
MINUTES
of the
FULL COUNCIL MEETING
held

10.20 am, Thursday, 8 August 2013

at
Tasman Council Chamber, 189 Queen Street, Richmond

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

In Attendance: Chief Executive Officer (L McKenzie)
Executive Officer – Strategic Development (S Hartley)
Corporate Services Manager (M Drummond)
Finance Manager (R Holden)
Policy Planner (M-A Baker)
Administration Officer (G Woodgate)

1 OPENING, WELCOME

2 APOLOGIES

Moved Cr Edgar/Cr Ensor
CN13-08-1

That apologies from Crs M L Bouillir and T B King for absence and Cr G A Glover for lateness be accepted.

CARRIED

3 PUBLIC FORUM

3.1 Cr Eileen Wilkins

Cr Wilkins reported on a recent trip to Europe where she visited Council's sister city. She advised that a Grootegast Council meeting held in the Netherlands had highlighted to her that local body issues were similar world-wide.

Cr Wilkins then presented Mayor Kempthorne with a gift from the Grootegast Council.

3.2 Mr Maxwell Clark

Mr Clark requested that his thanks be passed on to the Engineering department for the pedestrian crossing in Lower Queen Street.

3.3 Mr Ray Hellyer

Mr Hellyer expressed his displeasure at a response he had received regarding a water consent issue.

4 DECLARATIONS OF INTEREST

Cr C M Maling declared an interest in the late, confidential Item - 'Consideration of Tenders - 257 Queen Street'.

5 LATE ITEM

5.1 LATE ITEM RESOLUTION

**Moved Cr Bryant/Cr Wilkins
CN13-08-2**

That the Tasman District Council agrees to receive the Late Item - Consideration of Tenders – 257 Queen Street Report (RCN13-08-16) for discussion in the meeting. The reason for the late item is that tenders closed on 31 July 2013, were processed after the publication of the Council agenda and the item cannot wait until the next meeting of Council as tender acceptance must be made by Friday 23 August.

CARRIED

6 CONFIRMATION OF MINUTES

**Moved Cr Maling/Cr Norriss
CN13-08-3**

That the minutes of the Full Council meeting held on Thursday, 27 June 2013, be confirmed as a true and correct record of the meeting.

CARRIED

7 PRESENTATIONS

7.1 Water Quality Presentation, Report RCN13-08-01

Mr Chris Keenan from Horticulture New Zealand made an OHP presentation on the work Horticulture New Zealand is doing on water quality, and the steps the horticulture industry is taking to mitigate the impacts of the horticulture industry on water quality.

In a question and answer session, Mr Keenan advised:-

- There are protocols and audits in place to deal with the issue of nitrate in the Richmond water supply. He added that security of that water supply was the major issue for Tasman.
- Third party auditing helps to keep local industries in check regarding the contamination of local lakes, rivers and streams.

11.04 am: Mr Keenan departed.

7.2 Energy Efficiency and Conservation Authority Presentation, Report RCN13-08-02

Mr Robert Linterman of Energy Efficiency and Conservation Authority made an OHP presentation on “The Value of Voluntary Targeted Rates in Supporting Insulation and Clean Air”.

In a question and answer session, Mr Linterman advised:-

- The new scheme, entitled ‘Warm Up New Zealand – Healthy Homes’, is targeted at low income families and is available to landlords
- The average cost per household to insulate a home is \$3250.00.

11.26 am: Mr Linterman departed.

8 REPORTS

8.1 Warm Tasman - Review and Update, Report RCN13-08-03

Policy Planner, Mary-Anne Baker was in attendance to speak to her report contained within the agenda.

The report provided an update on the Warm Tasman programme, described changes to the EECA subsidy programmes and recommended changes to the Warm Tasman voluntary rates programme.

Councillors discussed:-

- The Healthy Homes Scheme’s projected costs not being included in Council’s Long Term Plan
- A projected debt of \$380,000pa over the ten year period – this figure assumed full pick-up
- Woodburner service providers needing to satisfy certain criteria, requirements and standards before becoming approved contractors
- A post installation audit is required on all installations
- Seven exceedances of the PM10 levels is of concern considering the mildness of this year’s winter
- Separately showing the scheme’s debt in the annual and long term plans.

**Moved Cr Edgar/Cr Ensor
CN13-08-4**

That the Full Council:

- 1) receives the Warm Tasman - Review and Update RCN13-08-03; and**
- 2) continues to offer the Warm Tasman Voluntary Targeted Rate Scheme that;**
 - (i) recovers the installed cost plus interest and administration costs for the installation of insulation from the ratepayer over a term of ten years; and that;**
 - (ii) is available to all ratepayers not in rate arrears,**
 - (iii) is capped at \$3,500 [GST excl] for insulation per household,**
 - (iv) is limited to work on insulation specified and approved by EECA, and installed by Service Providers approved by Council**

- (v) is limited to a total of 50 houses per year
- 3) also offers the Warm Tasman Voluntary Targeted Rate Scheme to householders in the Richmond Airshed that;
- (i) recovers the installed cost plus interest and administration costs for the installation of clean heating in the Richmond Airshed from the ratepayer over a term of ten years and that;
 - (ii) is available to all ratepayers in the Richmond Airshed not in rate arrears,
 - (iii) is capped at \$4,000 [GST excl] for clean heating per household,
 - (iv) is limited to work on clean heating options specified and approved by EECA or the Ministry for the Environment and installed by service providers approved by Council,
 - (v) is limited to a total of 50 houses per year.
- 4) reviews the Warm Tasman Voluntary Targeted Rate Scheme no later than 1 July 2015.

CARRIED

8.2 Consolidated Bylaw - Chapter One - Introductory Bylaw 2013, Report RCN13-08-04

Executive Officer – Strategic Development, Sandra Hartley was in attendance to speak to her report contained within the agenda.

The purpose of the report was:-

1. to adopt Tasman District Council Consolidated Bylaw – Chapter 1 – Introductory Bylaw 2013; and
2. to agree that the Bylaw will come into effect on 16 August 2013; and
3. to note that the Bylaw will be advertised in Newsline the Mag as coming into effect on 16 August 2013 in accordance with Section 157(1) of the Local Government Act 2002.

No submissions were received.

Moved Cr Norriss/Cr Edgar

CN13-08-5

That the Full Council:

- 1) receives the Consolidated Bylaw - Chapter One - Introductory Bylaw 2013 Report; and
- 2) adopts the Tasman District Council Consolidated Bylaw – Chapter 1 – Introductory Bylaw 2013; and
- 3) notes that staff will advertise that the Bylaw has been adopted and the date from which it will come into effect.

CARRIED

8.3 Consideration of Submission for Rates Postponement Policy, Report RCN13-08-05

Chief Executive Officer, Lindsay McKenzie was in attendance to speak to his report contained within the agenda.

The purpose of the report was to properly consider and respond to a submission on the Annual Plan 2013/2014 that was not fully considered at the time, and to decide whether or not a proposed rates postponement policy for financial hardship should be developed.

Councillors discussed other options available to the submitter ie.

1. A Rates Rebate
2. A managed payment scheme
3. Releasing equity from assets.

Moved Cr Norriss/Cr Dowler

CN13-08-6

That the Full Council:

- 1) **receives the Consideration of Submission for Rates Postponement Policy RCN13-08-05; and**
- 2) **thanks Mr McNeil for his submission and advises him of the outcome of its consideration; and**
- 3) **does not request the Chief Executive to prepare a proposal for a rates postponement policy for financial hardship.**

CARRIED

8.4 Duties and Responsibilities of the Deputy Mayor and meeting Chairpersons, Report RCN13-08-06

Corporate Services Manager, Mike Drummond was in attendance to speak to his report contained within the agenda.

The purpose of the report was to formalise the duties and responsibilities of Committee Chairpersons and the Deputy Mayor.

Councillors considered that the Duties and Responsibilities of the Deputy Mayor and meeting Chairpersons proposal lodged with the Remuneration Authority required further editing during the lunch break.

The Item was left to lie on the table.

8.5 2013 Additional Remuneration for Positions of Responsibility, Report RCN13-08-07

Corporate Services Manager, Mike Drummond was in attendance to speak to his report contained within the agenda.

The purpose of the report was to confirm the representations to the Remuneration Authority on additional payments for elected members in positions of responsibility, and to formally set those additional responsibilities.

The Corporate Services Manager tabled a replacement copy of the 'Additional Councillor Responsibilities' – Attachment 3 to the report in the agenda.

Councillors recommended the removal of paragraph 4.14 relating to remuneration for the Chair of the Regional Transport Committee from the proposal lodged with the Remuneration Authority.

**Moved Cr Maling/Cr Ensor
CN13-08-7**

That the Full Council:

- 1) receives the 2013 Additional Remuneration for Positions of Responsibility Report RCN13-08-07; and
- 2) confirms the proposal for additional pay for the additional responsibilities of the four Standing Committee Chairs, Deputy Mayor with the exception of the Chair of the Tasman Regional Transport Committee as set out in the proposal lodged with the Remuneration Authority (attachment 3 to Report RCN13-08-07)

CARRIED

8.6 2013-14 Elected Officials Communications Allowance, Report RCN13-08-08

Corporate Services Manager, Mike Drummond was in attendance to speak to his report contained within the agenda.

The purpose of the report was to advise Councillors of the proposed communication allowance effective from the 2013 elections in terms of Council Report RCN-13-06-24.

Councillors discussed their entitlement to be reimbursed for consumable costs (printers, toners etc) incurred in direct relation to their Council or Community Board roles.

**Moved Cr Edgar/Cr Bryant
CN13-08-8**

That the Full Council receives the 2013-14 Elected Officials Communications Allowance report RCN13-08-08.

CARRIED

8.7 Authority to Approve Rates Remissions for Land Subject to Council Initiated Zone Changes, Report RCN13-08-09

Corporate Services Manager, Mike Drummond was in attendance to speak to his report contained within the agenda.

The purpose of the report was to formally delegate authority to approve, or decline, applications for rates remissions under the Rates Remission Policy for Land Subject to Council Initiated Zone Changes to the Corporate Services Committee.

**Moved Cr Bryant/Cr Maling
CN13-08-9**

That the Full Council:

- 1) receives the Authority to Approve Rates Remissions for Land Subject to Council Initiated Zone Changes report RCN13-08-09; and
- 2) delegates the authority to consider and decide on applications made under the Rates Remission Policy for Land Subject to Council Initiated Zone Changes to the Corporate Services Committee.

CARRIED

8.8 2013 Residents Survey Results, Report RCN13-08-12

Strategic Development Manager, Susan Edwards was in attendance to speak to her report contained within the agenda.

The purposes of the report were to advise Council that the Communitrak Residents Survey had been carried out and for Council to receive the survey report prepared by the National Research Bureau (NBR).

Councillors discussed:-

- The value in undertaking the Communitrak Residents survey annually
- The cost of the survey
- The layout and format of the survey report.

Moved Cr Maling/Cr Wilkins CN13-08-10

That the Full Council:

- 1) receives the 2013 Residents Survey Results report RCN13-08-12; and**
- 2) receives the Communitrak Survey May 2013 Report prepared by the National Research Bureau; and**
- 3) notes that the Communication Subcommittee will be discussing and considering the communication matters in the Communitrak Survey report at its meeting on 29 August 2013.**

CARRIED

12.26 – 1.15 pm: Lunch.

8.4 Duties and Responsibilities of the Deputy Mayor and meeting Chairpersons, Report RCN13-08-06 (Continued)

Councillors considered the Duties and Responsibilities of the Deputy Mayor and meeting Chairpersons proposal lodged with the Remuneration Authority during the lunch break and made several amendments and additions.

Moved Cr Norriss/Cr Wilkins CN13-08-11

That the Full Council:

- 1) receives the Duties and Responsibilities of the Deputy Mayor and meeting Chairpersons report RCN13-08-06; and**
- 2) approves the additional duties and responsibilities (as amended) for Chairpersons and the Deputy Mayor as set out in section 4 of this report.**

CARRIED

8.9 Engineering Services Reorganisation - Ongoing Performance KPIs, Report RCN13-08-10

Chief Executive Officer, Lindsay McKenzie was in attendance to speak to the report contained within the agenda.

The report provided the list of key financial and non-financial performance indicators (KPIs) that will measure the performance of the new in-house delivery arrangements on an ongoing basis.

12.21 pm: Cr Glover arrived.

The Chief Executive Officer advised that the first financial report against targets showed a positive variance of \$921,000 against the original business case proposal for the reporting period covering the first six months of the department re-structuring.

Councillors discussed:-

- Monitoring of how much work is contracted out to HWH
- The need to finalize the key Non-Financial KPI's – to be included as an Action Point for report back.

Moved Cr Norriss/Cr Sangster

CN13-08-12

That the Full Council receives the Engineering Services Reorganisation - Ongoing Performance KPIs Report RCN13-08-10.

CARRIED

8.10 Chief Executive's Activity Report, Report RCN13-08-11

Chief Executive Officer, Lindsay McKenzie and Corporate Services Manager, Mike Drummond were in attendance to speak to the report contained within the agenda.

The purpose of the report was to inform Council about some current issues and the Chief Executive's operational activities for the period since Council's 27 June 2013 meeting.

Councillors discussed:-

- A timeframe for the Port Tarkohe report to Council
- The Iwi Liaison position
- The involvement of Mayor Kempthorne and Cr Edgar in the interview process for the Community Development Manager's position
- Council mechanisms in place to cater for the ageing population
- Highlights from the recently held Local Government NZ Conference in Hamilton
- Staffing difficulties within the horticultural industry.

Moved Cr Bryant/Cr Sangster

CN13-08-13

That the Full Council receives the Chief Executive's Activity Report RCN13-08-11.

CARRIED

8.11 Mayor's Report, report RCN13-08-13

The report was a commentary of the Mayor's activities for the months of June/July 2013.

Councillors discussed:-

- Mayors' Taskforce and the need to keep Connections going in the support of young people. A discussion, or presentation, on the outcomes and outputs of the Mayors' Taskforce was requested.
- The need for a meeting regarding the roles and responsibilities of elected members, Ward councillors and Community Board members during emergency response and recovery.

Moved Cr Bryant/Cr Norriss
CN13-08-14

That the Tasman District Council receives the Mayor's Report RCN13-08-13.
CARRIED

8.12 Machinery Resolutions Report, Report RCN13-08-14

The report recommended confirmation, and the execution, of several documents under Council Seal.

Moved Cr Maling/Cr Wilkins
CN13-08-15

That the Full Council receives the Machinery Resolutions Report RCN13-08-14 and confirms the execution of the following documents under the Seal of Council:

Lease - Baldwin and Brown Ltd, 51003, Lease of ground floor retail and part level one 257 Queen Street

Lease - RNZ Plunket Society - Nelson Marlborough Area Inc., 52504L, Lease renewal for a further five year term + 5 years right of renewal

Deed of renewal, Miles and Stephanie Drewery, 51302L2, Right of renewal for another 3 years for Coffee Kiosk based in Richmond Library

Variation to deed, Tasman District Council and MPI, Extension of time to complete reports related to contaminated level investigations

Bylaw, Tasman District Council, Speed Limits Bylaw (Chapter 4 Consolidated Bylaw) as per Council resolution of 27/06/13.

CARRIED

8.13 Action Items - Previous Council meetings, Report RCN13-08-15

The Council reviewed the Action Items report contained within the agenda.

Moved Cr Norriss/Cr Wilkins
CN13-08-16

That the Full Council receives the Action Items from previous Council meetings, Report RCN13-08-15.

CARRIED

9 CONFIDENTIAL SESSION

9.1 Procedural motion to exclude the public

Moved Cr Edgar/Cr Sangster
CN13-08-17

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:
CARRIED**

9.2 Consideration of Tenders - 257 Queen Street (LATE REPORT)

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.

RESUMPTION OF OPEN SESSION

**Moved Cr Glover/Cr Inglis
CN13-08-21**

**That the open meeting be resumed.
CARRIED**

The meeting concluded at 2.45 pm.

Date Confirmed:

Chair: