
MINUTES
of the
CORPORATE SERVICES COMMITTEE MEETING
held
9.30 am, Thursday, 7 November 2013
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillor T B King (Chair), Councillors M L Bouillir, B W Ensor, Z S Mirfin, T E Norriss, B F Dowler, P L Canton, J L Inglis, P F Sangster, S G Bryant

In Attendance: Corporate Services Manager (M J Drummond), Finance Manager (R Holden), Information Services Manager (P Darlington), Executive Assistant (V M Gribble)

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Cr M J Higgins.

Moved Cr Norriss/Cr Inglis
FN13-11-1

That apologies for absence be accepted from Mayor R G Kempthorne, Cr J L Edgar, Cr M J Greening and Cr M J Higgins.

CARRIED

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

Moved Cr Inglis/Cr Norriss
FN13-11-2

That the late Confidential item, Legal Proceedings, be considered at today's meeting. Council is requested to consider this matter as a late item because mediation is to reconvene on 13 November 2013 and the Insurer, New Zealand Mutual Liability RiskPool, is expected to advise on what negotiation position will be taken.

CARRIED

6 CONFIRMATION OF MINUTES

Nil

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

Nil

9 REPORTS

9.1 Action Sheet - 7 November 2013

Mr Drummond advised he has received the first draft of the Tourism Nelson Tasman Review, and hopes to have the final copy in a week. The report provides information and forms the basis for discussion on tourism funding, but the final decision is entirely up to Council.

Moved Cr Bryant/Cr Bouillir

FN13-11-3

That the Corporate Services Committee receives the Action Sheet - 7 November 2013

RFN13-11-06.

CARRIED

9.2 Remission Proposal for Rates on Low Value Properties

Mr Drummond spoke to the report, which sought the Committee's agreement for staff to prepare a remission policy for properties with low capital values. If agreed, this policy will be consulted on as part of the 2014/2015 Draft Annual Plan and commence from 1 July 2014.

It was suggested that the properties could be amalgamated into an adjoining title and as part of the review process that be investigated.

Moved Cr Bouillir/Cr Bryant

FN13-11-4

That the Corporate Services Committee:

- 1) receives the Remission Proposal for Rates on Low Value Properties Report RFN13-11-02; and**
- 2) directs staff to prepare a draft policy for a Remission Proposal for Rates on Low Value Properties, to be brought back to Council as part of the 2014/15 Draft Annual Plan process.**

CARRIED

9.3 Remission of rates for Sporting, Recreation, or Community Organisations

Mr Drummond spoke to the report which sought Council's agreement for staff to draft an amended Rates Remission Policy for Sporting, Recreation or Community Organisations.

In answer to a question about whether remissions could be given for more than one year, Mr Drummond advised that staff have looked at giving remissions 3-yearly, but there would be logistical problems with secretaries of organisations changing over time. There was a suggestion to widen the scope of the current policy to include a remission of service charges. This will be included as an option when the draft policy comes back to Council for approval.

**Moved Cr Bryant/Cr Sangster
FN13-11-5**

That the Corporate Services Committee:

- 1) receives the Remission of rates for Sporting, Recreation, or Community Organisations Report RFN13-11-04; and**
- 2) directs staff to prepare a draft policy for a Revised Remission of rates for Sporting, Recreation, or Community Organisations, to be brought back to Council as part of the 2014/15 Draft Annual Plan process.**

CARRIED

9.4 Rates Remission for Land Occupied by a Dwelling Affected by Natural Disaster

Mr Drummond spoke to the report which considered an application for a rate remission under Council's Rate Remission Policy for Land Occupied by a Dwelling Affected by Natural Disaster.

**Moved Cr Bouillir/Cr Norriss
FN13-11-6**

That the Corporate Services Committee:

- 1) receives the Rates Remission for Land Occupied by a Dwelling Affected by Natural Disaster Report RFN13-11-05; and**
- 2) approves a remission of rates for five months of \$404 based on Land Value only for Mr P and Mrs S Drummond's property at 7 James Place, Richmond.**

CARRIED

9.5 Corporate Services Managers Report

Mr Drummond spoke to his report which was included in the agenda. The report informed the Committee on activities within the Corporate Services department, not separately reported to the Committee or Council.

Paul Rosanowski, the author of the Port Tarakohe Development Plan was in attendance.

Mr Drummond advised that the Port Tarakohe Development Plan has been made public and feedback has been requested. The charging model is likely to be the most contentious part of the Plan. The proposed charging model has been developed to take into account the monopoly position of the port. The proposal will be brought back to the December 2013 Council meeting for a decision. Fees and charges from that decision will be for both the current year and for future years. It gives a guarantee of stable charges out five years. Mr Drummond expects considerable pressure to be brought on the Golden Bay Councillors to put ratepayer funding back in to Port Tarakohe. He noted that the public good component of the activity is recognised by Council not seeking to make a fully commercial financial return on its investment.

Mr Rosanowski considered the hardest part will be talking about the revenue required. It's a robust model, that has been used in other monopoly-type areas, and is recognised by the Commerce Commission. All assets are valued on optimised depreciation replacement cost (ODRC). The wharf could handle 250 tonne, however boats that use it only need a 50 tonne wharf so the charging model has been modified to reflect a 50-tonne wharf. This has reduced the pricing marginally.

In answer to a question about opportunities for the public to submit on the plan, Mr Drummond said the feedback includes a public meeting and visits to all the main port users and user groups. That feedback and final recommendation will come back to Council in an officer's report. The community have been well aware that this plan is coming.

The process will be, if Council determines the charges for the current year remain or are to change, then revised invoices will go out in January 2014. If further consultation is needed it will be done through the 2014/15 annual plan submission process. He is expecting submissions on reducing the proposed fees and charges. He noted that the port has been operating at a loss for a long period and that the fees and charges have not gone up.

Mr Rosanowski advised that an analysis was done and the proposed increased charges should not impact too much on the users.

Mr Drummond noted that Council, in 2012/13 agreed to discount rates in order to get invoices paid and resolve historic issues. There is an argument coming through from users, that until Tasman District Council makes a final decision on charges people won't be paying. If they choose not to pay accounts then Council needs to both be able to, and have political will to, prevent them accessing port facilities until payment is made. The challenge is that the proposed change is significant in terms of Tasman District Council's approach to the port and in terms of costs and charges. It is the responsibility of the port manager to make sure invoicing occurs and follow up is done.

Cr King advised that the Council will support the staff recommendations regarding charges. He thanked Mr Rosanowski for attending the meeting.

Council adjourned discussion on the rest of the Manager's report at this stage.

9.9 Information Services Activity

Mr Darlington was in attendance to speak to his report contained in the agenda. He made comment on:

- Information services future strategy and projects
- Business Process Improvement
- Geographic Information Systems
- Projects Update

**Moved Cr Ensor/Cr Bouillir
FN13-11-7**

**That the Corporate Services Committee receives the Information Services Activity Report
RFN13-08-04.
CARRIED**

Morning tea break was taken at 10.30 am.
The meeting resumed at 10.40 am.

9.6 Electronic Letterhead

Mr Chris Choat, Communications Advisor, was in attendance for discussion on the report which was included in the agenda. The purpose of the report was to notify the Committee of the intention to use a minimised Council logo to take advantage of the technical capabilities of Council's new printers/photocopiers to deliver cost, document and time management savings. If there is any material electronically created, we will store that with a minimised logo.

Mr Drummond advised the focus is on efficiency and creating more effective processes. If the proposed approach is implemented, it will give a significant gain as it will result in more effective use of staff time and the ability to deliver a high level of customer service, without incurring

additional costs.

A full discussion on rebranding as a whole will be held at a future Communications Subcommittee meeting.

Moved Cr Ensor/Cr Bouillir

FN13-11-8

That the Corporate Services Committee:

- 1) receives the Electronic Letterhead Report RFN13-11-04; and**
- 2) notes the use of a minimised Council logo enable electronic document management to take advantage of cost and business process improvements available through the Council's new printers and photocopiers and acknowledgement of the desired move to a more transactionally capable website.**

CARRIED

9.5 Corporate Services Manager's Report (Continued)

Brendon Horrell and Peter Wilks from P F Olsen & Co Ltd were in attendance to present the June 2013 Forestry Annual Report.

Mr Wilks reviewed the Annual Report for Councillors. At year end, 30 June 2013, the unaudited forestry account balance closed at \$1,014,432 in credit.

Mr Horrell explained the Forest Stewardship Council programme which is an international standard that Council gave approval for in February 2013. It focuses on not only plantation management, but other values in forest estates such as native forests and wetlands.

Concern was expressed at logs being left on sites which are causing problems and with debris (slash) that comes off the sites during flooding events.

Mr Horrell advised that slash management is able to be managed to reduce adverse effects with good planning and best practice. There has been a lot of innovation in more recent times with technology, using mechanical means to extract logs.

P Wilks and B Horrell left the meeting at 11.40 am.

Mr Drummond also made comment on:

- Nelson Tasman Tourism Review
- Standard & Poor's Credit Rating
- Corporate Services Reorganisation
- Council and Committee papers
- Local Government Funding Agency
- Rates and remissions
- Port Nelson Ltd – Quarterly Report
- Property Services
 - o Waitapu Wharf - The question was asked if it was possible to not accept the declining of the offer to purchase Waitapu Wharf and why was the decision made without approaching Council? Mr Drummond said the decision was made by the Senior Management Team within Council policy where it was determined Council would not seek ownership of the wharves in Golden Bay.

Moved Cr Bryant/Cr Norriss

FN13-11-9

That the Corporate Services Committee:

- 1) receives the Corporate Services Managers Report RFN13-11-07; and**
- 2) receives the June 2013 Forestry Annual Report.**

CARRIED

9.7 Finance Activities

Finance Manager, Russell Holden was in attendance to speak to the report.

The report contained financial information for the period ended 31 August 2013.

Moved Cr Bouillir/Cr Mirfin

FN13-11-10

That the Corporate Services Committee receives the Finance Activities Report RFN11-11-09.

CARRIED

9.8 Treasury Report

Finance Manager, Russell Holden, spoke to the report contained in the agenda. The report made commentary on:

- Treasury – September 2013
- Investments
- Emissions Trading Scheme

Moved Cr Norriss/Cr Dowler

FN13-11-11

That the Corporate Services Committee receives the Treasury Report RFN13-08-03.

CARRIED

9.10 Health and Safety

Mr Drummond spoke to the report contained in the agenda. Cr King asked for clear follow up on injuries that are reported to MBIE and subsequent responses and what we're doing to make sure it doesn't happen again.

Moved Cr Inglis/Cr Bouillir

FN13-11-12

That the Corporate Services Committee receives the Health and Safety Report RFN13-11-01.

CARRIED

10 CONFIDENTIAL SESSION

10.1 Procedural motion to exclude the public

**Moved Cr Norriss/Cr Sangster
FN13-11-13**

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:

A. Legal Proceedings : Urgent Decision Required

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.	<p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.</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>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

The meeting concluded at 12.48 pm.

Date Confirmed:

Chair: