

STAFF REPORT

TO: Mayor and Councillors

FROM: David Ward

DATE: 21 July 2006

SUBJECT: Corporate Services Manager's Report – August 2006

1 Funding Requirements

The following loans have been included in Council's 2005/2006 Annual Plan. Works have commenced, or about to commence, on the listed projects below, thus the requirement to pass the appropriate resolution to allow staff to raise the approved loans.

THAT:

i)	The Council shall borrow the sum of Two hundred and ninety thousand dollars (\$290,000) from (Bank).	
ii)	The loan documentation shall comprise the following:	
	a)	Existing deed of charge entered into between Tasman District Council, Bank of New Zealand, National Bank of New Zealand, Westpac and ASB Bank Ltd.
	b)	A letter of offer from Westpac.
iii)	The Mayor and the Chief Executive are authorised to sign the loan documentation on behalf of the Council.	
iv)	The Chief Executive is authorised to sign a certificate, pursuant to s122ZG(3) of the Local Government Act 1974.	
v)	The loan advance of dollars shall be used to finance the following projects identified in Council's Annual Plans:	
		\$
	Tasman Tennis Centre – Stage 2	190,000
	Murchison Water Reservoir	<u>100,000</u>
		290,000
vi)	The Council shall charge rates revenue as security for the loan and the performance of its obligations pursuant to the loan documentation.	
vii)	The Council acknowledges that by charging rates revenue, the Council is deemed to have made a special rate of such amount	

		each year, on the rateable value of every rateable property in the district, as is sufficient to provide in that year for the payment of its commitments in respect of the loan or loan documentation during that year plus 10% thereof until the loan is repaid or the obligations incurred under the loan documentation are fully performed.
viii)		The Council has considered the risks and benefits to the Council of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation.
ix)		The Council is satisfied that the general terms and conditions of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation 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 loan, loan documentation 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 loan.

2 Rural Property Addressing

Council initiated a Rural Addressing project during the second quarter of 2005. To date this has involved the capture of approximately 2,200 sites within the Golden Bay Ward, plus approximately 800 sites within the Lakes-Murchison Ward.

The remaining sites (estimated 300) in the Lakes-Murchison Ward are due to be completed by the end of July 2006.

The next area of interest incorporates the western half of the Moutere-Waimea Ward, plus the rural component of the Motueka Ward (excluding Motueka township). It is estimated that 2,000 address sites will need to be captured within this area, (this number includes approximately 1,000 sites already captured by Rural Property Numbering). These existing sites will still need to be validated, and location captured by GPS, as part of the capture process.

Based on experience to date it is estimated that this would take six months to capture, with a starting date of late August 2006 this would mean a completion date of late February 2007.

Rating estimates, based on 1,000 rateable assessments, would generate \$30,000. Contractor charges for undertaking this work are estimated at \$25,000, which includes the validation cost of the 1,000 existing sites.

Recommendation

That Corporate Services Committee engages Rural Property Numbering to undertake a rural property address exercise in that part of the Moutere/Waimea Ward identified in the accompanying map.

3 Rates Rebate Scheme

Councillors have previously been briefed on the central government rates rebate scheme which came into effect on 1 July 2006.

Staff have attended a number of training courses on this scheme and we have held briefing sessions with a number of organisations including Grey Power and the Positive Aging Forum. We have also featured the scheme as the lead article of Newsline – The Mag issue dated 27 July 2006.

Rating staff will be in attendance at today's meeting to answer any questions Councillors may have on the scheme. We anticipate the scheme will take considerable time for our rating staff responding to queries and completing the required application forms during the next two months. Whilst any rate rebate is reimbursed by central government, local authorities are forced to absorb the cost of administering the scheme.

It is a requirement of the statute that Council nominate authorised persons to sign off rates rebate applications that are forwarded to the central government agency. Attached to this report is a memorandum signed by the Chief Executive giving authorisation to receive and process rates rebate applications to four named staff members.

Recommendation

That Corporate Services Committee authorise the Corporate Services Manager, Service Centres Manager and Council's two Rating Officers to act as authorised persons for all rates rebate scheme application matters.

4 Motueka Clock Tower Trust

Attached for Councillors information is a copy of the audited accounts for the Motueka Clock Tower Trust for the year ended 28 February 2006. It is a requirement of our arrangement with the Trust that this information be formally received.

Councillors will recall a resolution at the meeting of 23 February 2006 wherein Council agreed to advance the sum of \$20,000 during the 2005/2006 year and a further \$7,000 per year thereafter to assist with the Trust's finances.

The balance of the loan raised for the clock tower is \$119,657.16 at 30 June 2006. The loan expires in 2023.

5 Information and Publicity Matters

At its meeting of 19 July 2006 the Information and Publicity Subcommittee considered proposed advertising guidelines for Council publications and a staff suggestion for the development and use of a Kowhaiwhai design.

Attached to this paper is a copy of the proposed advertising guidelines, together with staff report on the Kowhaiwhai proposal. Following consideration of these papers, the Subcommittee passed the following resolutions:

- 1 *That the Advertising Guidelines be referred to the Corporate Services Committee with the recommendation that they be adopted.***

- 2 *a) That the information and Publicity Subcommittee recommends to Corporate Services the use of the Kowhaiwhai design for selected Environment and Planning and Community Services Departments educational material;***

b) That if use is made of the Kowhaiwhai by other Council departments, that this be referred to the Information and Publicity Subcommittee first.

The Chairperson of the Information and Publicity Subcommittee will speak to these two matters at today's meeting.

Recommendation

That the Corporate Services Committee endorse the two Information and Publicity Subcommittee recommendations contained within today's agenda.

6 Citizenship Ceremonies

Attached for Committee members information is a letter received from the Minister of Internal Affairs in which the Minister advises that he has recently authorised his Department to provide a contribution of \$10 per applicant who attends a Citizenship Ceremony run by this Council. Funding is to be available from 1 July 2006.

David Ward
Corporate Services Manager