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**MINUTES**  
of the  
**CORPORATE SERVICES COMMITTEE MEETING**  
held  
**10.15 am, Thursday, 11 July 2013**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** Councillor T B King, Mayor R G Kempthorne, Councillors M L Bouillir, S G Bryant, B F Dowler, J L Edgar, J L Inglis, Z S Mirfin, C M Maling, T E Norriss, P F Sangster, and E J Wilkins.

**In Attendance:** Motueka Community Board Chair (D J Ogilvie), Chief Executive (L McKenzie), 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**

Moved Cr Maling/Cr Wilkins  
FN13-07-1

That apologies for absence from Crs G A Glover and B W Ensor, be accepted.  
**CARRIED**

**3 PUBLIC FORUM**

**3.1 Mr M Clark**

Mr Clark spoke about the Rates Remission Policy for land affected by zone changes.

**3.2 Mr R Hellyer**

Mr Hellyer spoke about water consent management issues.

**4 DECLARATIONS OF INTEREST**

Nil

## **5 LATE ITEMS**

Nil

## **6 CONFIRMATION OF MINUTES**

The minutes of the Corporate Services Committee meeting held on 30 May 2013 were amended to note that Cr B W Ensor was an apology.

**Moved Cr Norriss/Cr Bryant  
FN13-07-2**

**THAT the minutes of the Corporate Services Committee meeting held on Thursday, 30 May 2013, as amended, be confirmed as a true and correct record of the meeting.  
CARRIED**

## **7 REPORTS OF COMMITTEE**

### **7.1 Report of Commercial Subcommittee held on 18 June 2013**

**Moved Cr King/Cr Mirfin  
FN13-07-3**

**That the minutes of the Commercial Subcommittee held on 18 June 2013 be received by the Corporate Services Committee.  
CARRIED**

## **8 PRESENTATIONS**

### **8.1 Economic Development Agency**

Mr Bill Findlater gave a powerpoint presentation on Economic Development.

Mayor Kempthorne arrived at the meeting at 10.30 am.

Mr Findlater advised he has worked on the basis that Council needs to see what the Agency is doing. He is happy to have outcomes that Council is looking for and report to Council on a regular basis. He believes the economic drivers are in Tasman and in the primary sector. He said that going to China is developing opportunities for business. He opens the door for businesses to do business.

### **8.2 Aurecon consultants re seismic assessments**

Mr Shane Haydon gave a powerpoint presentation and tabled documents for information of Councillors on seismic assessments.

## **9 REPORTS**

### **9.1 Action Sheet - 11 July 2013**

The Committee reviewed the Action Sheet which was included in the agenda.

**Moved Cr Edgar/Cr Bouillir  
FN13-07-4**

**That the Corporate Services Committee receives the Action Sheet - 11 July 2013  
RFN13-07-13.  
CARRIED**

## **9.2 Consideration of Rates Remissions for 2013/2014 Financial Year**

Corporate Services Manager, Mike Drummond and Finance Manager, Russell Holden were in attendance for discussion on this item. The report sought confirmation of remissions for the 2013/2014 financial year as per Council's Policy on Remissions for Sporting, Recreational or Community Organisations.

Cr Sangster requested that the policy be changed so that people only need to apply every three years.

Mr Drummond advised that consultation would need to be undertaken on any change of policy and it could be done with the annual plan process. He undertook to bring back proposed policy changes to the Committee to initiate the process and prepare the necessary Statement of Proposal (SOP) documentation so it is ready to go out with the 2014/2015 annual plan.

Mr Holden advised that the East Takaka Hall land is owned by DOC and leased to Takaka Hall and is therefore rateable. He also advised that Bethany Park has two properties, both owned by the Bethany Park Trust.

**Moved Cr Sangster/Cr Norriss  
FN13-07-5**

**That the Corporate Services Committee:**

- 1) receives the Consideration of Rates Remissions for 2013/2014 Financial Year Report RFN13-07-10; and**
- 2) confirms remissions in accordance with Council's Policy on Remissions for Sporting, Recreation or Community Organisations for the 2013/2014 financial year, as per the schedule contained in Appendix 1.**
- 3) approves a rates remission of \$1,383.10 for the East Takaka Hall in accordance with the intention of Council's Policy on Remission for Sporting, Recreation or Community Organisations for the 2012/2013 financial year.**

**CARRIED**

## **9.3 LGFA Amendment to the Shareholders' Agreement**

Corporate Services Manager, Mike Drummond, spoke to the report which sought approval to support the proposed amendment to the LGFA Shareholders' Agreement and to appoint a representative of Tasman District Council to the Shareholders' Council.

**Moved Mayor Kempthorne/Cr Maling  
FN13-07-6**

**That the Corporate Services Committee:**

- 1) receives the LGFA Amendment to the Shareholders' Agreement RFN13-07-04; and**

- 2) authorises the Chief Executive to execute the proposed LGFA Shareholders Council resolution; and
- 3) instructs him to vote in support of the change to the election process of the Shareholders' Council, namely to elect Nominating Local Authorities that each have the ability to appoint, remove or replace one member of the Shareholders' Council; and
- 4) approves the appointment of Corporate Services Manager, M J Drummond, as the Council Representative on the LGFA Shareholders Council.

**CARRIED**

#### **9.4 Local Government Funding Agency 2013-14 Statement of Intent**

Corporate Services Manager, Mike Drummond, spoke to the report contained in the agenda. The purpose of the report was to formally receive the Local Government Funding Agency's 2013 – 2014 Statement of Intent.

Mr Drummond advised the key changes are around performance targets and moving to pay dividends earlier.

**Moved Cr Edgar/Mayor Kempthorne  
FN13-07-7**

**That the Corporate Services Committee:**

- 1) receives the Local Government Funding Agency 2013-14 Statement of Intent report RFN13-07-11; and
- 2) receives the Local Government Funding Agency 2013-14 Statement of Intent.

**CARRIED**

#### **9.5 ANZ Bank - ISDA Agreement**

Corporate Services Manager, Mike Drummond, presented the report that sought formal approval for the execution of an International Swaps and Derivatives Association agreement with the ANZ Bank.

**Moved Cr Norriss/Cr Bouillir  
FN13-07-8**

**That the Corporate Services Committee:**

- 1) receives the ANZ Bank - ISDA Agreement RFN13-07-12 report ; and
- 2) approves Council entering into an ISDA agreement with the ANZ bank; and
- 3) instructs the Chief Executive to execute the necessary documents to give effect to this decision.

**CARRIED**

#### **9.6 Chairman's Report**

Cr King spoke to his report which commented on challenging weather-related issues and continuing assessment of Council's buildings in relation to their earthquake status.

**Moved Cr King/Cr Sangster  
FN13-07-9**

**That the Corporate Services Committee receives the Chairman's Report RFN13-07-08.  
CARRIED**

## **9.7 Corporate Services Manager's Report**

Corporate Services Manager, Mike Drummond spoke to his report which included comment on the following issues:

- Civic Assurance AGM – the increase in directors fees were rejected
- Emissions Trading Scheme
- Insurance Renewals
- Nelson Tasman Tourism Review

Mr Drummond advised that he will be looking at what can be done about the Nelson Tasman Tourism review and will be discussing it with the Chief Executive. He advised that Tourism Nelson Tasman and Economic Development Agency provided us with a list of people who had the necessary skills to undertake the review, we went out to six, anticipating it was a wide enough group. As responses came back they were unable to carry out the work for us, to our satisfaction.

It was suggested it would be better to keep the proposal as it is and go out to a broader market.

Mr Drummond noted that if the full scope of the study is required to be done, it may well be that more money will be needed. He undertook to provide a report back at the next meeting.

- Nelson Airport Ltd

Nelson Airport Ltd have paid a \$500,000 dividend, with Tasman District Council's share being \$250,000. In addition, the Board has indicated it intends to pay \$75,000 special dividend to celebrate the Airport's 75<sup>th</sup> Anniversary in November 2013.

It was suggested that any windfall should be put into the disaster fund accounts.

Mr Drummond agreed it was possible and suggested that a policy should be established.

- Temporary Golden Bay Service Centre

Mr Drummond advised that a temporary building for the Golden Bay Service Centre has been located and leased. The service centre is targeting moving by 1 August 2013. The future of the existing Service Centre will be the subject of a full report to Council.

**Moved Cr Maling/Mayor Kempthorne  
FN13-07-10**

**That the Corporate Services Committee receives the Corporate Services Manager's Report RFN13-07-03.  
CARRIED**

## **9.8 Treasury Management**

Corporate Services Manager, Mike Drummond, spoke to the report contained in the agenda. The report updated Committee members on compliance with Council's Treasury Management Policy as at the end of May 2013.

Mr Drummond advised it is expected that the S&P credit rating will be available by the end of

August/early September 2013.

**Moved Cr Bouillir/Cr Mirfin  
FN13-07-11**

**That the Corporate Services Committee receives the Treasury Management Report  
RFN13-07-07.**

**CARRIED**

## **9.9 Financial Report**

Finance Manager, Russell Holden, spoke to the report contained in the agenda. The report contained financial information for the period ended 30 April 2013 for the Committee.

Mr Drummond advised that rating remission application forms (for property affected by zone changes) had been sent to the identified people in the Lower Queen Street/Headingly Lane area and some applications had already been received.

**Moved Cr Norriss/Mayor Kempthorne  
FN13-07-12**

**That the Corporate Services Committee receives the Financial Report RFN13-07-01.  
CARRIED**

## **9.10 Overhead Allocation**

Finance Manager, Russell Holden, spoke to the report contained in the agenda. The Committee had requested a report on the allocation of overhead costs across Council activities. The report provided a high level summary of the overhead allocation mechanism and process.

**Moved Cr Edgar/Cr Mirfin  
FN13-07-13**

**That the Corporate Services Committee receives the Overhead Allocation Report  
RFN13-07-09.  
CARRIED**

Lunch break was taken at 12.50 pm.  
The meeting resumed at 1.20 pm.

Crs Norriss, Wilkins and Bouillir did not return to the meeting after lunch.

## **9.11 Manager Property Services Report**

Corporate Services Manager, Mike Drummond, spoke to the report contained in the agenda which included commentary on aerodromes, Port Tarakohe, forestry, property, seismic building assessments, vehicle fleet and Motueka Top Ten Holiday Park.

Mr Drummond advised that reporting lines for commercial activities have yet to be determined.

Mr McKenzie reported on a meeting held at Onetahua Marae with owners and representatives of the Collingwood Camping Ground. A Trust will be formed and they will get themselves mandated by the Maori Land Court to act as successors. As owners they then have the ability to have title for accreted land which would effectively double their freehold property.

The present Motueka Airport User Group has changed its name to Motueka Airport Advisor Group.

**Moved Cr Maling/Cr Edgar**

**FN13-07-14**

**That the Corporate Services Committee receives the Manager Property Services Report  
RFN13-07-02.  
CARRIED**

**9.12 Information Services Update**

The report from the Information Services Manager updated the Committee on the following issues:

- Business Process Improvement
- ExploreTasman Version 2
- Golden Bay Service Centre
- Projects Update

**Moved Cr Sangster/Cr Mirfin  
FN13-07-15**

**That the Corporate Services Committee receives the Information Services Update Report  
RFN13-07-06.  
CARRIED**

**10 CONFIDENTIAL SESSION****10.1 Procedural motion to exclude the public**

**Moved Cr Inglis/Cr Maling  
FN13-07-16**

**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:**

**10.1 Emissions Trading Scheme - Carbon Trading Opportunity**

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)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is	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.

	<b>the subject of the information.</b>  <b>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</b>	
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**CARRIED**

The meeting concluded at 1.53 pm.

Date Confirmed:

Chair:

Unconfirmed