
MINUTES
of the
CORPORATE SERVICES COMMITTEE MEETING
held
9.30 am, Thursday, 16 August 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, J L Edgar, 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), Finance Manager (R Holden), Information Services Manager (P Darlington), Manager Property Services (J Frater), Financial Accountant (B Grammer), Administration Officer (G Woodgate)

1 OPENING, WELCOME

2 APOLOGIES

Nil

3 PUBLIC FORUM

No-one spoke in Public Forum.

4 DECLARATIONS OF INTEREST

Nil.

5 CONFIRMATION OF MINUTES

Moved Cr Glover/Cr Norriss
FN12-08-1

THAT the minutes of the Corporate Services Committee meeting held on Wednesday, 27 June 2012, be confirmed as a true and correct record of the meeting.

CARRIED

6 PRESENTATIONS

Nil.

7 REPORTS

7.1 Chairman's Report

The Chairman's Report covered the following matters:-

- A surplus in the monthly accounts for May 2012
- The All of Government Procurement process
- Change in reporting standards from IFRS to Public Service Reporting Standards
- The use of tablet technology.

**Moved Cr Norriss/Cr Mirfin
FN12-08-2**

THAT the Corporate Services Committee receives the Corporate Services Chair's Report.

CARRIED

7.2 Treasury Management

Finance Manager, Russell Holden was in attendance for discussion on his report.

The report covered the following matters:-

- Debt Levels
- New Swap Transactions
- Treasury Limits
- Facility Maturity Limit
- Investments.

9.36 am: Cr Bryant arrived.

**Moved Cr Glover/Cr Edgar
FN12-08-3**

THAT the Corporate Services Committee receives the Treasury Management Report for June 2012.

CARRIED

7.3 Financial Reporting Standards Update Report

Financial Accountant, Bryce Grammer was in attendance for discussion on his report.

The purpose of the report was to inform the Committee of recent changes in financial reporting standards.

Committee members requested the consultation process regarding these changes to include the Nelson City Council, Marlborough District Council, Port Nelson Ltd and the Nelson Airport.

9.44 am: Cr Dowler arrived.

**Moved Cr Glover/Cr Edgar
FN12-08-4**

**THAT the Corporate Services Committee receives the Financial Reporting Standards Update Report.
CARRIED**

7.4 All of Government Procurement Contracts

Finance Manager, Russell Holden was in attendance for discussion on his report.

The purpose of the report was to update the Committee on developments Council is taking advantage of in relation to joint purchasing initiatives, through the Ministry of Economic Development and the Department of Internal Affairs, through the All of Government scheme.

Committee members raised the following matters:-

- That joint purchasing was optional
- Clarification that energy management services were included
- Councillors requested they be advised, in reports, of any cost reductions. The Finance Manager advised that savings would be reflected in the six monthly and annual accounts coming in under budget
- Concern was expressed that some local suppliers may miss out on the opportunity to put in quotations because of the joint purchasing initiative.

**Moved Cr Glover/Cr Bouillir
FN12-08-5**

**THAT the Corporate Services Committee receives the All of Government Procurement Contracts Report.
CARRIED**

7.5 May and June 2012 Interim Financial Report

Finance Manager, Russell Holden was in attendance for discussion on his report.

The report contained May and June 2012 financial information.

Committee members raised the following matters:-

- A report, at year end, was requested on the Income and Expenditure surplus and how this was affected by the major variations listed in the tabled Interim Financial report
- Outstanding development contributions. It was advised that as from 1 July 2012, Council can charge interest on outstanding development contributions.

Moved Cr Bryant/Cr Inglis

FN12-08-6

THAT the Corporate Services Committee receives the May and June 2012 Interim Financial Report.

CARRIED

7.6 Information Services Update

Information Services Manager, Peter Darlington was in attendance for discussion on his report.

The report updated the Committee on the following activity and projects:-

1. Broadband Update
2. Shared Services
3. All of Government Procurement
4. Projects Update including Email Server Upgrade, Citrix Server Upgrade, iPads for Councillors and Video Conferencing at Golden Bay Service Centre
5. Staff Changes.

Moved Cr Bouillir/Cr Maling

FN12-08-7

THAT the Corporate Services Committee receives the Information Services Update.

CARRIED

7.7 Manager Property Services Report

Chief Executive Officer, Lindsay McKenzie, Finance Manager, Russell Holden and Financial Accountant, Bryce Grammer were in attendance for discussion on the report.

The report covered the following matters:-

7.7.1 Forestry Accounts

Committee members discussed freight rate differentials as well as the possible future demand from Christchurch for housing foundation posts.

7.7.2 Port Tarakohe

Committee members discussed wharf operating costs, wharfage and berthage fees and development terms and conditions of Port users.

Committee members questioned \$30,999 + paid to the Takaka Fire Brigade for the supply of water since December 2011, and requested staff investigate the source of this water.

7.7.3 Motueka Aerodrome

Committee members discussed the success of a recently held open day at the Aerodrome and who should form the hearing panel to hear the twenty one submissions received to the Motueka Aerodrome Management and Development Plans.

7.7.4 Property Issues

Committee members discussed the need to find a new tenant for the WestPac Bank building. The Finance Manager was requested to advise if Colliers International, Nelson were marketing this building on behalf of Council.

**Moved Cr Ensor/Cr Glover
FN12-08-8**

THAT the Corporate Services Committee:

- a) Receives the Manager Property Services report; and**
- b) Receives the financial reports for Forestry, Port Tarakohe and Motueka Aerodrome; and**
- c) Approves receiving the submissions for the Motueka Aerodrome Management and Development Plans and that the three Motueka Ward Councillors plus Councillors Bryant, Glover, Norriss and Sangster form a hearing panel and report back to the Corporate Services Committee with any recommended alterations to the Plans.**

CARRIED

7.8 Accounts for Payment June and July 2012

Finance Manager, Russell Holden and Financial Accountant, Bryce Grammer were in attendance for discussion on the report.

Moved Cr Bouillir/Cr Glover
FN12-08-09

THAT the Corporate Services Committee receives the June and July 2012 accounts for payment.
CARRIED

7.9 Action Sheet - Corporate Services Committee 27 June 2012

Moved Cr Glover/Cr Edgar
FN12-08-9

THAT the Corporate Services Committee receives the Action Sheet - Corporate Services Committee 27 June 2012.
CARRIED

8 REPORTS OF COMMITTEE

Nil.

10.48 – 11.00 am: Morning tea.

9 CONFIDENTIAL SESSION

9.1 Procedural motion to exclude the public

Moved Cr Edgar/Cr Dowler
FN12-08-10

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 Port Nelson Ltd Update

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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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 Human Resources 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.

9.3 Motueka Harbour Endowment Fund

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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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.

9.4 Forest Manager's Annual 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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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.

CARRIED

**Moved Cr Sangster/Cr Wilkins
FN12-08-14**

THAT the Motueka Harbour Endowment Fund report's resolution be released to the public; and

THAT a press release based on the report and resolution also be released; and

**THAT the open meeting be resumed.
CARRIED**

Motueka Harbour Endowment Fund Resolution:-

**Moved Cr Edgar/Cr Bouillir
FN12-08-11**

THAT the Corporate Services Committee:

- a) Receives the Motueka Endowment report; and**
- b) Acknowledges that the Motueka Harbour Endowment Account ceased to exist as a closed account following the decision of the High Court dated 2 November 2009 which resulted in the funds and assets becoming general funds; and**
- c) Resolves to establish a separate account for Motueka Harbour and Motueka Coastal Works and directs that the assets and balances from the Motueka Harbour Endowment Account be placed into that account; and**
- d) Resolves that the Motueka Harbour and Motueka Coastal Works Account is to be managed by the Corporate Services Committee through the Commercial Subcommittee once established and operate on a commercial basis with dividends being paid to satisfy policies established for the use of funds generated from the account; and**
- e) Directs staff to report back to the Corporate Services Committee meeting on 27 September 2012 with recommended policies and processes for the management and operation of the Motueka Harbour and Motueka Coastal Works account.**

CARRIED

The meeting concluded at 2.11 pm.

Date Confirmed:

Chair: