

MINUTES

Title: Corporate Services Committee
Date: Thursday 28 April 2005
Time: 9.35 am
Venue: Council Chambers, 189 Queen Street, Richmond
Present: Mayor J C Hurley, Crs T B King (Chair), J L Inglis, T E Norriss, R G Currie, N Riley, E J Wilkins, P K O'Shea, S G Bryant, E M O'Regan
In Attendance: Chief Executive (R G Dickinson), Corporate Services Manager (D G Ward), Corporate / Engineering Administrator (V M Gribble)

Apologies

Moved Crs Riley/O'Shea
FN05/04/05

**That apologies for absence from Crs Henry, Higgins, Borlase and Kempthorne be sustained.
Carried**

1 Confirmation of Minutes

1.1 Corporate Services Committee – 24 March 2005

Moved Crs Norriss/Riley
FN05/04/06

**That the minutes of the Corporate Services Committee meeting held on 24 March 2005, containing resolutions numbered FN05/03/05 to FN05/03/24 be confirmed as a true and complete record of the proceedings of that meeting.
Carried**

1.2 Enterprise Subcommittee – 30 March 2005

Moved Crs Bryant/Inglis
FN05/04/07

**That the minutes of the Enterprise Subcommittee meeting held on 24 March 2005, containing resolutions numbered FN05/03/25 to FN05/03/37 be confirmed as a true and complete record of the proceedings of that meeting.
Carried**

2 Chairperson's Report

Cr King encouraged Councillors to attend annual plan meetings outside their own particular wards.

Cr King said it is important that Council is seen to be leading by example in terms of efficiency, eg clean air, vehicle purchase etc. He asked whether energy efficient works would be included in the new Richmond office building.

Cr O'Shea noted that recycling is another issue that should be looked at.

Cr Norriss commented on mail sent from Council and suggested that if it is not important it could wait until another day for posting.

Cr Bryant questioned the value of receiving all the local newsletters.

Mr Ward said energy efficient measures will be included in the new office building. He said it wouldn't be fair for staff to be asked to decide what mail is important. He asked that individual Councillors talk to staff in the mail room about what mail they want to receive.

Mayor Hurley noted that the rates relief scheme is to be reviewed which should benefit more people in the community. He also commented on costs of auditing the LTCCP.

Mr Ward said audit costs for the LTCCP will require a 60% increase on average for all Councils across the country. Tasman's audit fee is currently \$79,000 and it will increase by \$46,000 this year. He said the LTCCP will be audited every three years. He tabled a project update on Auditing for the Future.

The meeting adjourned for a Citizenship Ceremony.

3 Citizenship Ceremony

A Citizenship Ceremony was held for the following people:

Richard Sean Bismark	Alison Jean McLeish
Prelean Celestine Bismark	Ross James Inness-McLeish
Emese Shaunagh Bismark	Peter William Jones
Saskia Camille Bismark	Clare Ann Jones
Rebecca Griffin	Daniel Kolthoff
Philip John Inness	Gora Singh

Mr Dickinson arrived at the meeting at 11.10 am.

4 Corporate Services Manager's Report

4.1 Australian Exchange

Mr Ward advised he has been awarded a Federal Management Exchange to Australia and will be looking at local government communications and the managed introduction of new accounting standards. He will be away from 15 May 2005 to 20 June 2005.

4.2 Property Valuations

Quotable Value have advised that property valuations will be released in October 2005, with submissions being received until the end of January 2005. He said Council will have to consider how it rates utility assets.

4.3 Dog Registration

Mr Ward advised there are approximately 9,800 known dogs and only 35 unregistered dogs in the district.

4.4 Rating Remissions

Mr Ward advised there are approximately 65 organisations who apply for rate remissions and these will be considered at the Corporate Services Committee meeting on 21 July 2005.

Cr O'Shea asked for a paper to be distributed explaining the way rate remissions work.

4.5 Motueka Clock Tower

Mr Ward said a Trust was formed to purchase the clock tower. Council raised a loan of \$150,000 and every quarter the Trust is invoiced for payment. The Trust has advised they are finding it increasingly difficult to service the loan.

Cr Inglis said the clock tower should be moved to the middle of road and be used as a round-a-bout. He said Council should consult with Transit.

Cr O'Shea said an engineering report had concluded that it would be very difficult to move it and the cost would be about \$700,000.

Cr Wilkins said the Trust has sold advertising for one side of the clock. She suggested the Trust be given an interest-free loan.

Cr O'Shea said the clock tower is an icon and she agreed with the Trust being able to purchase the clock. She was disappointed Council did not support the Trust more.

Mayor Hurley suggested levying ratepayers in the Motueka Ward for the cost.

Mr Ward was requested to prepare a report responding to each of the options proposed by the Clock Town Trust in their letter to Council dated 20 March 2005.

4.6 Funding Requirements

Moved Crs Norriss/Currie
FN05/04/08

That:

i)		The Council shall borrow the sum of five million and thirty five thousand three hundred and thirty five dollars (\$5,035,335)
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,

		WestpacTrust and ASB Bank Ltd.	
	b)	A letter of offer from WestpacTrust.	
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 Annual Plans:	
			\$
		Area Wide Pavement Treatment	439,110
		Aorere Bridge	178,760
		Cooks Creek Bridge	211,970
		Redwood Water Scheme	246,466
		Infrastructural Enhancements Rural 3	1,148,992
		Sewerage Kaiteriteri Replace Main	666,000
		Sewerage Pohara Stage 3	788,000
		Sewerage Takaka	729,037
		Sewerage Takaka RNLs	231,000
		Hamama Water Main and Road Resealing	110,000
		Fire Blight, Motueka	100,000
		Water Mapua Pipe Replacement	<u>186,000</u>
			5,035,335
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.
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Carried

4.7 Rural Property Numbering

Following consideration of submissions on proposed road name changes, Council is now in a position to progress the rural property numbering project within Golden Bay. The process will require:

- a contract being prepared between Rural Property Numbering and Tasman District Council, exclusive to the Golden Bay Ward
- a procedural document (appendix to the contract) defining how Council requires the contractor to allocate property numbers, together with timeframe and remuneration
- the preparation of an information brochure to be forwarded to all affected property owners advising them of the process and cost, where applicable
- preparation of media statements (largely extracted from the information brochure) but emphasising **that those who already have a rural property identification number will not be required to pay the one-off rate**

Rural property numbering will be undertaken for approximately 1,500 properties within Golden Bay Ward. We anticipate that some of the existing property numbers will be required to be changed.

Moved Crs Bryant/Norriss
FN05/04/09

That Council engage Rural Property Numbering to allocate property numbers within the Golden Bay Ward to those properties/rating units specifically identified on a special rating map.

Carried

4.8 Fire Blight Control – Waimea Region

Mr Ward tabled a brochure which will be distributed to those in the targeted area of the proposed programme for the eradication of Hawthorn which is the major host of fire blight in the Waimea Region. He advised the Committee that the project advocates, Cr Kempthorne and Mr J Raine are involved in direct consultation with property owners in the affected area.

4.9 Draft Annual Plan Consultation

The meeting discussed the process to be followed during seven scheduled public meetings commencing on 3 May 2005. A similar presentation format will be followed to previous years.

5 Accounts for Payment – March 2005

Moved Crs Norriss/Bryant
FN05/04/10

**That the accounts for March 2005 be approved for payment.
Carried**

6 LTCCP Workshop

Mr Ward gave a powerpoint presentation to the Committee which contained extracts from the SOLGM/NAMS Workshop series that is currently being held throughout the country.

During his presentation, Mr Ward emphasised the need for elected representatives to be aware of the process to be followed in preparing our 2006 LTCCP. He referred to existing contracts and levels of service, the need to prepare assumptions on growth and other service related issues upon which asset management plans and future levels of service will be based.

Mr Ward also referred to the process that Audit NZ will be following, including the need for each Council to initially complete a self-assessment form, in their audit of each local authority's draft LTCCP prior to its release for consultation.

The meeting was reminded of the timetable that we propose to follow in the compilation of Council's LTCCP. Consultation meetings will commence in the last week of July 2005 and continue through the month of August 2005. During September and October 2005 staff will be analysing submissions received and making recommendations to Council. Concurrent to this exercise, external reviews will be undertaken of asset management plans. During the month of November 2005, there will be a series of Council workshops to consider the submissions received through the consultation process, with the objective of prioritising responses and incorporating these into our revised asset management plans.

There will be a concurrent requirement to align prioritised activities, projects and funding with our eight identified community outcomes.

The meeting concluded at 2.30 pm and was followed by a site visit to Broadsea Avenue/seafront to view the current erosion/situation.

Date Confirmed:

Chair: