
Activities Performance Audit Committee OPEN MINUTES

Minutes of a meeting of Activities Performance Audit Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 5 August 2015 at 10.30am.

PRESENT

Chairperson	Lyall Bailey Mayor Gary Tong
Councillors	Stuart Baird Brian Dillon Rodney Dobson John Douglas Paul Duffy Bruce Ford George Harpur Julie Keast Ebel Kremer Gavin Macpherson Neil Paterson

IN ATTENDANCE

Chief Executive Steve Ruru, Group Manager Environment and Community Bruce Halligan, Group Manager Services and Assets Ian Marshall, Group Manager Policy and Community Rex Capil, Chief Financial Officer Anne Robson, Communications and Governance Manager Louise Pagan and Committee Advisor Debbie Webster.

1 Apologies

There were no apologies

2 Leave of absence

There was a request for leave of absence from Cr Paterson from 20 August to 2 September 2015, Cr Harpur from 14 August to mid-September and Cr Macpherson from 11 August to 1 September 2015.

Moved Mayor Tong, seconded Cr Douglas **and resolved that the Activities Performance Audit Committee accept the request for leave of absence from Crs Paterson, Harpur and Macpherson.**

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Baird, seconded Cr Duffy **and resolved:**

That the meeting minutes of Activities Performance Audit Committee, held on 15 July 2015 be confirmed.

Reports

7.1 Property File Digitisation Business Case

Record No: R/15/6/11256

Knowledge Manager Gillian Cavanagh and Business Process and Project Analyst Andrew Kinloch were in attendance for this report.

Mrs Cavanagh advised that the purpose of the report was to enable the Committee to review the Property File Digitisation business case and make a decision to approve the undertaking of the project as per the Southland District Council 10 Year Plan 2015-2025.

The Committee noted that the in the 10 Year Plan 2015-2025 one of the key budgeted projects for the Corporate Support activity was the Property File Digitisation project. The project aims to scan all of Council's property records in order to reduce risk,

increase statutory compliance, eliminate physical space demands, provide a platform for future service delivery improvements eg electronic consent lodgement and processing, and improve the public's and staffs access to Council's property files.

The Committee also noted that the Southland District Council currently operates a paper based property filing system for the storage of its property records. This system has increased by approximately 239 linear metres or 58% of its original capacity in the last 10 years and weighs approximately 9 tonnes. As a result in the increase this has placed increasingly high demands on the storage space available to Council to store these vital records. With limited options to expand the storage of the property files without reducing the level of service and increasing risk of loss or damage, digitisation has become a vital component of being an effective Council.

Mrs Cavanagh advised that the digitisation project will enable Council staff to work smarter and have access to any property file, wherever they work and will enable the public to access any public property information online and from any Council office.

Mrs Cavanagh highlighted to the Committee the project was specifically relating to property files, with historical files going back to 1942. When queried she also noted that with digitisation there was the potential to dispose of hard copy records.

Cr Bailey asked if the digitisation would be completed in incremental blocks? Mr Campbell responded it would be preferred however would depend on the capacity of the Vendor chosen to undertake the project.

Cr Douglas queried the cost of the project and the value of the efficiencies to be gained from it. It was responded that from other Councils experience in similar projects, digitisation helps significantly with staff efficiency in accessing files and significantly improves records standards. Cr Keast asked if estimates had been done on the value of the efficiencies gained, being greater than the cost of the project. Mr Campbell responded that estimates had not been done however based on other Councils experiences the efficiencies gained were worth the project cost. Mrs Cavanagh also noted that on average 250 - 300 property files were out with staff in the District creating significant risk of loss and damage to files.

Cr Kremer asked if individuals would be able to access their electronic property files and how would security around this be managed? Mr Ruru responded there would be a complex process around the managing of records confidentiality. Mr Campbell commented a part of the project was changing the EMDRS system to support this.

Cr Duffy queried the keeping of hard files that might have heritage value? Mrs Cavanagh responded they would work with Heritage New Zealand to identify these.

Resolution

Moved Cr Dobson, seconded Cr Kremer **and resolved:**

That the Activities Performance Audit Committee:

- a) **Receives the report titled "Property File Digitisation Business Case" dated 24 July 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the Property File Digitisation Business Case and to undertake the digitisation project using the ‘single year digitisation’ option as outlined in the business case document.**

7.2 Library Activities

Record No: R/15/7/12561

Library Manager Lynda Hodge was in attendance for this item. Mr Halligan introduced Mrs Hodge and noted the positive library activities happening across the District. He also noted there was an initial service delivery review underway, currently developing the scope of the review, considering what people want from library services in the District.

Mrs Hodge advised that the purpose of the report was to provide the Committee with an update on recent Library Services trends and activities. She noted the issues at Southland District Council libraries have increased in the past year by 12.58%. However the figures are captured from the Symphony library computer system and have a margin for error as not all libraries are computerised so the figures are a combination of statistics from the Symphony system and manual counts from the non-computerised libraries.

Cr Bailey queried the inconsistency in rating for library services across the District. He asked if there might be some form of District wide funding? Mr Halligan responded some Community Boards are querying the variances in what communities are paying for library services, if there was a District Rate for library services it would need to be in the District Plan and undergo public consultation. Further work was required around this as there are significant disparities across the District.

Mr Halligan noted point 24 on Mrs Hodges report where it highlights the positive move of staff member Roslyn Gray stepping into the vacated Team Leader role for Library Services.

Resolution

Moved Cr Dillon, seconded Cr Macpherson **and resolved:**

That the Activities Performance Audit Committee:

- a) **Receives the report titled “Library Activities” dated 24 July 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this**

decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

Public Excluded

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

Resolution

Moved Cr Baird, seconded Cr Douglas and resolved:

That the Activities Performance Audit Committee exclude the public from the following part(s) of the proceedings of this meeting.

C8.1 Recent Building Act Determinations and Other Matters

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
Recent Building Act Determinations and Other Matters	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege. 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.

That the Chief Executive Steve Ruru, Group Manager Environment and Community Bruce Halligan, Group Manager Services and Assets Ian Marshall, Group Manager Policy and Community Rex Capil, Chief Financial Officer Anne Robson, Communications and Governance Manager Louise Pagan and Committee Advisor Debbie Webster, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items *C8.1 Recent Building Act Determinations and Other Matters*. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 11.10 am.

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 11.27 am

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE ACTIVITIES
PERFORMANCE AUDIT COMMITTEE HELD
ON WEDNESDAY 5 AUGUST 2015.

DATE:.....

CHAIRPERSON:.....