

# MINUTES

**TITLE:** Corporate Services Committee  
**DATE:** Thursday 21 August 2008  
**TIME:** 9.30 am  
**VENUE:** Tasman Council Chambers, 189 Queen Street, Richmond  
**PRESENT:** Crs T B King (Chair), T E Norriss, J L Inglis, S J Borlase, N Riley, R G Currie, S G Bryant, G A Glover, J L Edgar, B W Ensor, B F Dowler, M J Higgins  
**IN ATTENDANCE:** Corporate Services Manager (M W Staite), Accounting Manager (R Holden), Information Services Manager (P Darlington), Executive Assistant (V M Gribble)

## APOLOGIES

Moved Crs Currie/Edgar  
FN08/08/08

THAT apologies for absence from Mayor R G Kempthorne and Cr E J Wilkins be received.  
CARRIED

## 1 MINUTES

### 1.1 Council Enterprises Subcommittee – 16 July 2008

Moved Crs Riley/Bryant  
FN08/08/09

THAT the minutes of the Council Enterprises Subcommittee meeting held on 16 July 2008 containing resolutions numbered FN08/07/01 to FN08/07/12 be approved.  
CARRIED

### 1.2 Corporate Services Committee – 23 July 2008

Moved Crs Ensor/Borlase  
FN08/08/10

THAT the minutes of the Corporate Services Committee meeting held on 23 July 2008 containing resolutions numbered FN08/07/13 to FN08/07/27 be approved.  
CARRIED

## 2 REPORTS

Cr Glover asked for a report from the Strategic Tax Group.

## **2.1 Corporate Services Manager's Report**

Mr Staite presented his report which was contained in the agenda.

### **2.1.1 LTCCP Key Dates**

The agenda contained a list of key dates for the LTCCP process.

Cr Higgins arrived at 10.00 am.

### **2.1.2 Loans to be raised – 2008/2009 Annual Plan**

The schedule in the agenda was amended by removing the Cultural Centre loan of \$500,000 under Community Facilities.

**Moved Crs Norriss/Edgar  
FN08/08/11**

**THAT:**

- i) The Council shall borrow the sum of twenty three million, eighty-three thousand, six hundred and three dollars (\$23,083,603) from (Bank).**
- ii) The loan documentation shall comprise the following:**
  - a. Existing deed of charge entered into between Tasman District Council, Bank of New Zealand, National Bank of New Zealand, Westpac and ASB Bank Ltd.**
  - b. A letter of offer from Westpac.**
- iii) The Mayor and the Chief Executive are authorised to sign the loan documentation on behalf of the Council.**
- iv) The Chief Executive is authorised to sign a certificate, pursuant to s122ZG(3) of the Local Government Act 1974.**
- v) The loan advance of dollars shall be used to finance the following projects identified in Council's 2008/2009 Annual Plan:**

**\$**

**Resource Information:**

Telemetry Upgrade	50,000
Flood Model	158,454

**Roading:**

Road Construction – General	91,305
Major Drainage Control	193,800
Maintenance Chip Seals	831,300
Seal Widening Professional Services	20,400
Area Wide Pavement Treatment	642,600
Paton Road Reconstruction	820,000
Traffic Services Renewal	115,770
Minor Safety	319,390

Carpark Takaka Fire Station	16,739
District-wide Footpaths Rehabilitation	158,517
Footpath Pohara Abel Tasman	52,786
Footpath Mapua Toru Street	16,908
Footpath Mapua Aranui Road	33,817
Kerb and Channel District-wide	49,880
Rural 3 Pomona Road	14,781
Rural 3 Old Coach Road	50,421
Cattle Underpass	21,136
Seal Extension Low Traffic Contract	128,927
Richmond Town Centre Development	300,000

**Stormwater:**

Richmond: Queen Street to SH 60	165,492
Richmond: Bird/Elizabeth Streets pipework improvements	733,141
Richmond: Poutama Drain – new channel	1,106,400
Richmond: Hunt/Lowry Streets – diversion pipework and channel	251,514
Richmond: Kingsley Place – upgrade pipework	250,034
Motueka: Lammas Drains improvements	85,760
Mapua: Ruby Bay improvements	131,886
Brightwater: Brightwater School/Sale Yards	26,472
Murchison: Fairfax Street upgrade	40,496
Tata Beach: Cornwall Place – pipework replacement and upsizing	73,975
Collingwood: Upper Gibbs Road – pipework improvements	75,296

**Refuse:**

Richmond refuse transfer station redevelopment	158,517
Mariri refuse transfer station redevelopment	132,097
Murchison Landfill	67,210
Takaka RTS redevelopment	96,462

**Water:**

Richmond West	1,015,000
Urban: Water Renewals	70,000
Urban: New High Level Reservoir	87,977
Richmond WTP High Level pump	29,590
Urban: Replace System Valves, Water Meters, Hydrants	94,054
Urban: Telemetry Upgrades	63,407
Redwood Valley: Reservoir Construction	116,245
Brightwater: Meter Renewal	115,189
Mapua: Coastal Pipeline	214,230
Murchison: Cromwell Street Pipeline Replacement	77,145
Murchison: Decommission Grey Street Main	16,591
Murchison: Hotham Street West	15,852
Murchison: Waller Street Pipeline Replacement	47,556
Wakefield: Construct new reservoir	585,456
Wakefield: New source construction	110,751
Wakefield: Replace System Water Meters	84,015

Lee Valley Dam Investigation 264,195

**Wastewater:**

Richmond: Headingly Lane Land Purchase	880,000
Richmond West pump station	1,525,600
District-wide Wastewater Renewals	70,000
Motueka: Tarrant Place pump station	38,890
Motueka: Thorp Street pump station	47,978
Motueka Pipeline Renewals	317,034
Richmond: D'Arcy Street Upgrade	528,390
Richmond Telemetry	173,312
Takaka WWTP Upgrade	275,000
Takaka pipeline renewals	105,678
Brightwater pipeline renewals	10,568
Collingwood: Motels pump station	249,804
Collingwood: Walleys Rest pump station	260,496
Mapua reticulation upgrade	722,837
Pohara/Tata Beach upgrade	602,365

**Coastal Structures:**

Old Mill Walkway coastal protection	960,876
Port Motueka investigation	52,839
Port Tarakohe marina	580,000

**Camping Grounds:**

Riverview upgrade	150,000
Pohara upgrade	300,000

**Property:**

Motueka Service Centre Renovation	30,000
District Library Extension	500,000

**Community Facilities:**

Motueka Recreation Centre	800,000
Saxton Field Stadium loan	1,500,000
Soccer pavilion	340,000
Theatre Royal loan	195,000
Athletics loan	500,000
Trafalgar Centre loan	528,000

**Other:**

Harbour vessel	100,000
Dog pound	250,000

**\$23,083,603**

- vi) **The Council shall charge rates revenue as security for the loan and the performance of its obligations pursuant to the loan documentation.**

- vii) **The Council acknowledges that by charging rates revenue, the Council is deemed to have made a special rate of such amount each year, on the rateable value of every rateable property in the district, as is sufficient to provide in that year for the payment of its commitments in respect of the loan or loan documentation during that year plus 10% thereof until the loan is repaid or the obligations incurred under the loan documentation are fully performed.**
- viii) **The Council has considered the risks and benefits to the Council of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation.**
- ix) **The Council is satisfied that the general terms and conditions of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation are in accordance with the borrowing management policy adopted by the Council and, in particular, the limits and guidelines set out in that borrowing management policy.**
- x) **The Council delegates to the Chief Executive and the Corporate Services Manager the authority to further determine the precise terms and conditions of the loan, loan documentation and security, to be negotiated at the best current terms and conditions, such terms and conditions to be advised to the Council following the raising of the loan.**

**CARRIED**

### **2.1.3 Loans to be raised – 2007/2008 Annual Plan**

The work noted below has been completed and was included either in the budget or was subject to a separate resolution outlining the work.

**Moved Crs Bryant/Glover  
FN08/08/12**

**THAT:**

- i) **The Council shall borrow the sum of three million, eight hundred and ninety-seven thousand, seven hundred and seventy-two dollars (\$3,897,772) from (Bank).**
- ii) **The loan documentation shall comprise the following:**
  - c. **Existing deed of charge entered into between Tasman District Council, Bank of New Zealand, National Bank of New Zealand, Westpac and ASB Bank Ltd.**
  - d. **A letter of offer from Westpac.**
- iii) **The Mayor and the Chief Executive are authorised to sign the loan documentation on behalf of the Council.**

iv) **The Chief Executive is authorised to sign a certificate, pursuant to s122ZG(3) of the Local Government Act 1974.**

v) **The loan advance of dollars shall be used to finance the following projects.**

**Stormwater**

Hart Road Upgrade	261,705
Beach Road	200,000

**Refuse**

Beach Road weighbridge	82,300
Richmond RRC traffic reorganisation	15,000
Murchison landfill	97,000
Kerbside bunker and cap replacement	39,200
Beach Road drainage improvements	10,000

**Water**

Brightwater reservoir	600,000
Meter renewal	52,700
Mapua Augmentation	600,000
Wakefield new source investigation	120,000

**Other**

Murchison sports ground	800,000
Tasman Tennis Stage 3	174,867
Saxton Field	<u>845,000</u>

**\$3,897,772**

vi) **The Council shall charge rates revenue as security for the loan and the performance of its obligations pursuant to the loan documentation.**

vii) **The Council acknowledges that by charging rates revenue, the Council is deemed to have made a special rate of such amount each year, on the rateable value of every rateable property in the district, as is sufficient to provide in that year for the payment of its commitments in respect of the loan or loan documentation during that year plus 10% thereof until the loan is repaid or the obligations incurred under the loan documentation are fully performed.**

viii) **The Council has considered the risks and benefits to the Council of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation.**

ix) **The Council is satisfied that the general terms and conditions of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation are in accordance with the borrowing management policy adopted by the Council and, in**

particular, the limits and guidelines set out in that borrowing management policy.

- x) The Council delegates to the Chief Executive and the Corporate Services Manager the authority to further determine the precise terms and conditions of the loan, loan documentation and security, to be negotiated at the best current terms and conditions, such terms and conditions to be advised to the Council following the raising of the loan.

**CARRIED**

## **2.2 Financial Report**

Mr Holden spoke to the report contained in the agenda.

**Moved Crs Edgar/Bryant  
FN08/08/13**

**THAT the Financial Report dated 12 August 2008 be received.**

**CARRIED**

## **2.3 Information Services Update Report**

Information Services Manager, P Darlington was in attendance to present his report which was contained in the agenda.

**Moved Crs Borlase/Ensor  
FN08/08/14**

**THAT the Information Services Update Report dated 12 August 2008 be received.**

**CARRIED**

## **2.4 Health and Safety Update Report**

The agenda contained a report from the Health and Safety Advisor that updated the Committee on the latest health and safety activity and projects.

Cr Edgar asked for a report on stress management policy.

**Moved Crs Norriss/Edgar  
FN08/08/15**

**THAT the Health and Safety Update Report dated 12 August 2008 be received.**

**CARRIED**

**3                    ACCOUNTS FOR PAYMENT**

**Moved Crs Bryant/Riley  
FN08/08/15**

**THAT the accounts for July 2008 be approved for payment.  
CARRIED**

The meeting concluded at 10.50 am.

Chair:

Date: