
MINUTES
of the
CORPORATE SERVICES COMMITTEE MEETING
held
10.15 am, Thursday, 18 April 2013
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillor T B King, Mayor R G Kempthorne, Councillors G A Glover, M L Bouillir, S G Bryant, B F Dowler, J L Edgar, B W Ensor, J L Inglis, Z S Mirfin, C M Maling, T E Norriss, P F Sangster, and E J Wilkins.

In Attendance: Chief Executive Officer (L McKenzie)
Corporate Services Manager (M Drummond)
Finance Manager (R Holden)
Information Services Manager (P Darlington)
Manager Property Services (J Frater)
Motueka Community Board Chair (D Ogilvy)
Administration Officer (G Woodgate)

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Nil.

3 PUBLIC FORUM

3.1 Mr M Clark

Mr Clark raised the following matters:-

- A problem downloading the website draft Annual Plan submission form from Council's website
- Several Council accounts for payments were queried

10.19 am: Cr Bryant and the Chief Executive Officer arrived.

10.20 am: Cr Norriss arrived.

- Council should support local businesses and product.

4 DECLARATIONS OF INTEREST

Nil.

5 CONFIRMATION OF MINUTES

Moved Cr Ensor/Cr Wilkins
FN13-04-2

That the minutes of the Corporate Services Committee meeting held on Thursday, 7 March 2013, be confirmed as a true and correct record of the meeting.

CARRIED

6 REPORTS OF COMMITTEE

Nil.

7 PRESENTATIONS

Nil.

8 REPORTS

8.1 LATE ITEM RESOLUTION

Moved Cr Ensor/Cr Wilkins
FN13-04-3

That the Corporate Services Committee accepts the late item report on NRSBU Operations and Maintenance Contract.

The reason why this report was not on the agenda is because the agenda closed before the matter of the operation and maintenance contract arose.

The reason why the report cannot be delayed is because a decision on the contract is likely to be made before the next meeting of Council.

CARRIED

8.2 Action Sheet - 18 April 2013, Report RFN13-04-05.

Moved Cr Edgar/Cr Sangster
FN13-04-4

That the Corporate Services Committee receives the Action Sheet - 18 April 2013, Report RFN13-04-05.

CARRIED

8.3 Chairman's Report, RFN13-04-14.

The Chairman's Report covered the following matters:-

- Welcome to the new Corporate Services Manager
- Annual Plan meetings and hearings
- Commercial Subcommittee appointments.

A report was requested advising whether or not Councillors could sit in on Commercial Subcommittee meetings and provide input.

Moved Cr Norriss/Cr Glover
FN13-04-5

That the Corporate Services Committee receives the Chairman's Report, RFN13-04-14.

CARRIED

8.4 Nelson Airport Ltd - Statement of Intent 2012/2013, Report RFN13-03-04.

Corporate Services Manager, Mike Drummond, spoke to the report which was included in the agenda.

The purpose of the report was to approve the 2012/2013 Nelson Airport Ltd Statement of Intent (SOI) for signing.

The Corporate Services Manager was reminded of the need for an improved and enhanced Joint Shareholders process with regards to more timely meeting dates and the receiving of reports within timeframes.

The Chair advised that a report is to be tabled at the Joint Shareholders meeting of 9 May 2013 regarding this process.

**Moved Cr Bouillir/Cr Glover
FN13-04-6**

That the Corporate Services Committee approves the Nelson Airport Ltd - Statement of Intent 2012/2013 for 2012/2013 for signing, subject to it also being approved for signing by the Nelson City Council.

CARRIED

8.5 Civic Assurance - Share Offer, Report RFN13-03-09.

Corporate Services Manager, Mike Drummond, spoke to the report which was included in the agenda.

The purpose of the report was to provide information on the latest extension of the Civic Assurance capital raising proposal and to provide an opportunity to review the previous decision not to participate.

**Moved Cr Bryant/Cr Maling
FN13-04-7**

That the Corporate Services Committee:

- 1) receives the Civic Assurance - Share Offer, Report RFN13-04-09; and**
- 2) recommends that Council confirms its previous decision not to subscribe to additional shares in the NZ Local Government Insurance Corporation Ltd.**

CARRIED

8.6 Civic Assurance - Call for Nominations for Directorate, Report RFN13-04-10.

Corporate Services Manager, Mike Drummond, spoke to the report which was included in the agenda.

The purpose of the report was to determine the Committee's position on the 2013 Civic Assurance Call for Nominations for Directors.

**Moved Cr Bouillir/Cr Glover
FN13-04-8**

That the Corporate Services Committee:

- 1) receives the Civic Assurance - Call for Nominations for Directorate, Report RFN13-04-10; and**

2) agrees not to respond to the Civic Assurance Call for nominations for directorate.
CARRIED

8.7 Port Golden Bay Ltd - Council Controlled Organisation, Report RFN13-04-04.

Corporate Services Manager, Mike Drummond, spoke to the report which was included in the agenda.

The purpose of the report was to consider an exemption for Port Golden Bay Ltd from the Council Controlled Organisation requirements under the Local Government Act 2002. (LGA 2002) and to consider a request to change the Director of the company from the former Chief Executive Officer (CEO) of Tasman District Council (Paul Wylie) to the current CEO Lindsay McKenzie.

The Chief Executive Officer was requested to prepare a report and give a recommendation on whether or not to deregister the Mayoral Relief Fund Tasman/Nelson.

Moved Cr Ensor/Cr Glover
FN13-04-9

That the Corporate Services Committee:

- 1) receives the Port Golden Bay Ltd - Council Controlled Organisation, Report RFN13-04-04; and**
- 2) agrees that for the 2012/2013 financial year, Port Golden Bay Ltd be exempt from the requirements of a Council-Controlled Organisation, as permitted under Section 7 of the Local Government Act 2002 as it is a paper company only and there is no benefit to not being exempt. This exemption to be reviewed on an annual basis; and**
- 3) instructs Council staff to formally prepare documents on behalf of the shareholder (Tasman District Council) to appoint Lindsay McKenzie as Director of Port Golden Bay Limited, and remove Paul Wylie as Director.**

CARRIED

8.8 Mayoral Relief Fund Tasman/Nelson - Council Controlled Organisation, Report RFN13-04-07.

Councillor Edgar declared an interest in this item and took no part in discussions or voting on the resolution.

Corporate Services Manager, Mike Drummond and Finance Manager, Russell Holden spoke to the report which was included in the agenda.

The purpose of the report was to consider an exemption for the Mayoral Relief Fund Tasman/Nelson from the Council Controlled Organisation (CCO) requirements under the Local Government Act 2002. (LGA 2002) and to undertake appointments of new trustees under the terms of the Trust Deed.

The Finance Manager confirmed that the Fund covered both the Tasman and Nelson Districts and the Corporate Services Manager added that Council staff administer the Trust on behalf of the Trustees.

The Chair advised that the Fund was set up to receive charitable contributions and that a review of the necessity for the Trust was now required.

**Moved Cr Norriss/Cr Glover
FN13-04-10**

That the Corporate Services Committee:

- 1) receives the Mayoral Relief Fund Tasman/Nelson - Council Controlled Organisation RFN13-04-07; and
- 2) agrees that for the 2012/2013 financial year, the Mayoral Relief Fund Tasman/Nelson be exempt from the requirements of a Council-Controlled Organisation, as permitted under Section 7 of the Local Government Act 2002 as it is a small, sometime dormant charitable trust and there is no benefit to not being exempt. This exemption to be reviewed on an annual basis; and
- 3) instructs Council staff to undertake the process of reviewing the necessity for the Trust in the first instance.

CARRIED

8.9 Treasury Management, Report RFN13-04-03.

Finance Manager, Russell Holden, spoke to the report which was included in the agenda.

The purpose of the report was to update Committee members on compliance with Council's Treasury Management Policy.

Matters discussed included:-

- Facility Maturity Limit
Non compliance on longer term debt.
- Debt Levels
The Treasury limit on net debt not exceeding 20% was not expected to be impacted by forthcoming revaluations of Council property.
- Investments
More detail was requested on the individual cash balances of Funds and Trusts listed in Table 4.3. Committee members requested details on the Wetlands Fund.

**Moved Cr Glover/Cr Maling
FN13-04-11**

That the Corporate Services Committee receives the Treasury Management, Report RFN13-04-03.

CARRIED

8.10 February 2013 Financials, Report RFN13-04-08.

Finance Manager, Russell Holden, spoke to the report which was included in the agenda.

The purpose of the report was to provide financial information for the period ended 28 February 2013 for the Corporate Services Committee.

Matters discussed included:-

- Summarised Income Expenditure Statement and Financial Position
Committee members requested the Summary Table contain a column that included percentages.
- Bad Debt Write Offs
- Overheads
Committee members requested a report on how Council allocates Overheads.

**Moved Cr Glover/Cr Maling
FN13-04-12**

**That the Corporate Services Committee receives the February 2013 Financials, Report RFN13-04-08.
CARRIED**

8.11 Local Government Funding Agency Half Yearly Report, RFN13-04-15.

Corporate Services Manager, Mike Drummond, spoke to the report which was included in the agenda.

Committee members requested copies of the LGFA Half Year Report 31 December 2012 that had not been circulated or received under separate cover.

The Corporate Services Manager was requested to check what impact the addition of twelve new shareholders has had on the return of investment for the original nine shareholders and report back.

**Moved Cr Maling/Cr Glover
FN13-04-13**

**That the Corporate Services Committee receives the Local Government Funding Agency Half Yearly Report, RFN13-04-15.
CARRIED**

8.12 Information Services Update, Report RFN13-04-02.

Information Services Manager, Peter Darlington, spoke to the report which was included in the agenda.

The purpose of the report was to update the Corporate Services Committee on the latest activity and projects in the Information Services Section. The report included:-

- Broadband Rollout in the Tasman District
A rollout timetable for southern Richmond has yet to be negotiated.

11.40 am: Mayor Kempthorne arrived.

- IPADs for Councillors
Auditors are looking at Council's compliance with the Remuneration Authority's view on IPADs. Committee members felt that the Remuneration Authority was 'behind the play' on this issue and that the Tasman District Council was not keeping up with best practice.

The Chair requested the Chief Executive Officer to prompt Local Government New Zealand (LGNZ) to pursue the case for IPADs for Tasman District Councillors.

- Shared Services GIS
- Projects Update.

**Moved Cr Edgar/Cr Bouillir
FN13-04-14**

That the Corporate Services Committee:-

- 1) **receives the Information Services Update, Report RFN13-04-02; and**
- 2) **requests the Chief Executive Officer to prompt Local Government New Zealand (LGNZ) to pursue the case for IPADs for Tasman District Councillors.**

CARRIED

8.13 Manager Property Services, Report RFN13-04-11.

Manager Property Services, Jim Frater, spoke to the report which was included in the agenda.

The purpose of the report was to provide financial accounts for the period ended February 2013 for Forestry, Motueka Aerodrome, Port Tarakohe and Property.

Forestry

The Manager Property Services advised that accounts and projections for forestry were good.

Motueka Aerodrome

The Manager Property Services was advised that some operators are presently working outside of their operating hours. Manager Property Services to investigate.

The Manager Property Services advised that unsuccessful candidates to the Commercial Subcommittee could not be approached to gauge their interest in being considered as an independent member on the Motueka Aerodrome Users Group as a confidentiality clause prevented their names from being released. He therefore recommended the Corporate Services Committee delegate the appointing of an independent member to the Corporate Services Committee's Chair and to Cr Dowler.

Port Tarakohe

The Manager Property Services advised that the Tarakohe Working Party was now active. Discussion on the barrier arm at the Port ensued.

Property

The Manager Property Services Property report covered the following matters:-

- The former Westpac premises at 257 Queen Street, Richmond
- Charges at the Collingwood Camping Ground
- The Pohara Valley water supply – to be referred to the Commercial Subcommittee
- Motueka Top 10 Holiday Park – to be referred to the Commercial Subcommittee.
 - The internal roading network
 - The standard of the cabins at the Park
 - Committee members requested a report on the income received from the use of the Conference Facility at the Park
- The Riverview Camping Ground at Murchison
 - The standard of the cabins at the Park
- Earthquake risk and management report on Council's land and Commercial/Community buildings
 - The Chair requested a report by 30 May 2013 containing the number of buildings Council owns, how many are commercial and of highest priority for a low level seismic assessment (eg TDC Pensioner Cottages, Motueka Court House) and how many buildings are Community buildings and which ones have the highest priority (eg Richmond Town Hall, Motueka Memorial Hall) etc.

Moved Cr Norriss/Cr Bryant FN13-04-15

That the Corporate Services Committee:-

- 1) receives the Manager Property Services, Report RFN13-04-11; and**
- 2) delegates Councillors King and Dowler to finalise the appointment of the independent member of the Motueka Aerodrome User Group; and**
- 3) requests staff to report back to the next meeting of the Corporate Services Committee with an assessment of the earthquake risk to council's community,**

commercial and operational buildings.

CARRIED

9 CONFIDENTIAL SESSION

9.1 Procedural motion to exclude the public

Moved Mayor Kempthorne/Cr Bouillir
FN13-04-16

That the public be excluded from the following part(s) 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 follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

9.2 Local Government Funding Agency draft 2013/14 SOI

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

9.3 Sale of 149 Salisbury Road, Richmond

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

9.4 NRSBU Operations and Maintenance Contract – Late Item

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

CARRIED**RESUMPTION OF OPEN SESSION**

Moved Cr Bouillir/Cr Glover
FN13-04-20

That the open meeting be resumed.

CARRIED**8 REPORTS CONTINUED****8.14 Accounts for Payment - February and March 2013, Report RFN13-04-06.**

Corporate Services Manager, Mike Drummond, spoke to the report which was included in the agenda.

Moved Cr Norriss/Cr Inglis
FN13-04-21

That the Corporate Services Committee receives the Accounts for Payment - February and March 2013, Report RFN13-04-06.

CARRIED

The meeting concluded at 12.10 pm.

Date Confirmed:

Chair: