
MINUTES
of the
CORPORATE SERVICES COMMITTEE MEETING
held
9.30 am, Thursday, 5 April 2012
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillor T B King(Chair), Mayor R G Kempthorne, Councillors M L Bouillir, 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 and E J Wilkins.

In Attendance: Corporate Services Manager (M Staite)
Information Services Manager (P Darlington)
Manager Property Services (J Frater)
Financial Accountant (B Grammer)
Motueka Community Board Chair (D J Ogilvie)
Administration Officer (G Woodgate)

1 OPENING, WELCOME

The Chair advised that Item 7.6 Motueka Aerodrome Management Plan and Development Plan was being withdrawn from the Agenda due to missing attachments.

Moved Cr Glover/Norriss
FN12-04-01

THAT Item 7.6 Motueka Aerodrome Management Plan and Development Plan be withdrawn from the Agenda due to missing attachments.

CARRIED

2 APOLOGIES AND LEAVE OF ABSENCE

Nil.

3 PUBLIC FORUM

Nobody spoke in Public Forum.

4 DECLARATIONS OF INTEREST

Nil.

5 CONFIRMATION OF MINUTES

Moved Cr Norriss/Maling

FN12-04-02

THAT the minutes of the Corporate Services Committee meeting held on Thursday, 23 February 2012, be confirmed as a true and correct record of the meeting.

CARRIED

6 PRESENTATIONS

Nil.

7 REPORTS

7.1 Corporate Services Manager's Report

Corporate Services Manager, Murray Staite, was in attendance to speak to his report.

The report updated the Committee on several Council matters including the Civic Assurance Statement of Intent and the December 2011 financials.

Moved Cr Ensor/Mirfin

FN12-04-03

THAT the Corporate Services Committee receives the Corporate Services Manager's Report.

CARRIED.

Chairman's Report

The Chairman tabled and read his report that contained the following matters:-

- The Government's Reform Package
- The Need to Concentrate on Operational Costs
- The Amount of Infrastructure and the Standards required
- Providing Services in the best, most Efficient and Cost Effective Way
- What does Council need to Stop Doing? eg. Tourism and Economic Development.

Moved Cr Glover/Norriss

FN12-04-04

THAT the Corporate Services Committee Chairman's report be received.

CARRIED

7.2 Information Services Update

Information Services Manager, Peter Darlington, was in attendance to speak to his report.

The report updated the Committee on the latest activity and projects in the Information Services Section.

Matters covered included:-

- Broadband
- Local Government Systems
- Shared IT Services
- Tasman Libraries Website
- New Council Email Server Upgrade
- Citrix Project.

Mayor Kempthorne requested the Information Services Manager not to 'run ahead of the newly formed South Island Strategic Alliance in regards to shared services'.

Moved Cr Glover/Bouillir

FN12-04-05

**THAT the Corporate Services Committee receives the Information Services Update.
CARRIED**

7.3 Treasury Management Report

Corporate Services Manager, Murray Staite, was in attendance to speak to his report.

The report updated the Committee on Council's Treasury Management.

Matters covered included:-

- Debt Levels
- New Swap Transactions
- Treasury Limits
- Fixed/Floating Profile
- Facility Maturity Limit
- Investments.

Moved Cr Edgar/Ensor

FN12-04-06

**THAT the Corporate Services Committee receives the Treasury Management Report.
CARRIED.**

7.4 Loan Funding 2011/2012

Financial Accountant, Bryce Grammer, was in attendance to speak to his report.

The report sought to approve Council loan funding for the 2011/2012 year.

The Corporate Services Manager clarified the point that for any work that did not happen, a loan would not be raised. Discussion on the matter of maintenance versus asset renewals for the loans listed then ensued.

Moved Cr Glover/Dowler

FN12-04-07

THAT:

- i) The Council shall borrow the sum of twenty one million, and three hundred and nine thousand, three hundred and sixty eight dollars (\$21,309,368) from the approved financial institutions as set out in the Treasury Management Policy.**
- ii) Such borrowings shall be secured by the security stock allocated under the terms of the Council's Debenture Trust Deed dated 7th of July 2010 between the Council and Perpetual Trust Limited.**
- iii) The stock secures all liability of the Council to the approved financial institutions under the documents.**
- iv) The Council approves the transactions contemplated by the documents.**
- v) The Chief Executive and Corporate Services Manager are authorised to sign the documentation on behalf of the Council.**

vi) **The loan advance of dollars shall be used to finance the following projects identified in Council's 2011/2012 Annual Plan:**

Roading:	\$
Unsealed Road Metalling	647,700
Sealed Road Resurfacing	1,409,735
Drainage Renewals	510,000
Pavement Rehabilitation	357,000
Associated Improvements	102,000
James Road Bridge	658,000
Bridge Renewals/ Structure Replacement	358,900
Minor Safety Improvements	386,204
New Footpaths	109,708
Road Legalisation/Land Purchases	300,000
Lower Queen Street Property Purchases	400,000
Great Taste Trail Cycle Loop	362,600
Footpaths Rehab/Kerb and Channel/Street Lighting/ Walkways and Seal Extensions	632,285
Road Construction Capital	497,370
Turners Bluff Realignment	255,000
Central Business District Upgrades	116,652
Stormwater:	
Motueka: Pool St/High St, Bill Wilkes Reserve and Reticulation Improvements	628,829
Swiftsure Street and Gibbs Road Upgrade	220,000
Little Kaiteriteri Rowling Road	272,568
Patons Rock Stormwater Improvements	225,000
Tasman Land Drainage Improvements/Culvert Upgrade	146,850
Refuse:	
Eves Valley Landfill and Improvements	267,845
Richmond Resource Recovery Centre	647,716
Mariri Resource Recovery Centre	284,264
Collingwood/Takaka/Murchison Resource Recovery Centre Enhancements	292,900
Closed Landfills Construction and Landscaping	100,000
Water:	
Richmond Improvements & Upgrades	482,803
Richmond Water Treatment Plant	468,000
Lee Valley Dam - Council Contribution	250,000
Richmond Meter/Fire Hydrant and Valve Renewals	361,278
Telemetry Richmond/Waimea	131,650
Richmond Pipeline Renewals	271,527
Motueka Poole Street New Water Main	300,000
Coastal Pipeline	818,361
Tapawera Improvements	235,818
Brightwater Meter Renewals	124,704
Other Small Scheme Renewals	163,900
Water Bridging Finance Loans (Only if required)	299,828
Wastewater:	
Motueka Wastewater Treatment Plant and Renewals	1,495,063
Richmond Pipeline Renewals	329,124
Takaka Pipeline Renewals	325,833
Tapawera Renewals and Improvements	177,727
St Arnaud/Kaiteriteri/Wakefield Renewals and Upgrades	301,456

Coastal Structures:

Mapua Wharf Upgrade	100,000
District Wharves Renewals	179,495

Property:

183 Queen Street Property Purchase	2,005,000
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Community Facilities:

Saxton Field General Works	283,780
Athletics/Cricket Pavilion at Saxton Field	529,898
Cycle Track at Saxton Field	259,406

Rivers:

Lower Motueka Stopbank	153,591
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Other:

Sundry (eg Computer Hardware and Software, Lidar)	572,000
Reserve Financial Contributions Bridging Loan (only if required)	500,000

\$21,309,368

- vii) **The Council acknowledges that pursuant to the Debenture Trust Deed the Council has granted a security interest over rates and rates revenue in favour of Perpetual Trust Limited on behalf of stockholders.**
- viii) **The Council has considered the risks and benefits to the Council of the borrowing and of the security to be given in relation to the borrowing.**
- ix) **The Council is satisfied that the general terms and conditions of the borrowing and of the security to be given in relation to the borrowing 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 borrowing 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 borrowing.**
- xi) **The Chief Executive is authorised to sign a certificate under section 118 Local Government Act 2002 to the effect that the Council has complied with the Local Government Act in entering into the documents.**

CARRIED.**7.5 January 2012 Financials**

Corporate Services Manager, Murray Staite, and Financial Accountant, Bryce Grammer, were in attendance to speak to the report.

The report contained January 2012 financial information.

Matters covered included:-

- Summarised Income Expenditure Statement and Financial Position
- Rates Rebate Scheme
- Debtors

- Development contributions remaining the largest single value of outstanding accounts
- Consideration of introducing a Rates Postponement Policy.

Moved Cr Edgar/Maling

FN12-04-08

**THAT the Corporate Services Committee receives the January 2012 Financial Report.
CARRIED.**

10.50 – 11.05 am: Morning tea. Motueka Community Board Chair (D J Ogilvie) departed.

7.7 Motueka Aerodrome

Manager Property Services, Jim Frater, was in attendance to speak to his report.

The report provided information regarding the Motueka Aerodrome.

The Manager Property Services raised the following matters:-

- The Adoption of an Emergency Plan for the Aerodrome
- New Civil Aviation Authority rule change to part 139 that requires Council to establish a procedure for notifying aerodrome data or to undertake an aeronautical study.

Moved Cr Edgar/Dowler

FN12-04-09

**THAT the Corporate Services Committee receives the Motueka Aerodrome Report.
CARRIED.**

7.8 Forestry and Port Tarakohe Financial Reports

Manager Property Services, Jim Frater, was in attendance to speak to his report.

The report provided information regarding the profit and loss statements and balance sheets for the Forestry and Port Tarakohe activities.

Forestry

The Manager Property Services was requested to investigate and report back on what is the industry standard for harvesting costs and if Council was working at the average.

Port Tarakohe

The following matters were discussed:-

- Charges for live-aboards at the marina
- A comparison with other marina's charges for live-aboards was requested
- Barrier arm income to be shown on a separate line in the Income Statement.

Moved Cr Bouillir/Glover

FN12-04-10

**THAT the Corporate Services Committee receives the Forestry and Port Tarakohe Financial Reports.
CARRIED.**

7.9 Accounts for Payment February 2012

Corporate Services Manager, Murray Staite, was in attendance to speak to his report.

The report presented accounts for payment for February 2012.

Moved Cr Bryant/Edgar

FN12-04-11

THAT the Corporate Services Committee approves the February 2012 accounts for payment.

CARRIED.

8 REPORTS OF COMMITTEE

8.1 Report of Council Enterprises Subcommittee held on 16 November 2011.

Moved Cr Bryant/Glover

FN12-04-12

THAT the minutes of the Council Enterprises Subcommittee meeting held on Wednesday 16 November 2011 be received by the Corporate Services Committee.

CARRIED.

9 CONFIDENTIAL SESSION

9.1 Procedural motion to exclude the public.

Moved Cr Sangster/Edgar

FN12-04-13

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 Nelson Airport Ltd, Departure Levy

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.

9.3. Local Government Funding Agency: Acting Chief Executive Remuneration

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	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural	s48(1)(a) The public conduct of the part of the meeting would be likely to

information for which good reason for withholding exists under section 7.	persons, including that of a deceased person.	result in the disclosure of information for which good reason for withholding exists under section 7.
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9.4 Local Government Funding Agency - Statement of Intent 2012/2013

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.

Moved Cr Glover/Mirfin

FN12-04-17

THAT open meeting be resumed.

CARRIED

The meeting concluded at 12.00 pm.

Date Confirmed:

Chair: