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**MINUTES**  
of the  
**CORPORATE SERVICES COMMITTEE MEETING**  
held  
**9.30 am, Wednesday, 16 May 2012**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** Councillors G A Glover (Acting Chair), B F Dowler, J L Edgar, B W Ensor, J L Inglis, Z S Mirfin, C M Maling, T E Norriss, P F Sangster, and E J Wilkins

**In Attendance:** Chief Executive (L MacKenzie), Corporate Services Manager (M W Staite), Finance Manager (R Holden), Financial Accountant (B Grammer), Information Services Manager (P Darlington), Manager Property Services (J K Frater), Executive Assistant (V M Gribble)

**1 OPENING, WELCOME**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Cr Inglis/Cr Maling**  
**FN12-05-1**

**THAT** apologies be accepted from Mayor R G Kempthorne and Crs S G Bryant, T B King and M L Bouillir for absence, and Cr B W Ensor for lateness.

**CARRIED**

**Item 7.6 iPads for Councillor Access to Electronic Council Meeting Documents**

Mr Staite advised that further information has become available on this matter and it would therefore be prudent to defer discussion on this item until the next Corporate Services Committee meeting.

**Moved Cr Maling/Cr Inglis**  
**FN12-05-2**

**THAT** item 7.6 iPads for Councillor Access to Electronic Council Meeting Documents, be deferred to 27 June 2012 Corporate Services Committee meeting.

**CARRIED**

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**3 PUBLIC FORUM**

Nil

**4 DECLARATIONS OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**Moved Cr Norriss/Cr Sangster  
FN12-05-3**

**THAT the minutes of the Corporate Services Committee meeting held on Thursday, 5 April 2012 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**Moved Cr Inglis/Cr Maling  
FN12-05-4**

**THAT the minutes of the Extraordinary Corporate Services Committee meeting held on Thursday, 19 April 2012 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**6 PRESENTATIONS**

Nil

**7 REPORTS**

**7.1 Chairman's Report May 2012**

Cr King's report which was contained in the agenda, commented on moving forward following the outcome of the amalgamation vote.

**Moved Cr Inglis/Cr Edgar  
FN12-05-5**

**THAT the Corporate Services Committee receives the Corporate Services Chair's Report.**

**CARRIED**

**7.2 Treasury Management Report**

Corporate Services Manager, Murray Staite, spoke to the report contained in the agenda which updated Committee members on Council's Treasury Management.

**Moved Cr Maling/Cr Inglis  
FN12-05-6**

**THAT the Corporate Services Committee receives the March 2012 Treasury Management Report.**

**CARRIED**

**7.3 March 2012 Financials**

Finance Manager, Russell Holden and Financial Accountant, Bryce Grammer, spoke to the March 2012 Financial report.

Mr Holden advised that staff are considering the option to “go early” with the Annual Report, effectively having it completed by 30 September 2012.

**Moved Cr Maling/Cr Dowler  
FN12-05-7**

**THAT the Corporate Services Committee receives the March 2012 Financial Report.**

**CARRIED**

**7.4 Tourism Nelson Tasman Statement of Intent 2012/2013**

Mr Staite spoke to the report contained in the agenda which sought approval of the 2012/2013 Tourism Nelson Tasman Ltd Statement of Intent for signing.

Mr Staite advised that in future the draft statement of intent would be discussed by Council before it goes to Joint Shareholders Committee for consideration.

Discussion was held on the performance measures and targets in Tourism Nelson Tasman Ltd’s objectives and Mr Staite undertook to discuss those with the Company.

It was noted that Objective 2 the target date for “advise one new business established by June 2012” should read June 2013.

Cr Ensor arrived at the meeting at 10.09 am.

**Moved Cr Sangster/Cr Wilkins  
FN12-05-8**

**THAT the Corporate Services Committee approves the Tourism Nelson Tasman Ltd Statement of Intent for 2012/2013 for signing, subject to it also being approved for signing by the Nelson City Council.**

**CARRIED**

## **7.5 Information Services Update**

Information Services Manager, Peter Darlington, spoke to the report which updated Committee members on work being undertaken in the Information Services department.

**Moved Cr Ensor/Cr Inglis  
FN12-05-9**

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

**CARRIED**

## **7.6 iPads for Councillor Access to Electronic Council Meeting Documents**

This report was withdrawn and will be considered at the 27 June 2012 Corporate Services meeting.

## **7.7 Six Monthly Financial Report to 31 December 2011**

Finance Manager, Russell Holden and Financial Accountant, Bryce Grammer, spoke to the report in the agenda. The financial statements and closed accounts for December 2011 had been distributed under separate cover.

Discussion was held on the amount of fees written off in the Dogs account.

**Moved Cr Inglis/Cr Maling  
FN12-05-10**

**THAT the Corporate Services Committee receives the Financial Statements and Closed Account reports for the six months ended 31 December 2011.**

**CARRIED**

Morning tea break was taken at 10.28 am.  
The meeting resumed at 10.45 am.

## **7.8 Forestry Report**

Manager Property Services, Jim Frater, spoke to the report which provided information regarding forestry activity.

Council's Forest Manager, P Wilks (P F Olsen & Co Ltd), was in attendance for discussion on this item and answered questions from Councillors.

**Moved Cr Maling/Cr Edgar  
FN12-05-11**

**THAT the contract discussion item contained in the Forestry Report be discussed in Committee later in the meeting due to commercial sensitivity.**

**CARRIED**

**Moved Cr Maling/Cr Sangster  
FN12-05-12**

**THAT the Corporate Services Committee receives the Forestry Report.**

**CARRIED**

Mr Wilks left the meeting at this stage.

### **7.9 Aerodromes Report**

Manager Property Services, Jim Frater, spoke to the report which provided information regarding the aerodromes activities.

Mr Frater advised there are lots of birds flying around the airport at the moment and a bird scarer will be placed at the airport for two weeks.

Mr Frater advised that he had held a meeting with the Takaka Aerodrome Management Committee and also with Golden Bay Air. The possibility of an open day at Takaka Aerodrome was discussed.

**Moved Cr Edgar/Cr Sangster  
FN12-05-13**

**THAT financial reports for Takaka Aerodrome be reported back to Corporate Services Committee on a quarterly basis.**

**CARRIED**

**Moved Cr Norriss/Cr Edgar  
FN12-05-14**

**THAT the Corporate Services Committee receives the Aerodromes Report.**

**CARRIED**

### **7.10 Port Tarakohe Report**

Manager Property Services, Jim Frater, spoke to the report which provided information regarding Port Tarakohe activities.

Mr Frater said development of Port Tarakohe and the water supply will be the focus of a meeting to be held next week with the Working Group.

**Moved Cr Sangster/Cr Inglis  
FN12-05-15**

**THAT the Corporate Services Committee receives the Port Tarakohe Report.**

**CARRIED**

## 7.11 Accounts for Payment March and April 2012

The agenda included the accounts for payment for March and April 2012.

**Moved Cr Maling/Cr Norriss  
FN12-05-16**

**THAT the Corporate Services Committee approves the March and April 2012 accounts for payment.**

**CARRIED**

## 8 REPORTS OF COMMITTEE

### 8.1 Report of Joint Shareholders Committee meeting held on 30 March 2012.

**Moved Cr Glover/Cr Wilkins  
FN12-05-17**

**THAT the minutes of the Joint Shareholders Committee meeting held on 30 March 2012 be received by the Corporate Services Committee.**

**CARRIED**

## 9 CONFIDENTIAL SESSION

### 9.1 Procedural motion to exclude the public

**Moved Cr Maling/Cr Ensor  
FN12-05-18**

**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:**

### 9.1 Renewal of Forestry Contract

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)(i) - The withholding of the information is necessary to enable the local authority to	s48(1)(a) The public conduct of the part

information for which good reason for withholding exists under section 7.	carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
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## 9.2 ASB Bank Funding Proposal

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)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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 Health and Safety Update 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)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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**

The meeting concluded at 11.58 am.

Date Confirmed:

Chair: