

MINUTES

TITLE: Corporate Services Committee
DATE: Thursday 10 November 2011
TIME: 9.30 am
VENUE: Tasman Council Chamber, 189 Queen Street,
Richmond.

PRESENT: Cr T B King (Chair), Mayor R G Kempthorne,
Crs M L Bouillir, B F Dowler, J L Edgar, B W Ensor,
G A Glover, C M Maling, Z S Mirfin, T E Norriss,
P F Sangster, E J Wilkins.

IN ATTENDANCE: Strategic Projects Adviser (M Tregurtha)
Accounting Manager (R Holden)
Information Services Manager (P Darlington)
Manager, Property Services (J Frater)
Human Resources Manager (J Cranness)
Health and Safety Advisor (B McDonald)
Transportation Manager (G Clark)
Utilities Asset Manager (J Cuthbertson)
Mr D Ogilvie - Chairman, Motueka Community Board
Rates Officer (J Seatter)
Mr Hugh Fitzgibbon – Quotable Value
Mr Brendon Bodger – Quotable Value
Administration Officer (G Woodgate)

APOLOGIES

Moved Cr Norriss/Wilkins
FN11-11-1

THAT apologies from Cr J L Inglis for absence and from Cr Ensor for lateness be sustained.
CARRIED

1 PUBLIC FORUM

No-one spoke in Public Forum.

2 CONFIRMATION OF MINUTES

2.1 Corporate Services Committee – 29 September 2011

**Moved Crs Norriss/Mirfin
FN11-11-2**

THAT the minutes of the Corporate Services Committee meeting held on 29 September 2011, containing resolutions MFN11-09-11 to MFN11-09-19 be confirmed as a complete record.

CARRIED

2.2 Audit Subcommittee – 29 September 2011

**Moved Cr Norriss/Wilkins
FN11-11-3**

THAT the minutes of the Audit Subcommittee meeting held on 29 September 2011, containing resolutions MFN11-09-20 to MFN11-09-24, be received by the Corporate Services Committee.

CARRIED

2.3 Communications Subcommittee – 27 September 2011

**Moved Cr Edgar/Wilkins
FN11-11-4**

THAT the minutes of the Communications Subcommittee meeting held on 27 September 2011, containing resolutions MFN11-09-01 to MFN11-09-10, be received by the Corporate Services Committee.

CARRIED

2.4 Joint Shareholders Committee – 30 September 2011

**Moved Cr King/Edgar
FN11-11-5**

THAT the minutes of the Joint Shareholders Committee meeting held on 30 September 2011 be received.

CARRIED

3 REPORTS

3.1 Chair's Report – RFN11-11-02

The Chair spoke to his report contained in the agenda that covered Long Term Plan challenges.

Cr King emphasised the point that with less Government funding there will be a real challenge for Council in the:-

- Roading budget with the decision not to fund inflation by NZTA
- Operations and maintenance, and levels of service.

Moved Cr Norriss/Maling
FN11-11-6

THAT the Corporate Services Committee receives the Chair's Report – RFN11-11-02.
CARRIED

3.2 Corporate Services Manager's Report – RFN11-11-04

Accounting Manager, Russell Holden, was in attendance to speak to the report contained in the agenda.

Moved Cr Edgar/Maling
FN11-11-7

THAT the Corporate Services Manager's Report (RFN11-09-04) be received by the Corporate Services Committee.
CARRIED

3.3 September 2011 Financials – RFN11-11-08

The Accounting Manager spoke to the report contained in the agenda.

Mr Holden advised that the report was a snapshot of the financials as at the end of September 2011, with income slightly down and expenditure on budget. Mr Holden also explained that Council expenditure was not linear each month and the following variances were contained within the report:-

- A number of grants and subsidies had been paid in advance
- Vested assets are accounted for quarterly and have yet to be quantified for the first quarter
- Unbudgeted By-election costs for the Golden Bay Ward
- Consultant costs associated with the Lee Valley Dam were ahead of budget.

The Committee requested the Accounting Manager pass on its congratulations to the Finance Team for its excellent work on the Annual Report.

Moved Cr Edgar/Bouillir
FN11-11-8

THAT the September 2011 Financials Report (RFN11-09-08) be received by the Corporate Services Committee.
CARRIED

3.4 Treasury Management – RFN11-11-05

The Accounting Manager spoke to the report contained in the agenda advising most of the Treasury limits were within policy and that only the Facility Maturity Limits were not met due to the spread of loans not being placed over longer terms.

**Moved Cr Maling/Sangster
FN11-11-9**

**THAT the Corporate Services Committee receives the Treasury Management Report – RFN11-11-05.
CARRIED**

The Chair declared a conflict of interest, vacated the Chair and left the room for discussion on the following item.

**Moved Cr Dowler/Bouillir
FN11-11-10**

**THAT Cr Edgar assume the Chair.
CARRIED**

3.5 Port Nelson Ltd – Statement of Corporate Intent – RFN11-11-07

The Accounting Manager spoke to the report contained in the agenda.

Discussion over the Port Nelson debt/equity ratio ensued.

**Moved Cr Norriss/Maling
FN11-11-11**

**THAT the Corporate Services Committee receives the Port Nelson Ltd report (RFN11-11-07) and approves for signing the Port Nelson Ltd Statement of Corporate Intent for 2011/2012, subject to it also being approved for signing by the Nelson City Council.
CARRIED**

Cr King returned to Chair the meeting.

3.6 Information Services Update – RFN11-11-01

The Information Services Manager, Peter Darlington, was in attendance to speak to the report contained in the agenda which provided the Committee with an update on the latest activity and projects in the Information Services Section.

Moved Crs Glover/Dowler
FN11-11-12

THAT the Corporate Services Committee receives the Information Services Report RFN11-09-01.
CARRIED

The meeting was adjourned at 10.02am for His Worship the Mayor to present Hamish Harwood of Takaka with a Mayoral Community Recognition Award for winning the Australasian Junior Championships for 150cc motor cross and this was followed by a morning tea break.

10.15am: meeting resumed.

3.7 Community Outcomes and Vision for inclusion in the Draft 2012 Long Term Plan – RFN11-11-09

Strategic Projects Adviser Mark Tregurtha, was in attendance to speak to the report contained in the agenda which sought the Committee's endorsement of amended Community Outcomes and Vision for inclusion in the draft 2012 Long Term Plan.

After general discussion it was decided to establish a working party to further develop the amended Community Outcomes and Vision and for this Working Party to report back to Council.

Moved Crs Edgar/Bouillir
FN11-11-13

THAT the Corporate Services Committee:

- 1 Receives the Community Outcomes and Vision Report RFN11-11-09**
- 2 Establishes a Working Party consisting of Mayor Kempthorne and Crs Edgar, Bouillir and Glover to further develop the amended Community Outcomes and Vision and report back to Council.**

CARRIED

3.8 Accounts for Payment September/October 2011 – RFN11-11-03

The Accounting Manager spoke to the report contained in the agenda.

Moved Cr Mirfin/Mayor Kempthorne
FN11-11-14

THAT the accounts for payment for September/October 2011 be approved by the Corporate Services Committee.
CARRIED

3.9 Property Services and Engineering Services Draft Activity Management Plan Endorsement – RFN11-11-10

Mr Tregurtha, Manager Property Services Jim Frater, Transportation Manager Gary Clark and Utilities Asset Manager Jeff Cuthbertson were in attendance to speak to the report that covered the draft Activity Management Plans (AMPs) for Council's Property Services and Engineering Services activities. The report sought endorsement of the draft AMPs to enable them to feed into the Long Term Plan (LTP) process and to go out for public consultation through the LTP process.

In general discussion the following matters were raised:-

Property Services

- Committee members considered the AMP should also include commercial properties.
- Satisfaction Levels of 70% were considered to be too low. The Committee requested raising these Levels to 85% over the next three years.
- The Committee requested staff provide a list of all unused Council land and property – prioritized by categories.

Port Tarakohe

- A new Vision for Port Tarakohe was requested.

Coastal Structures

- Under Depreciation, there is a note that as a result of an Audit request, Port Tarakohe had a reduced valuation of \$5m – this required clarification.
- Goals needed to be more specific.

Water Supply

- 'Our Goal' was considered to be too vague.

Wastewater

- 'Our Goal' was considered to be too vague.

Moved Crs Edgar/Norriss FN11-11-15

THAT the Corporate Services Committee:

- 1 Receives the Property Services and Engineering Services Draft Activity Management Plan Endorsement Report RFN11-11-10 and;**
- 2 Receives the draft Activity Management Plans for the following activities as summarised in Appendices 1-10 attached to this report:**

a) Property Services	f) Water Supply
b) Port Tarakohe	g) Wastewater
c) Aerodromes	h) Stormwater
d) Transportation	i) Solid Waste
e) Coastal Structures	j) Rivers

**as a basis for consideration during the Long Term Plan process.
CARRIED**

4 RESOLUTION TO EXCLUDE THE PUBLIC

Moved Cr Edgar/Mayor Kempthorne
FN11-11-16

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

4.1 Presentation on the District Revaluation by Quotable Value

4.2 Health and Safety Report – RFN11-11-06

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
4.1 Presentation on the district revaluation by Quotable Value	Good reason to withhold exists under section 7	Section 48(1)(a)
4.2 Health and Safety Report – RFN11-11-06	Good reason to withhold exists under section 7	Section 48(1)(a)

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 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 the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)
Enable Council to carry on without prejudice or disadvantage commercial negotiations	Section 7(2)(i)

CARRIED

Moved Crs Edgar/Dowler
FN11-11-18

THAT open meeting be resumed.
CARRIED

The meeting concluded at 12.00 pm.

Date Confirmed:

Chair:

UNCONFIRMED MINUTES