed was if you were taking someone out for revenue gathering purposes.

In response to a question around koha and gifts, it was noted that alcohol which had been received as a gift would expire if it was not used, and it was suggested this could be consumed or given away. A report would be brought back to Council. It was noted koha, and gifts and benefits were two different things. The most important thing was to declare the gift.

In response to a question around credit cards, it was noted that supplementary information was required before these cards could be signed off. Full training would be given to staff around reporting.

It was noted that the Policy stated it would be reviewed every three years, however it referred to the Finance and Projects Committee. It should not that in three years' time, this committee could be renamed.

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

1. Receives the report "Financial Risk Management Policy".
2. Notes proposed amendments to the existing policies, and the provisions of the newly formulated policy.

Recommend to Council:

3. Approves the "Draft Financial Risk Management Policy" (A4222312) for adoption by Council, as presented.

7. Financial Update – August 2023

A4763584

Mrs Patricia Christie took the meeting through her report.

The net debt balance was \$65 million and Council continued to have a small policy breach on its debt cover policy.

It was raised whether the ICL loan would get paid back. In response it was noted that the term of this loan was until December 2023 but this could be extended. Council could convert loan to equity, however this would not improve the net debt position. Revenue earned in relation to debt was assessed on revenue for the debt cap, so you lose the ability to apply this investment to debt, the revenue also lowers the debt cap.

A question was raised as to whether Saving Grace had received the second of three payments which would total \$100,000. It was confirmed that the grant in the LTP was for \$100,000 in total and a report would be presented to Council at the Council meeting next week.

There were 663 dog not registered and the question was asked whether this reflected deceased dogs. It was noted that this number came from the Animal Control team and they would follow up in the coming weeks with unpaid registration.

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

1. Receives the report "Financial Update – August 2023".
2. Note the current state of Council finances.

8. Performance Report

A4746508

Ms Suter and Mrs Christie took the meeting through their report.

A number of questions were asked as noted below:

- WasteNet sat on \$1.4 million worth of reserves, and Council's share of this was included in investments and would show in the draft Annual Report and are not included in the June result presented.
- Rooding KPIs expected a zero road toll, however this was beyond the control of a rooding manager. It was noted this KPI was legislatively placed on Council and was out of Council control.
- Regulatory Services was actually 98% rather than 96%.
- Employee expenses and vacancies, and the inability to get qualified staff, the question was asked if this was an opportunity to upskill internal staff or to bring in internships and iwi. Council had partnered with Te Tapu o Tane and were actively looking at this issue.
- It was noted that the Solid Waste Management Plan needed to be more descriptive. ICC were one of three out of 67 councils which did not separate glass. The other two Southland councils who were part of WasteNet had different views on glass. This issue would be referred back to Infrastructure Services.
- The lead designer appointment for Housing had been delayed by two months. This was around the timing of the design.

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

1. Receive the report "Performance Report for the year ended 30 June 2023".
2. Note 70 of 99 measures (71%) of the level of service performance were achieved for the year ended 30 June 2023, compared to 66/99 (67%) in 2021/2022.
3. Note the draft net operating deficit for the year ended 30 June 2023 is \$8.7 million.
4. Note the capital programme to 30 June 2023 has delivered \$51.1 million. This represents 96% of forecast and 64% of the planned programme in the Annual Plan.
5. Note the performance report contains provisional results for the year and is not the draft annual report. Year-end review and adjustments including selected asset revaluations and Council's share of WasteNet are still to be reflected.

9. Public Excluded Session

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

- a. Financial Update – August 2023
- b. Investment Property Portfolio – Strategic Property
- c. ICL Project Update

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under Section 48(1) for the passing of this resolution |
|---|--|--|
| a. Confirmation of Minutes of the Public Excluded Session of the Infrastructure Committee held on 6 June 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. Contract C1167 Road Corridor Maintenance 2023 - 2028 | 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. ICL Project Update | Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |

There being no further business, the meeting finished at 6.01 pm.

July 23, 2023

Chief Executive

Invercargill City Council

Attn: Michael Day

Subject: Notice of Motion to the Meeting of Council August 22, 2023

Notice of Motion.

Recommendation: That Council formally (via the Chief Executive) request that representatives of Great South attend the September 26 Council Meeting and explain the circumstances and events that has led to the planned Oat Milk Factory no longer being located in Southland.

Background.

For the last ten years a locally based Oat Milk Factory has been a Cinderella project touted by the former Venture Southland and now by Great South. It was to be a break through game changer that would not only provide jobs but be the catalyst to expand the growing of oats in the region. This proposed symbiotic relationship between manufacturing and the land, ticked two boxes. Diversification in agriculture and low carbon foot print, with the raw material being close to the factory.

On July 13, 2023 I was made aware of a possibility that the Oat Milk Factory was not going to be built in Southland. On the same day I sent an email to the ICC Chief Executive to see if this information was correct. The CE's response confirmed that it was.

However, if one was to refer to the Great South "Beyond 2025 Southland Regional Long Term plan" that was released at a function on June 28, you will read that as of that date the Southland Oat Milk dream was alive and well and ready to reap "many benefits" for "Murihiku Southland".

The following is taken from that Regional Long Term plan",

New Zealand Functional Foods By looking at alternative land use possibilities, oat milk as an alternative plant-based protein product was identified. The region has been growing oats for over 150 years and is the main oat growing region for Aotearoa New Zealand. As a result, New Zealand Functional Foods (NZFF) was born. The initial concept got off the ground with support from Great South and K1W1 investments with a further commitment of NZ\$6 million that has been signalled from Kānoa, the Government's Regional Economic Development and Investment Unit. The company has now received strong intent from an inspiring global partner, that would see them take a majority shareholding, of what was to be a \$60 million investment into Murihiku Southland, to a staggering NZ\$105 million, world leading facility.

NZFF promises to be so much more than just an “Oat Milk Factory”. Their vision is to be the most nutritious and lowest carbon footprint plantbased business in the world. They would then become Aotearoa New Zealand’s first oat-led functional food business to fully utilise the entire plant, through a vertical integrated eco-system, that delivers zero waste and maximum triple bottom line impact. All of this will be brought to life via a unique ‘soil to sip’ consumer story.

Many benefits will be brought to Murihiku Southland, including the 100+ new jobs that will be created during construction and 70 direct skilled jobs thereafter. There will be new intellectual properties developed that will unlock future food product innovation and enable NZFF to lead the movement towards plant-based consumption. NZFF is looking to be operational with product to market by early 2025.

Summary.

The Invercargill City Council is both a substantial shareholder and major funder of Great South. This funding comes from the rate payers of Invercargill and as Councillors we are the elected representatives who have been given the responsibility of ensuring accountability for the use of such monies. I submit this notice of motion with those matters firmly in mind.

Yours Sincerely

Cr Rangi Pottinger

CONNECTED MURIHIKU JOINT COMMITTEE NOMINATION

| | |
|-----------------------|--|
| To: | Council |
| Meeting Date: | Tuesday 22 August 2023 |
| From: | Rhiannon Suter, Manager – Strategy, Policy and Engagement |
| Approved: | Patricia Christie - Acting Group Manager - Finance and Assurance |
| Approved Date: | Tuesday 15 August 2023 |
| Open Agenda: | Yes |

Purpose and Summary

This report provides Council with an update on the outcome of the selection process of the community representatives and seeks nomination from Invercargill City Council for the Joint Committee.

Recommendations

That Council:

1. Receive the report "Connected Murihiku Joint Committee Nomination".
2. Note the three community representatives appointed by the Appointments Committee – Robyn Morris, Jess Domigan and Stacy Hughes.
3. Note that the Papatipu Runaka have indicated intention to nominate representatives and Waihōpai Runaka have nominated Evelyn Cook as their representative.
4. Note that Gore District Council and Southland District Council have indicated their intention to appoint representatives to the Joint Committee.
5. Nominate **Representative and Alternate** to the Joint Committee on behalf of Invercargill City Council.
6. Adopt the Terms of Reference for the Joint Committee (A4565492).

Background

Invercargill City Council supported the regional delivery of the Just Transitions community capacity building workstream of Stronger Communities Murihiku through managing the contract and bringing together a working group to engage with the community and develop a project proposal for consideration by MBIE and the Just Transitions Enduring Oversight Group.

Engagement took place region wide over early 2022, with an initial project proposal delivered to MBIE in August and a refined proposal delivered in February 2023. The Mayoral Forum and each council provided letters of support for the project.

The Regional Public Sector Commissioner provided their support and the project was confirmed by the Enduring Oversight Group.

The project "Connected Murihiku" will meet the community's priority areas of focus to build resilience through sharing learning, skills and building connections, through a dedicated project coordinator who will bring people together through a range of events and hui, and develop a website of best practice resources and training. Further information on the project is provided in the appendix.

Council has agreed to support the implementation through managing the contract with MBIE, holding the funding and supporting the Joint Committee which will govern the project.

Issues

Appointments Committee

Each council confirmed the Terms of Reference for the Appointments Committee, which is provided here as an appendix.

The Appointments Committee was made up of Cr Julie Keast and Cr Darren Frazer, representing Southland District Council, Cr Phil McPhail and Cr Joe Stringer representing Gore District Council and Cr Alex Crackett (Chair) and Mana Whenua Representative Pania Coote representing Invercargill City Council.

The Committee met on 1 August 2023 and interviewed four candidates for Community Representatives to the Joint Committee.

They nominated three candidates based on the relevant skills, experience and regional and community connections they would bring to the role.

Community Representatives

The three people appointed were:

- Robyn Morris - Robyn Morris has over 20 years' experience advocating within the Southland community, mainly in the Gore District, but has developed strong relationships with wider Southland stakeholders, as well as Regional and Central Government representatives. As Manager of the Community Networking Trust, and as an instrumental player in the Hokonui Huanui project and other Eastern Southland collaborative initiatives, she will bring her leadership style of guidance and working alongside, to support the mahi of Connected Murihiku.
- Jess Domigan - Jess Domigan has been involved in the Just Transitions Community workstream since the Future Search Conference in May 2022. Her background in the social sector and belief in community led principles drives her passion for the work of Connected Murihiku. Jess brings extensive operational experience in developing strategy and leadership initiatives, including through her current work as General Manager of Active Southland. One of her areas of focus will be on pulling together the resources and the abilities of those that already exist across the Southland motu.

- Stacy Hughes - Stacy Hughes comes from an educational background and has an active understanding of different perspectives from those unheard voices in the community. He is passionate about supporting Māori and Maata Waka engagement and mana enhancing practices within decision making. Stacy is outcome-focussed and believes in community empowerment, especially amongst rangatahi. Through his work at Te Rourou One Aotearoa Foundation, Stacy has been involved in strategy implementation and is looking forward to building connections to support the success of the project.

Council and Iwi Representatives

The four Papatipu Runaka have indicated that they will nominate representatives to the group.

Waihōpai Runaka have indicated they will nominate Evelyn Cook.

Southland District Council and Gore District Council have indicated they will nominate a representative and alternate each.

Next Steps

The first meeting of the Joint Committee will take place on 31 August 2023. The first order of business is the election of the Chair, review of the Terms of Reference for the Joint Committee including how meetings will be managed and agreement of the recruitment plan for the Project Coordinator.

The Terms of Reference for the Joint Committee will be provided back to the councils for adoption and the Council Governance Statement and delegations register will be updated to include the Committee and the nominated representative and alternate.

Recruitment for the Project Coordinator will then commence.

The first Project Report is due to MBIE on 31 October 2023.

Attachments

1. Terms of Reference for the Appointments Committee (A4565885)
2. Draft Terms of Reference for the Joint Committee (A4565492)

Appendix 1: Overview of the Just Transitions Strong Communities Murihiku Workstream Project: Connected Murihiku

The Community Capability Building workstream was renamed Strong Communities Murihiku by the working group. In April and May the working group undertook a range of community engagement activities to develop a project to submit through the Just Transitions process. As a result of that process we were asked to develop a small part of our proposed project into this proposal.

Connected Murihiku is a vehicle to create a connected social and community sector across Murihiku / Southland. This aligns with the Strong Communities Murihiku vision: Everyone Connected and Valued and the framework that was developed to accompany it. It also aligns with the Just Transition goal in that it supports social resilience and the Community Capability Building workstream goal of building the community's skills to enable more equal participation in long term efforts to develop an inclusive community, and sustainable and prosperous regional economy.

This community-led initiative has been developed in response to the feedback gathered during the engagement for the Community Capability workstream and sets a strong platform for growing and developing over time in response to the needs of the community and social sector.

What we heard through the workstream engagement process was that those working from a community-led approach often felt like they were working in isolation and struggled to be connected to those working in the same space across the region. This created a range of barriers for them. The suggestions that were identified as the starting point for addressing these barriers were improved communication, a more connected social and community sector across Southland and a community development hub. This initiative is the response to these suggestions.

The framework developed by the Strong Communities Working Group also prioritised improved communications as a pillar because it was repeated often during the engagement process and seen as vital to the sector being able to build its resilience. Suggestions such as develop ways to better network, tell our stories, work together more effectively, learn from each other and support relationship building and mentoring were mentioned in this context.

We heard that people wanted to be better connected to build resilience as they would be able to:

- know what's going on in the sector
- avoid duplication
- learn from each other and share experiences
- seek help and guidance from others
- communicate what they are doing more effectively
- improve collaboration opportunities

Better connection and communication across the sector was a strong and repeated message. The initiative - Connected Murihiku - is a means to bring all these agencies, organisations and people together to help alleviate this issue, build resilience and ensure we get the best out of all the community and social activity in Murihiku.

Connected Murihiku is an online platform together with a co-ordinator and platform content creator. The co-ordinator role will be to connect with the community and social sector and to

start to champion the platform with them. It will also be to gather the information for the website by starting to build a picture of what exists and where the gaps are. They will also provide in person support to the community and social sector in the form of in person hui and being accessible to those not able to access the online platform. The content creator role will be to take the information and create content with it, to oversee development of the website and ensure it is regularly updated with content. In this first stage the project will:

- Provide updates on what is happening in the community and social sector.
- Host a range of resources and links to support those in the sector including data and research and training resources.
- Host news and information about what's happening in the sector in the region.
- Develop and send out a regular (quarterly) e newsletter.
- Provide information on shared opportunities that will lead to shared training opportunities.
- Host at least 2 in person hui per year which will include professional development as well as opportunities to meet and connect as the community determines and in response to community demands and issues.
- Through the sharing of information, identify opportunities for shared training, support and mentoring to develop skills development.
- Provide an avenue for social agencies such as MSD to connect with communities on the ground.

By taking a deliberate approach to sharing information and connecting those in the community and social sector, the sector will not only become better connected but also more resilient. This platform will be a one stop shop for the community and social sector. As a starting point to build on over time, it will create the ripple effect that goes out to the region and will take a community-led approach to grow and develop in future. Building a strong foundation is fundamental and critical to the platform's usefulness and success. Other examples of what the platform could provide is targeted volunteer support and connecting or online welcome packs for newcomers to the region.

Note when using the terms social and community sector we are using the definitions provided by the Social Sector Commissioning Report: Progress, Principles and Next Steps 2020 (page 7) but differentiating between state and non-state organisations:

Social sector: For the purposes of this work, the social sector includes state organisations, and is defined as:

Government agencies (national, regional and local) and organisations working with individuals and whānau in particular areas of welfare, housing, health, education, child wellbeing, justice and disability support services. This includes government agencies who fund social sector services in this regard, philanthropic and other funders, and NGOs and other providers who deliver those services within communities.

Community Sector - Non-Government Organisations (NGOs): the diversity of NGOs defies any simple definition. NGOs typically range from traditional not-for-profit organisations through to social enterprises and can include corporations practicing social responsibility and for-profit organisations. NGOs are entirely or largely independent of government and can operate at a local, regional, national or international level. The goals of NGOs are often focused on creating social and/or economic value for wider communities.

Communities can be groups representing distinct populations and characteristics (such as Māori, Pacific, LGBTQ+, disabled people, refugees and migrants), as well as communities representing geographical regions. (In this regard we are including grassroots, community driven groups and organisations as well.)

<https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/planning-strategy/social-sector-commissioning/msd-social-sector-commissioning.pdf>



Appointments Committee for Connected Murihiku Joint Committee

**TERMS OF REFERENCE
May 2023**

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1. Purpose of the Terms of Reference

These Terms of Reference (TOR) set out the parameters for how the Selection Committee will operate in appointments to Connected Murihiku Joint Committee.

2. Background and Context

The mandate of the Joint Committee 'Connected Murihiku' is to create a connected social and community sector across Murihiku/Southland. This aligns with the Strong Communities Murihiku vision: Everyone Connected and Valued, as well as the framework that was developed to accompany the vision. It also aligns with the Just Transition goal to support social resilience and the Community Capability Building workstream goal of building the community's skills to enable more equal participation in long term efforts to develop an inclusive community, and sustainable and prosperous regional economy.

As part of the regional delivery of the Just Transitions community capacity building workstream of Stronger Communities Murihiku, a working group was brought together to engage with the community and develop a project proposal to be considered by the Ministry for Business innovation and Employment (MBIE) and the Just Transitions Enduring Oversight group.

Through the workstream engagement process, the findings indicated that those who worked from a community-led approach often felt they worked in isolation. They struggled to be connected to others who worked in the same space across the region which created a range of barriers.

Connected Murihiku is proposed to be an online platform together with a co-ordinator and platform content creator. The platform will be a one stop shop for the community and social sector. Through this platform, people would be better connected, build resilience, and ensure the best outcomes from the community and social activities in Murihiku.

3. Approach to Formulation of a Joint Committee

At the Mayoral Forum meeting on 1 July 2022 it was resolved that a Joint Committee would be the preferred governance structure and would include Iwi, councils and direct community representation. The Joint Committee is intended to be a transitional body which will steer the project through its first stages, and may be replaced by a different structure such as a Trust board in the future. This reflects the feedback from community engagement that the community preferred a structure as close to the community as possible.

The Joint Committee will govern the project, including overseeing the recruitment process for the coordinator, ensuring the delivery of the milestones under the MBIE contract, support the coordinator in their work to seek the remaining funding required and utilise their connections to support the project to align with other community work in the region.

To ensure a successful outcome of the project, it is imperative that the Joint Committee, as the governing body, provide a level of support to the coordinator and the activities by providing advice on best practices, overseeing the activities through the lens of critical thinking, and ensuring that community benefits are at the forefront of decisions.

The Joint Committee will need to be able to consider and represent a broad range of interests in the community, including geographical, cultural, including mana whenua, maata waka and other ethnicities and different parts of the community sector, including community groups and support agencies.

An Appointments Committee will be established to act on behalf of the three territorial local authorities to undertake the appointments to the Joint Committee. The appointments committee shall be established comprising of two councillors from the three councils – Gore District Council (GDC), Invercargill City Council (ICC), and Southland District Council (SDC) – to review and select the most appropriate people to be members of the Joint Committee.

4. Terms of Reference

| | |
|---|---|
| Type of Committee | Appointments Committee |
| Subordinate to | Councils <ul style="list-style-type: none"> - Gore District Council (GDC) - Invercargill City Council (ICC) - Southland District Council (SDC) |
| Legislative Basis | Joint Committees' delegated powers by Council as per Schedule 7, Clause 30A, Local Government Act 2002. |
| Membership | Membership of the appointments committee shall comprise of the following: <ul style="list-style-type: none"> - Gore District Council – Councillor Paul McPhail and Councillor Joe Stringer - Invercargill City Council – Councillor Alex Crackett and Mana Whenua representative Pania Coote - Southland District Council – Councillor Darren Frazer and Councillor Julie Keast |
| Term of the committee | To be disestablished upon the appointment of all members to the Joint Committee |
| Quorum | 3 (Three) A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member from each of the territorial local authority |
| Reporting | The committee will report to each member authority. |
| Administering Authority | The administering authority will be Invercargill City Council and will provide administrative support to the Appointments Committee. |
| Standing Orders | The current Standing Orders of the administering authority shall govern the conduct of the meetings |
| Administering authority's structure voting | As per current Standing Orders of the administering authority - Decisions by majority vote/Mā te nuinga e whakatau Unless otherwise provided for in the LGA 2002, other legislation, or standing orders, the acts of, and questions before, Invercargill City Council (including the Bluff Community Board) must be decided at a meeting through a vote exercised by the majority of the members that are present and voting. <i>LGA 2002, sch 7, cl 24(1).</i> |

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| Process for changes to the Terms of Reference | The Appointments Committee to determine and agree on appropriate changes for recommendation to each member authority. E.g. An alternate and appropriate voting structure could be agreed and recommended. |
| Code of Conduct | In accordance with clause 16 of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all elected members |
| Meetings | The committee shall meet as and when necessary for the purpose of carrying out its functions |
| Delegations | <p>The functions and responsibilities of the Appointments Committee are to:</p> <ol style="list-style-type: none"> 1. Seek nominations of persons for consideration from members of the public 2. Seek nominations of persons from the four Murihiku Papatipu Rūnanga – Te Rūnanga o Awarua, Te Rūnaka o Oraka/Aparima, Te Rūnanga o Hokonui, Te Rūnaka o Waihōpai 3. Seek nominations of elected members and their alternates from the three councils – GDC, ICC, and SDC 4. Appoint no less than (3) persons from members of the public and as many as the Appointments Committee finds to be appropriate to ensure broad representation of the community and appropriate balance of skills on the Joint Committee 5. Appoint the Iwi representatives as nominated by the four Murihiku Papatipu Rūnanga 6. Appoint an elected member and their alternate from each of the three councils |



Connected Murihiku Joint Committee

TERMS OF REFERENCE May 2023

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1. Purpose of the Terms of Reference

These Terms of Reference (TOR) set out the parameters for how the Joint Committee will operate in governing Connected Murihiku.

2. Background and Context

As part of the regional delivery of the Just Transitions community capacity building workstream of Stronger Communities Murihiku, a working group was brought together to engage with the community and develop a project proposal to be considered by the Ministry for Business innovation and Employment (MBIE) and the Just Transitions Enduring Oversight group.

Engagement took place region wide over early 2022, with an initial project proposal delivered to MBIE in August 2022 and a refined proposal delivered in February 2023. The Mayoral Forum and each Council provided letters of support for the project. The Regional Public Sector Commissioner provided their support and the project was confirmed by the Enduring Oversight Group.

Through the workstream engagement process, the findings indicated that those who worked from a community-led approach often felt they worked in isolation. They struggled to be connected to others who worked in the same space across the region which created a range of barriers.

The suggestions from the engagement process ranged from improved communication, a better connectivity traversing social and community sectors across Southland, and a community hub. Project Connected Murihiku is in response to the suggestions from the engagement process.

Project 'Connected Murihiku' will create a connected social and community sector across Murihiku/Southland. This aligns with the Strong Communities Murihiku vision: Everyone Connected and Valued, as well as the framework that was developed to accompany the vision. It also aligns with the Just Transition goal to support social resilience and the Community Capability Building workstream goal of building the community's skills to enable more equal participation in long term efforts to develop an inclusive community, and sustainable and prosperous regional economy.

Connected Murihiku is proposed to be an online platform together with a co-ordinator and platform content creator. The platform will be a one stop shop for the community and social sector. Through this platform, people would be better connected, build resilience, and ensure the best outcomes from the community and social activities in Murihiku.

The framework developed by the Strong Communities Working Group prioritised improved communications as a pillar in response to the findings from the engagement process and was seen as being vital to the sector to be able to build its resilience. Suggestions for better connectivity to build resilience included the ability for people to:

- know what's going on in the sector
- avoid duplication
- learn from each other and share experiences
- seek help and guidance from others
- communicate what they are doing more effectively
- improve collaboration opportunities

The co-ordinator role will be to connect with the community and social sector and to start to champion the platform with them. It will also be to gather the information for the website by starting to build a picture of what exists and where the gaps are. They will also provide in person support to the community and social sector in the form of in person hui, and being accessible to those not able to access the online platform.

The content creator role will be to take the information and create content with it, to oversee development of the website and ensure it is regularly updated with content.

In this first stage the project will:

- provide updates on what is happening in the community and social sector
- host a range of resources and links to support those in the sector including data and research and training resources
- host news and information about what's happening in the sector in the region
- develop and send out a regular (quarterly) e newsletter
- provide information on shared opportunities that will lead to shared training opportunities
- host at least 2 in person hui per year which will include professional development as well as opportunities to meet and connect as the community determines and in response to community demands and issues
- Through the sharing of information, identify opportunities for shared training, support and mentoring to develop skills development
- provide an avenue for social agencies such as MSD to connect with communities on the ground

By taking a deliberate approach to sharing information and connecting those in the community and social sector, the sector will not only become better connected but also more resilient. As a starting point to build on over time, it will create the ripple effect that goes out to the region and will take a community-led approach to grow and develop in future. Building a strong foundation is fundamental and critical to the platform's usefulness and success. Other examples of what the platform could provide is targeted volunteer support and connecting, or online welcome packs for newcomers to the region.

This project would meet Southland Just Transition's goal to build social resilience, by connecting those who work in the social and community sector better. Through this, the sector becomes more resilient and so then does the community itself. During the pandemic, it was evident that when a shock occurs the social and community sector needs to and does act quickly to support its community. It is a high possibility that this will happen with the closure of Tiwai as well, as such if the sector is better connected it will be more resilient and better able to respond and support the community. A similar project in Taranaki, the Wheelhouse, found that during Covid they became the go to platform for trusted Covid information when misinformation and disinformation was rampant. This is the type of thing that builds resilience for the community and social sector.

3. Governance Approach

The Mayoral Forum stated that a Joint Committee would be the preferred governance structure and would include Iwi, councils and direct community representation. The Joint Committee is intended to be a transitional body which will steer the project through its first stages. It may be replaced by a different structure such as a Trust board in the future. This reflects the views of the community through the engagement process as desiring a governance structure as close as possible to the community.

The Joint Committee will govern the project, including overseeing the recruitment process for the coordinator, ensuring the delivery of the milestones under the MBIE contract, support the coordinator in their work to seek the remaining funding required and utilise their connections to support the project to align with other community work in the region.

4. Terms of Reference

| | |
|--------------------------------|--|
| Type of Committee | Joint Committee |
| Subordinate to | Councils <ul style="list-style-type: none"> • Gore District Council (GDC) • Invercargill City Council (ICC) • Southland District Council (SDC) |
| Legislative Basis | Joint Committees' delegated powers by Council as per Schedule 7, Clause 30A, Local Government Act 2002. |
| Membership | Membership of the joint committee shall comprise of the following: <ul style="list-style-type: none"> • Iwi representation from the four Murihiku Papatipu Rūnanga – Te Rūnanga o Awarua, Te Rūnaka o Oraka/Aparima, Te Rūnanga o Hokonui, Te Rūnaka o Waihōpai (to be determined by themselves) • One councillor and one alternate from Gore District Council (TBC) • One councillor and one alternate from Invercargill City Council (TBC) • One councillor and one alternate from Southland District Council (TBC) • At least three Community representatives selected to represent the interests of the diverse Murihiku community bringing relevant skills experience and mana, with the final number and selection to be determined by the selection committee. |
| Term of membership | Eighteen (18) months |
| Term of the project | The Joint Committee shall operate for a period no less than 18 months and agree continuation beyond this point with the three Territorial Local Authorities if required |
| Quorum | Will be updated A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member from each of the territorial local authority |
| Reporting | The committee will report to each member authority via the minutes of the Joint Committee. |
| Administering Authority | The administering authority will be Invercargill City Council and will provide administrative and governance support of the Joint committee. |
| Standing Orders | The current Invercargill City Council Standing Orders of the administering authority shall govern the conduct of the meetings. |

| | |
|--|---|
| Administering authority's voting structure | <p>As per current Standing Orders of the administering authority -</p> <p>Decisions by majority vote/Mā te nuinga e whakatau</p> <p>Unless otherwise provided for in the LGA 2002, other legislation, or standing orders, the acts of, and questions before, Invercargill City Council (including the Bluff Community Board) must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.</p> <p><i>LGA 2002, sch 7, cl 24(1).</i></p> |
| Process for changes to the Terms of Reference | <p>The Joint Committee to determine and agree on appropriate changes for recommendation to each member authority.</p> <p>E.g. An alternate and appropriate voting structure could be agreed and recommended.</p> |
| Code of Conduct | <p>In accordance with clause 16 of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, and all appointed members to the Joint Committee will agree to be bound by the Code of Conduct.</p> <p>The Joint Committee, in addition, could adopt its own governing principles for members' conduct.</p> |
| Meetings | <p>The Joint Committee shall meet as and when necessary to carry out its functions, and the meetings shall take place no less than three times annually.</p> |
| Delegations | <p>The functions and responsibilities of the Connected Murihiku Joint Committee are:</p> <ol style="list-style-type: none"> 1. Recruitment and selection of the project coordinator 2. Monitor and support the delivery of project milestones for the core Ministry of Business, Innovation and Employment (MBIE) contract noting ICC's responsibility in this area 3. Support the coordinator in seeking external funding 4. Noting the transitional nature of the Joint Committee, support the coordinator to develop an ongoing governance structure to guide the project 5. be the high level decision making committee for the implementation and carrying out of the activities 6. receive reports and recommendations from the coordinator 7. receive and approve financial monitoring reports as to the accounting in relation to the activities 8. provide a forum for: <ol style="list-style-type: none"> a. the exchange of views and information relevant to the goal of the project; b. discussion as to the effectiveness of the activities including ways in which value can be added through partnership and by building social connections across the region c. the identification of opportunities for joint initiatives d. identification and resolution of points of tension or difficulties 9. review terms of reference and make recommendations to the administering authority in relation to the following: <ol style="list-style-type: none"> a. the exit by a territorial local authority from any or all of the activities b. the inclusion of other territorial authorities into any of the activities c. vacancy in membership arising from vacating of post 10. make decisions generally in relation to the implementation of the Connected Murihiku project |

CIVIC AWARDS

| | |
|-----------------------|--|
| To: | Council |
| Meeting Date: | Tuesday 22 August 2023 |
| From: | Rhiannon Suter, Manager – Strategy, Policy and Engagement |
| Approved: | Patricia Christie - Acting Group Manager - Finance and Assurance |
| Approved Date: | Tuesday 15 August 2023 |
| Open Agenda: | Yes |

Purpose and Summary

This report provides Council with the opportunity to consider whether it wishes to resume award of Civic Honours and agree appropriate delegations

Recommendations

That Council:

1. Receive the report "Civic Awards".
2. **Agree / do not agree** to reinstate the Awards which have been paused as a result of Covid and other factors.
3. Confirm a change to the delegations of the Community Wellbeing Fund to review applications and recommend awards to Council on an **annual / triennial** basis with the next award to take place in 2024.
4. Request officers to work with the Community Wellbeing Fund Sub-Committee to finalise and deliver the awards administration process.

Background

Council has made Civic Honours Awards on a semi-regular basis since the 1980s. Originally awards were made annually, evolving over time to take place once a triennium. No awards have been made since 2016 as a result of Councils focus on the DIA review and then Covid. There have been committee restructures since the time of the last awards and delegations would need to be updated.

Awards have been made for voluntary community service for recreation, youth activities, social welfare, educational services, cultural services, religious affairs and community affairs.

Awards have varied between 1 and 6 given in a single year. Seventy three awards have been made in total.

Each nomination was required to be supported by two individuals residing in the city.

Issues and Options

Analysis

The Civic Honours Awards gives Council the opportunity to recognise the individuals in the community who contribute their time and skills to help promote community wellbeing and to help improve the lives of the people living in the Invercargill District. Similar Civic Awards are run by many Councils around the country, including Christchurch City and Southland District.

There is the opportunity to update the process around structure and administration of the awards.

Significance

This issue is not significant in relation to the Significance and Engagement Policy.

Options

Option 1: Reinstate the awards and delegate the review of applications and recommendation of nominees to Council to the Community Wellbeing Fund Committee

The Community Wellbeing Fund Sub-Committee meets six times a year to consider a range of projects and assess the extent to which they support community wellbeing – social, cultural, economic and environmental. They could also receive and consider nominations for individuals to receive recognition for community wellbeing. The Mayor has automatic delegation on all committees and could join the discussion as required.

It is recommended that the areas of recognition are evolved to reflect the Council's focus on the four wellbeings. The following areas are proposed as a starting point for consideration by the Community Wellbeing Fund Sub-Committee:

- Contribution to social wellbeing - including youth activities, social welfare, educational services and community affairs.
- Contribution to cultural wellbeing - including cultural services, religious affairs, and recreation.
- Contribution to economic wellbeing.
- Contribution to environmental wellbeing.

It is recommended that the process to advertise and attract applications is reviewed to look for opportunities for improvements. The Community Wellbeing Fund Committee enjoys increasing community awareness which will support this process.

There is the option for Council to consider running the awards annually as it was originally or triennially, as more recently operated.

Option 2: Do not reinstate the awards

Council may feel that the awards have served their purpose and that there are other mechanisms which recognise individual contributions to the community.

Council officers informally support other awards programmes and encourage community members to apply. This work could be increased.

Community Views

The awards have received support over a number of years. It is expected that this would continue.

Implications and Risks

Strategic Consistency

The proposed reinstatement and revitalisation of the awards would bring them into alignment with the Council's vision and community outcomes developed as part of the new LTP.

Financial Implications

The financial implications are not significant. Approximately \$3,000 is estimated to be required to cover advertising and promotion, venue hire and catering for the awards ceremony. Staff time is in addition to this. The most efficient process is to delegate this work to the existing committee in order to reduce administrative effort.

Legal Implications

There are no identified legal implications.

Climate Change

There will be the opportunity under the revised Civic Awards structure to recognise individual contribution to improved climate change outcomes.

Risk

There are no significant risks identified. However Council may wish to consider whether there would be a reputational risk as a result of not continuing the awards.

Next Steps

Following Council's decision, the governance statement and delegations register would be updated.

The Community Wellbeing Sub-Committee is holding a workshop to consider other proposed changes to the operation of this fund on 28 August where this matter can be progressed.

If the awards are reinstated it is proposed to next gift the awards in 2024 at a time to be agreed with the Community Wellbeing Fund Sub-Committee.

Attachments

1. Recipients of Civic Honours Awards (A4793037)

Appendix 1: RECIPIENTS OF CIVIC HONOURS AWARDS **(Updated 4 July 2023)**

1984

- Mrs M J (Joan) Heenan
- Mrs E A (Anne) Stoddart
- Mrs J C (Joan) Whisker
- Mrs L A (Agnes) Sands
- Mr J S (Jack) Johnstone
- Rev B Tawhara

1985

- Mrs O C (Olive) Sutton
- Mrs M E (Molly) Baird
- Mr F (Frank) Stapp

1986

No awards made

1987

- Mrs L M (Lorna) Cowan
- Mr P G L (Lang) Morton

1988

- Mr D A (Don) McCalman
- Mrs B R (Bessie) Beal
- Mrs P M (Pauline) Rout

1989

- Mr W J (Bill) Sands
- Mrs R E (Ruby) Brass
- Mrs J P (Joy) McKinnel
- Mrs P (Phoebe) Gallagher

1990

- Mrs P (Pat) Wright
- Mrs V D (Valerie) Cockroft
- Mrs M G (Margaret) Blair-Young

1991

- Mr J R (Jim) Jefcoate
- Mrs C (Carole) Tatana
- Mrs E M (Eileen) O'Callaghan

1992

- Mrs H (Helena) Anderson
- Mr N (Neville) Checketts
- Mrs M (Margaret) Klemick
- Sister Mary Gregory

1993

- Mrs V (Vilma) Cocker
- Mrs B (Betty) McElhinney
- Mrs A (Avis) Stevenson
- Mr W (Russ) Black **(Posthumously awarded)**

1994

- Mr J (James) Annear
- Mrs W R (Wilma) Capil
- Sister Mary Gertrude Fox
- Mr Hoane (John) Martin

1995, 1996, 1997 (No awards made)

1998

- Mr W A (Les) Ryan
- Mr J C (Jim) Muir
- Mrs J P (Jill) Warhurst
- Mr D G (Don) Kelly
- Miss J (Joyce) Warnecke
- Mrs J (Joan) Roche

2001

- Mr R J (Russell) Beck
- Mrs L (Lilian) Cameron
- Mrs M C (Maureen) Fox
- Mr W (William) Mannix
- Mr H W (Bill) Richardson

2004

- Mr Ray Harper
- Mrs Veda Kellock
- Mrs Meri Leask
- Mrs Jean Payne
- Mr Rex Powley
- Mr Leslie Warnock
- Mrs Gloria Waghorn
- Mr Mirek Cvigr

2006 – Special one-off Award

- Dr John Hall-Jones

2007

- Mr William Maginn
- Mr Lloyd Esler
- Mrs Monica Burns

2010

- Eva Hopkins
- Johanna Aurik
- Edmund Maloney
- Marlene Campbell

2013

- Thelma Buck
- Sylvia Gillies
- A R (Mick) Hesselin
- Tom Sawyer
- Maureen Smith
- Alastair Tait

2016

- Karen Purdue
- Marion Miller
- Reginald McLeod
- John Husband

REGIONAL CLIMATE CHANGE PRINCIPLES AND ASPIRATIONS

| | |
|-----------------------|--|
| To: | Council |
| Meeting Date: | Tuesday 22 August 2023 |
| From: | Rhiannon Suter, Manager – Strategy, Policy and Engagement |
| Approved: | Patricia Christie - Acting Group Manager - Finance and Assurance |
| Approved Date: | Thursday 17 August 2023 |
| Open Agenda: | Yes |

Purpose and Summary

This report provides Council with the opportunity to feedback on the regional climate change principles and aspirations which have been developed by the Regional Inter-agency working group on climate change. These, together with actions, will form the Regional Climate Change Strategy which is being developed through the rest of this year to be consulted on as part of the Long-term plan.

Recommendations

That Council:

1. Receive the report "Regional Climate Change Principles and Aspirations"
2. Provide feedback on the Draft Regional Climate Change Principles and Aspirations (A4805820) which will form part of the Regional Climate Change Strategy to be consulted on as part of the Long-term plan.

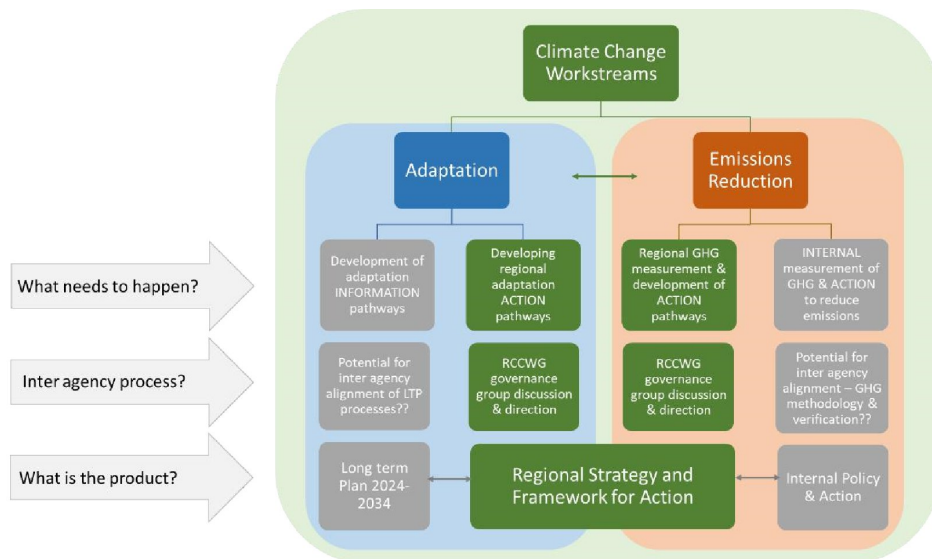
Background

The Regional Inter-agency working group on climate change was formed in 2022 to enable the Councils and Te Ao Mārama to work together to develop a regional climate change strategy.

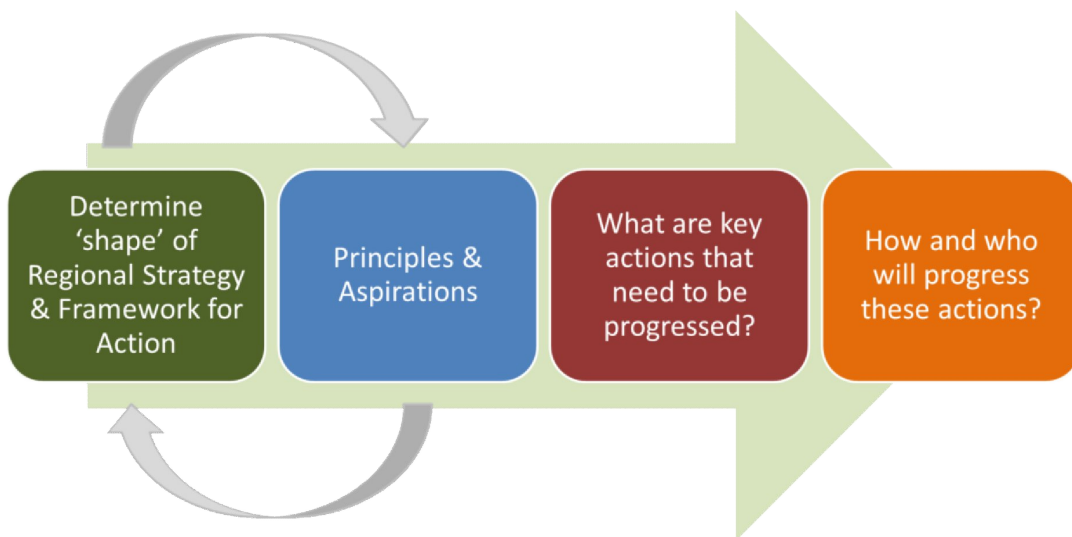
Deputy Mayor Tom Campbell and Cr Lesley Soper, along with Rhiannon Suter, are the Council representatives on the Regional Inter-agency working group on climate change.

These principles and aspirations have been developed as the first step towards development of the regional strategy. The intention is to consult on this as part of the Long-term plan.

The diagrams below illustrate the approach to which the Inter-agency working group is taking in the development of a strategy.



Climate change workstreams – Adaptation and Emissions Reduction



Climate change Strategy development process

Issues and Options

Analysis

The principles are intended to set the direction for how the Councils and Te Ao Mārama will approach the issue of climate change.

The aspirations are intended to set a high level direction of travel in four areas:

- Overarching aspirations
- Emissions reduction
- Adaptation
- Communication and engagement.

They will form part of the Regional Climate Change Strategy.

Significance

The Regional Climate Change Strategy as a whole, is significant in relation to the Significance and Engagement Policy given the level of community interest, importance to Council activities and the potentially significant financial implications.

This paper is procedural in nature as a step towards development of the strategy and as such is not significant.

Community Views

Climate change can be a politically polarising conversation with strong views on all sides. One area of focus for the Regional working group will be development of a regional approach to community engagement.

Council included questions in the 2022/2023 Quarter Two Residents Survey to find out more about community perceptions and priorities in the area of climate change.

Respondents were asked to rate the importance of various issues to the region and then rank those issues.

Climate change received the lowest rating (24% of men and 37% of women believed it was a highly rated issues) and the second lowest ranking in order of importance out of 14 regional issues.

Consultation on the Regional Climate Change Strategy is recommended as part of the 2024 – 2034 Long-term plan.

Implications and Risks

Strategic Consistency

The work to develop a Regional Strategy aligns with the directions set in the 2021 – 2031 Long-term plan.

It aligns with the direction set by Central Government for Local Government to consider this issue as part of the Long-term plan process.

Financial Implications

There are potentially significant financial implications to Council dependent on the aspirations it chooses to support as part of the Regional Climate Change strategy and the actions it commits to in support of those aspirations.

Work is being completed to estimate the likely cost of investing in activities to reduce/ offset emissions to support Council in choosing whether it wishes to set a more ambitious net zero goal.

Council should consider these financial implications at the next stage of the process – setting of an action plan.

Legal Implications

Under its RMA responsibilities Council must have regard to the National Adaptation Plan and Emissions Reduction Plan when preparing a regional policy statement or plan under the Resource Management Act.

The Office of the Auditor General requires Councils to undertake work to understand the impact of climate change on our infrastructure and to state our climate change goals. Audit NZ have stated that the impact of these statements of declarations on council decision-making are not yet clear. They have stated however that, consistent with good decision making such statements would result in a some tangible response to accelerate council actions or programmes relating to climate mitigation and/or adaptation in the form of governance, management and prioritisation of council activity and investment (mitigation consistent with statement).

Currently there are no mandatory requirements for Council to take action in monitoring or reducing its own emissions, although this is expected to change in the near future.

It is important to be aware that by making statements on strategy and action Council must in future decision making consider whether the decisions it makes align with the strategy it has adopted.

Climate Change

This paper relates to the development of the Regional Climate Change Strategy.

Risk

Climate change policy relates to an inherently complex and uncertain area about which Council currently only has partial information. In response the Government recommends an adaptive pathway to enable Councils to respond to new information and change direction as required. This advice on risk is provided in this context and relates to the first step of the process towards development of a Regional Strategy – the principles and aspirations and not to the Strategy as a whole.

| Risk | Management / Mitigation |
|--|---|
| The Principles and aspirations of the strategy are perceived by the public to be too high level and not strong enough to achieve action and/or to be too ambitious | The principles and aspirations are intended to set a high level direction of travel to then be supported by a Council level action plan. Governance should consider the best balance between prudence and courage in providing leadership. Consultation on the whole Regional Strategy as part of the Long-term plan is recommended in order to seek community feedback. |
| Through supporting the principles and aspirations Council commits itself to significant financial spending which it is not fully aware of at this time. | The principles and aspirations are set to be high level. At the next stage of the process, through agreeing specific actions Council will have the opportunity to determine an appropriate initial level of investment. The Government has set the 2050 Net Zero requirement. There is an option to set an earlier target date. This would have financial implications and Council will receive a paper on this in due course. |
| The Office of the Auditor General assesses that the approach of Council does not meet minimum requirements. | Council stated in its 2021 – 2031 Long-term plan that it would support development of a regional strategy. The principles and aspirations form the first step towards that. While specific advice has not yet been released for this LTP by the Office of the Auditor General it is expected that this work will meet requirements. |

Council does not have a specific source of risk related to Climate Change. Climate change, as noted above will have a range of implications for Council including:

- potential legislative compliance;
- planning and strategy through potential impacts on levels of service;
- financial impacts of climate change induced events;
- operations and service delivery; and
- impact on existing Council property and assets either owned directly or indirectly.

Councils risk appetite statement is set out below

| Source of Risk | Risk Appetite* | | |
|--|----------------|----------|----------|
| | Averse | Balanced | Tolerant |
| People and knowledge | | • → | |
| Health, safety and wellbeing | | ← | |
| Governance, reputation, legislative compliance and control | • → | | |
| Environment | | • → | |
| Planning and strategy | | • | |
| Financial | | ← | |
| Information management | • → | | |
| Operations and service delivery | | • | |
| Property and assets | | • → | |
| Project / quality management | | • | |

Any adaption plan/or lack of adaption plan will have impacts for Council's residual risk. Council needs to consider its own risk appetite, tolerance and capacity as part of this process.

Next Steps

Council feedback on the draft principles and aspirations will be taken back to the Regional Inter-agency group to support the development of the Regional Climate Change Strategy. As part of this and the LTP process Council will have the opportunity to agree the actions it proposes to take and investment in order to meet these actions.

Attachments

1. Draft Regional Climate Change Principles and Aspirations (A4805820)

Draft Murihiku Southland Regional Climate Change Principles and Aspirations – August 2023

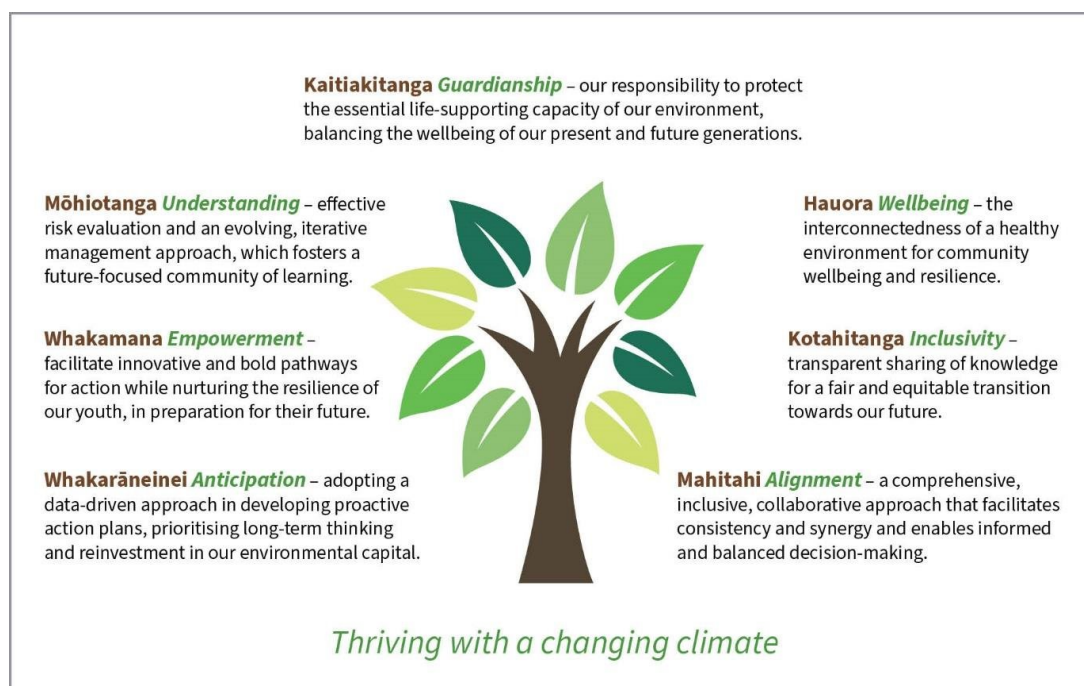
Murihiku Southland Climate Change Provisional Principles

Principles provide direction on agencies' collective agreed way of working together to create a regional response to the impact of climate change on Murihiku Southland.

