
MINUTES
of the
CORPORATE SERVICES COMMITTEE MEETING
held
11.00 am, Wednesday, 27 June 2012
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillor G A Glover (Chair), Mayor R G Kempthorne, Councillors S G Bryant, B F Dowler, J L Edgar, B W Ensor, Z S Mirfin, C M Maling, T E Norriss, E J Wilkins, T B King

In Attendance: Motueka Community Board Chair (D J Ogilvie), Corporate Services Manager (M W Staite), Finance Manager (R Holden), Information Services Manager (P Darlington), Executive Assistant (V M Gribble)

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Moved Cr Edgar/Cr Maling
FN12-06-1

THAT apologies for absence from Crs J L Inglis, Sangster and Bouillir and from Cr T B King for lateness, be accepted.
CARRIED

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

It was noted that Cr Z S Mirfin had submitted an apology for the Corporate Services Committee meeting of 16 May 2012 and the spelling of Mr McKenzie's name was incorrect.

**Moved Cr Maling/Cr Glover
FN12-06-2**

THAT the minutes of the Corporate Services Committee meeting held on Wednesday, 16 May 2012, as amended, be confirmed as a true and correct record of the meeting.

CARRIED

5 PRESENTATIONS

Nil

6 REPORTS

6.1 Chairman's Report May 2012

Cr King's report which was included in the agenda commented on insurance matters and audit.

Discussion was held on risk and ensuring it is spelt out in reports to Council and it was suggested the matter be raised with the Management Team.

**Moved Cr Norriss/Cr Edgar
FN12-06-3**

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

CARRIED

6.2 Corporate Services Manager's Report

Corporate Services Manager, Murray Staite, spoke to his report which commented on:

- Civil Assurance Share Issue
- Interests Register
- Expense Reimbursements
- Annual Reports 2011 for LAPP and RiskPool

In answer to a question, Mr Staite said Council has limited ability to get the Remuneration Authority to change its mind on payments to Councillors but the Authority is aware that Council is not happy with its decision.

Mr Staite undertook to send another letter to the Remuneration Authority stating that Councillors should not be out of pocket because of their Council work.

**Moved Cr Wilkins/Cr Ensor
FN12-06-4**

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

CARRIED

6.3 Treasury Management Report

Corporate Services Manager, Murray Staite, spoke to the report included in the agenda which covered Treasury Management matters.

**Moved Cr Maling/Cr Norriss
FN12-06-5**

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

6.4 Aotea Flats Loan

The report contained in the agenda requested approval from the Corporate Services Committee to the raising of loans to offset the net cost of the four new Council cottages at Aotea Place, Richmond.

**Moved Cr Bryant/Cr Mirfin
FN12-06-6**

THAT the Corporate Services Committee agrees that:

- i) **The Council shall borrow up to one hundred and thirty thousand dollars (\$130,000) to finance the following project:**

Aotea Flats	\$ 130,000
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- ii) **The Chief Executive and Corporate Services Manager are authorised to request such advances on behalf of the Council in accordance with facility agreements entered into between the Council and lenders from time to time.**
- iii) **The Chief Executive and the Corporate Services Manager are authorised to negotiate the interest rate, term and maturity date of such advances.**
- iv) **Such borrowing will be secured by security stock allocated to approved lenders under the terms of the Debenture Trust Deed dated 7 July 2010 between the Council and Perpetual Trust Limited.**
- v) **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.**
- vi) **The Council is satisfied that this borrowing is in accordance with the Treasury Management Policy and, in particular, the borrowing limits set out in the Treasury Management Policy.**

CARRIED

6.5 April 2012 Financials

Finance Manager, Russell Holden, was present for discussion on the April 2012 Financial Report.

Mr Holden said that letters will be written to outstanding development levy debtors giving them notice that if the accounts are not paid, interest will be added to them and statutory land charges can also be put on their property titles.

**Moved Cr Ensor/Cr Edgar
FN12-06-7**

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

6.6 Rate Remissions 2012/2013

Finance Manager, Russell Holden, spoke to the Rate Remissions 2012/2013 report contained in the agenda.

The report considered remissions for sporting and community groups under Council's Policy on Remissions in the Long Term Plan, pursuant to the Local Government (Rating) Act 2002.

Mr Holden was asked to check the Richmond Bowling Club application.

Mayor Kempthorne arrived at 11.59 am.

**Moved Cr Maling/Cr Wilkins
FN12-06-8**

THAT the Corporate Services Committee:

- a) receives the Rates Remissions 2012/2013 Report; and**
- b) approves remissions in accordance with Tasman District Council's Policy on Remission for Sporting, Recreation or Community Organisations for the 2012/2013 financial year, as per the schedule contained in the agenda; and**
- c) approves remissions for Open Space QEII Covenants for the 2012/2013 financial year, as per the schedule contained in the agenda.**
- d) approves the remission to the Richmond Bowling Club, subject to the land still being in the ownership of the Richmond Bowling Club.**

CARRIED

Mr Ogilvie left the meeting at 12.01 pm.

6.7 iPads for Councillor Access to Electronic Council Meeting Documents

Information Services Manager, Peter Darlington, was in attendance for discussion on the report. The report provided a business case for use of iPad devices for Tasman District Councillors for the purpose of accessing Council agendas, reports and minutes for committee and subcommittee meetings, as well as any other Councillor documents that may be deemed suitable.

It was suggested the Council bulk plan be used instead of individual Councillors having their own plans.

Mr Darlington said if photocopying is reduced there will be more savings, but if Councillors want hard copies of agendas as well, the savings will be minimal.

Concern was expressed about the interaction of Councillors at meetings when computers are being used.

It was suggested that long term plans and submissions would be good to have on iPads. For a new system to work properly hard copies would need to be done away with.

The ability to be at a meeting with a group and be able to bring up documents there and then and get the answer was cited as another benefit.

The question was asked about use of iPads in areas with low or no cellular coverage and advice was given that cellular coverage is needed to download information.

**Moved Cr Maling/Cr Edgar
FN12-06-9**

**THAT the Corporate Services Committee agrees that the iPad project proceed with the Development and Test Phase and report findings back to Council no later than 31 August 2012.
CARRIED**

Luncheon adjournment was taken at 12.31 pm.
The meeting resumed at 1.00 pm.

6.8 Manager Property Services Report

Jim Frater, Manager Property Services, was in attendance for discussion on his report.

The consultation process has commenced for the development and management plans for Motueka Aerodrome. An open day was held on 26 June 2012 and users of the airport were advised that fees and charges will be reviewed as part of the process. The question was asked why Council was not having a hearing for submissions received to the development and management plans.

Mr Frater advised that Council decided not to hear individual submissions, but instead hold an open day. Submissions close on 13 July 2012, and over the next few weeks they will be summarised. Councillors will be provided with the submissions and summary. The alternative is to hold a hearing and let them speak.

It was suggested that a statement be included on LIM reports for all properties around the airport advising that the property is in close proximity to an airport.

Mr Frater said the issues will be raised in the submissions and will need to be addressed.

**Moved Cr Bryant/Cr Edgar
FN12-06-10**

**THAT on receipt of all submissions to the Motueka Development and Management Plans, Council reserves the right to conduct a submission hearing.
CARRIED**

Forestry accounts to 30 April 2012 were attached to the report.

The next meeting of the Port Taranaki Working Party is scheduled for 29 June 2012 at which proposed developments will be further discussed.

Cr King arrived at the meeting at 1.37 pm.

Mr Frater advised that Colliers have been engaged to market the property at Salisbury Road. He also advised that Westpac will not be renewing their lease as they are moving into Richmond Mall and Colliers have been engaged to find tenants for the building.

**Moved Cr Maling/Cr Norriss
FN12-06-11**

**THAT the Corporate Services Committee receives the Manager Property Services Report.
CARRIED**

Cr King took the Chair at 1.52 pm.
Mayor Kempthorne left the meeting at 1.53 pm.

6.9 Port Golden Bay Ltd Council-Controlled Organisation Exemption Report

Corporate Services Manager Murray Staite, was in attendance for discussion on this report which considered an exemption for Port Golden Bay Ltd from the Council-Controlled Organisation requirements under the Local Government Act 2002 (The Act).

**Moved Cr Glover/Cr Edgar
FN12-06-12**

THAT the Corporate Services Committee:

- a) receives the Port Golden Bay Council-Controlled Organisation Exemption Report and;**
- b) agrees that for the 2011/2012 financial year, Port Golden Bay Ltd be exempt from the requirements of a Council-Controlled Organisation, as permitted under Section 7 of the Local Government Act 2002 and that this exemption be reviewed on an annual basis.**

CARRIED

6.10 Accounts for Payment May 2012

The agenda contained a list of the accounts for payment for May 2012.

**Moved Cr Bryant/Cr Norriss
FN12-06-13**

**THAT the Corporate Services Committee approves the May 2012 accounts for payment.
CARRIED**

7 REPORTS OF COMMITTEE

Nil

8 CONFIDENTIAL SESSION

8.1 Procedural motion to exclude the public

**Moved Cr Edgar/Cr Glover
FN12-06-14**

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:

8.1 Local Government Funding Agency Quarterly Report March 2012

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)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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.

8.2 Westpac 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.

8.3 Local Authority Protection Programme Disaster Fund 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)(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.

8.4 Forest Services Agreement 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)(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

The meeting concluded at 2.30 pm.

Date Confirmed:

Chair: