
MINUTES
of the
CORPORATE SERVICES COMMITTEE MEETING
held
9.30 am, Thursday, 8 November 2012
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillor T B King, Mayor R G Kempthorne, Councillors G A Glover, M L Bouillir, S G Bryant, B F Dowler, 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 Officer (L McKenzie)
Corporate Services Manager (M W Staite)
Finance Manager (R Holden)
Information Services Manager (P Darlington)
Motueka Community Board Chair (D Ogilvie)
Administration Officer (G Woodgate)

1 OPENING, WELCOME

2 APOLOGIES

Moved Cr Bryant/Cr Dowler
FN12-11-1

That apologies from Cr J L Edgar for absence be accepted.
CARRIED

3 PUBLIC FORUM

No-one spoke in Public Forum.

4 DECLARATIONS OF INTEREST

Nil.

5 CONFIRMATION OF MINUTES

**Moved Cr Maling/Cr Ensor
FN12-11-2**

**That the minutes of the Corporate Services Committee meeting held on Thursday, 27 September 2012, be confirmed as a true and correct record of the meeting.
CARRIED**

6 REPORTS OF COMMITTEE

6.1 Receipt of Minutes of the Joint Shareholders Committee

**Moved Mayor Kempthorne/Cr Inglis
FN12-11-3**

**That the minutes of the Joint Shareholders Committee held on 14 September 2012 be received by the Corporate Services Committee.
CARRIED**

7 PRESENTATIONS

Nil

8 REPORTS

8.1 Chairman's Report, REPORT RFN12-11.07

**Moved Cr Mirfin/Cr Bryant
FN12-11-4**

**That the Corporate Services Committee receives the Chairman's Report RFN12-11-07.
CARRIED**

8.2 Port Nelson Ltd Statement of Corporate Intent 2012-2013, REPORT RFN12-11-02

The purpose of the report was to approve the Port Nelson Ltd Statement of Corporate Intent (SCI) for 2012/13.

The Chair, Cr King, declared an interest in the item and exited the meeting at 9.33 am. Deputy Chair, Cr Glover, assumed the Chair.

9.35 am: Cr Sangster arrived.

Corporate Services Manager, Mr Staite spoke to his report which was included in the agenda.

Mayor Kempthorne advised that members of Port Nelson Ltd had recently visited Lyttleton to see first-hand the earthquake damage to that Port.

Cr King returned to the meeting at 9.36 am and assumed the Chair.

**Moved Cr Bryant/Cr Norriss
FN12-11-5**

**That the Corporate Services Committee approves the Port Nelson Ltd Statement of Corporate Intent 2012-2013 Report RFN12-11-02, subject to it also being approved for signing by the Nelson City Council.
CARRIED**

8.3 Corporate Services Manager's Report, REPORT RFN12-11-12

The report updated Committee members on the New Zealand Local Government Funding Agency, insurance, the appointment of non-elected Members to the Commercial Subcommittee and Local Government Funding Agency Share Second Opening.

9.37 am: Cr Bouillir arrived.

Corporate Services Manager, Mr Staite spoke to his report which was included in the agenda. He advised that some Council assets need to be re-assessed to determine if they need to continue to be insured and kept on the Insurance Register.

**Moved Cr Norriss/Cr Ensor
FN12-11-6**

That the Corporate Services Committee:

- a) receives the Corporate Services Manager's Report RCN12-11-12; and
- b) authorises the Chief Executive and the Corporate Services Manager to sign the required documentation to enable the pro-rata share sell down of shares in the second opening of the New Zealand Local Government Funding Agency.

CARRIED

8.4 Remuneration Authority: Elected Officials Expenses and Allowances, REPORT RFN12-11-14

The report updated Committee members on the following matters:-

- Vehicle Mileage and Threshold Distance
- Travel Time Allowance
- Communication Allowance.

Corporate Services Manager, Mr Staite spoke to his report which was included in the agenda. He advised that a letter was to be sent to the Remuneration Authority regarding the justification and benefit to Councillors of using Council supplied iPads.

Cr Maling advised that a further option regarding iPads was for Council to supply the software and hardware and for Councillors to buy them from Council.

**Moved Cr Glover/Cr Mirfin
FN12-11-7**

**That the Corporate Services Committee receives the Remuneration Authority: Elected Officials Expenses and Allowances Report RFN12-11-14.
CARRIED**

8.5 Treasury Management, REPORT RFN12-11-03

The report updated Committee members on compliance with Council's Treasury Management policy and covered the following matters:-

- Debt Levels
- New Swap transactions
- Treasury Limits
- Fixed / Floating Profile
- Facility Maturity Limit
- Treasury Limits and
- Investments.

Corporate Services Manager, Mr Staite spoke to his report which was included in the agenda.

Committee members discussed the General Disaster Fund, the Port Motueka Endowment Fund being included in Council's Investments and interest assumptions. It was noted that while Pinegrove Trust is included in Council's List of Investments, it is not owned by Council.

Moved Cr Glover/Cr Maling FN12-11-8

**That the Corporate Services Committee receives the Treasury Management Report
RFN12-11-03.
CARRIED**

8.6 September 2012 Financials, REPORT RFN12-11-04

The report contained interim September 2012 financial information for the Corporate Services Committee.

Finance Manager, Mr Holden spoke to his report which was included in the agenda.

Committee members discussed vested assets and reports on subdivision growth – to be included on the Corporate Services Committee Action List.

Moved Cr Wilkins/Cr Sangster FN12-11-9

**That the Corporate Services Committee receives the Interim September 2012 Financials
RFN12-11-04.
CARRIED**

10.30 - 10.45 am: Morning tea.

8.7 Commercial Report, REPORT RFN12-11-01

The report covered the Motueka Aerodrome, Port Tarakohe and Forestry.

Finance Manager, Mr Holden spoke to his report which was included in the agenda.

1. Motueka Aerodrome
The operation is trading at a deficit of just over \$3,000.
2. Port Tarakohe
Only 42% of the wharf income budget has been received. Mussel line charges are yet to be received.
3. Forestry
Mr Peter Wilks, from PF Olsen was welcomed to the meeting and he spoke to his Forestry Report that was included in the agenda.

Mr Wilkes advised:-

- 18% of the Forestry budget has now been spent
- 7.5h of forest has been replanted due to wind damage
- There are increasing vandalism and unauthorised entry problems at Rabbit Island – signage is to be purchased and put up
- Thinning and pruning has been completed on Rabbit Island
- Illegal mountain bike tracks and jumps have been put in at Kingsland Forest
- The market for logs has been firm of late
- There is a limited market for pruned logs but the West Coast market is currently positive.

Committee members discussed the need for an urgent workshop on the income projection for Port Tarakohe.

**Moved Cr Norriss/Cr Glover
FN12-11-10**

**That the Corporate Services Committee receives the Commercial Report RFN12-11-01.
CARRIED**

8.8 Information Services Update, REPORT RFN12-11-08

The report was an update on the latest activity and projects in the Information Services Section. Information Services Manager, Mr Darlington spoke to his report which was included in the agenda.

Discussion on the Napier Computer Systems Local Government System (NCS) Update Report ensued.

Committee members were advised that the annual backup fee for NCS is \$140,000.

**Moved Cr Bouillir/Cr Glover
FN12-11-11**

**That the Corporate Services Committee receives the Information Services Update
RFN12-11-08.
CARRIED**

8.9 Action Sheet - 27 September 2012, REPORT RFN12-11-06

**Moved Cr Glover/Cr Bouillir
FN12-11-12**

**That the Corporate Services Committee receives the Action Sheet - 27 September 2012 RFN12-11-06.
CARRIED**

8.10 Accounts for Payment - September 2012, REPORT RFN12-11-05

The report contained payments made during the month of September 2012.

Corporate Services Manager, Mr Staite spoke to his report which was included in the agenda.

**Moved Cr Bryant/Cr Inglis
FN12-11-13**

**That the Corporate Services Committee approves the Accounts for Payment - September 2012 - RFN12-11-05.
CARRIED**

9 CONFIDENTIAL SESSION

9.1 Procedural motion to exclude the public

**Moved Cr Glover/Cr Bryant
FN12-11-14**

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:

9.1 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.

9.2 Jackett Island and Motueka Groyne Funding Options

Reason for passing this resolution in relation to each	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this
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matter		resolution
<p>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.</p>	<p>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).</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	<p>s48(1)(a)</p> <p>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.</p>

CARRIED

**Moved Cr Bouillir/Cr Maling
FN12-11-17**

**That the open meeting resume.
CARRIED**

The meeting concluded at 12.44 pm.

Date Confirmed:

Chair:

Unconfirmed