
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, 16 September 2015 at 10.34am.

PRESENT

Chairperson	Lyall Bailey
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 Services and Assets Ian Marshall, Group Manager Policy and Community Rex Capil, Chief Financial Officer Anne Robson, Chief Information Officer Damon Campbell, Human Resources Manager Janet Ellis, Manager Communications and Governance Louise Pagan and Committee Advisor Fiona Dunlop.

1 Apologies

Apologies were received from Mayor Tong.

Resolution

Moved Cr Ford, seconded Cr Paterson and **resolved:**

That the Activities Performance Audit Committee accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Please see item C10.1 – “Update on the Around the Mountains Cycle Trail” for a conflict of interest declaration from Cr Paterson.

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 Duffy, seconded Cr Keast and **resolved:**

That Council confirms the minutes of Activities Performance Audit Committee, held on 26 August 2015.

Reports for Resolution

7.1 Road Pavement Rehabilitation Programme 2015/2016

Record No: R/15/8/15644

General Manager Services and Assets Ian Marshall and John Laskewitz from MWH were in attendance for this item.

They advised that the purpose of the report was to outline to the Committee the proposed 2015/2016 Roading Pavement Rehabilitation Programme, and to seek feedback and the endorsement of the proposed actions.

The Committee noted that the sites had been selected as they required renewal to overcome their structural deterioration, which is unlikely to be able to be dealt with as economically through heavy duty maintenance.

The Committee also noted that the report outlined the proposed 2015/2016 Roothing Pavement, Rehabilitation Programme that is currently being worked on. The Committees endorsement was sought on the programme and the planned procurement processes.

Resolution

Moved Cr Dillon, seconded Cr Baird and resolved recommendation a:

That the Activities Performance Audit Committee:

- a) **Receives the report titled “Road Pavement Rehabilitation Programme 2015/2016” dated 1 September 2015.**

Resolution

Moved Cr Dobson, seconded Cr Macpherson and resolved recommendations b and c, d as amended (as indicated) and e.

That the Activities Performance Audit Committee:

- 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) **Determines that the sites below be included in the 2015/2016 Roothing Pavement Rehabilitation Programme, and be approved for investigation, design and release for procurement:**
 1. **Seaward Downs Gorge Road [RP 8650 - 9600]**
 2. **Webb Road [RP 90 - 1350]**
 3. **Gropers Bush Thornbury Road [RP 1260 - 1455]**
 4. **Otautau Tuatapere Road [RP 2525 - 3810]**
 5. **Hundred Line Road West [RP 0 - 1900] (to be completed as a whole project)**
 6. **Avondale Road [RP 12660 - 14380] (to now be included as general maintenance)**
- e) **Delegates authority to the Group Manager Services and Assets to let contracts for all of the listed projects, subject to satisfactory tenders being received that provide value to the Southland District Council.**

Reports for Recommendation

8.1 Adoption of the Information Management Strategic Plan 2015 - 2020

Record No: R/15/8/13772

Chief Information Officer Damon Campbell was in attendance for this item.

He advised that the purpose of the report was to enable the Committee to consider and then adopt the Information Management Strategic Plan 2015 - 2020 (IM Strategy).

The Committee noted that in the 10 Year Plan 2015 - 2025 one of the key budgeted projects for the Corporate Support Activity is the Core Systems Review (CSR) Project. The project aim is to review all of Council's current Information Management services to ensure that they meet the current and future needs of Southland District Council.

The Committee also noted that the project is seen as a key enabler for Council to achieve the organisational goal of being a 'Dynamic, Effective and Efficient Organisation'. In order to ensure that the CSR Project and the recently approved Property File Digitisation Project could achieve their project goals, the Executive Leadership Team have requested that an overarching Information Management Strategy be completed to provide a strategic alignment to these projects as well as various other projects being undertaken (both externally and internally).

The Committee further noted that the Information Management Group completed the development of a new Information Management Strategic Plan with the assistance of Effectus Limited and that this work was completed between April and June 2015.

Resolution

Moved Cr Dillon, seconded Cr Paterson **and resolved recommendation a:**

That the Activities Performance Audit Committee:

- a) Receives the report titled "Adoption of the Information Management Strategic Plan 2015 - 2020" dated 3 September 2015.**

(Cr Harpur left the meeting at 11.29am.)

Resolution

Moved Cr Kremer, seconded Cr Duffy **and resolved recommendations b to d:**

That the Activities Performance Audit Committee:

- 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) Adopts the Information Management Strategic Plan 2015 - 2020 and approves the strategic goals outlined within the plan.**

Reports

9.1 Survey results year end

Record No: R/15/8/13739

Planning and Reporting Analyst Shannon Oliver was in attendance for this item.

Miss Oliver advised that the report was to provide the Committee with information on the surveys conducted that relate to the annual report.

The Committee noted that a number of surveys are carried out in relation to the external performance measures that are reported on in the Annual Report. This allows reporting on whether levels of service (as outlined in Council's 10 Year Plan) have been achieved. For the 2014/2015 financial year six surveys were conducted. Overall, the results were positive but some of the levels of service targets were not met. The results of the surveys had been discussed and reviewed by the relevant activity manager and the Executive Leadership Team. The relevant activity managers will use the feedback and results to improve on service delivery.

The Committee expressed concern over the results of the issuing of Code of Compliance certificates. As a result of this concern, a report back to Committee will be completed on the matter.

Resolution

Moved Cr Ford, seconded Cr Keast **and resolved recommendation a:**

That the Activities Performance Audit Committee:

- a) **Receives the report titled "Survey results year end" dated 10 September 2015.**

Resolution

Moved Cr Ford, seconded Cr Macpherson **and resolved recommendations b and c with a new d:**

That the Activities Performance Audit Committee:

- 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) **Request that Officers report back to Committee relating to the Code of Compliance issues as reported in the survey results.**

Public Excluded

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

Resolution

Moved Cr Ford, seconded Cr Keast **and resolved:**

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

C10.1 Update on the Around the Mountains Cycle Trail

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
Update on the Around the Mountains Cycle Trail	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to 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.</p> <p>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).</p>	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, Group Manager Services and Assets, Group Manager Policy and Community, Chief Financial Officer, Chief Information Officer, Human Resources Manager, Communications and Governance Manager and Committee Advisor, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items *C10.1 Update on the Around the Mountains Cycle Trail*. 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 11.49am.

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 adjourned at 12.46pm.

(Councillors Ford and Douglas left the meeting at 12.46pm.)

(The meeting reconvened at 3.59pm.)

(Councillors Bailey, Baird, Dillon, Dobson, Duffy, Keast, Kremer, Macpherson and Paterson were present when the meeting reconvened.)

The meeting concluded at 4.47pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE ACTIVITIES
PERFORMANCE AUDIT COMMITTEE HELD
ON WEDNESDAY 16 SEPTEMBER 2015.

DATE:.....

CHAIRPERSON:.....