
Minutes of a meeting of the Governance Committee

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Thursday 1 October 2015, commencing at 9.00am

Present: Councillor I Barker (Chairperson), Her Worship the Mayor R Reese, Councillors L Acland (Deputy Chairperson), E Davy, K Fulton, P Matheson, B McGurk, and G Noonan, and Mr J Peters

In Attendance: Group Manager Community Services (C Ward), Group Manager Corporate Services (N Harrison), Group Manager Infrastructure (A Louverdis), Senior Strategic Adviser (N McDonald), Manager Communications (P Shattock), Manager Administration (P Langley), and Administration Adviser (S McLean)

Apologies: Councillor P Rainey and Mr John Murray for attendance, Councillor K Fulton for lateness

1. Apologies

Resolved GOV/2015/044

THAT apologies be received and accepted from Councillor Rainey and Mr Murray for attendance, and Councillor Fulton for lateness.

Acland/Peters

Carried

2. Confirmation of Order of Business

There was no change to the order of business.

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

5.1 20 August 2015

Document number M1409, agenda pages 8 - 13 refer.

Resolved GOV/2015/045

THAT the minutes of the meeting of the Governance Committee, held on 20 August 2015, be confirmed as a true and correct record.

McGurk/Davy

Carried

Attendance: Councillor Matheson joined the meeting at 9.02am.

6. Chairperson's Report

The Chairperson provided an update on the Port Nelson Annual General Meeting, highlighting that the company was performing well.

The Chairperson spoke about the opening of the new headquarters for Nelmac.

Resolved GOV/2015/046

THAT the Chairperson's Report be received.

Barker/Noonan

Carried

7. Sister Cities Update October 2015

Document number R4930, agenda pages 14 - 18 refer.

Group Manager Community Services, Chris Ward, and Sister City Coordinator, Gail Collingwood, presented the report.

Attendance: Councillor Fulton joined the meeting at 9.08am.

Ms Collingwood highlighted the volunteer contribution to sister cities and emphasised that the sister city agreements sat with Council. Her Worship the Mayor thanked Ms Collingwood and the volunteers for their service to sister cities relationships.

There was discussion on lower level relationships with other cities as Council was at capacity in terms of sister city level relationships.

Resolved GOV/2015/047

THAT the report Sister Cities Update October 2015 (R4930) and its attachment (A1433825) be received.

Noonan/Davy

Carried

8. Service Level Reviews Under Section 17A Local Government Act

Document number R4443, agenda pages 19 - 23 refer.

Senior Strategic Adviser, Nicky McDonald, and Policy Adviser, Susan Moore-Lavo, presented the report.

There was discussion on how contracts would be considered in the review and the level of 'business as usual' review currently undertaken in terms of contract renewal.

Questions were asked about timing of reporting the review back to the Committee, how comprehensive the review would be, what criteria would be set to determine if a review was needed, and what the resourcing implications would be. Concern was raised that Council would not be involved in determining which activities would be reviewed.

It was suggested that set criteria be used to assess activities, including a cut-off level in terms of cost of the service. It was also pointed out that officer assumptions on the need to review or not review activities should be tested.

Attendance: The meeting adjourned from 9.58am to 10.03am.

In response to a question about reviewing Council Controlled Organisation activities, Ms McDonald advised that further assessment on this matter was required.

It was asked that officers further assess legislation, costs, resources, criteria, breadth and governance oversight of the review.

It was pointed out that a level of service could not be amended until a contract was up for renewal.

Attendance: Councillor Acland left the meeting at 10.12am.

Resolved GOV/2015/048

THAT the report Service Level Reviews Under Section 17A Local Government Act (R4443) be received.

McGurk/Matheson

Carried

Recommendation to Council GOV/2015/049

THAT approval is given for officers to prepare scope of work and resourcing needed for service level review to comply with the requirements of Section 17A of the Local Government Act 2002;

AND THAT officers prepare a draft criteria of factors to be considered to determine if a service

level review of an activity or contract is to be implemented;

AND THAT these matters are reported back to the Governance Committee;

AND THAT the Governance Committee maintains oversight of service level reviews.

McGurk/Matheson

Carried

9. Economic Development Services Contract with Tasman District Council

Document number R4588, agenda pages 24 - 33 refer.

Group Manager Community Services, Chris Ward, presented the report.

It was agreed that due to the need to discuss negotiations on the matter, it would be moved to the public excluded part of the meeting.

REPORTS FROM COMMITTEES

10. Audit, Risk and Finance Subcommittee - 10 September 2015

Document number M1459, agenda pages 34 - 39 refer.

Resolved GOV/2015/050

THAT the unconfirmed minutes of a meeting of the Audit, Risk and Finance Subcommittee, held on 10 September 2015, be received.

Peters/McGurk

Carried

10.1 Carry Forwards from 2014/15

Recommendation to Council GOV/2015/051

THAT \$4,233,000 of unspent capital budget from 2014/15 be carried forward for use in 2015/16;

AND THAT \$403,000 of capital spent in 2014/15 be offset against 2015/16 budgets;

AND THAT an amount of \$107,000 operating budget be carried forward for use in 2015/16.

Peters/McGurk

10.2 Draft Internal Audit Charter

Recommendation to Council GOV/2015/052

THAT the Draft Internal Audit Charter (A1395134) as amended as per the Audit, Risk and Finance Subcommittee minutes 10 September 2015 be approved.

Peters/McGurk

11. Commercial Subcommittee - 10 September 2015

Document number M1460, agenda pages 40 - 42 refer.

Resolved GOV/2015/053

THAT the unconfirmed minutes of a meeting of the Commercial Subcommittee, held on 10 September 2015, be received.

Peters/Noonan

Carried

12. Exclusion of the Public

Resolved GOV/2015/054

THAT the public be excluded from the following parts of the proceedings of this 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:

Peters/Noonan

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Governance Committee Meeting Minutes - Public Excluded - 20 August 2015	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists	The withholding of the information is necessary: <ul style="list-style-type: none">Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		under section 7.	commercial and industrial negotiations). <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person. • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities.
2	Status Report - Governance Committee - October 2015	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities
3	Akersten Street Land Purchase	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
4	City of Nelson Civic Trust - New Trustee	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
5	Bishop Suter Trust - Trustee rotation and remuneration	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		information for which good reason exists under section 7	deceased person
6	<p>Commercial Subcommittee Meeting Minutes - Public Excluded - 10 September 2015</p> <p>These minutes contain a recommendation regarding:</p> <ul style="list-style-type: none"> Property Asset Review – 3 Precincts Workshop – terms of reference 	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities.
7	<p>Economic Development Services Contract with Tasman District Council</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into public excluded session at 10.32am and resumed in public session at 12.42pm, during which time Councillor Acland returned to the meeting.

13. Re-admittance of the Public

Resolved GOV/2015/055

THAT the public be re-admitted to the meeting.

Acland/McGurk

Carried

There being no further business the meeting ended at 12.42pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date