The following seven principles, considered collectively, provide the philosophical foundation for the collaborative regional effort to respond to the challenges and opportunities presented by our changing climate and associated environmental effects such as sea-level rise, indigenous biodiversity loss, biosecurity incursions (etc.)

NB: the focus of this document is on the provisional principles and aspirations, intended to eventually become two key components of a Regional Climate Change Strategy. An introductory preamble and other supporting text to form a complete high level strategy is yet to be drafted)

Principles *(NB: this illustration is indicative only, other concepts are still being considered)*



These principles will guide how we will collectively work together to achieve regional action. For those more centrally involved in the collaborative regional effort to respond to the challenges and opportunities presented by our changing climate, the seven principles can be understood in more detail as follows:

Kaitiakitanga Guardianship

The principle of kaitiakitanga encourages us to:

- Recognise our duty of care to safeguard our environment's fundamental life supporting capacity.
- Create a balanced framework, which supports many inter-connected strands.
- Value the wellbeing and livelihoods of our present and future generations.

Hauora Wellbeing

The principle of hauora encourages us to:

- Live with and understand how everything is connected.
- Recognise a healthy, functioning environment is inherent to our individual and collective wellbeing(s).
- Enhance community and environmental resilience in the face of change.

Whakarāneinei Anticipation

The principle of anticipation encourages us to:

- Think and act with a long-term perspective, valuing and reinvesting in our environmental capital.
- Create proactive pathways for action, doing what we can now with what we know now.
- Ensure relevant regional science and information underpins a data-led approach.

Mōhiotanga Understanding

The principle of understanding encourages us to:

- Understand risks and look for potential ways to avoid, mitigate and manage risk.
- Pursue iterative management, adapting our approach as we learn and know better.
- Sow the seeds of how our future may be different, creating a broad community of learning.

Kotahitanga Inclusivity

The principle of inclusivity encourages us to:

- Share knowledge widely and transparently.
- Proactively consider those most vulnerable and voices least heard.
- Create a fair transition to our future.

Whakamana Empowerment

The principle of empowerment encourages us to:

- Enable courageous pathways for action, inspiring individual and collective action.
- Look for opportunities and respond with innovation and creativity.

- Support our young people to be resilient in the face of their future.

Mahitahi Alignment

The principle of alignment encourages us to:

- Think ki uta ki tai – mountains to the sea, considering the effects in every direction and across boundaries.
- Foster collaboration among various stakeholders, businesses, community groups and individuals.
- Adopt a united, integrated, consistent, and holistic approach enabling informed and balanced decision-making.

Murihiku Southland Climate Change Provisional Aspirations

Aspirations provide a regionally agreed 'direction of travel' and do not specify how something will be achieved. Aspirations drafted to date are a starting point. These are currently fluid and can be improved/modified as we learn and gain more understanding of what climate change pathways require action.

Collective discussions will be ongoing to develop and implement aligned pathways for how these aspirations will be achieved. Specific issue-based aspirations may be drafted as these issues are traversed, as part of the medium-term journey of the governance-level climate change inter-agency working group, towards creating a framework for action (*e.g. carbon forestry, waste reduction, transport etc. noting many issues are inter-connected*).

The following aspirations reflect the collective intent of our regional local government agencies as we collaborate to facilitate and support effective responses to changing climatic conditions across Murihiku Southland.

Overarching Aspirations

1. Te Mana o Te Ao Turoa – the mana of the environment is valued and respected enabling our people to be responsive to climate changes.
2. Science and Mātauranga, underpins our response to climate change in Murihiku Southland.
3. We understand the changes, challenges and opportunities associated with a changing climate and will act courageously, building resilience to respond and thrive.
4. We will create meaningful change within one generation and inspire future generations to continue this work.

In addition to these overarching aspirations, further aspirations provide a direction regarding emissions reduction, adaptation as well as communications and engagement as follows:

Emissions Reduction

Organisational Net Zero

5. Environment Southland, Gore District Council, Invercargill City Council and Southland District Council will be net zero¹ organisations by 2050 or earlier.
6. By June 2026², each of the Councils will measure their organisational GHG baseline and develop emissions reductions targets for progressive reduction of greenhouse gas emissions toward 2050.

Regional Net Zero

7. Councils understand their role and support Murihiku Southland becoming a net zero region by 2050.

Adaptation

8. We fully understand the risks and opportunities to our communities associated with the impact of climate change on Murihiku Southland.
9. Councils align on climate change scenarios that will underpin key regional decisions³.
10. Acknowledging the inter-connectedness of specific issues, we collaborate to create regional aligned pathways for action⁴.

Communication and Engagement

11. We create a regional community of learning, collectively improving our understanding of the complexity of climate change and its implications for Murihiku Southland.
12. We support individuals, businesses, community groups, and organisations to start and progress their climate change journey.
13. We engage our young people in 'the climate change conversation' to support and prepare them for their future.

¹ 'Net zero' refers to the reduction of organisational greenhouse gas emissions to a net zero level

² This date is being referenced to ensure the direction resulting from organisational baseline measuring of GHG emissions, can be incorporated into planning as part of the LTP cycle 2027-2037.

³ This is important as we collectively work towards planning for the LTP cycle 2027-2037, however it is also relevant for regional decisions in a broader sense as well.

⁴ Examples are – carbon forestry, sustainable transport, water availability, waste management, biodiversity etc. The intention is that these inter-agency discussions will be ongoing and aligned pathways for action will be able to be incorporated into the planning for the LTP cycle 202-2037 and beyond.

REMUNERATION REALLOCATION

| | |
|--------------------------------|---|
| To: | Council |
| Meeting Date: | Tuesday 22 August 2023 |
| From: | Michael Morris - Manager – Governance and Legal |
| Approved: | Michael Day - Chief Executive |
| Approved Date: | Wednesday 16 August 2023 |
| Open Agenda: | Yes |
| Public Excluded Agenda: | No |

Purpose and Summary

This report provides proposals to reallocate the \$10,000 uplift provided to the former Project Lead - Museum. The remuneration pool must always be fully allocated.

The change will then be submitted to the Remuneration Authority for approval.

Recommendations

That Council:

1. Receives the report "Remuneration Reallocation"
2. Approves option XX to be submitted to the Remuneration Authority for approval.

Background

At the start of each Council term the Remuneration Authority sets a total governance pool for each council. From this pool Council is required to set the remuneration for Councillors (not the Mayor) and to provide an uplift for the Deputy Mayor and any Committee Chairs.

Council's proposal is then sent to the Authority for approval and once approved it is set out in a Determination. The changes take effect from the date of the Determination but are backdated to the date of the Council resolution.

The pool must always be fully allocated.

With the resignation of Cr Skelt the \$10,000 uplift provided to him as Project Lead - Museum needs to be reallocated.

Issues and Options

Significance

This is not significant in terms of the Policy and is a legal requirement of Council.

Options

Option 1

Option 1 sees the project lead uplift be provided to Cr Dermody as the new Project Lead.

| | QUANTITY | \$ |
|----------------------|----------|-----------|
| Deputy Mayor | 1 | 63,055.00 |
| Chair | 2 | 54,655.00 |
| Chair - Project Lead | 1 | 64,655.00 |
| Councillor | 7 | 42,055.00 |

Option 2

This option changes the allocation of the former Project Lead uplift and splits the amount between the newly appointed Project Lead and the balance being divided equally between all Councillors. This would see the remaining \$5,000 split equally between all 12 Councillors being an increase of \$416.60 each.

| | QUANTITY | \$ |
|----------------------|----------|------------|
| Deputy Mayor | 1 | 63,472.000 |
| Chair | 2 | 55,072.00. |
| Chair - Project Lead | 1 | 60,071.00 |
| Councillor | 7 | 42,472.00 |

It is noted that these figures are based on those approved by the Remuneration Authority and are provided for Councillors to help make a decision rather than as a staff recommendation.

There are also other possibilities, such as dividing the \$10,000 uplift between the Deputy Mayor and the Chair/ Project Lead or amongst the Chairs and Deputy Mayor.

Community Views

This is a legal requirement of Council.

Implications and Risks

Financial Implications

The allocation has already been provided for and included in Council's plans.

Legal Implications

It is a legal requirement to fully allocate the remuneration pool meaning Council must reallocate where roles have changes as a result of either a restructure of roles (as occurred in the previous term) or where a role is reallocated post a resignation.

Climate Change

There are no climate change impacts.

Risk

There are no risks to Council in selecting a preferred option.

Next Steps

Once an option is selected the preferred option will be submitted to the Remuneration Authority.

The Authority has the power to approve or decline the proposed reallocation.

The change will not take effect until the Authority issues a new Determination and will be back-dated only to the date of this meeting.

PROJECT 1225 CONCEPT AND MUSEUM NAMING APPROVAL

To: Council

Meeting Date: Tuesday 22 August 2023

From: Lee Butcher – Programme Director – Project Management Office

Approved: Erin Moogan - Group Manager - Infrastructure Services

Approved Date: Thursday 17 August 2023

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

This report seeks Council approval of the concept design and associated budget for Project 1225. The report also seeks approval for the name of the new museum.

This report follows the endorsed approach and timeline provided to Council following the Finance and Projects Committee on 24 January 2023.

Recommendations

That the Council:

1. Receives the report "Project 1225 Concept and Museum Naming Approval".
2. Approves the 3728m² concept design and increase in "construction" budget of \$6,009,682.
3. Direct staff to proceed to the next design stage and report back in line with the endorsed timetable (workshop on 28 November 2023 and formal sign-off of Developed Design on 19 December 2023).
4. Approves the name of the new museum as
 - a. Te Unua | Museum of Southland or
 - b. Te Unua | Southland Museum.

Background

The potential redevelopment of the Southland Museum and Art Gallery has been the subject of discussion in the local community for the past 10 years. In April 2018, the facility was closed for safety reasons.

As part of the 2022/23 Annual Plan deliberations Council considered three options for redevelopment of the museum;

1. Strengthening the existing building at a total cost of \$57.1 million (including \$11 million of external funding);
2. A new build of 3550m² at a total cost of \$65.5 million (including \$11 million of external funding);
3. A new build of 4150m² at a total cost of \$75.7 million (including \$20 million of external funding).

The community feedback was strongly in support of the larger option. Due to the significant programme of work already in the Council's Long Term Plan and the financial pressure associated with that programme Council resolved in June 2022 to proceed with the smaller option 2 facility with a total cost of \$65.5 million, including \$11 million of external funding.

Since the election of the new Council in October last year, there has been a clear mandate provided by Council to staff that the museum is the priority project for the organisation. As such, in November 2022 Council received advice on the acceleration of the new museum (Project 1225) and resolved that Council:

1. Receive the report 'Recommendations from Finance and Projects Committee – Museum Project 1225.
2. That Council :
 - a. Confirm the accelerated delivery of the new museum to achieve Project 1225 through a new building completion date (excluding fit-out) of December 2025;
 - b. That it direct staff that acceleration is to be achieved through the proposed Plan A, a new museum building on the existing museum site and construction of the separate storage facility at Tisbury.
3. That Council proceed with the storage project for the Tisbury site.
4. That Council accepts:
 - a. That accelerating the programme places the project outside Council's risk appetite adopted on 21 June 2021 of Medium for projects (Risk and Assurance Minutes A3432968).
 - b. That cutting the programme by 10 months increases the project risk profile and that it is prepared to accept that level of project risk to achieve the Project 1225 goals and asks staff to report back on steps to mitigate them.
 - c. The acceleration risks outlined in the attached risk table particularly in the areas of procurement and tendering acceleration.
 - d. There is likely to be an additional cost to the business to de-risk, where possible, the consequences of the accelerated program.
 - e. The seven Project Pillars and six Critical Success Factors developed to guide the project as outlined in the Annual Plan consultation document.
5. That the Chief Executive provide a report on the reclassification of the remaining tennis court and the building west of the museum zone for future use.

In addition to adopting Project 1225 accelerated timeframe Council also resolved this year to put a number of Long-Term Plan projects on hold. Part of the rationale for this decision was to provide flexibility to the Project 1225 team should there be an overwhelming case for delivering a larger facility.

Issues and Options

Analysis

As the concept design has taken shape, the project team has been working through the cost challenges facing the industry in New Zealand and overseas. Since inception, the designers have worked to “right size” the building to meet the design intent and the brief. To keep tension between providing a best possible outcome for the community balanced against a fiscally responsible approach the project team indicated a size range of 3550m² to 4100m² in its brief to the market.

The robust early value engineering and options analysis on the best size has reached a midpoint of **3728m²** as a building-sized right for now and the future. Building concept design is provided Attachment 1.

Through this process, the quantity surveyors have been recording and updating the “cost plan.” The project team has robustly challenged the design team through several iterations of the building concept to ensure value for the community while retaining the ‘wow’ factor Council was looking for when we started re-imagining a new museum.

Additional “construction” budget of **\$6,009,682** is sought to align with this Concept Design. This would bring the total cost of the 1225 project to \$71.5 million. While this is above the budget approved for the smaller museum in the 2022/23 annual plan it remains at a midpoint between it and the larger facility consulted on and endorsed by the community.

The budget adjustment has come about for a number of key reasons; cost inflation “to build” a building of “higher amenity and quality” to our brief and the post-Covid 19 impacts that have not resolved as quickly as the industry expected (resourcing, cost of living and supply chain issues).

The design team developed various concept options. The options provided a range of building sizes noting the likely impacts on the experience space and associated cost of delivery.

The larger option was signalled by the Council due to the overwhelming community and Council feedback to ensure this iconic once in a generation project is done once and done right.

Proposed Name for the Museum

As the museum moves into the experience design phase a name for the new museum will become a key foundation for the design team. A significant amount of time has been invested in developing a shortlist of names for the new facility and the following two name options are now presented to Council for consideration:

- a. Te Unua | Museum of Southland
- b. Te Unua | Southland Museum

Te Unua was a name proposed by Mana Whenua and gifted by Waihōpai Rūnaka Inc. and Te Rūnanga o Awarua following the establishment of the Museum Governance Group (MGG). The MGG were tasked with providing Council a *"unique and compelling vision for the Invercargill Museum that will define the nature of the service for the community of Invercargill and solidify its role in the Southland region"*.

The gifted name reflected the new vision for the museum and the nature of the service that was to be developed. Te Unua refers to a double hulled, voyaging waka and in relationship to this project, it is a reflection of the dualities associated with the museum and its role in the community. That is expressed in the connection, coastal and urban environments, non-Maori (Tāiwi) and Mana whenua, Aotearoa and the world.

Te Unua also speaks of journeys and exploration, of shared stories, and individual strands, the achievements of communities and individuals. This concept is also reflected in the key success factors and is representative of the learning and exploration process that the new museum will facilitate.

Council agreed at its June meeting to write to the four Runanga/Runaka to request feedback on whether to confirm or change the already gifted name (Te Unua) for the new Museum facility following presentation of the concept design. Staff also sought Runanga/Runaka's advice on whether the City should use Southland or Murihiku in the overall naming.

Feedback has been provided by the Runanga/Runaka. Feedback confirms Te Unua remains as the gifted name for the museum. Feedback is also that the boundaries of Murihiku (which extend to the lower banks of the Waitaki (North Otago) means Murihiku overlaps with other regional and lower south island hapu and councils alike. As such, the name Southland is the Runanga/Runaka preference.

Significance

The 1225 project is significant in terms of the Council's Significance and Engagement Policy. The project was included as part of the Annual Plan consultation and included the three options included in the background section of this report. The acceleration of the project was assessed as significant but not requiring further consultation.

The decision to approve the concept and the additional cost associated with this has also been assessed as significant. However, consultation is not recommended due to the change being aligned with earlier community views on this matter, costs being below the consulted on budget for the larger museum and the potential impact on the timeline to deliver the project. This advice is in line with the Significance and Engagement Policy.

Options

Concept Design and Budget

- a) Council approved the concept in "intent – the design provided, scale – circa 3728m² and cost – additional \$6,009,682."
- Or
- b) The Council do not accept the concept in "intent, scale and cost" and instructs staff to re-align the concept to our minimal size and budget.

Museum Name

- a) Te Unua | Museum of Southland
Or
b) Te Unua | Southland Museum

Community Views

The community have voiced their desire for the Museum to be open as soon as possible, particularly in order to ensure that tamariki and mokopuna have access to their cultural heritage.

Implications and Risks

Strategic Consistency

Project 1225 is considered to be a key strategic project in the 2021-31 Long Term Plan and the subsequent Annual Plans.

Financial Implications

The Council approved the budget for the project in the 2022/23 Annual Plan at \$65.5 million. This will be funded by both Council and external funders. External funding of \$11 million was tagged to the project, with Council noting that it would underwrite any shortfall in external funding.

To date, Council has secured \$5 million of third-party funding.

The increase in the building cost by \$6 million will increase the total project cost to \$71.5 million. It is proposed to seek additional external funding to fund this increase noting that it will be necessary for Council to increase its underwrite of third party funding to \$17 million.

The additional external funding will reduce the rate's impact on current and future ratepayers as the level of debt funding required will be lessened.

In the event that an additional \$6 million of third-party funding cannot be obtained, the estimated annual additional rates impact would be approximately 0.082% per annum to fund and repay each \$1 million of additional debt required. For example, \$6 million would be 0.49% per annum, while \$3 million would be 0.246% per annum.

Legal Implications

There are no legal implications associated with the report at this time.

Risk

Should Council not approve the concept "intent, scale and cost" This would put increased pressure on the 1225 timeframe.

In making this decision the Council should consider whether the risks related to affordability which directed its earlier decision on the Museum size are still a factor.

Next Steps

Councillors will be invited to the next design workshop to be held on 28 November 2023.

Staff will incorporate the approved name into building and experience design and branding.

Attachments

1. Attachment 1 – Project 1225 Concept Design Video (A4809153)
2. Attachment 2 – Project 1225 Concept Stills (A4810367)
3. Attachment 3 – Project 1225 – Naming Presentation (A4810537)

Appendix 1 - Project 1225 Concept Design Video (A4809153)

Youtube Link: [Southland's Museum of the Future - YouTube](#)

Council website Link: [Concept for Invercargill's new museum unveiled — Project 1225](#)



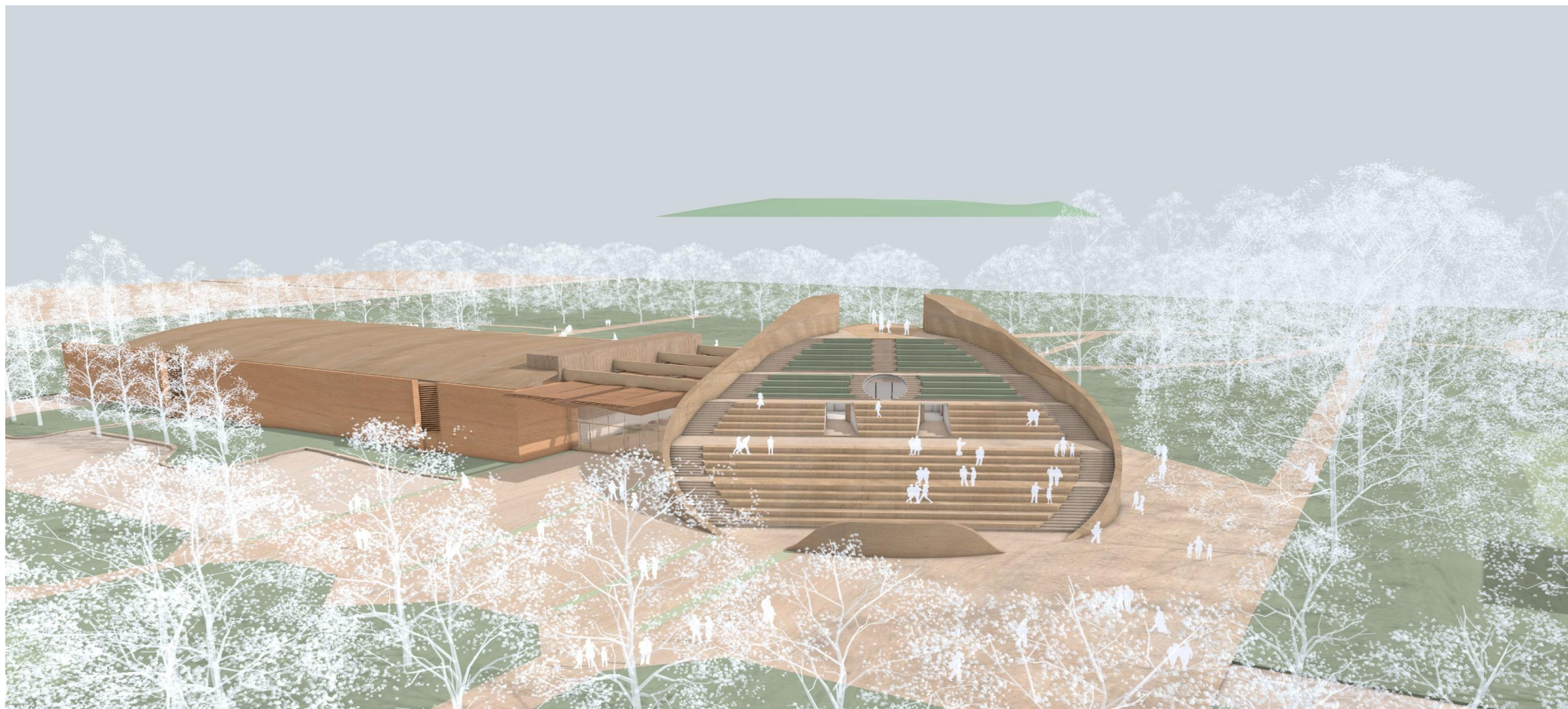
Concept images

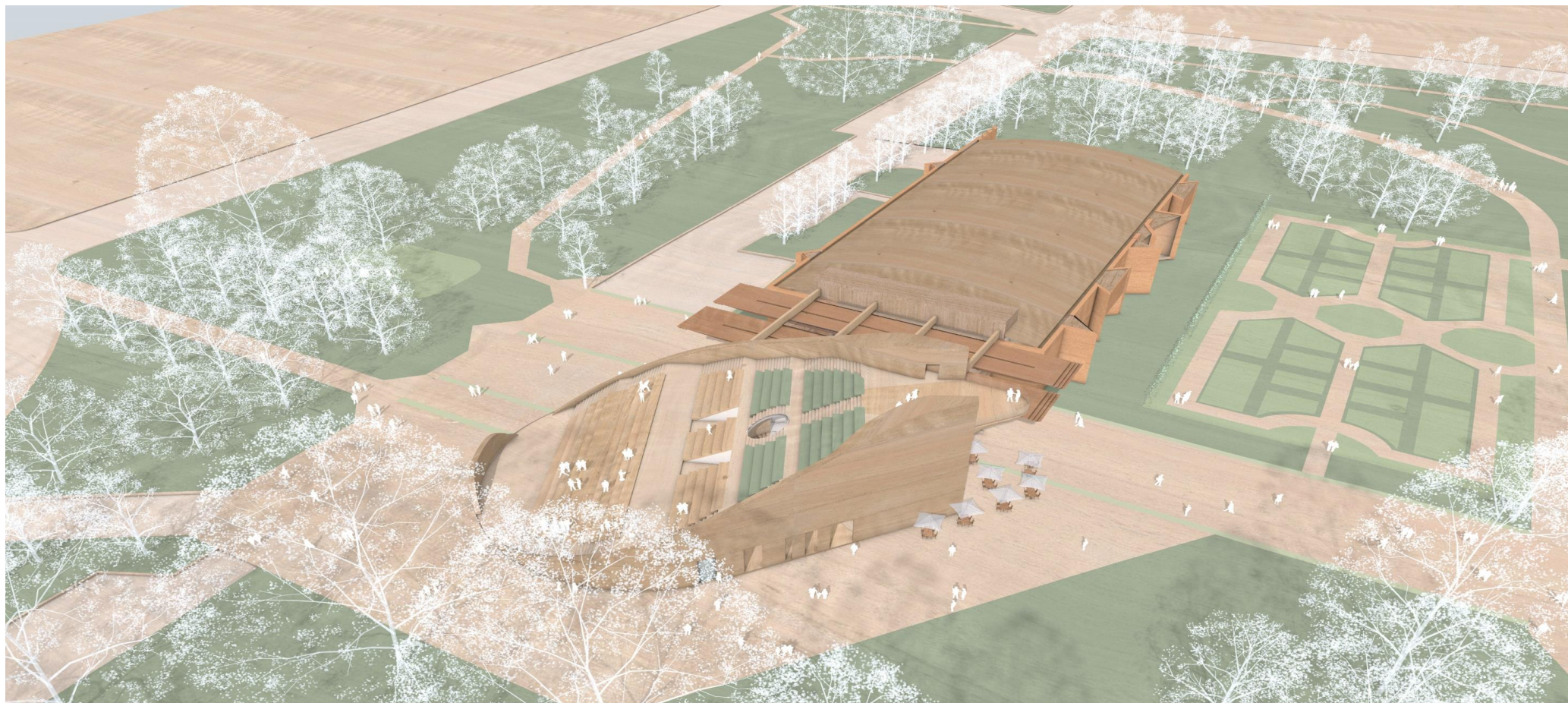
Telling Southland's amazing stories in a new way



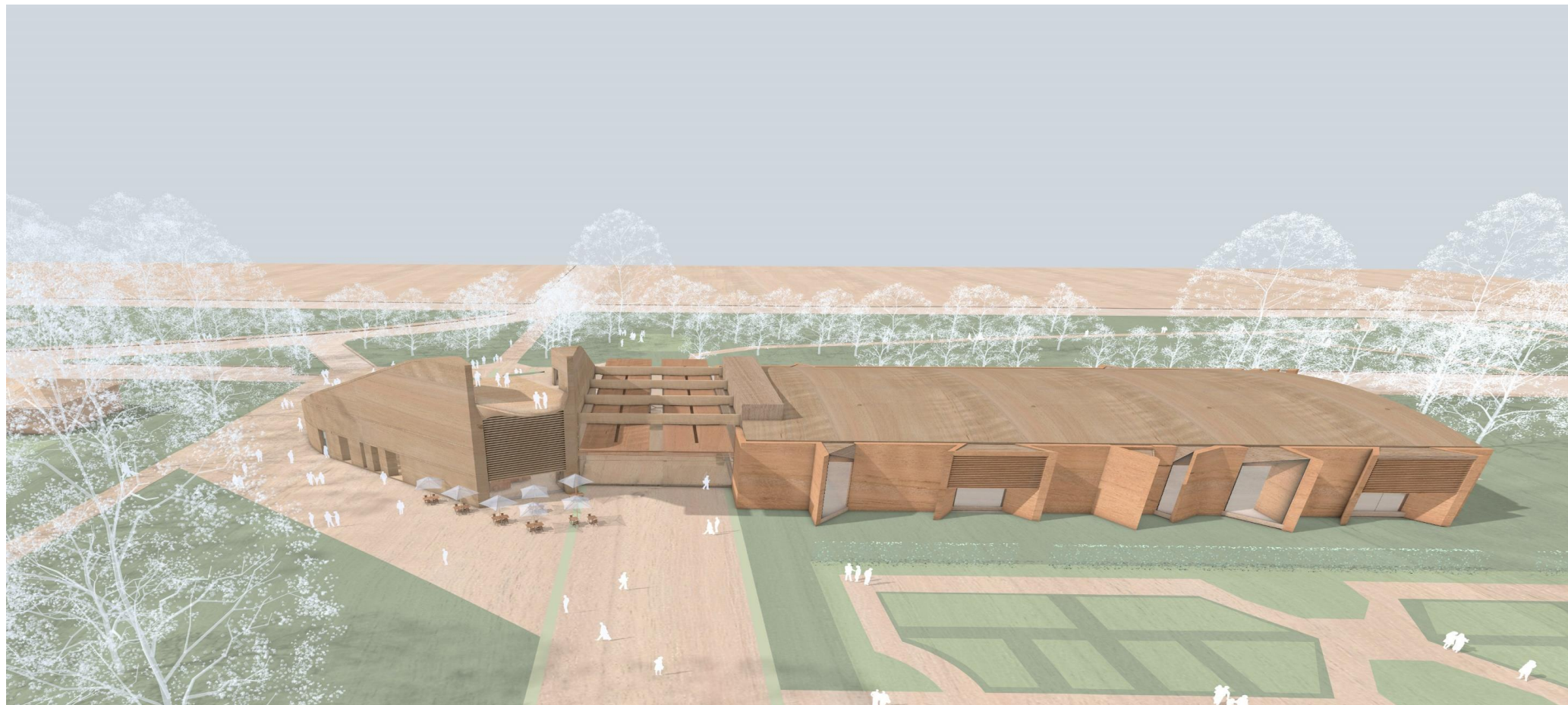












Naming Information _ Rau Hoskins

From The Brief in review

| | |
|--|--|
| Whakapapa | The museum should strengthen whakapapa and people's sense of identity and connection to place. |
| Celebrating the stories of ancestors and founding histories | Celebrating the stories of ancestors and founding histories |
| Takitimu | Connection to the Takitimu Mountain range is important |
| Active making programs, high level of interactivity | Active making programs (such as muka/ weaving, carving or other suitable activities drawn from all aspects of Southland life) to have a high level of interactivit |
| Extend welcome and hospitality for all people | The welcome space of the facility shall extend welcome and hospitality for all people |
| Exterior welcome space to accommodate tikanga and events. To collect and be sheltered | The exterior welcome space is not a space for formal pōwhiri but is expected to accommodate similar tikanga and events. It will be a space for people to collect and be sheltered |
| Entry should be from the north | Entry should be from the north through Queens Park which establishes a kindship and whakapapa with the natural world. This entrance should have easy and intimate access to Taonga for Whanau. |

What Is the Museum Representing - Southland Region

Southlands and Subantarctic

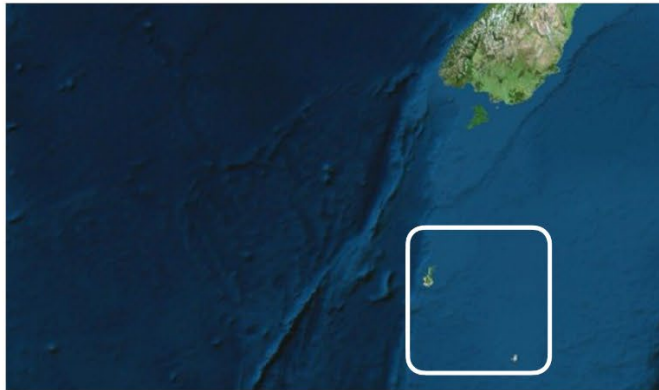
Murihiku

Rakiura

Ruapuke

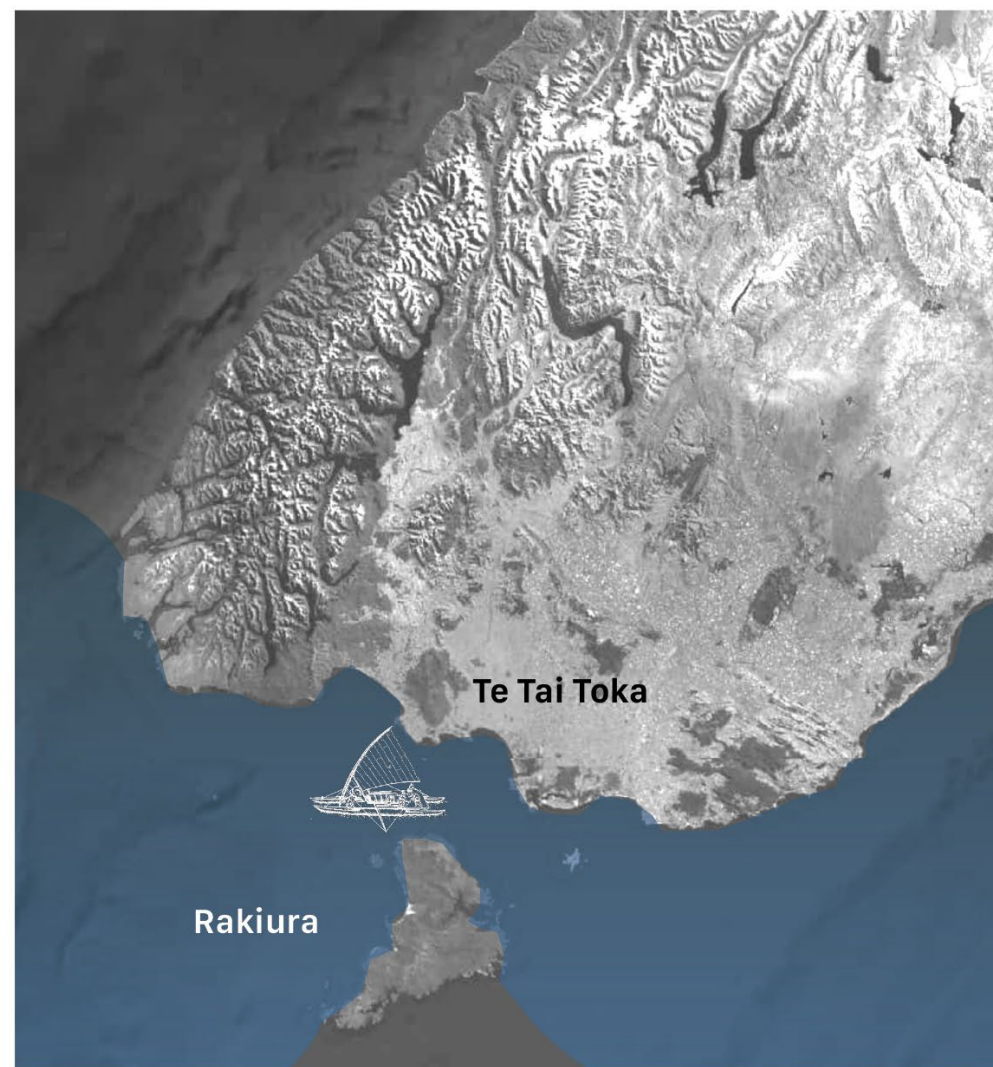
Motu Maha / Auckland Islands

Motu Ihupuku / Campbell Island



fjstudio / evatt martin / design tribe

Te Ara a Kiwa

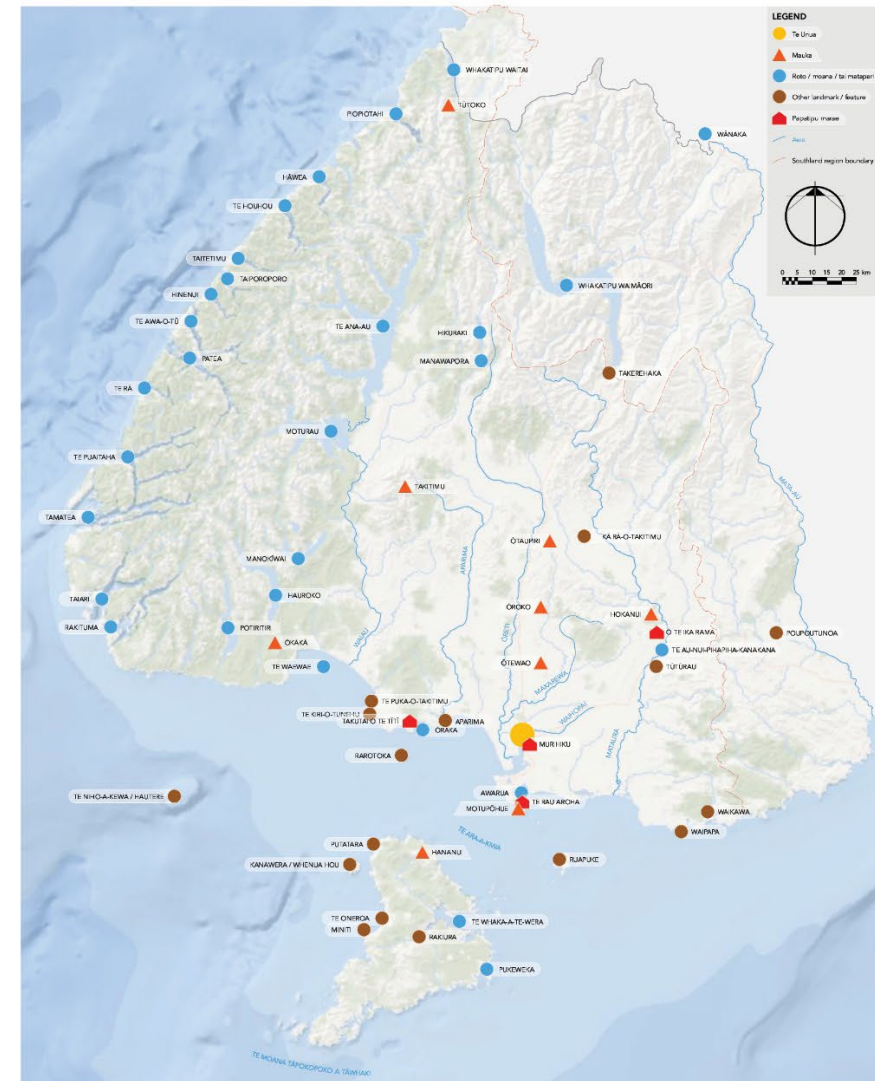


Double Hull Waka _ Te Unua



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Murihiku Cultural Landscape

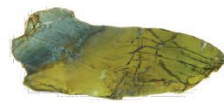


Waihōpai Cultural Landscape



Te taiao o Murihiku

He kōhatu



Takiwai / Bowenite



Pakohe / Argillite



Pounamu (Inaka)



Hydroglossular



Hinewaiapu / Granite

He rākau



Tawai / Beech



Tōtara



Matai



Kahikatea



Rimu



Kōwhai



Rātā



Kāmahi



Tī kouka



Harakeke

He manu



Kakapo



Takahe



Titi / Cook's petrel



Titi / Sooty shearwater



Hoiho



Kororā



Kauka / Ban-tailed godwit



Kauka / Whenua Hou diving petrel



Kākā



Kererū



Tokoeke



Weka



Kakarua

He whāngote moana



Kekeno / Fur seal



Ihupuku / Elephant seal



Paiea / Humpback whale



Parāoa / Sperm whale

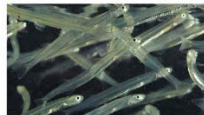


Rāpoka / Sea lion



Tohorā / Southern right whale

He ika



Inaka / Whitebait



Kōkopu / Cockabully



Pāiki / Flounder



Tuna / Eel



Kanakana / Lamprey



Rāwaru / Blue cod

He kaimoana



Tohemunga / Toheroa



Tuaki / Cockle



Kūtai / Mussel



Tio para / Bluff oyster



Pāua / Abalone



Rimurapa / Bull kelp

Cultural Compass

Atua phase

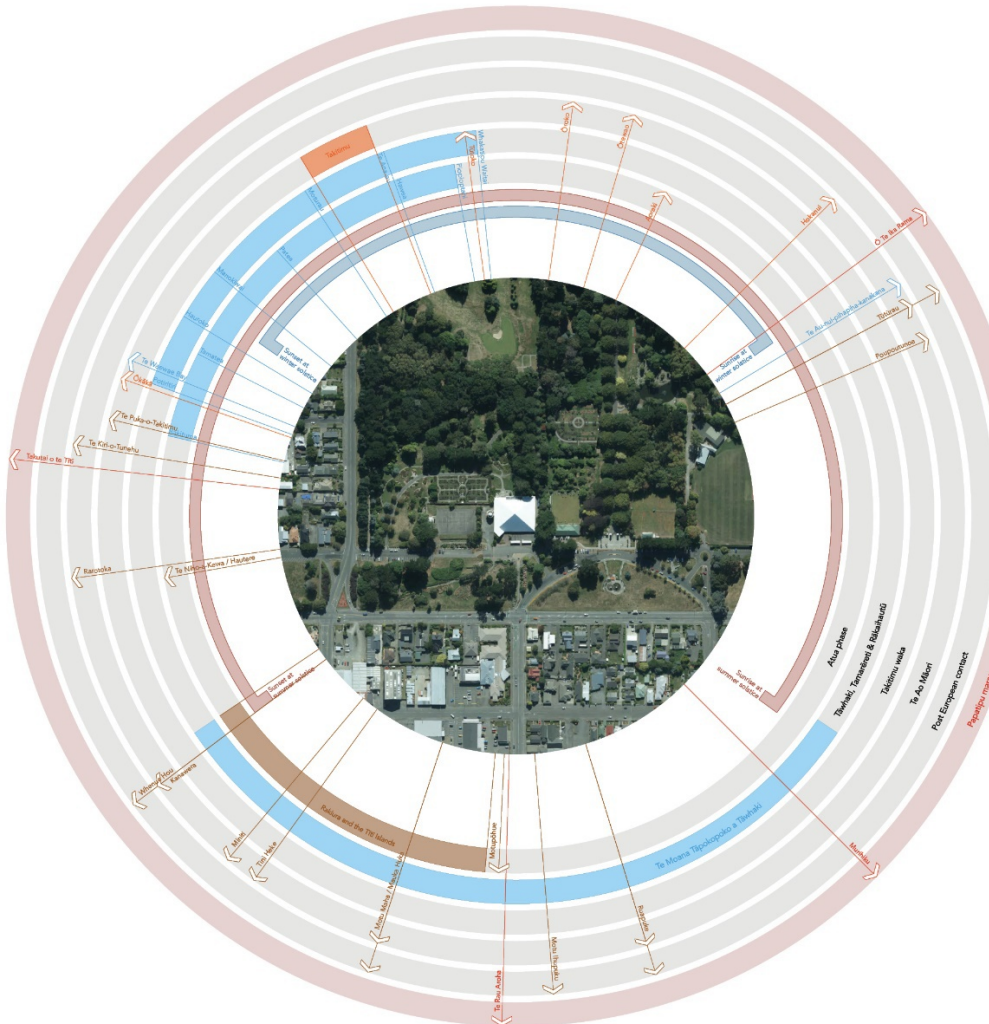
Tāwhaki

Tamarēreti

Rākaihautū

Takitimu waka

Te Ao Māori & Post European contact



Cultural landscape compass for Te Unua

Atua phase
A southern cosmogonic narrative recalls that Takaroa was the first husband of Papatūmaku, before Rakinui. Their son Aoraki travelled with his brothers in Te Waka-o-Aoraki down from the heavens to visit their mother. However, as they set out on the return journey, the waka capsized, and the brothers clambered onto the upturned waka. Eventually, they were petrified and their hair turned white. The waka became the South Island and the brothers became the snow-capped peaks of Kā Tiriti o te Moana.

Later, Tōtērāwhānoa was sent by his grandfather, Rakinui, to enable habitation on Te Waka-o-Aoraki, and so he used his toki, Te Hāmo, to carve out the floods, fishing harbours and sheltered coastal areas.

One story of the creation of Te Ara-a-Kiwa is that Kiwa tired of having to cross the isthmus that joined Rākura to Murihiku, so he asked a whale named Kewa to chew through the isthmus to create a channel. Hence some people also use the name Te Ara-a-Kewa. During the fast, Kewa lost some teeth, and one became the island Te Nihou-a-Kewa, also known as Hauere. Scattered crumbs became other islands.

Tāwhaki
Tāwhaki is known throughout Māoriworld for his deeds in seeking celestial knowledge from the atua and bringing it to humankind. In Ngāi Tahu oral tradition, Tāwhaki ascended to the heavens using kākūluku pūngūwewewe (spider's web). He acquired his knowledge from three sources. The first source was Tuna, the eel, who was cast out of the heavens for a sexually indiscreet act with Māui's wife. Tāwhaki encountered Tuna as the latter was descending from the heavens and received karakia including "tauria a tauri", which refers to the initiation ceremony in which a student is aided by ritual and karakia to listen to the incantations recited by the tohunga. Other karakia received refer to the seeking of knowledge and the rituals of baptism. The second source was called "Te Kāhu Whatu", a reference to sacred ancestral knowledge represented as stones, which Tāwhaki retrieved from the pool of water called Muriwai. The Kāhu Whatu are a metaphor for the stars, which in Māori cosmology are ancestors. The final source of knowledge was Tama i Waho, a son of Rakinui from a third marriage. Tama i Waho represents the source of knowledge associated with spiritual matters such as giving life to the dead, laying tapa and mauri, and controlling the weather and the natural world. The overarching meaning of the story of Tāwhaki is that it gives a structural framework by which knowledge is retained and transmitted.

The Southern Ocean is known to Ngāi Tahu as Te Moana Tāpoko-poko a Tāwhaki (the engulging or billowy sea of Tāwhaki). The name relates to Tāwhaki's wife, variously known as Hapai and Tangatanga. In one version of the narrative, the couple ignore a warning not to make love outside of their house, and consequently are punished when Hapai is abducted by the "bird-in-the-sun". Tāwhaki stands at the edge of the sea and incants karakia before setting out over the ocean in search of his wife.

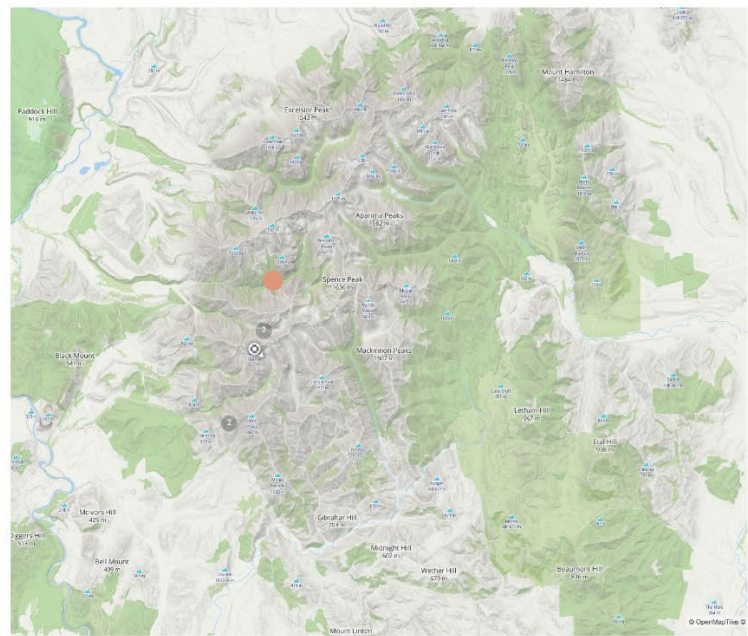
Tamarēreti
Tamarēreti is another figure of oral tradition associated with the Southern Ocean. He was captivated by Ngā Kurakura o Hine-nutepō (Aurora australis) and set out in his waka, Te Rua o Māui, to discover their origin. With 70 young chiefs and two tohunga, Tamarēreti sailed deep into the Southern Ocean until reaching giant cliffs of ice. Here, he choked on a shrimp and died, giving rise to the whakatauki, "I te mōtiti te āia i nāia a Tamarēreti", alluding to the fact that a powerful leader may be reduced by something small. His crew headed home with their captain's body, but the waka was cast onto rocks in a huge storm and all but the tohunga perished. After the storm subsided, the shattered remains of the waka were burnt and embers drifted into the night sky. Remains of the bow piece became Te Pūtea iti a Tamarēreti (Southern Cross), its decorative pāua inlay became Autahi (Canopus), the anchor rope became Te Taura o te Punga (The Pointers), and the anchor became Te Punga o Te Waka a Tamarēreti (The Coalblack).

Rākaihautū
Rākaihautū, the captain of the Urūao waka, journeyed inland after landing at Whakaiti and carved out the great lakes of the interior of Te Waka-o-Aoraki with his kōi, Tōwhakarōia. He travelled as far south as Te Ara-a-Kiwa, before returning up the coast east as far as Te Pātaka o Rākaihautū (Banks Peninsula).

Takitimu waka
The Takitimu waka, captained by Tamateke-tūke-tūke, sailed down the coast east of Te Waka-o-Aoraki, through Te Ara-a-Kiwa, and was capsized by three large waves, called Orowa, Ōroko and Ōkōkō, in Te Wānawā Bay, near the mouth of the Waitai. The hull of the waka was thrown inland, forming the Takitimu Mountains, while the anchor lies at the eastern end of the bay as Te Puka-o-Takitimu. The three waves are represented by three ridges in the Murihiku landscape that bear their names.

Te Ao Māori & Post European contact
o Matamata was the personal taniwha of Kāti Māmoe chief Te Rakitaneke, and accompanied him on his journey from Kāikōura to Murihiku. When Te Rakitaneke died, so did the grief-stricken taniwha, turning to stone and forming the profile of Hikurangi.
o Rākura and the off-shore Titi Islands were important mahika kai, and the Titi Islands remain so.
o Whenua Hou, so named as it was the first permanent mixed Māori and Pākehā settlement in southern Aotearoa, was previously called Kanawera after a Kāti Māmoe rakaitia. It was occupied permanently and seasonally over many centuries and was a staging point on the journey to the Titi Islands, as well as a mahika kai in its own right.
o Rarotonga was a resting point on the journey to the Titi Islands, as well as an important navigational aid. Minitū, at the end of Te Oneroa on the western coast of Rākura, offered safe anchorage for waka unua and was the last staging point on expeditions to the Titi Islands.
o Rangipae was a major kōhanga in the 19th century and home to Takawāhaki and Tūpāhū. It was a major site for harvesting kōkō and harakeke, the only place in Murihiku where Te Tiriti o Waitangi was signed, and the location of Wāhles' mission.
o Pōpōtūnua was where a pou was erected to mark the peace and boundary between Kāti Māmoe and Ngāi Tahu.
o Tūtūrua was an inland pā and the site of the last battle in Murihiku, where a Ngāti Tama taua led by Te Pūoho was defeated in early 1837.
o Te Au-nui pāpāhaka kanakana are falls in the mid reaches of the Mātaraū famed for an abundance of kanakana.
o The northernmost of Motu Mahi, Enderby Island, marks the southernmost-known extent of early Māori exploration, reached by island-hopping via Tini Heke (The Snare) which are visible from the southern tip of Rākura.

Tākitimu Mountain Range



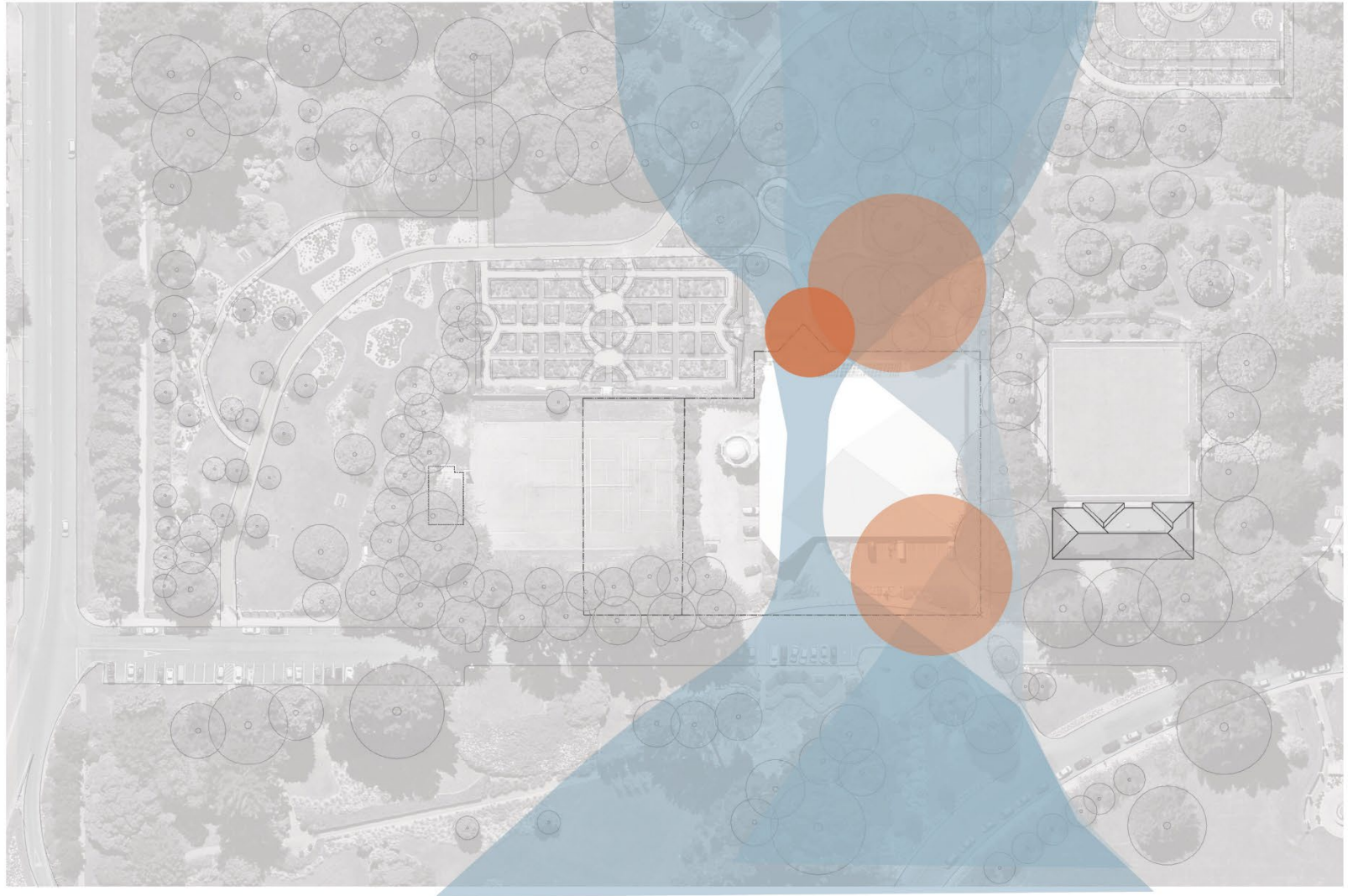
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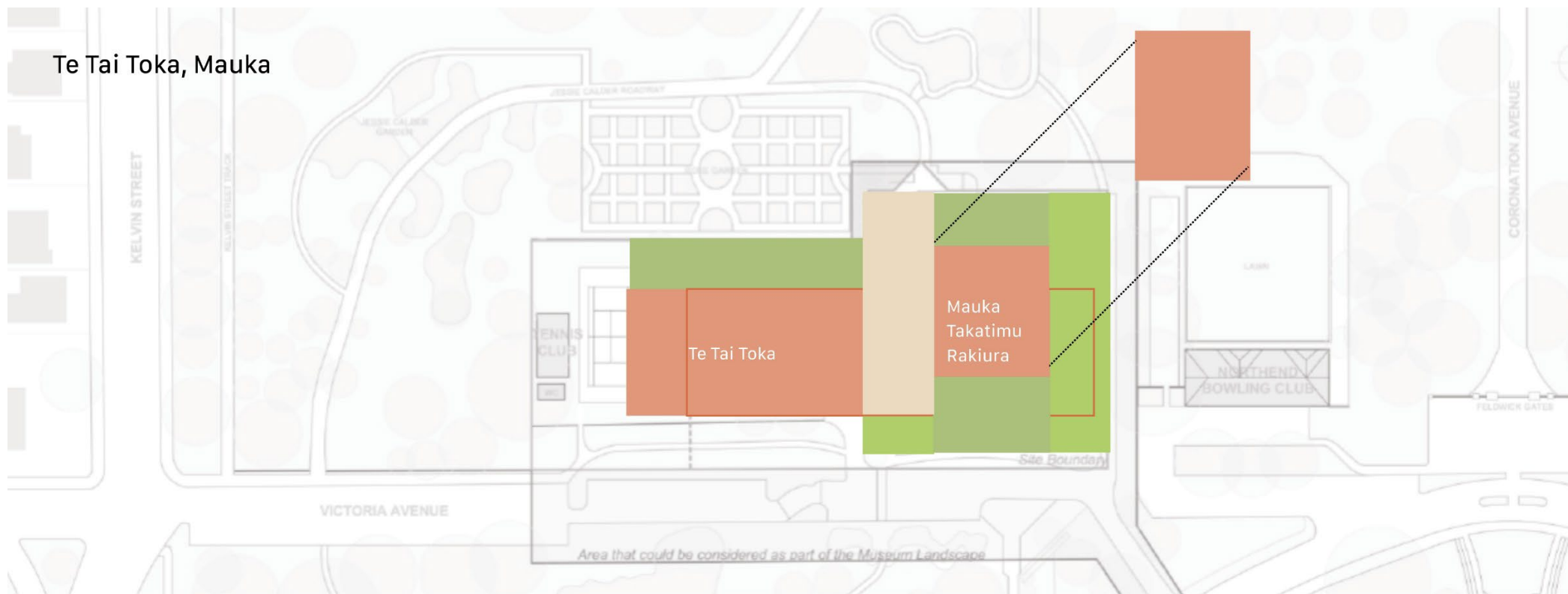


Estuarine Flow

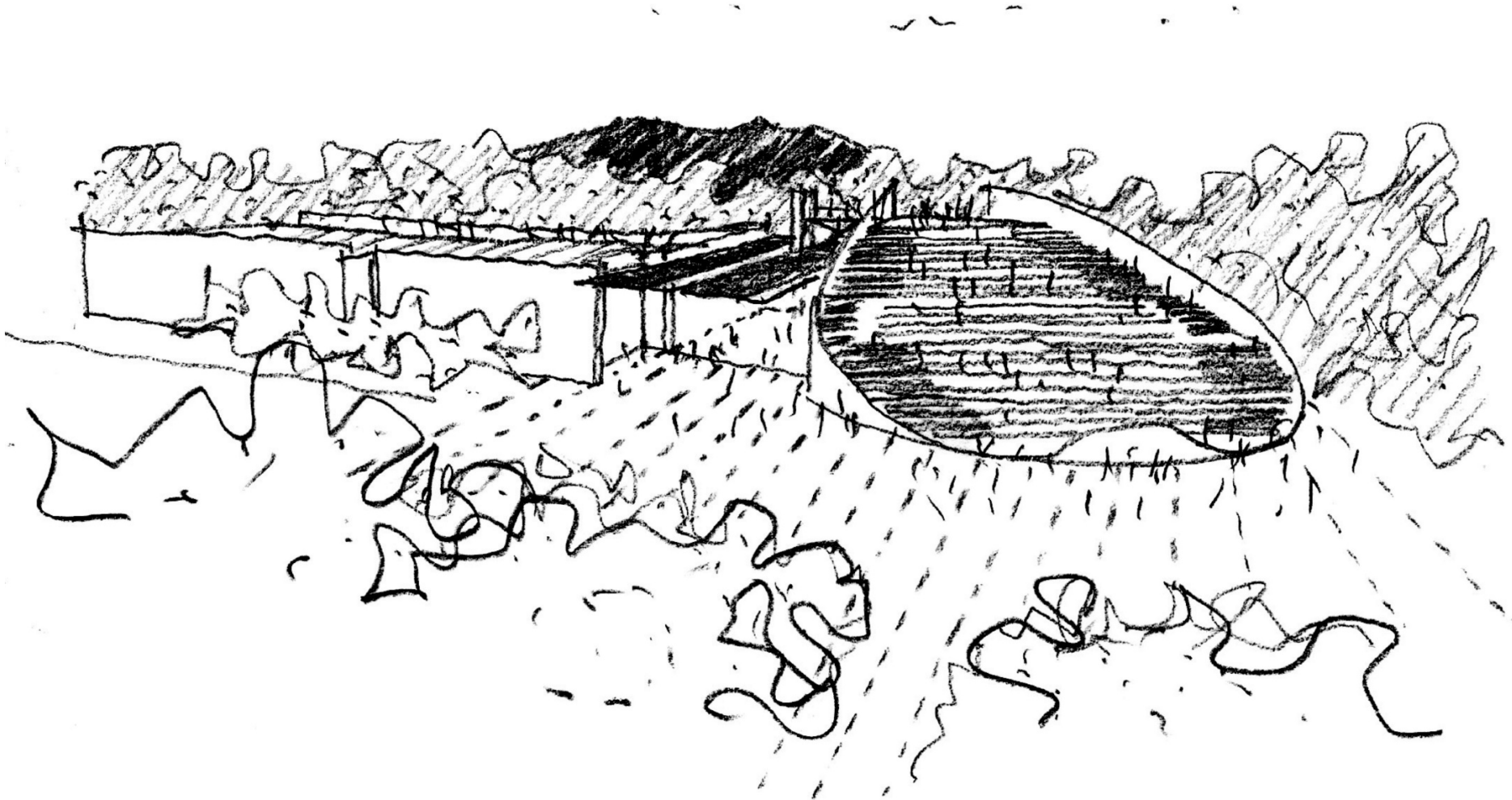
Permeability and Connectivity

Eastern desire line and
through site link





Takitimu Ranges

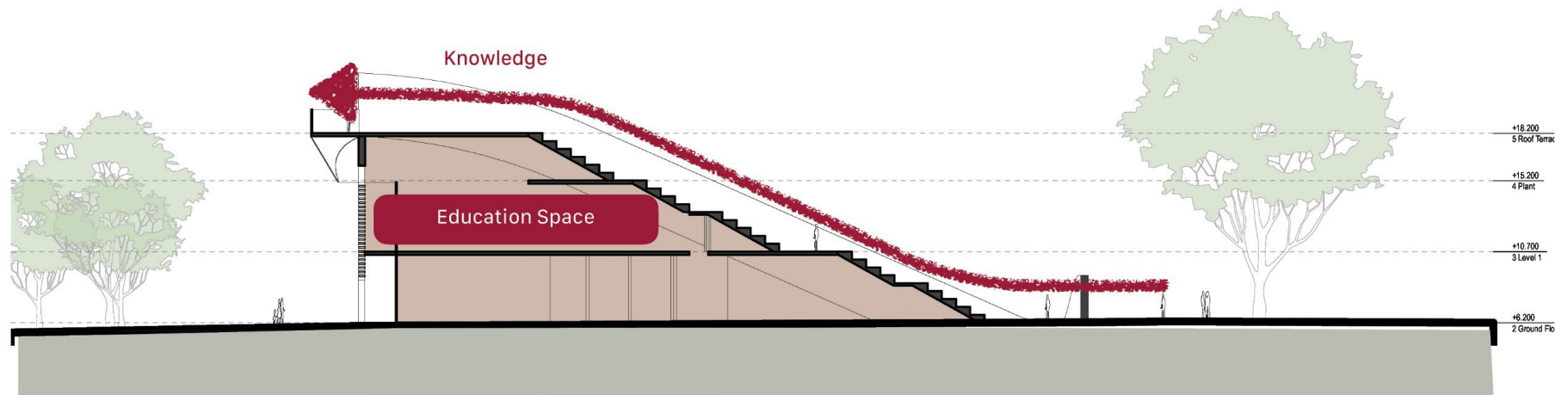


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Cultural Landscape | Tāwhaki Ascension

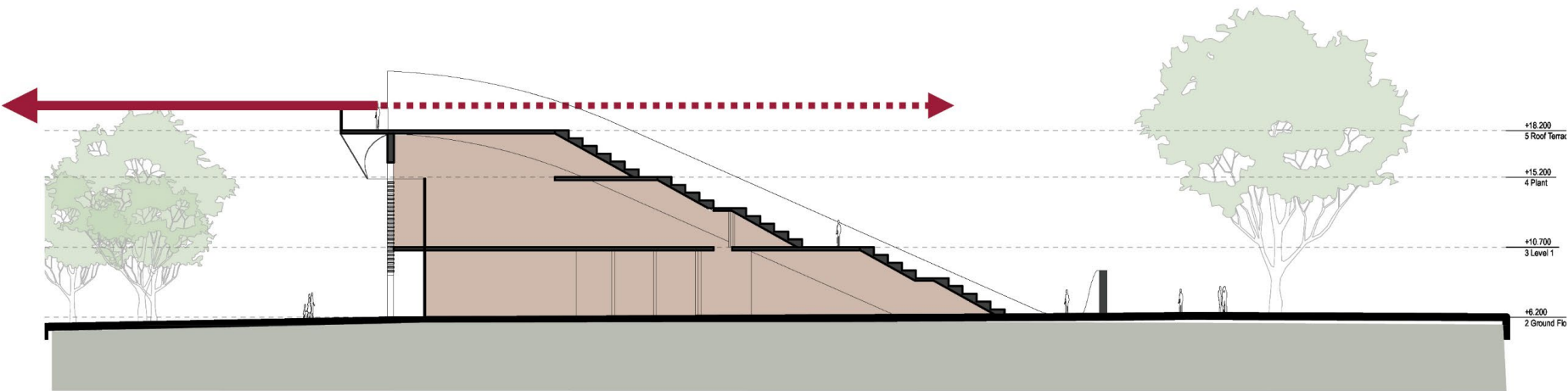
Tāwhaki Ascension

Pursuit of higher knowledge

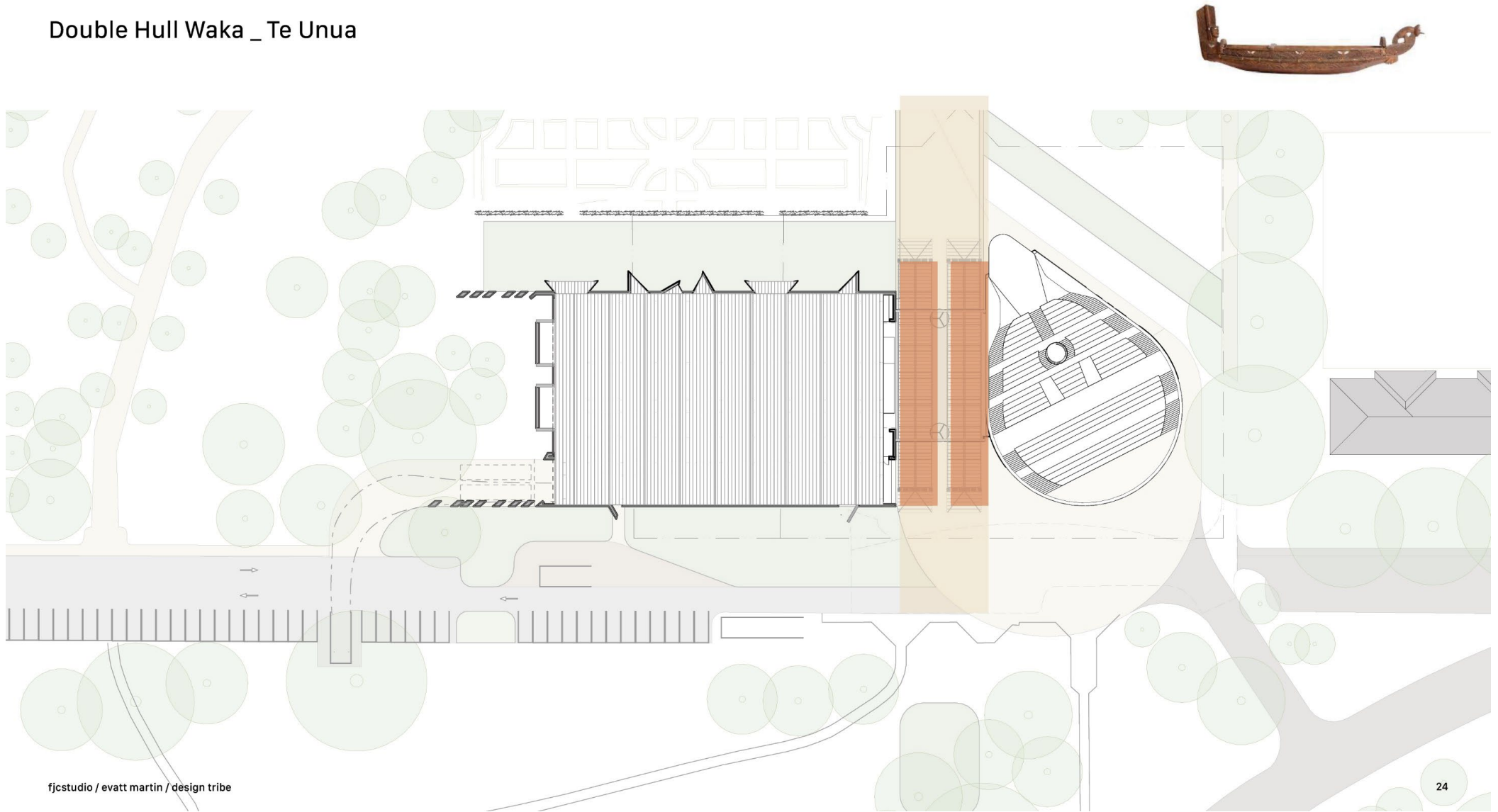


Cultural Landscape

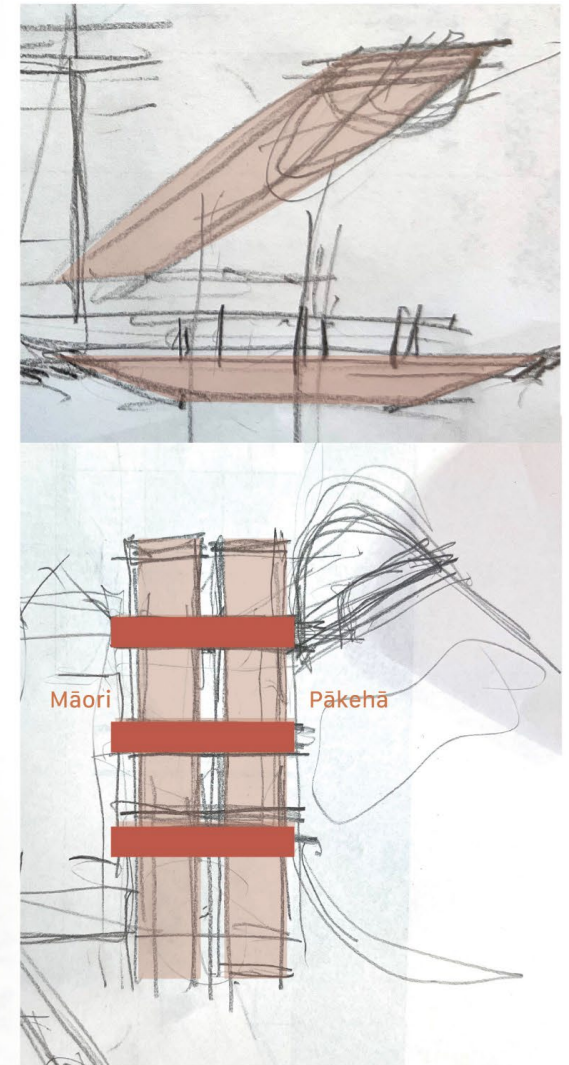
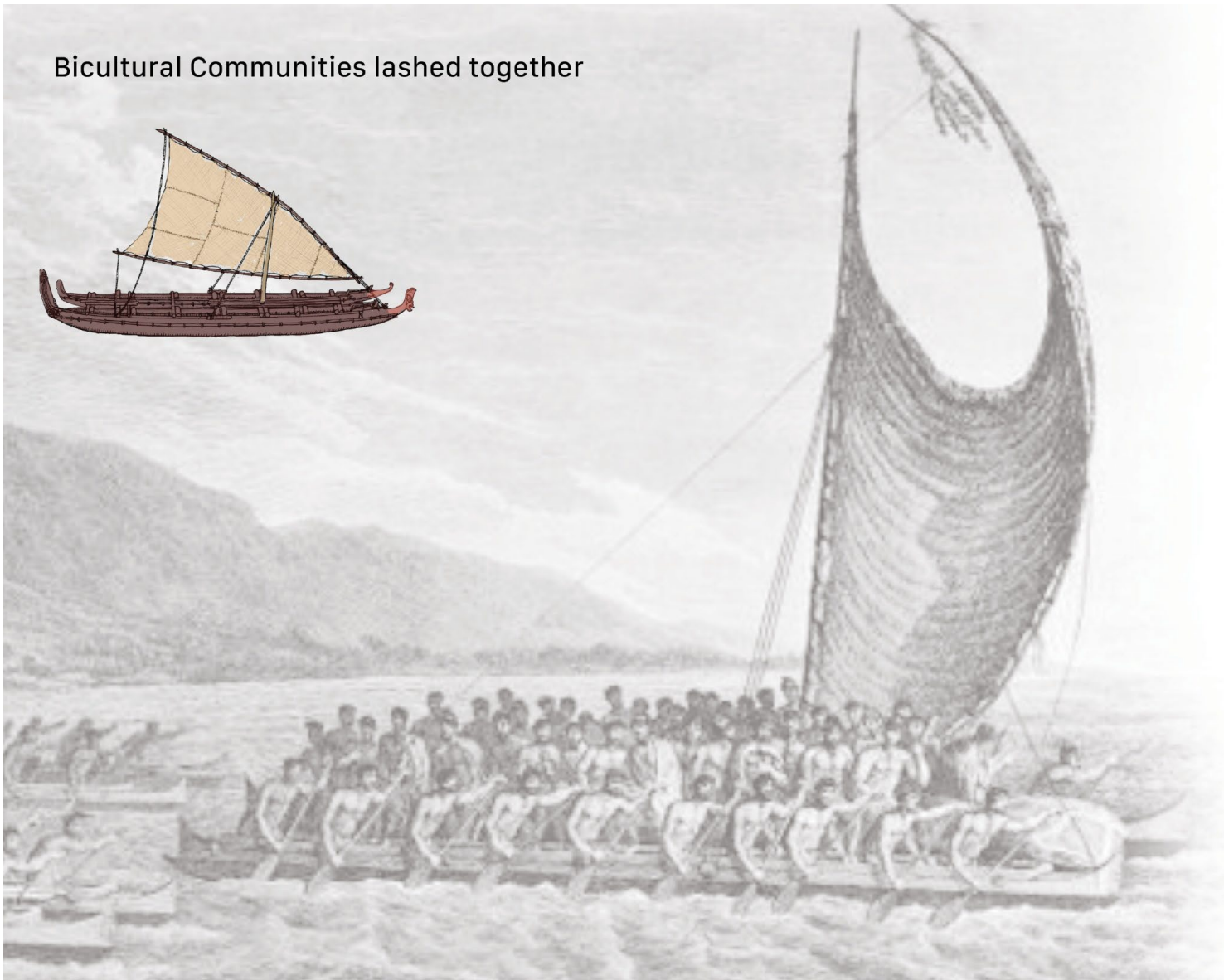
Takitimu and Ruapuke



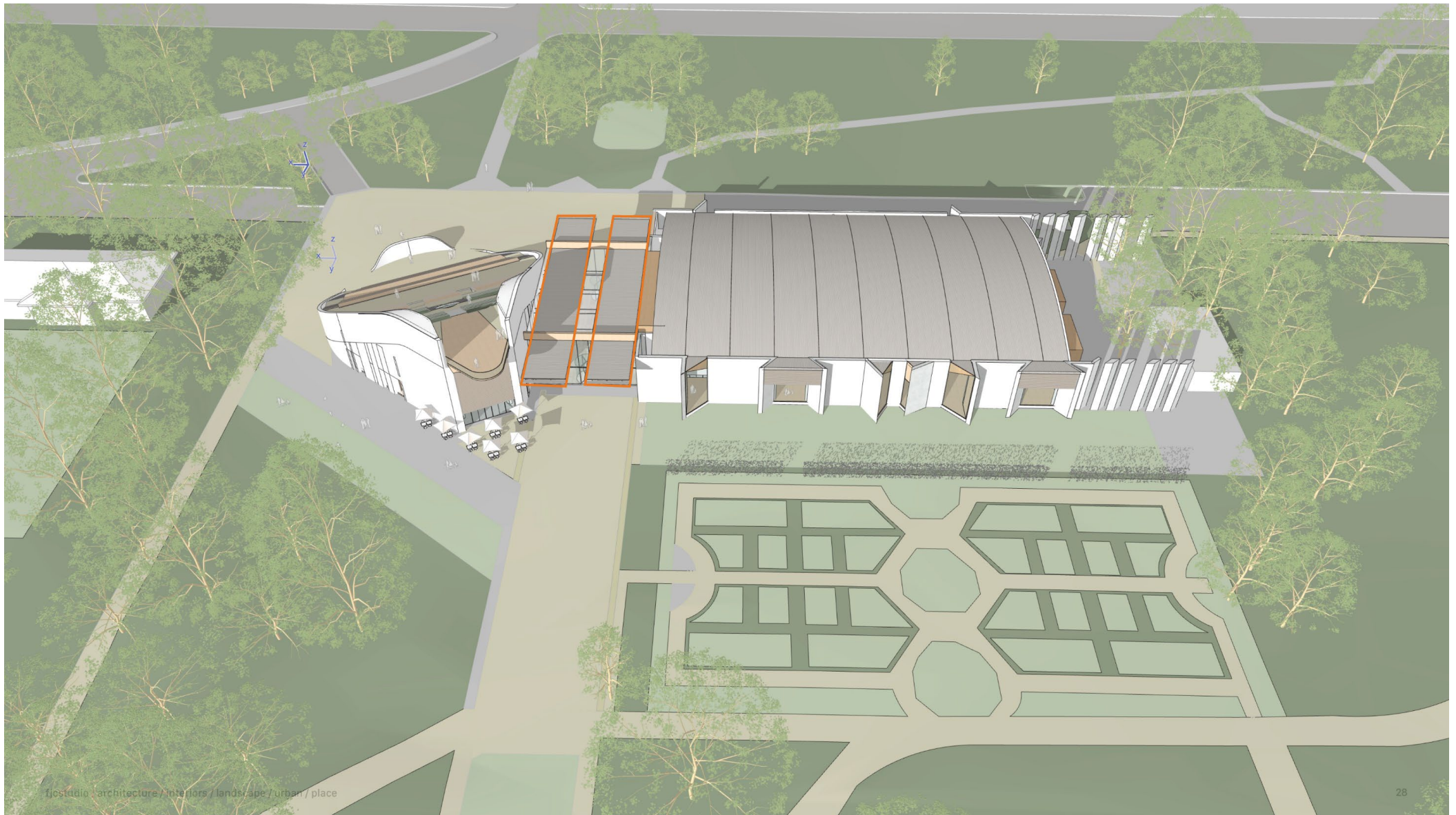
Double Hull Waka _ Te Unua

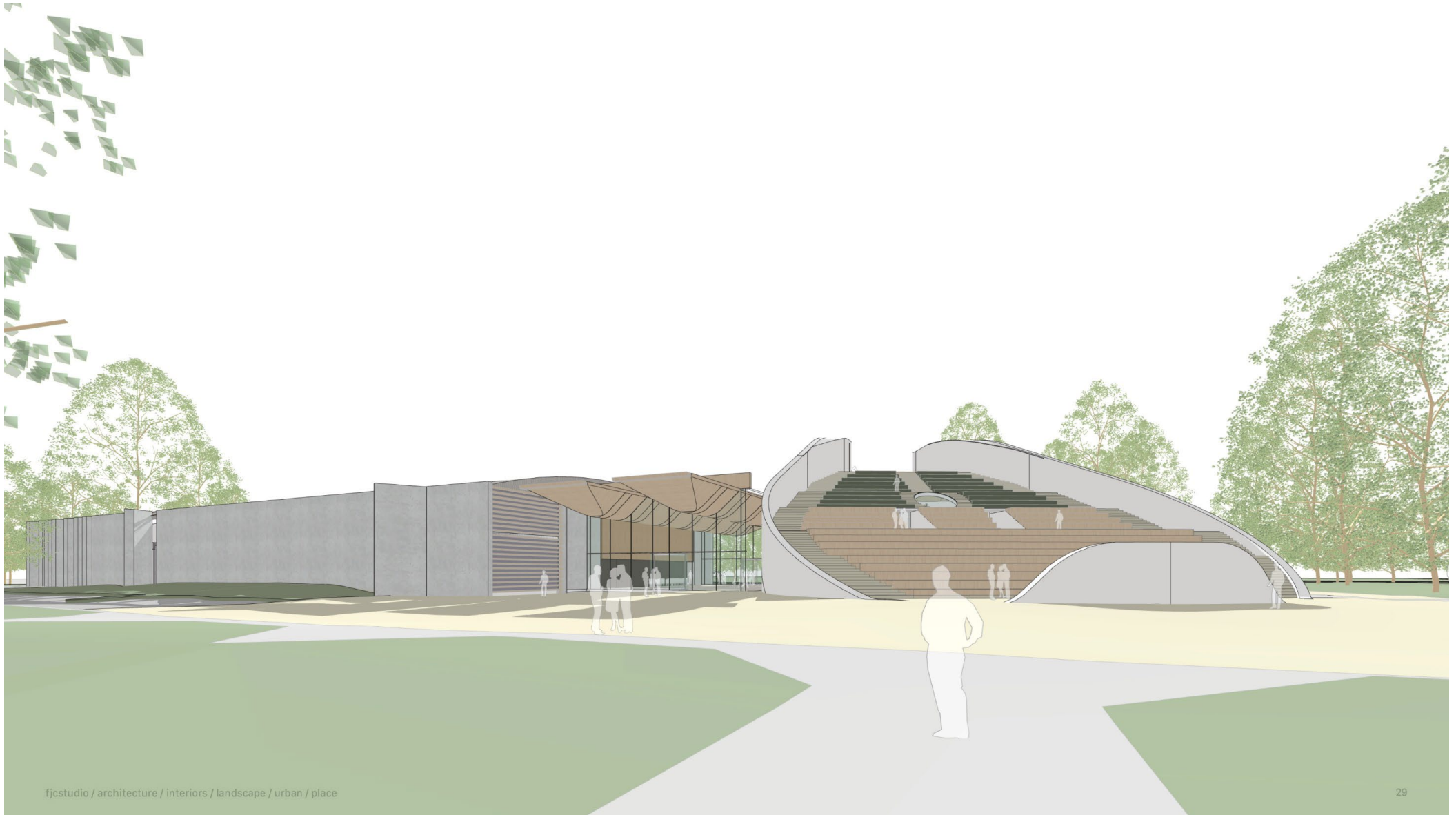


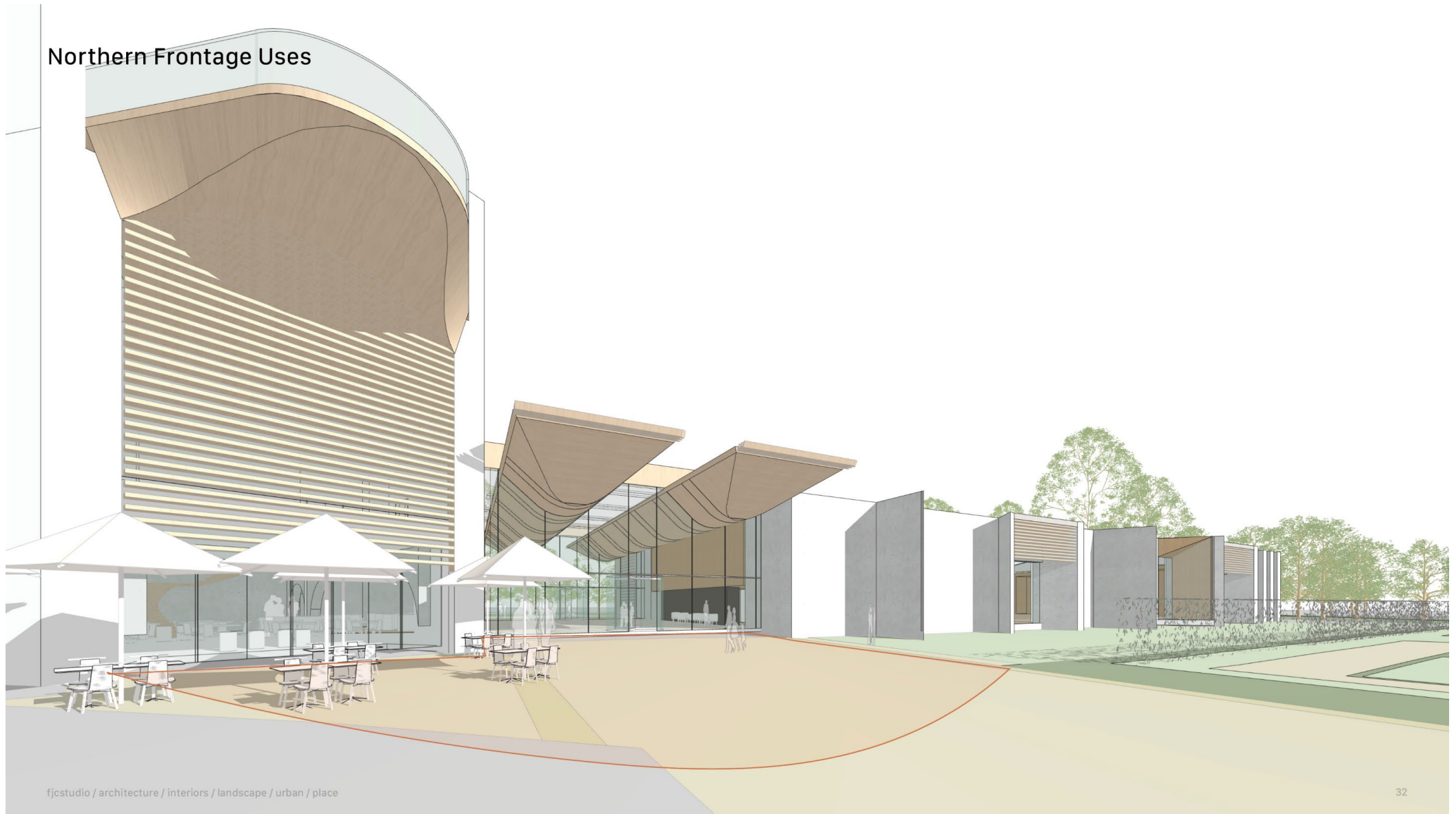
Bicultural Communities lashed together





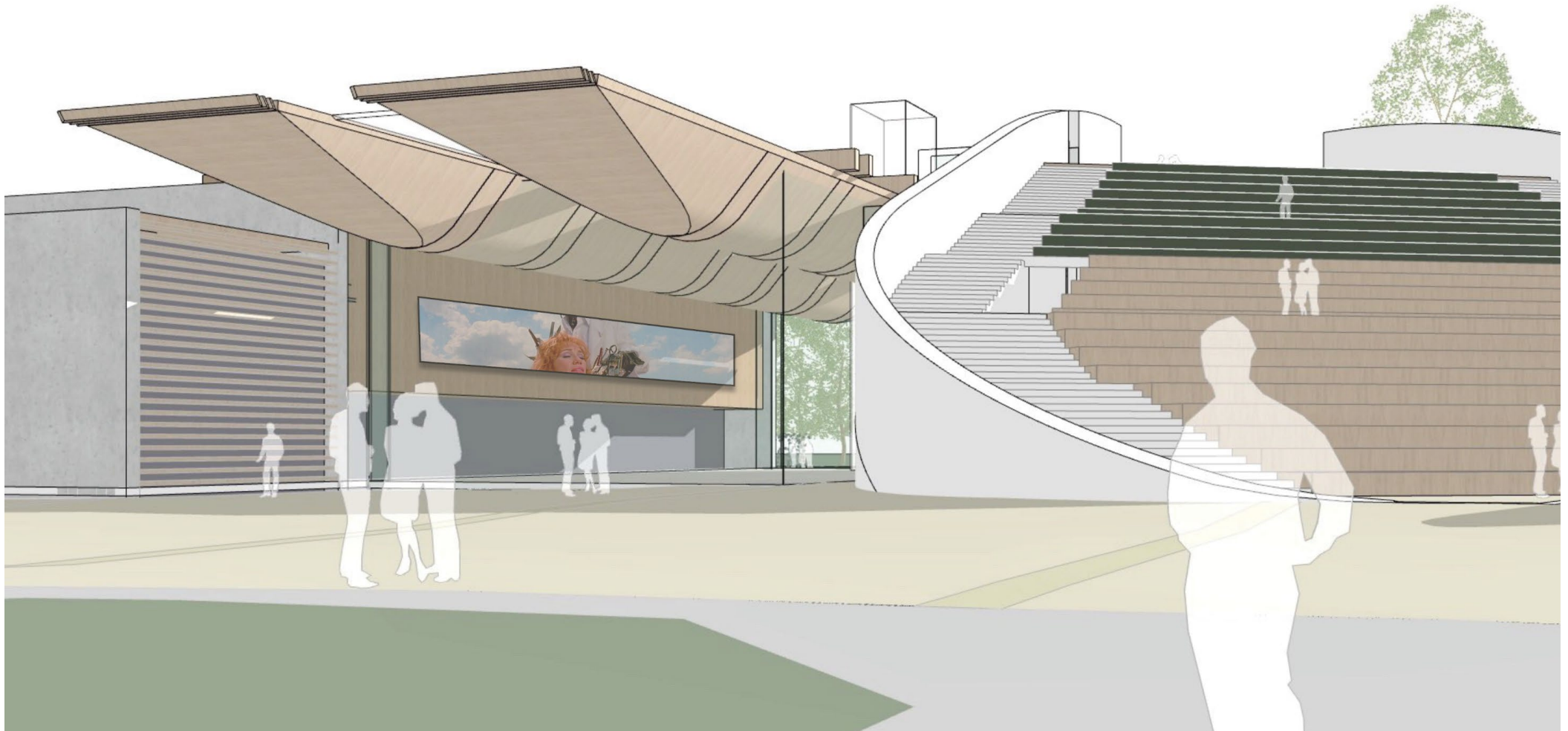






Urban Plaza







AMENDMENT TO GOVERNANCE STATEMENT 2022 - 2025

| | |
|--------------------------------|---|
| To: | Council |
| Meeting Date: | Tuesday 22 August 2023 |
| From: | Michael Morris – Manager – Governance and Legal |
| Approved: | Michael Day – Chief Executive |
| Approved Date: | Friday 18 August 2023 |
| Open Agenda: | Yes |
| Public Excluded Agenda: | No |

Purpose and Summary

The Governance Statement reflects the governance structure of the Invercargill City Council. Council is required to update the Governance Statement to ensure that it is an accurate reflection of the governance structure.

The purpose of this amendment is to appoint Cr Steve Broad to the committees of Council and to appoint two alternate Committee members to Community Wellbeing Fund Committee.

Recommendations

That Council:

1. Receives the report "Amendment to Governance Statement 2022 – 2025".
2. Notes the changes to update the Governance Statement under the "Summary of Changes" in the report.
3. Adopts the Governance Statement 2022 – 2025 – August 2023 Amendment as set out in Appendix 1 (A4813035).

Implications and Risks

Strategic Consistency

No implications to strategic consistency.

Financial Implications

No financial implications.

Legal Implications

Section 40 of the Local Government Act 2002 requires Council to make publicly available a Governance Statement providing up to date information about the governance structure and management of Council.

Section 40(3) of the Local Government Act 2002 requires that Council update the Governance Statement as it considers appropriate.

Climate Change Implications

No climate change implications.

Risk

The amendment ensures that the Governance Statement reflects councillor appointments to the Infrastructure Committee, the Community Wellbeing Committee, Community Wellbeing Fund Subcommittee and Invercargill Public Art Gallery.

The purpose of the amendment to the membership of the Community Wellbeing Fund Subcommittee by adding two alternative members is to minimise the risk of not achieving the quorum for meetings.

Summary of Changes

| Page Number | Title/ Subtitle | Description |
|-------------|---|---|
| 10 | 8.2.1 Infrastructure Committee | Added Cr S J Broad |
| 11 | 8.2.2 Community Wellbeing Committee | Added Cr S J Broad |
| 19 | 8.2.5 Community Wellbeing Fund Subcommittee | Added Cr G M Dermody and Cr L F Soper as alternative members to the subcommittee. |
| 22 | 8.4.1 Invercargill Public Art Gallery Incorporated | Removed Cr B R Stewart and added Cr S J Broad |
| 31 | 15. Systems for Public Access to it and its Elected Members | Updated Cr Broad's contact details. |

Attachments

1. Appendix 1 – Governance Statement 2022 – 2025 – August 2023 Amendment (A4813035)

Invercargill City Council

Governance Statement

August 2023 Amendment

2022 – 2025

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Contents

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| 3. Any Local Legislation that Confers Powers on the Local Authority | 2 |
| 4. The Bylaws of the Local Authority, including for each Bylaw, its Title, a General Description of it and when it was made | 2 |
| 5. The Electoral System and the Opportunity to Change It | 4 |
| 6. Representation Arrangements, including the Option of Establishing Maori Wards, and the Opportunity to Change Them | 5 |
| 7. Members' Roles and Conduct (with specific reference to the Applicable Statutory Requirements and Code of Conduct) | 7 |
| 8. Governance Structures and Processes, Membership and Delegations | 8 |
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Governance Statement 2022-2025

(August 2023 Amendment)

1. What is a Governance Statement

The Invercargill City Council's Governance Statement explains how the Council works and how it involves the public in decision-making. The aim is to promote local democracy by making sure that our community understands how its Council operates and how they can have their say.

The Council is required to prepare a Governance Statement after each triennial election and make it available to the public. It includes information on:

- Council functions, responsibilities and activities
- How Councillors and Community Board members are elected
- The roles and conduct of those elected members
- Governance structures and processes
- Public access to people and the organisation
- Key planning and policy documents

2. The Functions, Responsibilities and Activities of the Local Authority

The purpose of the Invercargill City Council as set out in Section 10 of the Local Government Act 2002 is;

- To enable democratic local decision-making and action by, and on behalf of, communities; and
- To meet the current and future needs of communities for good-quality local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

In meeting its purpose, Council's roles are to:

- Facilitate solutions to local needs.
- Advocate on behalf of the Invercargill community with central government, other local authorities and other agencies.
- Develop local resources.
- Manage local network (e.g. roads, stormwater) and community infrastructure (e.g. libraries, parks).
- Manage the environment.
- Plan for the future needs of the Invercargill district.

3. Any Local Legislation that Confers Powers on the Local Authority

In addition to the legislation that applies to all local authorities (Appendix 1), the Invercargill City Council is also bound by pieces of local legislation (Acts that apply specifically to it). Those Acts are:

| Local Act Name | Purpose |
|---|---|
| Invercargill Waterworks Reserve Act 1887 | Appropriate a portion of the Town belt for the purposes of waterworks. |
| Southland Land Drainage Act 1935 | Make better provision for land drainage within the Counties of Southland and Wallace. |
| Bluff Water Supply Act 1958 | Validate a memorandum of agreement for the supply of water to parties beyond the City of Invercargill boundaries. |
| Invercargill City Aluminium Smelter Water Supply Act 1971 | Validate an agreement with New Zealand Aluminium Smelters Limited for the supply of water. |
| Invercargill City Council (Reclamations) Empowering Act 1973 | Authorise reclamation, validate reclamation, develop and dispose of reclaimed land. |
| Invercargill City Council Vesting and Empowering (Gasworks Site) Act 1992 | Remove statutory restrictions on certain land. |

4. The Bylaws of the Local Authority, including for each Bylaw, its Title, a General Description of it and when it was made

The following bylaws apply within the district:

2022

- **Keeping of Animals, Poultry and Bees Bylaw**

This bylaw regulates the keeping of animals to ensure they do not create nuisance.

The bylaw came in to force 1 September 2022.

- **Dog Control Bylaw**

This bylaw primarily addresses matters under the Dog Control Act.

The bylaw came in to force 1 September 2022.

- **Roading and Traffic Bylaw**

The primary purpose of the bylaw is to promote public safety and effectively regulate pedestrian, animal and traffic movement in the road corridor.

The bylaw came in to force 1 July 2022.

- **Stormwater Bylaw**

The objective of this bylaw is to help manage stormwater within Invercargill city as to protect people, property and the environment by minimising the impact of flooding, erosion and contamination of the stormwater network.

The bylaw came in to force 1 September 2022.

2021

- **Parking Control Bylaw**

This bylaw controls parking activities and ensure parking is enforced to protect and enhance the safety and enjoyment of the public, while providing a clear understanding of the use of roads and public walkways as well as parking restrictions.

The bylaw came in to force 1 July 2021.

2019

- **Health and Hygiene Bylaw**

The purpose of the bylaw is to manage the risk relating to the transfer of communicable diseases that can occur as a result of the various activities listed such as acupuncture, body piercing, tattooing, traditional tattooing, semi-permanent body colouring or electrolysis.

The bylaw came in to force 1 July 2019.

2017

- **Water Supply Bylaw**

This bylaw details the conditions of water supply to customers and offences.

The bylaw came in to force 7 November 2017.

- **Cemeteries and Crematorium Bylaw**

This bylaw controls the burial procedures and standards for the Council's cemeteries and crematorium.

The bylaw came in to force 7 November 2017.

- **Environmental Health Bylaw**

This bylaw addresses the issues of mobile traders, alcohol ban, solvent abuse and untidy sections and abandoned vehicles.

The bylaw came in to force 7 November 2017.

- **Trade Waste Bylaw**

This bylaw controls the discharge of trade waste into Council's sewerage system.

The bylaw came in to force 7 November 2017.

2016

- **Code of Practice for Land Development and Subdivision Infrastructure Bylaw**

The bylaw enables the management of subdivision and land development works within the Invercargill District.

The bylaw came in to force 1 July 2016.

2011

▪ **Significant Events Bylaw**

This bylaw enables the management of street trading, distribution of free products or advertising material, advertising and trading / retailing during the hosting of significant events.

The bylaw came in to force 1 August 2011.

The date of its last review 15 August 2017.

5. The Electoral System and the Opportunity to Change It

Invercargill City Council currently operates its elections under the first past the post electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). Electors rank candidates in order of preference (1, 2, 3, 4, etc.). The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences, then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. we cannot change our electoral system for one election and then change back for the next election.

Council's last review of electoral systems was in August 2020. No change was made to Council's electoral system for the 2022 elections, the system will be reviewed in 2023.

6. Representation Arrangements, including the Option of Establishing Maori Wards, and the Opportunity to Change Them

The Invercargill City Council is governed by an elected Mayor, 12 elected Councillors and the Bluff Community Board.

6.1 Representation Arrangements

Council is required to review its representation arrangements at least once every six years. The representation review was conducted in 2021. Any reviews must include the following:

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire district ("at large"), or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of "at large" and "ward" representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether or not to have separate wards for electors on the Māori roll.
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives individuals the right to make a written submission to the Council, and the right to be heard if they wish.

Submitters have the right to appeal/object to any decisions on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Invercargill City Council determined (26 October 2021) the representation arrangements for the district as:

1. Invercargill City is not divided into wards;
2. The Council comprises the Mayor and 12 members who shall be elected by the electors of the City as a whole;
3. There shall be a Bluff Community Board; and
4. The Bluff Community Board comprises five elected members and one member of the Council appointed to the Community Board by the Council.

6.2 Māori Wards

The Local Electoral Act 2001 also gives Council the ability to establish separate wards for Māori electors. Council may resolve to create separate Māori wards or conduct a poll on the matter.

Council has made no resolution with respect to Māori Wards. This means that there are no Māori Wards in the Invercargill City Council district. This question can be considered in 2023.

6.3 Community Boards

The Invercargill City Council has one Community Board – the Bluff Community Board. This Board is constituted under Section 49 of the Local Government Act 2002 to:

- Represent, and act as an advocate for, the interests of their community.
- Consider and report on any matter referred to it by Council and any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by Council within the community.
- Prepare an annual submission to Council on expenditure in the community.
- Communicate with community organisations and special interest groups in the community.
- Undertake any other responsibilities delegated to it by Council.

The Bluff Community Board has a chairperson and five other members. Five members are elected triennially by electors in the community, and the Council appoints a member from its ranks. The Board elects its own chairperson at its first meeting after the triennial election.

Council last reviewed the Community Board representation arrangements in 2021. The next representation review will be undertaken prior to the 2028 elections, unless determined to be earlier.

Using Schedule 6 of the Local Government Act 2002, electors can demand the formation of a new Community Board in the district.

6.4 The Reorganisation Process

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- Make changes to the boundaries of the district.
- Create a new district.
- Create a unitary authority, i.e. transfer all of the functions of the Southland Regional Council (Environment Southland) to Invercargill City Council.
- Transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general they begin with a proposal from any person, body or group, including the local authority or the Minister of Local Government.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by one of the affected local authorities, or by the Local Government Commission if the local authorities refer the proposal to the Commission or if they cannot agree on which of them should deal with the matter.

Proposals for the establishment of a new district or for the creation of a unitary authority will be dealt with by the Commission. If a petition signed by 10% of electors demands a poll on the reorganisation proposal, the proposal cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act 2002.

7. Members' Roles and Conduct (with specific reference to the Applicable Statutory Requirements and Code of Conduct)

The Mayor and the Councillors of the Invercargill City Council have the following roles:

- Setting the policy direction of Council.
- Setting rates.
- Adopting Bylaws.
- Monitoring the performance of Council.
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district).
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. In addition the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests, including lobbying central, regional and local government. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.
- Lead the development of Council's plans (including the Long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

The Mayor may establish one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council. A committee chairperson may be removed from office by resolution of Council.

The Chief Executive is appointed by the Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under Section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of Council.
- Providing advice to Council and Bluff Community Board.

- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

All elected members are required to adhere to a Code of Conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75% or more vote of Council. The code sets out Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that Council may impose if an individual breaches the code. Copies of the full Code of Conduct may be obtained from Council's customer service centre or from the Council's website (www.icc.govt.nz).

8. Governance Structures and Processes, Membership and Delegations

8.1 The Role of Council, Council Committees and Appointments to the Bluff Community Board

Council reviews its committee structure at least every three years, usually after each triennial election.

Council

Council meets every four weeks, being the fourth Tuesday of the month.

From time to time, extraordinary meetings may be called for matters of an urgent nature.

Committees

In order to be efficient, effective and timely in delivering its services, ICC has established four committees.

- Infrastructure Committee
- Community Wellbeing Committee
- Finance and Projects Committee
- Risk and Assurance Committee

The meeting cycle for Council and Committees is as follows;

- Week 1 – Infrastructure Committee
- Week 2 – Community Wellbeing Committee
- Week 3 – Risk and Assurance Committee or Finance and Projects Committee
- Week 4 – Council

(The Mayor is an ex officio member of all committees.)

Council Appointment to Bluff Community Board

One position Cr G M Dermody
(Alternate - Cr A J Arnold, Cr B R Stewart)

Bluff Community Board

Chair: Mr R Fife

Deputy Chair: Ms T Topi

Members: Mr S Graham
 Ms T Stockwell
 Mr J Sutherland

Advisory Member: Mrs P Coote

There is an advisory role to the Bluff Community Board for Te Rūnanga o Awarua.

Delegations: The Bluff Community Board has the authority to exercise any of the powers granted to the Council, with the exception of:

- a. Those powers specifically excluded by the law.
- b. Those powers which Council delegates to officers.
- c. Those powers which would by the exercise of those powers, have an effect beyond the community of the Community Board involved.
- d. Resource consent applications.
- e. Those matters specifically delegated to the Committees of Council.

Frequency of Meetings: Every six weeks

8.2 Committee Terms of Reference

8.2.1 Infrastructure Committee

The Infrastructure Committee is responsible for Council strategies, policies and plans which promotes social, economic, environmental and cultural wellbeing of the community within its field of reference.

Committee Membership

Membership: Eleven elected members and two appointed Mana Whenua representatives are members of this committee.

Chair: Cr I R Pottinger

Deputy Chair: Cr T Campbell

Members:

- Cr A J Arnold
- Cr R I D Bond
- Cr P M Boyle
- [Cr S J Broad](#)
- Cr A H Crackett
- Cr G M Dermody
- Cr P W Kett
- Cr D J Ludlow
- Cr L F Soper
- Mana Whenua Representatives

Quorum: A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd.

The Committee is responsible for all Long Term Plan policy development within this field of reference.

The Committee has authority to exercise the powers, functions and duties of Council only in regard to Road Naming, Stopping and Closing.

The list of activities under the committee;

- Community Facilities including public toilets
- Transport networks including passenger transport
- Street lighting
- Traffic control and parking (excluding enforcement)
- Regional Transport Committee
- Water
- Wastewater
- Stormwater
- Solid Waste Management including transfer stations and waste minimisation
- WasteNet Joint Committee
- Recycling
- Property Portfolio, including Investment Property and Housing Care
- Development of bylaws within the areas of responsibility, for recommending to Council
- Policies and strategies relating to items within Infrastructure Terms of Reference

- Road stopping and closures and street naming
- Excludes capital programme reports – that reports to finance
- Performance monitoring of non-financial Key Performance Indicators within the scope of activities.

8.2.2 Community Wellbeing Committee

The Community Wellbeing Committee is responsible for Council strategy, policy and planning which promotes the social, economic, environmental and cultural wellbeing of the community within its field of reference.

Committee Membership

Membership: Ten elected members and two appointed Mana Whenua representatives are members of this committee.

Chair: Cr D J Ludlow

Deputy Chair: Cr T Campbell

Members: Cr R I D Bond
Cr P M Boyle
[Cr S J Broad](#)
Cr A H Crackett
Cr G M Dermody
Cr P W Kett
Cr I R Pottinger
Cr L F Soper
Cr B R Stewart
Mana Whenua Representatives

Quorum: A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd.

The committee is responsible for all plan development relating to Long Term Plan within its field of reference.

The Committee has authority to exercise all the powers, functions and duties of Council only in regard to creating Temporary Alcohol Bans.

The list of activities under the committee;

- Arts, Culture and Heritage, including SMAG, iPAG, Bluff Maritime Museum, Regional Heritage Committee
- Parks and Reserves, including sports fields
- Swimming pools
- Libraries
- Venues (includes Civic Theatre / Scottish Hall)
- Cemetery and Crematorium
- Festivals and Events
- Community Development / External Relationships
- Communications and engagement
- Business, economic development, tourism including Great South
- Environmental regulatory matters including alcohol licensing
- Environmental policy including District Plan

- Policies and strategies related to compliance, monitoring and enforcement
- Development of bylaws within the areas of responsibility, for recommendation to Council
- Youth Council
- Community Wellbeing Fund Committee is a subcommittee and reports to this committee
- Temporary alcohol bans
- Performance monitoring of non-financial Key Performance Indicators within the scope of activities.
- City Centre Heritage Committee is a subcommittee and reports to this committee

8.2.3 Risk and Assurance Committee

The Risk and Assurance Committee has an advisory role in respect of audit, finance and risk management including to assist and advise Council in its responsibility and ownership for enterprise risk management, risk control and compliance framework, and its external accountability responsibilities, including that the financial statements are a fair representation.

The Committee will oversee all aspects of audit, finance and risk management, and ensure risks are defined and analysed, and adequately managed. The Committee should take all necessary steps to fulfill its terms of reference as approved at the beginning of each triennium by the Council. To fulfill its role the Committee will meet as necessary

The Committee's role may also include co-ordination with Council, other committees, and maintenance of strong, positive working relationships with management, external auditors, legal counsel and other external Committee advisors.

Establishment

The Committee shall be established by a formal Council resolution at the commencement of each triennium. The Committee's relationship with the Council is defined as outlined in these Terms of Reference.

Committee Membership

Membership: Eight members, or such other number of members as the Council may determine, of which at least five are a member of the Council. In all cases, the Committee's total membership will be a minimum of two external independent appointees.

Chair: The Chair of the Committee shall be an external independent appointee.

Chair: Mr B Robertson

Members: Cr I D Bond
Cr T Campbell
Cr G M Dermody
Cr D J Ludlow
Cr I R Pottinger

Cr L F Soper
Mr R Jackson
Quorum: A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have at least one external independent appointee.

The Chief Executive and the Executive staff member responsible for the Council's finances at the time, as identified by the Chief Executive, are required to attend meetings of the Risk and Assurance Committee as directed by the Chair.

Ideally the majority of members shall have experience in financial reporting, management reporting and risk management. However membership shall reflect a mix of skills and experience. To that end Council may engage outside experts to strengthen the committee (either as members or advisors).

Compliance

Council is charged with overseeing, reviewing and ensuring the integrity and effectiveness of ICC's compliance systems. As such, compliance is a quality control system that is part of a proactive risk management strategy. To carry out this compliance function, the Council is committed to the following:

- A Risk and Assurance Committee that is responsible for overseeing ICC's compliance systems (including risk management) and reporting to the Council on those systems.
- Ensuring the independence of ICC's external auditor. The Council is also encouraged to develop an open, unimpeded and constructive relationship with the external auditor in line with the Council's responsibilities. The Council must also be satisfied that the scope of the audit is adequate and carried out thoroughly with the full cooperation of management.
- The Council ensure that systems, processes and procedures are adopted to provide the necessary data it requires to make a reasoned judgment and so discharge duties of care and due diligence.
- Exception reporting on matters on non-compliance forms part of regular Council reporting.

The Council views compliance as an integral function and recognizes that for the compliance system to succeed it must be championed by the Council along with senior management.

The Council has oversight of all Council committees. This means that Council appoints these bodies and are responsible for ensuring they discharge their functions appropriately. All committees report to and are accountable to the Council.

Responsibilities of the Committee

Activities of the Committee

- Council's treasury policies and functions.
- Council's Annual Report.
- Audit Processes and management of financial risk, including fraud.
- Organisational Risk Management, including business continuity.
- External Audit.
- Internal Controls and internal audit (where necessary).
- Health and Safety.

- Statutory compliance.
- Related party transactions and executive/elected representative expenditure.

Terms of Reference

1. General

- a) The Committee shall meet at least four times a year to coincide with key dates in the financial reporting and audit calendar.
- b) Recommend to Council an appropriate enterprise risk management strategy and monitor the effectiveness of that strategy, including the advancement of any projects or programmes of work focussing on the appropriate management of risk.
- c) Monitor the Council's external and internal audit process and the resolution of any issues that are raised.
- d) Assist in any investigations of potentially inappropriate actions by Council staff or elected members, including any allegations of fraudulent activity, bribery or corruption.
- e) Monitor compliance with laws and regulations.
- f) Oversee the preparation of and review key formal external accountability documents such as the Long-term Plan, Annual Plan, and Annual Report in order to provide advice and recommendation in respect to the integrity and appropriateness of the documents and the disclosures made.
- g) Provide a forum for communication between management, internal and external auditors, and the governance level of Council.
- h) Ensure the independence and effectiveness of the Council's internal audit processes.
- i) Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable, or illegal activities.
- j) Support measures to improve management performance and internal controls.

2. Audit

- a) Identify and recommend to the Council the external auditor's remuneration and the terms of their engagement.
- b) Confirm consulting services and related fees provided by the external Auditors.
- c) Enquire of management and the external Auditors about significant risks or exposures and assess the steps management has taken to minimize such risk to the Council.
- d) At the commencement of the audit cycle, consider in consultation with the external auditors:
 - The audit scope and plan.
 - The process of the audit to ensure completeness of coverage, reduction of redundant efforts and the effective use of audit resources.
- e) Consider and review with the external auditors, at the conclusion of the annual audit:
 - The adequacy of the Council internal controls, including computerized information system controls and security, and any related significant findings and recommendations together with management's responses.
 - The annual Financial Statements.

- The audit of the annual Financial Statements.
 - The Auditor's Report.
 - Any significant changes required in the audit plan.
 - Any serious difficulties or dispute which management encountered during the course of the audit.
 - Any other matters related to the conduct of the audit.
 - Significant findings during the audit process and management's responses.
 - Any matters considered appropriate, without the Chief Executive or other Council staff present in the meeting.
 - Any difficulties encountered in the course of the audit including any restrictions on the scope of the work.
 - Any changes required in the planned scope of the audit plan.
 - The audit management letter prior to presentation to the Council.
 - The Annual Report including the Financial Statements and recommend to Council for approval and adoption.
- f) Meet with the external Auditors at any time to consider any exceptional matters of audit significance that arise at times not already scheduled.
- g) Oversee the preparation of and review key formal external accountability documents such as the Long-term Plan, Annual Plan and Annual Report in order to provide advice and recommendation to the Council with respect to the integrity and appropriateness of the documents and the disclosures made.
- h) Review of the effectiveness of the annual audit and Long-term Plan audit.
- i) Monitor the effectiveness of the external auditor's performance and their independence and objectivity.
- j) Consider the appropriateness of the Council internal audit function (if any).including:
- In conjunction with the Chief Executive and the Group Manager Finance and Corporate Services, agree on the scope of any three-yearly and annual internal audit work programmes and assess whether resources available to Internal Audit are adequate to implement the programme.
- k) Monitor the delivery of any internal audit work programme including the review of any internal audit reports.
- l) Assess whether any significant recommendations of any internal audit work programme have been properly implemented by management. Any reservations the Internal Auditor may have about control risk, accounting and disclosure practices should be discussed by the Committee.

3. Financial

- Review and approve the Council systems of internal control, and changes thereto, with senior management to ensure adequate financial control is maintained during the year.
- Monitor the adequacy of measures taken by Council management to secure and safeguard Council assets and the economical and efficient use of resources.

4. Risk Management

Council is responsible for setting the tolerance to risk and risk culture of Invercargill City Council. The Chief Executive is charged with implementing appropriate risk management systems within ICC.

While the responsibility for risk lies with Council, oversight of the processes to manage risk within ICC is delegated to the Risk and Assurance Committee. The Council receives periodic reporting on those areas of risk identified by the Committee. Management must develop, implement and monitor a risk management process.

The primary objectives of the risk management system of Council are to ensure:

- a) The safeguarding of assets.
- b) All major sources of potential opportunity for harm to ICC (both existing and potential) are identified, analysed and treated appropriately.
- c) Business decisions throughout ICC appropriately balance the risk and reward trade-off.
- d) Regulatory compliance and integrity in reporting are achieved.
- e) Council and senior management understand the risk profile of Invercargill City Council.
- f) ICC undertakes an annual review of strategy and operations to update its risk profile.
- g) Development of suitable risk management practices throughout the organisation.
- h) To monitor compliance with ethics, policies and rules of the Council and staff.
- i) To receive and review the conflicts of interest registers.
- j) To direct and supervise investigations into any matters within the Committee's scope, including but not limited to, effectiveness of internal controls and cases of employee fraud or misconduct.
- k) To undertake post-investment reviews of major transactions or capital investments with the aim of assessing the adequacy of the analysis undertaken before decisions were made to proceed with those transactions or investments, so that Council can learn from those experiences and improve its analytical capabilities and reporting processes.

Other Matters

- Review the effectiveness of the system for monitoring the Council's compliance with relevant laws, regulations and associated government policies.
- Review the systems and processes Council has in place to prevent fraud, bribery, and corruption, and assist in any investigations related to these matters.
- Review whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements.
- Review the development of the financial strategy and infrastructure strategy as required for the long-term plan.
- Engage with internal and external auditors on any specific one-off audit assignments.
- Consider matters referred to the committee by the Chief Executive, Council or other Council committees.

- The Chief Executive and any internal or external auditors will have direct access to the Committee Chairperson for the purpose of raising concerns about matters within the functions and responsibilities of the Committee.

Employees of the Invercargill City Council are advised:

Under certain limited circumstances they may communicate to the Chairperson of the Risk and Assurance Committee regarding the potential fraud or misappropriation, weakness in internal control, or the adequacy or accuracy of information being provided within the organisation to Senior Managers or to the Council. Such communication (which shall be in writing) shall be treated as confidential. Communications should explain where the matters have previously been discussed with an employee's manager, and if not, why the employee has chosen to report directly to the Risk and Assurance Committee.

ICHL and Group

- To periodically meet and receive an update from the board of ICHL on its risk management processes and risk profile.
- To be briefed on its annual report and results of its annual external audit prior to the Committee approving the Council and Group's annual report.

5. Authorities

- a) The Committee will make recommendations to Council on all matters requiring a decision. The Committee does not have the power or authority to make a decision in the Council's name or on its behalf.
- b) The Committee is authorised by the Council, at the expense of the Council, to consult with such outside legal or professional advice and services as it considers necessary for carrying out its responsibilities, provided the Committee takes every step to minimize cost to the Council. Such requests will be made through the Chief Executive.
- c) To deal with any other matter requested of the Committee by Council or any of its other Committees.

6. Review of Committee

- a) The Committee will undertake an annual review of its objectives and responsibilities and the extent to which they have been achieved and/or discharged.
- b) The Council and any other person the Council considers appropriate may also be engaged to review the Committee's objectives and responsibilities.

7. Reporting Procedures

- a) After each meeting the Chair will report the Committee's recommendations and findings to the Council.
- b) The minutes of all meetings of the Committee will be presented to Council and to such other persons as the Council directs.
- c) The Chair will present an annual report to the Council summarizing the Committee's activities during the year and any related significant results and findings.

8.2.4 Finance and Projects Committee

The Finance and Projects Committee is responsible for Council's financial performance and projects of significance referred to it from time to time as well strategies, policies and plans which promotes social, economic, environmental and cultural wellbeing of the community within its field of reference.

Committee Membership

| | |
|---------------|---|
| Membership: | Seven elected members are members of this committee. |
| Chair: | Cr G M Dermody |
| Deputy Chair: | Cr T Campbell |
| Members: | Cr A J Arnold Cr D J Ludlow Cr I R Pottinger Cr L F Soper Cr B R Stewart |
| Quorum: | A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd. |

The list of activities under the committee;

- Council's financial performance
- Capital programme reporting
- Performance of investment property
- Related party transactions and sensitive expenditure
- Statement of Intent, including ICHL.
- Strategic projects
- Review the business plan, budget assumptions and budget prior to Council approval.
- Review management accounts, with senior management, during the course of the year to ensure the Council financial situation is being adequately managed and reported to the Council as appropriate.
- Review and approve the Council accounting policies.
- Review and approve the Council financial policies, including the authority to commit expenditure.
- Review forecasts and the underlying methodology during the year to ensure appropriate financial control of the year-end result is in place.
- Review of final year position in conjunction with budget.

8.2.5 Community Wellbeing Fund Subcommittee

| | |
|------------------------|---|
| Chair: | Cr P M Boyle |
| Members: | Cr R I D Bond Cr T Campbell Cr A H Crackett Cr P W Kett Mr N Burdon Ms M Bartlett- McBride Ms P Smith (Youth Representative) <u>Cr G M Dermody (alternate)</u> <u>Cr L F Soper (alternate)</u> |
| Quorum: | <p>A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd. In either case, an equal or a majority of members present must be Invercargill City Councillors.</p> <p>In the event of an elected member being unable to attend, they may appoint another elected member to attend in their place in order to achieve quorum.</p> |
| Frequency of meetings: | Every two months |
| Administration: | The Strategy and Policy team will provide analysis of project applications and advice, and the Governance and Legal team will provide secretarial support. |
| Scope of Activities: | <p>Responsible for considering applications, determining and approving funding for projects promoting community wellbeing within the Invercargill City District.</p> <p>Responsible for considering applications, determining and approving funding for the applications in line with Council's Community Wellbeing Fund Framework.</p> |

8.2.6 City Centre Heritage Subcommittee

The purpose of the subcommittee is to provide a coordinated approach to the support, promotion and preservation of built heritage within Invercargill's City Centre.

| | |
|------------------------|---|
| Chair: | Cr L F Soper |
| Members: | Cr P W Kett Cr T Campbell Cr A J Arnold |
| Quorum: | A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd. |
| Frequency of meetings: | Every two months |

8.2.7 Director Appointment Committee

The Director Appointment Committee is responsible for recommending to Council candidates for directorships on to the ICHL Board and the subsidiary companies of ICHL.

| | |
|------------------------|--|
| Chair: | To be determined by the Committee |
| Members: | The current Chair of ICHL or his/her nominee, and/or A Member of the Institute of Chartered Accountants, and/or An Employment Specialist (who is a member of the Institute of Directors), and/or A member of Institute of Directors |
| Delegations: | Nil |
| Frequency of meetings: | As required. |

8.2.8 Hearings Panel

The Hearings Panel is responsible for hearing, considering and deciding applications under the Resource Management Act 1991, Dog Control Act 1996, and Gambling Act 2003.

Its objective is to provide quality decision making through equitable, efficient hearings and the drafting of robust decisions by trained panel members.

| | |
|------------------------|---|
| Chair: | Cr D J Ludlow |
| Members: | Cr R I D Bond * Cr P M Boyle* Cr B R Stewart* * Certification (qualification required) |
| Quorum: | A quorum for each Hearing Panel is three members including a qualified Chairman. |
| Frequency of meetings: | As required |
| Delegations: | (i) Pursuant to Section 34 of the Resource Management Act 1991, the authority to hear and determine any applications for resource consent within the Council's jurisdiction in the Invercargill City District which require a Committee decision or a hearing except where Council resolves to appoint an independent Commissioner or Commissioners to hear and determine an individual consent application. (ii) Pursuant to the Dog Control Act 1996 and Section 22 (Probationary Owners); Sections 25 and 26 (Disqualified Owners); Section 31 (Dangerous Dogs); Sections 33B, 33C and 33D (Menacing Dogs), Section 71 (Retention of Dog Threatening Public Safety); Section 55 (Barking Dogs) of that Act, the authority |

to hear and determine objections under the above sections; and

- (iii) Pursuant to the Gambling Act 2003 and the Council's "Board Venues" and "Class 4 Gambling Venues" policies, the authority to hear and determine applications for territorial authority consent.

The Group Manager of Customer and Environment in consultation with the Chairman, allocate applications to the Hearings Panel as an administrative function.

8.2.9 Invercargill District Licensing Committee

The Invercargill District Licensing Committee is responsible for considering and determining licence applications, renewals, variations, suspensions and cancellations in accordance with the Sale and Supply of Alcohol Act 2012. It is also responsible for considering and determining applications for temporary authority and conducting inquiries and making reports to the Alcohol Regulatory and Licensing Authority under that Act.

Chair: Cr D J Ludlow

Members: Cr R I D Bond
Cr L F Soper
Cr P W Kett

These members will be selected from a shared Southland Regional Licensing Committee list.

Frequency of meetings: As required.

Quorum: A quorum is one member, the Chair, for unopposed applications or applications for temporary authorities and a quorum is three members for opposed applications.

Delegations: To consider and determine applications made in accordance with the Sale and Supply of Alcohol Act 2012.

8.3 Appointments (and Alternates) to Joint Council Committees

8.3.1 Joint Waste Advisor Group (WasteNet)

Invercargill City Council Members:
Cr I R Pottinger
Cr B R Stewart
Alternate - Cr P W Kett

8.3.2 Southland Regional Heritage Committee

Invercargill City Council Members:
Cr L F Soper
Cr B R Stewart
Alternate - Cr D J Ludlow

8.3.3 Southland Civil Defence Emergency Management Group

Invercargill City Council Members:
The Mayor, W S Clark
Cr T Campbell (alternate)

8.3.4 Regional Transport Committee

Invercargill City Council Members:
Cr R I D Bond
Alternate - Cr A J Arnold

8.3.5 Joint Shareholders Committee – Great South

Invercargill City Council Members:
The Mayor, W S Clark

8.4 Appointments to Organisations where the Appointment is Detailed in the Organisations Trust Deed

8.4.1 Invercargill Public Art Gallery Incorporated

Current Mayor or his/her representative and two other representatives:
Cr L F Soper
Cr P M Boyle
~~Cr B R Stewart~~ Cr S J Broad

8.4.2 Bluff Maritime Museum Trust Board (Incorporated)

The Mayor or the Mayor's nominee and the Chief Executive or Chief Executive's nominee:
Cr L F Soper
Mr M Day, Chief Executive

An annual Statement of Intent is developed by the Trust.

8.4.3 Southland Historic Buildings Preservation Trust

One representative:
Cr L F Soper

8.4.4 Southland Indoor Leisure Centre Charitable Trust

One representative:
Cr T Campbell

8.4.5 The Norman Jones Foundation

One representative:
(In abeyance)

8.4.6 The Southland Wastebusters Trust

One representative:
(In abeyance)

8.4.7 Invercargill City Charitable Trust

The Invercargill City Charitable Trust aims to provide a number of charitable purposes and objects to the people within the Invercargill district as outlined in the Invercargill City Charitable Trust Deed.

The Trust has a Board (not more than five and not less than two) appointed by the Invercargill City Council:

The Mayor, W S Clark

Cr T Campbell

Cr L F Soper

Cr B R Stewart

Mr M Day, Chief Executive

An annual Statement of Intent is developed by the Invercargill City Charitable Trust.

8.5 Organisations which have Requested a Council Representative and these Requests have been Granted

8.5.1 Southland Youth Futures

Cr D J Ludlow or Cr A H Crackett

8.5.2 Invercargill Youth Council

Cr D J Ludlow or Cr A H Crackett

8.5.3 New Zealand Historic Places Trust

Cr B R Stewart

8.5.4 Iwi Liaison

Cr D J Ludlow

8.5.5 Invercargill and Districts Citizens Advice Bureau Incorporated

Cr L F Soper

8.5.6 Age Concern

Cr P W Kett

Alternate - Cr B R Stewart

8.5.7 Southland Warm Homes Trust

Cr L F Soper

8.5.8 Ride Southland Governance Group

Cr P M Boyle

8.5.9 Creative Communities Scheme Invercargill Fund Committee

Cr D J Ludlow

Cr P M Boyle

8.5.10 Active Southland - Active Communities Fund Committee

Cr D J Ludlow

8.6 Details of Council Controlled Organisations and Directors / Trustees

A Council Controlled Organisation is a company or trust in which Council controls 50% of the shares or the voting rights, or appoints more than half the board managing the organisation. They may operate as a trading activity for the purpose of making a profit. Council appoints Directors to Invercargill City Holdings Limited in accordance with Council's appointment policy.

Invercargill City Holdings Limited

The Invercargill City Council is a 100% shareholder in Invercargill City Holdings Limited, a Council Controlled Organisation under the Local Government Act. Invercargill City Holdings Limited is a company registered under the Companies Act 1993 to provide reasonable returns to its shareholder (Invercargill).

Subsidiaries of Invercargill City Holdings Limited

| | Ownership | Nature and Scope of Activities |
|------------------------------------|-----------|---|
| Invercargill City Property Limited | 100% | Manage the sales and development of properties. |
| Electricity Invercargill Limited | 100% | Operate a successful electricity distribution network and metering service in the Invercargill and Bluff areas. Invest in the infrastructure, electrical and energy sectors. |
| Invercargill Airport Limited | 97.2% | Provision of airport services at the Invercargill Airport. |

Invercargill City Holdings Limited's registered office is in the Invercargill City Council Civic Administration Building, 101 Esk Street, Invercargill.

Invercargill City Holdings Limited has a chairperson and four other directors:

Chair: Mr Brian Wood

Directors: Mr Peter Carnahan
Mr John Schol
Mr Mervyn English
Ms Linda Robertson

Directors are usually appointed to serve three-year terms. Under the Companies Act 1993, subsidiary company directors' primary responsibility is to the best interests of Invercargill City Holdings Limited. The Council cannot lawfully "instruct" the directors.

Invercargill City Holdings Limited in consultation with the Council appoints all directors to subsidiary companies.

Council may comment on the Statement of Intent setting out the objectives of Invercargill City Holdings Limited Group for the coming year.

Copies of this statement may be obtained from the General Manager, Invercargill City Holdings Limited, Invercargill City Council, Private Bag 90104, Invercargill.

8.7 Council Proxy

Appointment as proxy for voting purposes on the Council owned or related companies and companies in which the Council has a financial interest.

The Mayor, W S Clark

8.7.1 Elector Nominations

Nomination as "elector" for the purposes of the Southland Electric Power Supply Consumer Trust.

The Mayor, W S Clark

8.8 Portfolios

8.8.1 Museum

Cr G M Dermody

8.8.2 Southern Institute Of Technology

The Mayor, W S Clark

8.8.3 Health

Cr L F Soper, Cr R I D Bond

8.8.4 Housing

Cr T Campbell, Cr L F Soper

9. Meeting Processes (with Specific Reference to the Applicable Provisions of the Local Government Official Information and Meetings Act 1987 and Standing Orders)

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some item "in committee" (sometimes also called "public excluded"). Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council. Council's Governance Manager should be contacted before the meeting to arrange this.

LGOIMA contains a list of the circumstances where Councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or Committee Chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days' notice.

During meetings the Mayor and Councillors must follow Standing Orders (a set of procedures for conducting meetings). The Council may suspend Standing Orders by a vote of 75% of the members present. A copy of the Standing Orders can be obtained from Council's Governance Manager.

10. Consultation Policies

The Local Government Act 2002 (Sections 82, 82A and 83) sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, the special consultative procedure, is regarded as a minimum process for significant Council decisions.

The special consultative procedure consists of the following steps:

- **Step One:** Preparation of a Statement of Proposal and, if necessary to enable public understanding, a summary of information contained in the proposal. The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the Council office and may be made available elsewhere. That statement must be included on an agenda for a Council meeting.
- **Step Two:** Make it publicly available. The Council must ensure that the statement of proposal, a description of how people can present their views to Council on the proposal and a time period for presenting views on the proposal is publicly available. This has to be made as widely available as is reasonably practicable.
- **Step Three:** Receive views. The Council should acknowledge all written submissions and offer submitters a reasonable opportunity to present their views to Council in a manner that enables spoken (or New Zealand sign language) interaction. The Council must allow at least one month (from the date that the statement is issued) for views to be received.
- **Step Four:** Hear submissions. Council must set aside sufficient time to hear all those submitters who wish to speak to Council on their submission. The hearings must be open to the public.

- **Step Five:** Deliberate in public. All meetings where the Council deliberates on the proposal must be open to the public (unless there is some reason to exclude the public under the LGOIMA).
All submissions or comments made on the proposal must be made available unless there is reason to withhold them under the LGOIMA.
- **Step Six:** Follow up. A copy of the decision and a summary of the reasons should be provided to submitters. There is no prescribed format for such a summary.

By law, the Council must follow the special consultative procedure before it:

- Adopts a Long-term Plan (LTP).
- Amends a Long-term Plan.
- In some circumstances when Council adopts, revokes, reviews or amends a bylaw.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

Council's Significance and Engagement Policy also requires it to consult if the matter is deemed to be significant as per the policy or Council decides that it should be treated as significant.

Community-Council Engagement Programme

Council accepts that different communities will prefer different forms of engagement with Council, and when preferences become apparent will tailor programmes and means of engagement to particular community preferences. The programme includes use of the community meetings and administrative funding support to Residents' Associations which meet Council criteria.

Support of Residents' Associations

Council will provide financial support up to \$5,000 per group to Residents' Associations that meet the criteria listed below:

- The group represents a geographically based community (excluding Bluff, which already receives Council assistance and has a Community Board).
- The group has a community wide perspective (rather than a single issue); with a community development focus which includes consultation with Council.
- There is sufficient interest and support from that community to resource and run the association.
- The group has an appropriate constitution, a system of electing officers and an annual budget.
- Council financial assistance will be towards the actual administration costs, for example, venue hire for meetings, stationery and photocopying, postage, advertising of meetings, surveys, running a website.
- Project funding, if required, would be obtained by the individual groups from other sources.
- Council would provide other support on request, for example, assistance with setting up the group and a dedicated Councillor to attend group meetings.

11. Policies for Liaison with, and Memoranda or Agreements with Maori

New Appointed Roles

Appointed representatives of Waihōpai Rūnaka and Te Rūnanga o Awarua are members of the Infrastructure and Community Wellbeing Committees.

They are full members of these decision making bodies to which they are appointed and have full rights as members under standing orders to participate in debate and vote on items. They shall receive all papers and be entitled to attend in-committee parts of any meeting.

The ICC Code of Conduct shall apply to the appointed representatives in attending meetings.

Bluff Community Board

Te Rūnanga o Awarua has one advisory role on the Bluff Community Board while they cannot vote, they shall be entitled to debate and receive papers. The Code of Conduct shall also apply.

The Invercargill City Council acknowledges the importance of tikanga Māori and values its relationship with both tangata whenua (Ngāi Tahu) and Ngā Matawaka (other Māori who are not Ngāi Tahu living within Murihiku/Southland).

The four Councils of Southland: Environment Southland (Southland Regional Council), Southland District Council, Gore District Council and Invercargill City Council are charged with fostering Māori capacity to contribute to and participate in local government decision making processes.

The relationship that each Council has with Ngāi Tahu ki Murihiku continues to grow in strength. This has been assisted by the establishment of a Charter of Understanding between Te Ao Marama Incorporated (representing nga runanga) and the councils. This relationship allows Te Ao Marama Inc to form the tomokanga (gateway) for consultation between Māori and the councils.

Councils provide resources such as the provision of technical advice, expertise, information and financial support. Te Ao Marama Inc provides for positive consultation, clarification on matters of significance to Iwi and identifies appropriate persons for consultation. An atmosphere of trust and openness is the cornerstone of the relationship which was formed at the signing of the Charter of Understanding.

The Invercargill City Council remains committed to ensuring that opportunities are promoted and offered for Māori to build capacity and to actively engage across the range of Council's decision-making processes.

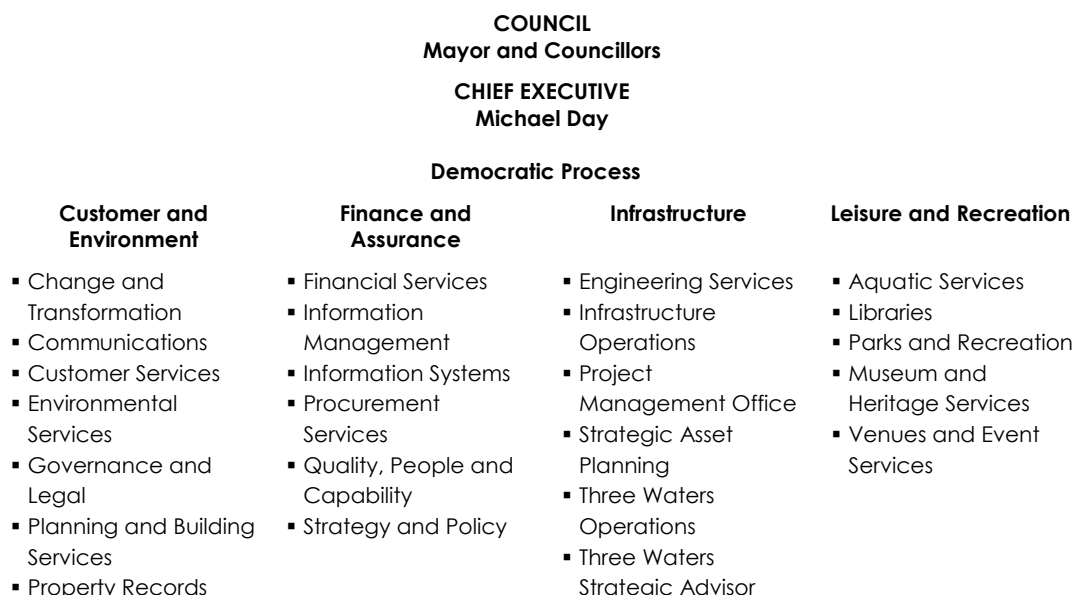
12. Management Structure and the Relationship Between Management and Elected Members

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council

decisions and provide advice to the Council. Under the Local Government Act, the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

The Chief Executive is Mr Michael Day. The Chief Executive has a performance agreement with the Invercargill City Council, and is employed for a term not exceeding five years (subject to possible extension for up to two more years).

Council management is organised as follows:



The Chief Executive and Group Managers can be contacted by phoning (03) 2111 777.

The Chief Executive is responsible for appointing a Privacy Officer in accordance with Privacy Act 2020.

13. Equal Employment Opportunities Policy

Council is committed to ensuring equality of opportunity for all current and prospective employees and to meeting the various legal obligations in the equitable recruitment, selection, development and conditions of employment of employees.

14. Key Approved Planning and Policy Documents and the Process for their Development and Review

The Council has adopted and approved a number of key planning and policy documents to assist it in fulfilling the purpose of local government, performing its role as a local authority and exercising the powers, responsibilities and duties conferred on it.

Long-term Plan

The Long-term Plan sets out the Council's priorities over the medium to long-term.

Information to be included in the Long-term Plan is set out in Schedule 10 of the Local Government Act 2002, and includes community outcomes, finance and infrastructure strategies, groups of activities, development of Māori capacity to contribute to decision making processes, funding and financial statements, forecast financial statements, funding impact statement and significant forecasting assumptions. Council's 2021-2031 Long-term Plan was adopted in June 2021 and can be found on Council's website (www.icc.govt.nz). The Long-term Plan is reviewed every three years.

Annual Plan

An Annual Plan is developed in the two years between Long-term Plans, showing any changes from what was agreed to in the Long-term Plan. The Annual Plan must be adopted by Council before the start of the financial year (1 July). It can be found on Council's website www.icc.govt.nz.

Annual Report

An Annual Report is prepared at the conclusion of every financial year (30 June). It compares Council's actual activities and performance against what was intended by the Long-term Plan or Annual Plan. The Annual Report also includes a copy of the Council's audited accounts. Annual Reports must be adopted by Council within four months of the end of the year. It can be found on Council's website (www.icc.govt.nz).

Asset and Activity Management Plans

These plans identify and describe in detail the current state and value of Council's assets; the levels of service provided, and to be provided by the assets, and the ongoing expenditure requirements to renew, maintain, and operate and/or further develop the assets. They further identify the levels of service provided, and to be provided, by Council's activities and the associated ongoing expenditure. They can be found on Council's website (www.icc.govt.nz). Activity Management Plans were adopted in 2021 (and reviewed every three years as a part of long term plan process) for the following Council activities:

- | | |
|---|------------------------------|
| ▪ Property | ▪ Democratic Process |
| ▪ Parks and Recreation (Including Cemeteries) | ▪ Housing Care |
| ▪ Roading | ▪ Libraries |
| ▪ Sewerage | ▪ Public Transport |
| ▪ Stormwater | ▪ Aquatic Services |
| ▪ Water | ▪ Solid Waste |
| ▪ Regulatory Services | ▪ Investments |
| ▪ Arts, Culture and Heritage | ▪ Corporate Services |
| ▪ Public Toilets | ▪ Venues and Events Services |

District Plan

The Invercargill City District Plan was prepared in accordance with the Resource Management Act 1991. It contains objectives, policies and methods (including rules and maps) for the sustainable management of the district's natural and physical resources. The Invercargill City District Plan became operative in August 2019. Every section must be reviewed within ten years. District Plans can be found on Council's website (www.icc.govt.nz).

Triennial Agreement

The Triennial Agreement for Southland local authorities (Invercargill City Council, Gore District Council, Southland District Council and Southland Regional Council) details how the Councils will work together is reviewed every three years, and must be adopted by the Councils no later than 1 March 2023 for the 2022 - 2025 triennium.

15. Systems for Public Access to it and its Elected Members

The principal office of Invercargill City Council is located in Invercargill. Contact details for the office are:

| | |
|---------------|---|
| Post: | Invercargill City Council Private Bag 90104 Invercargill 9840 |
| Hand deliver: | Helpdesk Civic Administration Building 101 Esk Street Invercargill |
| Phone: | 03 211 1777 |
| Email: | service@icc.govt.nz |
| Website: | www.icc.govt.nz |

Council's Service Centre: Bluff Service Centre, 12 Gore Street, Bluff

The following are the contact details for the elected members:

| | |
|----------------------------------|-----------------------------|
| William (Nobby) Clark, the Mayor | 027 859 9313 |
| Tom Campbell, Deputy Mayor | 027 267 9760 |
| Allan Arnold | 027 433 6408 |
| Ria Bond | 021 396 291 |
| Trish Boyle | 027 333 1339 |
| <u>Steve Broad</u> | <u>021 847 021</u> |
| Alex Crackett | 021 535 953 |
| Grant Dermody | 022 533 6843 |
| Peter Kett | (03) 215 6206, 027 437 7420 |
| Darren Ludlow | (03) 215 4777, 021 217 2848 |
| Ian (Rangi) Pottinger | (03) 217 4579, 027 432 3597 |
| Lesley Soper | (03) 216 6427, 027 603 8037 |
| Barry Stewart | 027 573 7327 |

Complaints

Council takes complaints seriously and encourages people to come forward if they are not satisfied with the service they have received. As a general rule:

- We do not deal with anonymous complaints.
- Discuss your concern with the Group Manager of the area you are dealing with (if not sure who this is – phone 03 211 1777 and ask).
- If not satisfied with the way things are being handled or the result, write to the Chief Executive.

Complaints are investigated and responded to in accordance with the rules of natural justice.

Complaints about Elected Representatives should be directed to the Mayor.

16. Processes for Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person.
- Prejudice maintenance of the law.
- Compromise the privacy of any person.
- Reveal confidential or commercially sensitive information.
- Cause offence to tikanga Māori or would disclose the location of waahi tapu.
- Prejudice public health or safety.
- Compromise legal professional privilege.
- Disadvantage the local authority while carrying out negotiations or commercial activities.
- Allow information to be used for improper gain or advantage.

The Council aims to answer requests for information as soon as reasonably practicable, but must answer requests within 20 working days (although there are certain circumstances where this time frame may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to:

Chief Executive
Invercargill City Council
Private Bag 90104
Invercargill 9840

Email: information.management@icc.govt.nz

Appendix 1 – Legislation which Confers Obligations or Responsibilities on Local Authorities

Airport Authorities Act 1966
Animal Welfare Act 1999
Animals Law Reform Act 1989
Arts Council of New Zealand Toi Aotearoa Act 2014
Auctioneers Act 2013

Biosecurity Act 1993
Building Act 2004
Building Research Levy Act 1969
Burial and Cremation Act 1964
Bylaws Act 1910

Cadastral Survey Act 2002
Charities Act 2005
Chartered Professional Engineers of New Zealand Act 2002
Citizenship Act 1977
Civil Aviation Act 1990
Civil Defence Emergency Management Act 2002
Climate Change Response Act 2002
Commerce Act 1986
Companies Act 1993
Conservation Act 1987
Consumer Guarantees Act 1993
Copyright Act 1994
Crimes Act 1961
Crown Minerals Act 1991

Disabled Persons Community Welfare Act 1975
District Court Act 2016
Dog Control Act 1996

Earthquake Commission Act 1993
Electoral Act 1993
Electricity Act 1992
Employment Relations Act 2000
Energy Companies Act 1992
Environment Act 1986
Environmental Protection Authority Act 2011
Equal Pay Act 1972

Fair Trading Act 1986
Fees and Travelling Allowances Act 1951
Fencing Act 1978
Financial Reporting Act 2013
Fire and Emergency New Zealand Act 2017
Food Act 2014

Gambling Act 2003
Gas Act 1992
Goods and Services Tax Act 1985

Government Roothing Powers Act 1989

Hazardous Substances and New Organisms Act 1996

Health Act 1956

Health and Safety at Work Act 2015

Heritage New Zealand Pouhere Taonga Act 2014

Holidays Act 2003

Housing Act 1955

Housing Corporation Act 1974

Human Rights Act 1993

Impounding Act 1955

Income Tax Act 2007

Insolvency Act 2006

Interpretation Act 1999

Land Act 1948

Land Drainage Act 1908

Land Transfer Act 2017

Land Transport Act 1998

Land Transport Management Act 2003

Limitation Act 2010

Litter Act 1979

Local Authorities (Members' Interests) Act 1968

Local Electoral Act 2001

Local Government (Rating) Act 2002

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Major Events Management Act 2007

Maritime Transport Act 1994

Minimum Wage Act 1983

National Provident Fund Restructuring Act 1990

New Zealand Bill of Rights Act 1990

New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008

New Zealand Library Association Act 1939

New Zealand Public Health and Disability Act 2000

Ngai Tahu Claims Settlement Act 1998

Oaths and Declarations Act 1957

Occupiers Liability Act 1962

Ombudsmen Act 1975

Overseas Investment Act 2005

Parental Leave and Employment Protection Act 1987

Plumbers, Gasfitters and Drainlayers Act 2006

Privacy Act 2020

Property Law Act 2007

Prostitution Reform Act 2003

Protected Disclosures Act 2000

Public Bodies Contracts Act 1959

Public Bodies Leases Act 1969

Public Records Act 2005

Public Works Act 1981

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Queen Elizabeth the Second National Trust Act 1977

Racing Act 2003

Railways Act 2005

Rating Valuations Act 1998

Rates Rebate Act 1973

Remuneration Authority Act 1977

Reserves Act 1977

Reserves and Other Lands Disposal Acts 1926-2003

Reserves and Other Lands Disposal and Public Bodies Empowering Acts 1906-1925

Residential Tenancies Act 1986

Resource Management Act 1991

Sale and Supply of Alcohol Act 2012

Search and Surveillance Act 2012

Secret Commissions Act 1910

Shop Trading Hours Act 1990

Smoke-free Environments Act 1990

Soil Conservation and Rivers Control Act 1941

Sovereign's Birthday Observance Act 1952

Standards and Accreditation Act 2015

Summary Offences Act 1981

Summary Proceedings Act 1957

Te Ture Whenua Māori Act 1993

Telecommunications Act 2001

Transit New Zealand Act 1989

Treaty of Waitangi Act 1975

Trespass Act 1980

Trustee Act 1956

Unit Titles Act 2010

Utilities Access Act 2010

Valuers Act 1948

Waste Minimisation Act 2008

Wild Animal Control Act 1977

Wildlife Act 1953