

MINUTES

TITLE: Communications Subcommittee
DATE: Wednesday 2 June 2010
TIME: 10.00 am
VENUE: Tasman Council Chamber, 189 Queen Street, Richmond.

PRESENT: Crs E J Wilkins (Chair), J L Edgar, S J Borlase

IN ATTENDANCE: Mayor R G Kempthorne, Cr S G Bryant, Strategic Development Manager (S Edwards), Communication Advisor (C Choat), Executive Assistant (V M Gribble)

1 CHAIR'S REPORT (Verbal)

Cr Wilkins was pleased with the civil defence coverage during the recent flooding in Tapawera. She noted that the recent communications workshop had been a worthwhile exercise.

Mr Choat advised that civil defence welfare teams and Rural Support Trust are still operating in Tapawera following the recent floods. Engineering Manager, P Thomson, is directing the recovery process.

Cr Bryant suggested that a telephone and email tree would be advantageous to get information out in emergency situations.

2 COMMUNICATION ADVISER'S REPORT – RFN10-06-01

Mr Choat spoke to his report which outlined activities he had focused on during April/May 2010. He advised that the Hope Domain issue is ongoing. Mr Choat reported that the one-millionth visitor is expected at the ASB Aquatic Centre during June 2010 and the pool birthday will be celebrated during September 2010.

Volunteers on the initial fundraising committee for the pool are to be invited to attend celebrations that will be happening.

The Hope Domain issue highlighted internal communications problems which need to be improved. Part of the reason the Communication Adviser's position was made internal was to work on communications between departments and inter-departmentally.

Ms Edwards said the staff culture survey had recently been completed and will be discussed at management level. She undertook to bring the internal communication matter to the attention of the management team.

Mayor Kempthorne arrived at 10.29 am.

Subcommittee members asked that discussions be held with elected representatives when consultation meetings are being arranged. Councillors should also be advised of any consultation being undertaken in their wards, prior to it being undertaken.

Mr Choat advised that a job form and check list will be completed for any work undertaken by Dry Crust Communications and it will be required to be signed off.

Paul Jennings, Dry Crust Communications, is to be invited to attend Communications Subcommittee meetings.

**Moved Crs Wilkins/Edgar
FN10-06-01**

**THAT the Communication Adviser's Report – RFN10-06-01, dated 2 June 2010, be received.
CARRIED**

3 MEDIA REPORT – RFN10-06-02

Mr Choat spoke to the Media Report – RFN10-06-02 in the agenda which updated the Subcommittee on media releases, radio advertising and publications for April/May 2010.

He said Council radio time is now being used for strategic information, not for fill-in information. Fresh FM give greater coverage over the Tasman District and will also meet the needs of civil defence in Golden Bay.

Mr Choat advised that he will be working with community associations to find an alternative to hard copy newsletters.

**Moved Crs Wilkins/Borlase
FN10-06-02**

**THAT the Media Report – RFN10-06-02, dated 2 June 2010, be received.
CARRIED**

4 FINANCIAL REPORT – RFN10-06-03

The Financial Report for the period ended 30 April 2010 was tabled and discussed by the Subcommittee.

It was noted that Golden Bay Weekly should be included in the Financial Report and The Nelson Mail should be named "Fairfax (including Nelson Mail)".

**Moved Crs Borlase/Wilkins
FN10-06-03**

**THAT the Financial Report for the period ended 30 April 2010 – RFN10-06-03, be received.
CARRIED**

RESOLUTION TO EXCLUDE THE PUBLIC

Moved Crs Edgar/Borlase
FN10-06-04

THAT the public be excluded from the following part(s) of the proceedings of this meeting.

Consideration of Communications Tender

The general subject of the matter 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 passing this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Consideration of Communications Tender	Good reason to withhold exists under section 7	Section 48(1)(d)

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

Reason to withhold information under Section 6 or 7	Section
Protect information where the making available of it would be likely to prejudice the commercial position of the person who supplied or is the subject of the information	Section 7(2)(b)

CARRIED

(Refer to Confidential Minute Book, resolution numbered FN10-06-05)

Moved Crs Wilkins/Borlase
FN10-06-06

THAT open meeting be resumed.
CARRIED

The meeting concluded at 11.41 am.

Date Confirmed:

Chair: