



Notice is hereby given that a Meeting of the Executive Committee will be held on:

Date: **Wednesday, 19 September 2018**
Time: **2pm**
Meeting Room: **Office of the Mayor**
Venue: **Southland District Council**
15 Forth Street
Invercargill

Executive Committee Agenda

OPEN

MEMBERSHIP

Chairperson	Mayor Gary Tong
Councillors	Brian Dillon
	Paul Duffy
	Julie Keast
	Ebel Kremer
	Gavin Macpherson

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Executive Committee

The Executive Committee is responsible for:

- Monitoring the progress and performance of Council and the Chief Executive.
- Addressing Code of Conduct issues relating to elected members and the Chief Executive.
- Making decisions on urgent matters arising between scheduled Council meetings or on specific matters referred to it by Council.
- Monitoring compliance with the Southland District Council Fraud Policy.

The Executive Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.

In exercising the delegated powers, the Executive Committee will operate within:

- policies, plans, standards or guidelines that have been established and approved by Council;
- the overall priorities of Council;
- the needs of the local communities; and
- the approved budgets for the activity.

The Executive Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.

- (a) Oversee the employment of the Chief Executive in accordance with the provisions of the Local Government Act 2002.
- (b) Development of the Chief Executive's performance agreement for review and approval by Council.
- (c) Monitoring the Chief Executive's performance against the approved performance agreement.
- (d) Commissioning any market data required to assess appropriate remuneration for the Chief Executive for their annual review.
- (e) Developing a remuneration arrangement for the Chief Executive and making recommendations to Council.

The Executive Committee will report to Council a summary of outcomes from reviews of the Chief Executive's performance along with any recommendations relating to his/her remuneration and employment conditions.

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

6 Confirmation of Minutes

- 6.1 Meeting minutes of Executive Committee, 14 September 2017 and 26 September 2017

Executive Committee

OPEN MINUTES

Minutes of a meeting of Executive Committee held in the Office of the Mayor, 15 Forth Street, Invercargill on Thursday, 14 September 2017 at 12.30pm (12.30pm – 12.32pm, 12.37pm – 3.00pm).

PRESENT

Chairperson	Mayor Gary Tong (12.37pm – 3.00pm)
Councillors	Brian Dillon
	Paul Duffy
	Julie Keast
	Ebel Kremer (12.42pm – 3.00pm)
	Gavin Macpherson

IN ATTENDANCE

Chief Executive	Steve Ruru	For items 7.1 and C8.2
Committee Advisor	Fiona Dunlop	For items 7.1 and C8.2

In the absence of Mayor Tong, Councillor Duffy opened the meeting.

1 Apologies

Apologies for lateness were received from Mayor Tong and Councillor Kremer.

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

That the Executive 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 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

There were no minutes to confirm as this is the first meeting of the Executive Committee for the 2016/2019 Triennium.

Adjournment of Meeting

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

That the Executive Committee adjourns until 12.35pm.

The meeting adjourned at 12.32pm and reconvened at 12.37pm.

Mayor Tong joined the meeting at this point.

Order of Business

The Mayor advised that the agenda would be taken as follows:

Item 7.1 Unbudgeted Expenditure Stewart Island Community Leadership Plan

Item C8.2 Around the Mountain Cycle Trail - Accountability Options

Item C8.1 Chief Executive's Performance Review - Self Assessment 2016/2017

Reports

7.1 Unbudgeted Expenditure Stewart Island Community Leadership Plan

Record No: R/17/9/21319

Steve Ruru – Chief Executive Officer was present for this item.

Mr Ruru advised that the purpose of the report was to seek approval for unbudgeted expenditure and endorsement of Stewart Island Community Leadership Plan project.

Resolution

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

That the Executive Committee:

- a) **Receives the report titled “Unbudgeted Expenditure Stewart Island Community Leadership Plan” dated 7 September 2017.**
- b) **Approves the Stewart Island Community Leadership Plan project.**
- c) **Approves unbudgeted expenditure of upto \$70,000, to be funded by way of a grant from the Ministry of Business, Innovation and Employment, for the Stewart Island Community Leadership Plan project.**

Public Excluded

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

Resolution

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

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

C8.1 Chief Executive's Performance Review - Self Assessment 2016/2017

C8.2 Around the Mountain Cycle Trail - Accountability Options

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Chief Executive's Performance Review - Self Assessment 2016/2017	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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.

Around the Mountain Cycle Trail - Accountability Options	<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)(g) - The withholding of the information is necessary to maintain legal professional privilege.</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.
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That the Chief Executive Officer and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of item C8.2 Around the Mountain Cycle Trail - Accountability Options. 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.

That Louise Green – Senior Consultant with Sheffield Ltd be permitted to remain at this meeting, after the public has been excluded, because of her knowledge of item Chief Executive's Performance Review - Self Assessment 2016/2017. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of her knowledge on the issues discussed.

The public were excluded at 12.38pm.

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 3.00pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE EXECUTIVE COMMITTEE HELD ON
THURSDAY 14 SEPTEMBER 2017.

DATE:.....

CHAIRPERSON:.....

Executive Committee

OPEN MINUTES

Minutes of a meeting of Executive Committee held in the Office of the Mayor, First Floor, Southland District Council, 15 Forth Street, Invercargill on Tuesday, 26 September 2017 at 3.35pm.

PRESENT

Chairperson	Mayor Gary Tong
Councillors	Brian Dillon
	Paul Duffy
	Julie Keast
	Ebel Kremer
	Gavin Macpherson

IN ATTENDANCE

Chief Executive	Steve Ruru
Group Manager Community and Futures	Rex Capil
Committee Advisor	Fiona Dunlop

1 Apologies

There were no 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 Public Forum

There was no public forum

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

There were no minutes to confirm.

Public Excluded

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

Resolution

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

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

C7.1 Complaint Under Southland District Council Code of Conduct for Elected Members

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
Complaint Under Southland District Council Code of Conduct for Elected Members	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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 Community and Futures and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C7.1 Complaint Under Southland District Council Code of Conduct for Elected Members. 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 3.36pm.

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 3.48pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE EXECUTIVE
COMMITTEE HELD ON TUESDAY 26
SEPTEMBER 2017.

DATE:.....

CHAIRPERSON:.....

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

Recommendation

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

C7.1 Chief Executive Performance Review - Self Assessment 2017/2018 Financial Year

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
Chief Executive Performance Review - Self Assessment 2017/2018 Financial Year	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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.