STAFF REPORT

TO: Mayor and Councillors

FROM: Murray Staite – Corporate Services Manager

DATE: 28 June 2007

SUBJECT: Corporate Services Manager's Report

PORT DIVIDEND TIMETABLE

Council has received 56 submissions to its Port Company Share Buy-Back. A meeting has been scheduled for Wednesday 25 July 2007 to listen to submitters and receive submissions.

The timeframe is different to that previously indicated in the Corporate Services Manager report of 22 February 2007 but the intention is to still have the appropriate allocations finalised by the end of August 2007.

ANNUAL REPORT

Council's financial year ended on 30 June 2007. Staff are working through the process of preparing the annual report. We expect Audit NZ to commence their fieldwork in August with final signoff by the end of October.

ANNUAL PLAN

With the public process complete and the funding impact statement adopted, all that is left is the publishing of the final plan and providing a written reply to each submitter. It is intended that the Annual Plan will be published by 22 July 2007 and each submitter will receive a written reply to their submission by the end of August 2007.

INFORMATION AND PUBLICITY

At its meeting of 21 March 2007, the Information and Publicity Subcommittee considered changing the name of the committee to more align itself with the functions carried out and the strategy adopted by Council.

The Subcommittee passed the following recommendation:

"that the Information and Publicity Subcommittee be renamed the 'Communication Subcommittee'".

At a subsequent meeting on 20 June 2007, it was further recommended that:

"the change of name be considered by the new Council after the October 2007 elections".

Recommendation

THAT the Corporate Services Committee endorse the Information and Publicity Subcommittee's recommendation.

Murray Staite
Corporate Services Manager