
MINUTES
of the
CORPORATE SERVICES COMMITTEE MEETING
held
9.30 am, Thursday, 3 September 2015
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Cr M J Higgins (Chair), Mayor R G Kempthorne, Crs B F Dowler, J L Edgar, M J Greening, J L Inglis, Z S Mirfin, T E Norriss, P F Sangster, B W Ensor, M L Bouillir, P L Canton

In Attendance: Corporate Services Manager (M J Drummond), Executive Assistant (V M Gribble)

Part Attendance: Property Services Manager (J K Frater), Information Services Manager (P Darlington)

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Moved Cr Inglis/Cr Edgar
FN15-09-1

That apologies for absence from Crs T B King and S G Bryant be accepted.
CARRIED

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

Nil

5 LATE ITEMS

Nil

6 CONFIRMATION OF MINUTES

**Moved Cr Norriss/Cr Sangster
FN15-09-2**

That the minutes of the Corporate Services Committee meeting held on Thursday, 23 July 2015, be confirmed as a true and correct record of the meeting.

CARRIED

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

Nil

9 REPORTS

9.1 Action Sheet - 3 September 2015

The Committee reviewed the Action Sheet.

**Moved Cr Edgar/Cr Norriss
FN15-09-3**

**That the Corporate Services Committee receives the Action Sheet - 3 September 2015
RFN15-09-01.**

CARRIED

9.2 Corporate Services Manager's Report

Corporate Services Manager, Mike Drummond, spoke to the report in the agenda which covered the following items:

- Departmental matters
- Finance section
- Information Services
- Property Services
- Commercial Activities
- Investments and CCOs
- Local Government Funding Agency
- Risk Management

Mr Drummond advised the Committee that the Koha and Donations Policy had been reviewed, with no changes required. The Committee asked that the name of the authoriser be included on policies when they are signed.

Cr M L Bouillir arrived at 9.38 am.

Cr B W Ensor arrived at 9.40 am.

Policy and operational issues dealing with unmanned aerial vehicles (UAVs) are being addressed. In answer to a question about whether discussions have been held with Nelson Airport concerning these vehicles, Mr Frater advised that Nelson Airport has controlled air space, but Motueka doesn't so different controls are needed. A paper will be coming to the next Full Council meeting covering use of UAVs over Council land and also the rules that have been put in place for Motueka Aerodrome.

Cr P Canton arrived at 9.48 am.

Mr Frater advised that there have to be rules in place around airports to protect the air space. In reply to a question, he advised that if Council has approved the use of a UAV and it has an accident, and if the rules are breached Council would not be liable.

Mr Drummond advised that all but one lease is finalised for the new building at Mapua.

Discussion was held on the forestry annual report and concerns were raised about some comments in the report which could prejudice the forestry tender process. Assurance was sought that the tender process will be fair.

In answer to a question, Mr Drummond advised the fire at Rabbit Island started in the recreation area and moved to the forestry area. There will be harvesting on Rabbit Island continuing after the current 2 year cycle. It was noted that there is uncertainty about the price of logs going into China and high grade logs could be used for chip if there is no buyer.

Mr Drummond advised that emergency work had been done at the Collingwood campground and a business case covering the future of the campground will be prepared for later this year.

**Moved Cr Norriss/Cr Inglis
FN15-09-4**

**That the Corporate Services Committee receives the Corporate Services Manager's Report
RFN15-09-02.
CARRIED**

9.3 Treasury Report

Corporate Services Manager, Mike Drummond, spoke to the report in the agenda. He advised Council has an active programme for interest rate swaps and three extensions were entered into recently, which pushed cover of \$12 million out 12 – 18 months and took 25 basis points off the rate.

**Moved Cr Greening/Cr Bouillir
FN15-09-5**

**That the Corporate Services Committee receives the Treasury Report RFN15-09-03.
CARRIED**

9.4 Treasury Risk Management Policy Amendment

Corporate Services Manager Mike Drummond spoke to the report in the agenda, which sought approval from the Committee to recommend to Full Council an amendment to the Council's

Treasury Risk Management Policy to provide for long term interest rate swaps to match borrowing through the LGFA for terms longer than ten years.

**Moved Cr Norriss/Cr Ensor
FN15-09-6**

That the Corporate Services Committee

- 1. receives the Treasury Risk Management Policy Amendment report (RFN15-09-06); and**
- 2. recommends to Council that the Treasury Risk Management Policy Section 6.1.2 interest rate risk control limits, be amended to read “Any interest rate swaps with a maturity beyond 12 years must be approved by the Corporate Services Committee through a specific resolution.”**

CARRIED

9.5 Information Services Strategy Update to Corporate Services Committee

Information Services Manager Peter Darlington was in attendance for discussion on this item. He spoke to the report which updated the Committee on the IS Strategic Plan, including current progress and achievements as well as the future focus.

Mayor Kempthorne arrived at 10.31 am.

In answer to a question, Mr Darlington advised that Councillor input and feedback will be sought either through a questionnaire or a workshop early in 2016.

**Moved Cr Mirfin/Cr Canton
FN15-09-7**

That the Corporate Services Committee receives the Information Services Strategy Update to Corporate Services Committee report RFN15-09-05.

CARRIED

The meeting concluded at 10.41 am.

Date Confirmed:

Chair: