
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, 27 January 2016 at 10.35am.

PRESENT

Chairperson
Mayor
Councillors

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

arrived @10.40am

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 Information Officer, Damon Campbell, Chief Financial Officer, Anne Robson, Manager Human Resources, Janet Ellis, Manager Communications and Governance, Louise Pagan, Web Officer, Governance and Communication, Sarah Bedford, Committee Advisor, Alyson Hamilton, Press.

1 Apologies

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

That the apology for lateness lodged by Cr Kremer be accepted.

2 Leave of absence

There were no requests for leave of absence received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no members of the public seeking speaking rights in the Public Forum section of the meeting.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr McPherson, seconded Cr Douglas **and resolved:**

That the minutes of the Activities Performance Audit Committee meeting held on 9 December 2015 be confirmed as a true and correct record.

7 Reports

7.1 Service Delivery Review - Community Development Activity

Record No: R/16/1/57

Report by Rex Capil, Group Manager, Policy and Community, regarding a Service Delivery Review (SDR) in regards to Community Development Activity, was tabled.

Group Manager, Policy and Community, Rex Capil was in attendance for this item.

Mr Capil presented to the Committee a power point presentation in regards to the SDR explaining the Economic and Community Development.

Mr Capil advised the purpose of this report is to provide the Committee with background information on the process and rationale for the (SDR) of the community development activity to be undertaken in terms of Section 17A of the Local Government Act 2002.

Mr Capil informed for the purpose of this SDR the community development activity of Council incorporates regional economic development, enterprise and business development, events and conferences, tourism and destination marketing and local community development.

Mr Capil explained this community development activity is defined and detailed in the Southland District Council 10 Year Plan 2015-2025 and is delivered on behalf of Council by Venture Southland - a joint committee of Southland District Council, Invercargill City Council and Gore District Council.

The meeting was informed the report discusses the requirements of the Local Government Act 2002 under Section 17A to carry out a delivery of service review.

Mr Capil explained the terms of reference discusses the current situation and future challenges and opportunities for Council when considering its involvement in the community development activity.

In addition Mr Capil advised the terms of reference provides details of the specific deliverables required as a result of undertaking the delivery of service review - in terms of a comparative analysis of the current service delivery model and consideration of future service delivery options for Council's community development activity.

Mr Capil informed that whilst reviews required to be completed by June 2017 implementation may require further time with regional leadership roles to be clarified.

Mr Capil advised that going forward it is intended to initiate discussions with Invercargill City Council, Gore District Council and Environment Southland to invite discussion on this SDR process and to meet with Venture Southland to confirm the process and involvement required.

Resolution

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

That the Activities Performance Audit Committee:

- a) **Receives the report titled "Service Delivery Review - Community Development Activity" dated 18 January 2016.**
- 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) **Endorses the draft Service Delivery Review Terms of Reference for Community Development Activity to be undertaken in terms of Section 17A of the Local Government Act 2002.**
- e) **Endorses the approach to invite Invercargill City Council, Gore District Council and Environment Southland to partner in this Service Delivery Review process.**

- f) **Endorses the approach to require Venture Southland (as the joint committee of Southland District Council, Invercargill City Council and Gore District Council currently delivering the community development activity) to participate in the Service Delivery Review process.**
- g) **Requests Council support a formal approach be made to Invercargill City Council, Gore District Council and Environment Southland to undertake a joint Service Delivery Review process involving all four councils.**
- h) **Requests to Council that, subject to this joint approach being undertaken, it supports the terms of reference being amended accordingly to reflect this regional approach in order to ensure consideration of regional level issues and other local authorities' specific local issues.**

7.2 Formation of Governance Group for the Around the Mountains Cycle Trail project

Record No: R/15/11/21263

Group Manager, Services & Assets, Ian Marshall was in attendance for this item.

Mr Marshall reported the purpose of this report is to establish a governance group charged with overview of the completion of the Around the Mountains Cycle Trail project.

Mr Marshall advised this report to the Activities Performance Audit Committee (APAC) recommends the formation of a project subcommittee. Mr Marshall added what is proposed is a subcommittee to be called the Around the Mountains Cycle Trail Project Subcommittee.

Mr Marshall advised this subcommittee will perform the role of governance oversight on behalf of the APAC Committee for the Around the Mountains Cycle Trail Project.

The Committee noted the project covers the work necessary to complete the cycle trail from Kingston to Walter Peak Station.

Mr Marshall explained the subcommittee will approve procurement plans, let contracts and provide overall direction of the project; ensure the project stays on-time and within approved budgets.

Mr Marshall confirmed the overall budget will be approved by the Southland District Council and that the subcommittee will act as a conduit for communication and consultation.

Mr Marshall advised it is proposed the subcommittee include the Chairman of the APAC committee, who will Chair the subcommittee, the Mayor and four District Council Councillors.

Cr Baird commented at the need for this subcommittee stating that he felt there is currently a Around the Mountains Cycle Trail project team and wished it noted that he does not support the establishment of the subcommittee.

Resolution

Moved Mayor Tong, seconded Cr Douglas **and resolved:**

That the Activities Performance Audit Committee:

- a) **Receives the report titled “Formation of Governance Group for the Around the Mountains Cycle Trail project” dated 13 January 2016.**
- b) **Determines that this matter or decision be recognised 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) **Adopt the Terms of Reference for the formation of an Around the Mountains Cycle Trail Project Subcommittee.**
- e) **Appoints the Chairman of the Activities Performance Audit Committee as a member and Chairman, of the Around the Mountains Cycle Trail Project Subcommittee.**
- f) **Appoints his Worship the Mayor as a member of the Around the Mountains Cycle Trail Project Subcommittee.**
- g) **Appoints Councillors Dobson, Duffy, Dillon and Kremer to be members of the Around the Mountains Cycle Trail Project Subcommittee.**

Cr Baird requested that his vote against the motion be recorded in the minutes.

Public Excluded

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

Resolution

Moved Cr Ford, seconded Cr Dobson

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

C8.1 Tenders and Costing for the Proposed Memorial Hall Upgrade at Winton

C8.2 Quarterly Risk Reports

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
Tenders and Costing for the Proposed Memorial Hall Upgrade at Winton	<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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities..</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.
Quarterly Risk Reports	<p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities..</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, Steve Ruru, Group Manager Environment and Community, Bruce Halligan, Group Manager Services and Assets, Ian Marshall, Group Manager Policy and Community, Rex Capil, Chief Information Officer, Damon Campbell, Chief Financial Officer, Anne Robson, Manager Human Resources, Janet Ellis, Manager Communications and Governance, Louise Pagan, Committee Advisor, Alyson Hamilton be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items **C8.1Tenders and Costing for the Proposed Memorial Hall Upgrade at Winton and C8.2 Quarterly Risk Reports** 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 10.50am

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 returned to open meeting at 11.28am

The meeting concluded at 11.28am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE ACTIVITIES PERFORMANCE AUDIT COMMITTEE HELD ON 27 JANUARY 2016.

DATE:.....

CHAIRPERSON:.....