

STAFF REPORT

TO: Chair & Members, Corporate Services Committee
FROM: Murray Staite
DATE: 28 February 2008
SUBJECT: **Corporate Services Manager's Report**

1 2008/2009 Draft Annual Plan Timetable

At a Council meeting following today's Corporate Services Committee meeting we will formally adopt the Funding Impact Statement for inclusion in Council's 2008/2009 draft Annual Plan. After today's meeting staff will complete the writing of the draft annual plan.

Emphasis will be placed on:

- those major projects proposed for completion during the 2008/2009 year;
- major areas of activity (eg road maintenance, parks and reserves)
- any significant variations from Council's LTCCP Year 3
- Funding Impact Statement
- Development Contributions Policy variations

The following dates are proposed for public consultation and adoption of the plan:

| Date | |
|---------------|---|
| 6 March 2008 | Adoption of draft annual plan incorporating Funding Impact Statement |
| 11 April 2008 | Draft plan released for public consultation |
| 21 April 2008 | Public meetings commence, scheduled as follows: Monday 21 April 2008 – Fire Brigade Hall, Wakefield Tuesday 22 April 2008 – Golden Bay Service Centre, Takaka Wednesday 23 April 2008 – Community Centre, Tapawera Thursday 24 April 2008 – Council Chambers, Richmond Monday 28 April 2008 – St John's Hall, Courtney Street, Motueka Tuesday 29 April 2008 – Mapua Hall, Mapua Wednesday 30 April 2008 – MESI hall, Waller Street, Murchison |
| 16 May 2008 | Submissions close |
| 3 June 2008 | Submission hearings commence, scheduled as follows: Tuesday 3 June 2008 – 1.00 pm to 8.30 pm Tasman Council Chambers, Richmond Wednesday 4 June 2008 – 9.30 am Fire Brigade Hall, Takaka Thursday 5 June 2008 – 9.30 am St John's Hall, Courtney Street, Motueka Friday 6 June 2008 – 9.30 am Council Chambers, Richmond |
| 19 June 2008 | Adoption of final plan |

Recommendation

That Council adopts the timetable identified in this report for the release, consultation and adoption of its draft 2008/2009 Annual Plan.

2 Annual Reports

Under its constitution, the Golden Bay Medical Centre Community Trust is required to provide an audited annual report to Council for receipt and discussion, if appropriate. Attached to the report is a copy of the Trust's annual report for the year ended 30 June 2007.

Recommendation

That the Golden Bay Medical Centre Community Trust's Annual Report for the year ended 30 June 2007 be received.

3 Emergency Works

At its meeting of 29 November 2007, Council's Engineering Services Committee resolved that:

- a) Council makes application to LTNZ for funding to cover reinstatement of damage to the roading network from storm events in October 2007 for the sum of \$511,000.
- b) Council makes application to LTNZ for funding to cover damage to the Korere-Tophouse Road caused by "freeze thaw" action during winter 2007 for the sum of \$350,000.
- c) Council's share of approved funding is met from the general disaster fund for Council assets.

There is a cost of \$421,000 to be met by Council. The balance of the general disaster fund prior to reimbursement, is \$868,559.

Council's disaster fund started in 1998 is for the express purpose of providing a cash resource to be used for the reinstatement of assets following an unforeseen natural disaster.

The staff report contained within the Engineering Services Agenda for 29 November 2007 provides the background to the request. I have reproduced the first paragraph from the staff report to assist with today's discussion.

"A series of storm events during October 2007 on three occasions, heavy rain on 9, 10 and 16 October 2007 and severe winds on 23 and 24 October 2007 caused significant damage to part of the roading network. "

The transportation activity has covered, by rearranging its schedule of works, the first \$100,000 as required by Council's policy.

The request from Engineering Services is consistent with Council's policy and I recommend that Corporate Services accept the following recommendation:

Recommendation

That the Corporate Services Committee, on behalf of Council, agrees to transfer the sum of \$421,000 from the Council's disaster fund.

4 Rivers Emergency Works

At its meeting of 29 November 2007, Council's Engineering Services Committee resolved:

"That Council approves a claim of \$183,000 from the Classified Rivers Assets Protection Fund for the restoration work as a result of the October 2007 events."

Council's river disaster fund, prior to reimbursement, stands at \$1,703,134.

The staff report accompanying the request states:

"During October 2007 an extended period of wet weather resulted in damage to various catchments. The total estimated cost of the works on the main river system is \$283,000."

The river activity has covered the first \$100,000 by rearranging its schedule of works.

This request from Engineering Services Committee is consistent with Council's policy and I recommend that Corporate Services Committee accepts the following recommendation.

Recommendation

That the Corporate Services Committee, on behalf of Council, agrees to transfer the sum of \$183,000 from the Rivers Disaster Fund.

5 Treasury

Council's debt at 31 December 2007 is \$77.162 million with an average interest rate of 7.24%. (2006/2007 Annual Report 7.16%).

| Treasury | Actual | Target |
|---|--------|--------|
| Debt servicing on external debt not to exceed 20% of annual rates | 13.1% | 20% |

6 Valuation Issues

Quotable Value are commencing the triennial valuation process which is scheduled to commence in September of this year.

Revised rating valuations should be publicly available by December 2008 and will take effect from the 2009/2010 rating year.

7 Insurance

The annual insurance renewal for the 12 month period ending October 2008 has been successfully completed. Policy cover and excesses remain the same as in previous years. Premium costs are within budget.

8 Job Costing

At a previous meeting I indicated to Councillors that the job costing project would be completed by April 2008. This project is well advanced with 62 staff now using it on a day to day basis. Like all projects of this nature, there have been teething problems but the project has been well received by staff and is expected to be completed on time. Anecdotal evidence from staff involved indicates that the project is resulting in a higher recovery rate.

9 LTCCP

Staff, under direction from the Chief Executive, are working through detailed timelines for this project and the details of this will be reported back to the next Corporate Services Committee meeting.

10 Staffing

Maria Gregory (Payroll Officer) has resigned to go back down south and we have appointed a replacement. In the meantime Bob McPherson is covering that position. Business Analyst Susan Greatrex is going on maternity leave at the end of April 2008 and we are seeking a replacement for a 12 month fixed contract.

Murray Staite
Corporate Services Manager