

## THE WEST COAST REGIONAL COUNCIL

### MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9 AUGUST 2011, AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD, GREYMOUTH, COMMENCING AT 10.47 A.M.

#### **PRESENT:**

R. Scarlett (Chairman), B. Chinn, A. Robb, T. Archer, D. Davidson, A. Birchfield, I. Cummings

#### **IN ATTENDANCE:**

C. Ingle (Chief Executive Officer), R. Mallinson (Corporate Services Manager), M. Meehan (Planning and Environmental Manager), C. Dall (Consents & Compliance Manager), T. Jellyman (Minutes Clerk)

#### **1. APOLOGIES:**

There were no apologies.

#### **2. PUBLIC FORUM**

There was no public forum.

#### **3. CONFIRMATION OF MINUTES**

**Moved** (Robb / Davidson) *that the minutes of the Council Meeting dated 14 July 2011, be confirmed as correct.*

*Carried*

#### **Matters arising**

There were no matters arising.

#### **REPORTS:**

##### **4.1 ENGINEERING OPERATIONS REPORT**

M. Meehan spoke to his report advising that further works have been carried out in the Karamea and Redjacks rating districts.

M. Meehan reported that a survey questionnaire was sent out to ratepayers the Punakaiki River rating district proposal. He advised that of the 15 surveys sent out, 12 were returned. Seven of those were in favour of forming a rating district and five were not in favour. M. Meehan stated that council usually prefers a 70% response in favour and therefore it is recommended that Council does not proceed with the proposed rating district.

M. Meehan reported that tallies of rock available in council quarries as of 29 July are available but he is yet to add in a column showing the totals that council would like to see in the quarries, as work is still be done in this area. M. Meehan stated that he is hoping to have this additional information available for the next council meeting. M. Meehan advised that he has now visited most of council quarries and has noted that Kiwi Quarry in particular is very tight for room and it is unlikely that there will be room for a stockpile of rock on the floor in this quarry. He stated that Whataroa, Camelback and Inchbonnie have more space and therefore there will be room for emergency stockpiles of rock.

Cr Archer stated that he was pleased to see the summarised report on the Punakaiki rating district but he is aware that sometimes there is not a lot of engagement between ratepayers and he would like the recommendations amended to include "*that Council do not proceed with a rating district for the Punakaiki River but leave the proposal open for further consideration should there be more subsequent support*". Cr Archer does not want to see the door closed on this as in the future there could be more support for the proposal. Cr Scarlett suggested adding the words "at this time" to the end of the

recommendation. Cr Robb feels that if those in favour were to talk to those that did not respond to the survey then the result could change. Cr Scarlett asked M. Meehan for his opinion on the amendment. M. Meehan responded that council should not push rating districts onto communities and it is up to the community what they want to do. Cr Davidson asked if council goes back to the group that made the initial application for a rating district to follow up on the decision made by council. M. Meehan responded that the original letter sent out by Council spelt out the level of support that is generally required by Council to proceed with a rating district. M. Meehan advised that once council makes a decision then the community would be informed of its decision. Cr Archer stated that it is up to the local communities to do their own lobbying in support of rating districts and to come back to council if they wish. M. Meehan advised that there is a similar situation occurring at the moment in Whataroa with renewed interest in the setting up of a new rating district that was previously proposed last year. C. Ingle advised that as a result of lobbying by a local ratepayer there are now 90% of ratepayers in favour at Whataroa. C. Ingle stated that the person that did the lobbying has no agenda, he does not own land in the proposed rating district. C. Ingle advised that there would be further follow up with these ratepayers to verify that they are aware of what they have agreed to. C. Ingle stated that there is urgent work required in the proposed Whataroa rating district and the community would need to be informed and consulted about this work before it begins so that they are aware of what these works will cost them. Cr Chinn stated that Mr Wayne Nolan did this lobbying in Whataroa. Mr Nolan is not involved with any land next to the Whataroa River, he is the Spokesperson for the Matanui and Waitangitaona rating districts and his farm is in the Waitangitaona rating district. The next step will be for M. Meehan to seek confirmation that they do in fact support this new rating district and he will then report back to the next council meeting. Cr Robb stated that by changing the wording slightly to the recommendation for the proposed Punakaiki rating district this will leave the option for the community to come back to the Council at a later date.

**Moved** (Archer / Robb)

1. *That this report be received.*
2. *That Council does not proceed with a rating district for the Punakaiki River at this time.*

*Carried*

## **5.1 CORPORATE SERVICES MANAGER'S REPORT**

R. Mallinson spoke to this report advising that this is our final financial result for year, subject to audit. He reported that the net surplus was \$1.4M compared to the budgeted \$594,000. R. Mallinson advised that investment income was better than expected for the year but he stated due to world market volatility there could be some uncertainty over the coming months. R. Mallinson stated he feels council should have confidence in the diversified nature of its investment portfolio to weather these storms.

R. Mallinson reported that auditors would be commencing the annual audit early next month. R. Mallinson advised that he is looking at investing a good part of the surplus with Westpac. Cr Scarlett stated that this is a very good financial result.

**Moved** (Archer / Robb) *that this report be received.*

*Carried*

### **5.2.1 12 MONTH REVIEW – 1 JULY 2010 - 30 JUNE 2011**

R. Mallinson spoke to this report and offered to answer any questions. Cr Archer stated that this is an excellent report and congratulations should be extended to both management and staff on these performance results. C. Ingle advised that there is a small mistake in the governance performance targets and advised that all governance performance targets were achieved. He stated that the performance measure for compliance with statutory timeframes was in fact achieved and it should read that the 2011 / 12 Annual Plan was notified on the 12<sup>th</sup> of April and hearings were held on the 31<sup>st</sup> of May.

**Moved** (Davidson / Robb) *that this report be received.*

*Carried*

### **5.2.2 REVIEW OF DELEGATIONS**

R. Mallinson spoke to this report advising that it is several years since the Delegations Manual has been reviewed. He advised that there are a few minor wording changes in Part 1, Part 2 involves the tidying up of some wording for the Resource Management Committee and Part 3 regarding financial delegation

needs a substantial review due to price increases. R. Mallinson advised that existing delegation levels are especially inadequate in the VCS Business Unit area where input costs are high with the costs of aerial work. R. Mallinson advised that this report illustrates the recommended delegation and the existing delegations. He stated that recommendations for tendering and quotations procedures have been included in the report. Cr Archer drew attention to page 32, clause 5(b) of the report and expressed concern that the sum could be an unlimited sum that can be written off of rate debtors by the Chief Executive. R. Mallinson advised that he cannot recall this provision ever being used and he is happy for it to be further limited by council. R. Mallinson stated that rate write offs are only ever done to correct errors or if a concession is made by council regarding penalties and if the debtor comes to council with a comprehensive repaying schedule. Cr Scarlett drew attention to page 44 relating to obtaining tenders and quotes for river protection works recommending the increase from \$5,000 to \$10,000 to obtain a verbal quote. Cr Scarlett asked if how many contractors would be phoned for a verbal quote or would just one contractor contacted. R. Mallinson responded that commonsense from the council officer concerned would be applied with at least two contractors being contacted. Cr Scarlett stated that this could be open to abuse and only one contractor might be contacted. R. Mallinson stated that this would only occur if it was for emergency works. C. Ingle advised that staff are currently developing a Procurement Policy but this is not quite ready for council but will be brought to the next meeting. He advised that instructions on these matters would be included in this new policy. C. Ingle explained the tender process that is used and how tenders for emergency works repairs are arranged. M. Meehan advised that there are not very many contracts for river works that come in under \$10,000. Cr Scarlett stated that it is important that the best price is obtained and that three or four contractors are contacted to submit a price. Cr Robb advised that he has seen council tender documents over the last few years. He stated that it costs contractors time and money to go through the process of submitting tender documents and if the tender is for a small amount, he is concerned that contractors may not bother to submit a tender for a small amount. R. Mallinson suggested reverting back to the zero to \$5,000 band and then a \$5,000 to \$75,000 band for competitive quotes. Cr Birchfield stated that he feels \$5,000 is too low, by the time a contractor moves his equipment very little work could be done for \$5,000. Cr Scarlett stated his main concern is that council is fair to contractors. It was agreed that the status quo would be remain for the less than \$5,000 band. C. Ingle clarified that the second band does provide for the obtaining of competitive quotes and does not necessarily require a full tender process if at least three contractors are asked for a price. He stated if two of the contractors say no as they are too busy then there is still a third contractor available and the under \$75,000 option can be used as long as three contractors are contracted, or a tender process is taken. Cr Scarlett asked that if someone had a recommended delegation of \$10,000 could that staff member go to \$10,000 20 times per year. R. Mallinson stated this would not be allowed under the new Procurement Policy which will be coming to the September Council meeting as it will have caveat wording where staff cannot do this and disciplinary procedures would follow. C. Ingle stated that delegations must always be exercised within the actual budget for that activity area.

Cr Archer asked if there was any change to page 32, clause 5(b) of the report on a limit of the sum that could be written off of rate debtors by the Chief Executive. It was agreed that the Chief Executive is delegated to write off sums of rate debtors for sums greater than \$2,000 but not exceeding \$5,000.

Cr Birchfield asked for further clarification on Part 3 (c) 2, concerning the Resource Management Committee and prosecution decisions. C. Ingle clarified that prosecution decisions are carried out by full council and not the Resource Management Committee.

**Moved** (Robb / Archer) *that the above changes to the Delegations Manual be approved.*

*Carried*

## **6.0 CHIEF EXECUTIVES REPORT**

C. Ingle spoke to his report advising that it is a brief report as he has been on annual leave and has been carrying out staff performance reviews. C. Ingle advised that he would be attending the Regional Chief Executive's Environmental Forum in Wellington tomorrow.

C. Ingle reported that a new regional council information website is now available. He advised that he would follow up on this tomorrow as he was told that this information portal was supposed to become available to the public from July.

**Moved** (Archer / Davidson) *that this report be received.*

*Carried*

**6.1. LEAVE OF ABSENCE – 11 OCTOBER MEETING**

Cr Archer has made two recommendations regarding is application for Leave of Absence for the October Council meeting. The first recommendation is asking Council to reschedule the October meeting until the 20<sup>th</sup> of October and the second recommendation is that Council grants Cr Archer leave for the October meeting. Cr Archer noted that it is only two weeks between the 20<sup>th</sup> of October and the November meeting which will make for a very short reporting period. C. Ingle advised that the schedule of annual meetings for the rating districts that Cr Archer attends has been adjusted to fit in with Cr Archer's leave. It was noted that bringing the October meeting forward does not affect any reporting for the council meeting. Cr Archer stated that he feels that the short reporting period is a little unfair on staff. Cr Birchfield suggested granting Cr Archer leave of absence for the October meeting and this was agreed by all present.

**Moved** (Davidson / Robb)

*That Council grants Cr Archer a Leave of Absence from attending the 11 October 2011 Council meeting.*  
*Carried*

**7.0 CHAIRMANS REPORT (VERBAL)**

Cr Scarlett reported that he has nothing to report this month. He did not attend any meetings and dealt with the usual constituency matters.

**GENERAL BUSINESS**

There was no general business.

The meeting closed at 11.28 p.m.

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Chairman

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Date