

17 September 2013

Memo To: Mayor and Councillors

Memo From: Administration Advisers

**Subject: FINAL COUNCIL MEETING 2010-2013 TRIENNIUM – 19
SEPTEMBER 2013
LATE ITEM 2**

This memo outlines a second series of late items for the Council meeting on 19 September 2013. For ease of reference, a supplementary agenda page is included at pages 6-7 of this document.

1. Delegation of Authority to Appoint Parking Wardens

Document 1601806

A report titled Delegation of Authority to Appoint Parking Wardens is attached to be considered as a major late item at this meeting.

In accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987 and Standing Order 3.7.5, a procedural resolution is required before a major item that is not on the agenda for the meeting may be dealt with.

In accordance with section 46A(7)(b)(i) the reason why the item was not on the agenda is because it came to hand after the agenda had been distributed.

In accordance with section 46A(7)(b)(ii) the reason why discussion of this item cannot be delayed until a subsequent meeting is because a resolution on the matter is required before the next scheduled meeting of the Council to ensure that parking enforcement activities can be managed effectively while Council meetings are suspended over the election period.

Recommendation

THAT the item regarding Delegation of Authority to Appoint Parking Wardens be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to ensure that parking enforcement activities can be managed effectively while Council meetings are suspended over the election period.

2. Joint Shareholders Committee – 13 September 2013

Document 1599109

A report titled Joint Shareholders Committee - 13 September 2013 is attached to be considered as a major late item at this meeting. This report was listed as item 12 on the public agenda for the Council meeting on 19 September 2013 to ensure elected members were aware that it would be presented to this meeting.

Section 46A(1)-(6) of the Local Government Official Information and Meetings Act 1987 and Standing Order 2.15.8 require that agendas are distributed with the associated reports. As this report was not distributed with the agenda for this meeting, it must be treated as a major late item to be considered at this meeting.

In accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987 and Standing Order 3.7.5, a procedural resolution is required before a major item that is not on the agenda for the meeting may be dealt with.

In accordance with section 46A(7)(b)(i) the reason why the item was not on the agenda is because it came to hand after the agenda had been distributed.

In accordance with section 46A(7)(b)(ii) the reason why discussion of this item cannot be delayed until a subsequent meeting is because a resolution on the matter is required before the next scheduled meeting of the Council is to enable the current Council to receive these minutes and consider the recommendations to Council contained therein.

Recommendation

THAT the item regarding Joint Shareholders Committee – 13 September 2013 be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable the current Council to receive these minutes and consider the recommendations to Council contained therein.

3. Nelson Tasman Civil Defence Emergency Management Group – 13 September 2013

Document 1598338

A report titled Nelson Tasman Civil Defence Emergency Management Group – 13 September 2013 is attached to be considered as a major late item at this meeting. This report was listed as item 13 on the public agenda for the Council meeting on 19 September 2013 to ensure elected members were aware that it would be presented to this meeting.

Section 46A(1)-(6) of the Local Government Official Information and Meetings Act 1987 and Standing Order 2.15.8 require that agendas are distributed with the associated reports. As this report was not distributed with the agenda for this meeting, it must be treated as a major late item to be considered at this meeting.

In accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987 and Standing Order 3.7.5, a procedural resolution is required before a major item that is not on the agenda for the meeting may be dealt with.

In accordance with section 46A(7)(b)(i) the reason why the item was not on the agenda is because it came to hand after the agenda had been distributed.

In accordance with section 46A(7)(b)(ii) the reason why discussion of this item cannot be delayed until a subsequent meeting is because a resolution on the matter is required before the next scheduled meeting of the Council to enable the current Council to receive these minutes.

Recommendation

THAT the item regarding Nelson Tasman Civil Defence Emergency Management Group – 13 September 2013 be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable the current Council to receive these minutes.

4. Public Excluded Minutes – Joint Shareholders Committee – 13 September 2013

A public excluded report titled Public Excluded Minutes – Joint Shareholders Committee – 13 September 2013 is to be considered as a major late item at this meeting. This report was listed as item 6 on the public excluded agenda for the Council meeting on 19 September 2013 to ensure elected members were aware that it would be presented to this meeting.

Section 46A(1)-(6) of the Local Government Official Information and Meetings Act 1987 and Standing Order 2.15.8 require that agendas are distributed with the associated reports. As this report was not distributed with the agenda for this meeting, it must be treated as a major late item to be considered at this meeting.

In accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987 and Standing Order 3.7.5, a procedural resolution is required before a major item that is not on the agenda for the meeting may be dealt with.

In accordance with section 46A(7)(b)(i) the reason why the item was not on the agenda is because it came to hand after the agenda had been distributed.

In accordance with section 46A(7)(b)(ii) the reason why discussion of this item cannot be delayed until a subsequent meeting is because a resolution on the matter is required before the next scheduled meeting of the Council to enable the current Council to receive these minutes and consider the recommendations to Council contained therein.

Recommendation

THAT the public excluded item regarding Public Excluded Minutes – Joint Shareholders Committee – 13 September 2013 be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable the current Council to receive these minutes and consider the recommendations to Council contained therein.

PUBLIC EXCLUDED BUSINESS

5. Exclusion of the Public

Recommendation

THAT the public be excluded from the following parts 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 are as follows:

| General subject of the matter to be considered | Reason for passing this resolution in relation to the matter | Particular interests protected (where applicable) |
|--|--|---|
| <p>Public Excluded Minutes – Joint Shareholders Committee – 13 September 2013</p> <p>These minutes confirmed the minutes of 5 April 2013 and also contain information regarding:</p> | <p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p> | <p>The withholding of the information is necessary:</p> |
| <p>Proposed changes to the Tasman Bays Heritage Trust Trust Deed</p> | | <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons |

| | | |
|--|--|---|
| Nelson Airport Limited - Appointment of Directors | | <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons |
|--|--|---|

1. Delegation of Authority to Appoint Parking Wardens

8-9

Document number 1601806

Recommendation

THAT the report Delegation of Authority to Appoint Parking Wardens (1601806) be received;

AND THAT Council delegates authority to the Chief Executive to appoint parking wardens, pursuant to section 128D of the Land Transport Act 1998;

AND THAT the Delegations Register be updated to reflect this new delegation.

2. Joint Shareholders Committee – 13 September 2013

10-18

Document number 1599109

2.1 Recommendation

THAT the unconfirmed minutes of a meeting of the Joint Shareholders Committee, held on 13 September 2013, be received.

2.2 Port Nelson Limited Draft Statement of Corporate Intent 2013/14

Recommendation to Council

THAT the Port Nelson Limited draft Statement of Corporate Intent for 2013/14 be approved for signing subject to any minor changes identified.

Note: The Port Nelson Limited draft Statement of Corporate Intent 2013/14 is available on councillors Google drive. For a hard copy please contact an Administration Adviser.

2.3 Policy for the Procedure for Joint Appointment of Directors/Trustees of Council Controlled Organisations and Council Controlled Trading Organisations

Recommendation to Council

THAT the amended Policy for the Procedure for Joint Appointment of Directors/Trustees of Council Controlled Organisations and Council Controlled Trading Organisations (1295787) be adopted, with the amendment to clause 5.1.

Note: The Policy for the Procedure for Joint Appointment of Directors/Trustees of Council Controlled Organisations and Council Controlled Trading Organisations, as amended, is available on councillors Google drive. For a hard copy please contact an Administration Adviser.

2.4 Port Nelson Directors' Fees

Recommendation to Council

THAT the Port Nelson Limited Directors' fees are increased by 4.8% to a total pool of \$230,560 for the next 12 months.

2.5 Nelson Tasman Tourism Limited Appointment of Directors

Recommendation to Council

THAT Sharon McGuire and Terry Horne be re-appointed as Directors of Nelson Tasman Tourism for a three year term.

Recommendation to Council

THAT the proposed Directors fees, which remain unchanged from the 2012/2013 year, be confirmed.

2.6 Nelson Airport Limited – Directors' Fees

Recommendation to Council

THAT the directors' fees for Nelson Airport Ltd be increased by 4.8%.

Recommendation to Council

THAT each Council requests staff to jointly prepare an agreed approach and methodology for a joint policy on determining the appropriate level of directors' fees for Council Controlled Organisations and Council Controlled Trading Organisations in joint ownership; for Council consideration in 2014.

3. Nelson Tasman Civil Defence Emergency Management Group – 13 September 2013

19-20

Document number 1598338

Recommendation

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group, held on 13 September 2013, be received.

Delegation of Authority to Appoint Parking Wardens

1. Purpose of Report

- 1.1 To delegate authority to the Chief Executive to appoint parking wardens.

2. Recommendation

THAT the report Delegation of Authority to Appoint Parking Wardens (1601806) be received;

AND THAT Council delegates authority to the Chief Executive to appoint parking wardens, pursuant to section 128D of the Land Transport Act 1998;

AND THAT the Delegations Register be updated to reflect this new delegation.

3. Background

- 3.1 Under section 128D of the Land Transport Act 1998, Council may appoint parking wardens to perform the functions and duties, and exercise the powers, of a parking warden as set out under the Land Transport Act 1998, related regulations, and the Nelson City Council Parking and Vehicle Control Bylaw 2011 (No. 207).

4. Discussion

- 4.1 Currently the Delegations Register does not include delegated authority to the Chief Executive to appoint parking wardens.
- 4.2 In the period whilst council meetings are suspended for the local body elections, it is important to ensure that parking enforcement activities can be managed effectively. Therefore it is prudent that Council now delegates to the Chief Executive the authority to appoint parking wardens.

5. Conclusion

- 5.1 It is recommended that Council delegate to the Chief Executive the authority to appoint parking wardens and that the Delegations Register be updated accordingly.

Clare Hadley
Chief Executive

Attachments

None

No supporting information follows.

Minutes of a meeting of the Joint Shareholders Committee

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On Friday 13 September 2013, commencing at 1.39pm

Present: His Worship the Mayor of Nelson A Miccio (Chairperson), His Worship the Mayor of Tasman R Kempthorne, Nelson City Councillors A Boswijk and D Shaw, Tasman District Councillors T King and G Glover

In Attendance: Nelson City Council: Chief Executive (C Hadley), Executive Manager Support Services (H Kettlewell), and Administration Adviser (E-J Ruthven)

Tasman District Council: Chief Executive (L McKenzie), Corporate Services Manager (M Drummond)

1. Apologies

There were no apologies.

2. Interests

There were no updates to the Interests Register.

His Worship Mayor Miccio asked Committee members to declare any conflicts of interest with agenda items as they arose over the course of the meeting.

3. Confirmation of Order of Business

His Worship the Mayor explained that the meeting would consider the agenda items in the following order:

- Port Nelson Limited Draft Statement of Corporate Intent 2013/14
- Port Nelson Directors' Fees and Appointment of Directors Policy 2013
- Nelson Tasman Tourism Limited – Appointment of Directors
- Nelson Airport Limited – Appointment of Directors
- Nelson Airport Limited – Directors' Fees

4. Confirmation of Minutes – 5 April 2013

Document number 1488174, agenda pages 7-13 refer.

Resolved

THAT the minutes of a meeting of the Joint Shareholders Committee, held on 5 April 2013, be confirmed as a true and correct record.

His Worship Mayor Miccio/Shaw

Carried

5. Port Nelson Limited Draft Statement of Corporate Intent 2013/14

Document number 1569489, agenda pages 14-26 refer.

Attendance: Councillor King declared an interest and took no part in the discussion or decision-making relating to this item.

Port Nelson Limited representatives Nick Patterson, Martin Byrne, and Daryl Wehner joined the meeting, and tabled an updated copy of the draft statement of corporate intent (1595202). Mr Patterson noted that the updated draft statement included minor adjustments to the shareholder equity ratio target, return on shareholder funds and the return on funds employed as a result of finalisation of valuations.

In response to a question, Mr Patterson said that the upcoming Annual General Meeting would address insurance and earthquake-related risks.

In response to a further question, Mr Wehner explained the Port's focus on health and safety, and added that the 2013/14 target included within the draft statement reflected the focus in this area.

Nelson City Council Executive Manager Support Services, Hugh Kettlewell, explained to the Committee that, as the updated draft Statement of Corporate Intent had been received, the third clause of the officer recommendation was now redundant.

Resolved

THAT the report Port Nelson Limited Draft Statement of Corporate Intent 2013/2014 (1569489) and its attachments (1552664 and 1552665) be received.

Boswijk/His Worship Mayor Kempthorne

Carried

Recommendation to Nelson City and Tasman District Councils

THAT the Port Nelson Limited draft Statement of Corporate Intent for 2013/14 be approved for signing subject to any minor changes identified.

His Worship Mayor Miccio/His Worship Mayor Kempthorne

Carried

Joint Shareholders Committee
13 September 2013

6. Port Nelson Directors' Fees and Appointment of Directors Policy 2013

Document number 1568159, agenda pages 31-52 refer.

It was agreed to take this item in two parts: considering the Policy for the Procedure for Joint Appointment of Directors/Trustees of Council Controlled Organisations and Council Controlled Trading Organisations first; and then the Port Nelson Directors' Fees.

6.1 Policy for the Procedure for Joint Appointment of Directors/Trustees of Council Controlled Organisations and Council Controlled Trading Organisations

It was noted that the draft Policy had previously been approved by the Joint Shareholders Committee, but that Tasman District Council had not approved the Policy as a result of concerns relating to clauses 3.1 and 5.1.

In relation to clause 3.1, there was general agreement that the importance of considering gender balance when appointing Board Directors was well supported by research. It was agreed that the wording of clause 3.1 should remain as currently within the draft Policy.

The Committee turned to consider clause 5.1. There was general agreement that including a limit on the number of terms to be served was appropriate to ensure effective governance. A variety of views were expressed as to whether the appropriate cap should be three or four terms, and it was noted that each Council would likely support a different view on the matter.

A suggestion was made that the wording of clause 5.1 be altered to read "No Director/Trustee may be reappointed for a fifth consecutive term unless there are special circumstances" and that a joint committee of Nelson City and Tasman District Councils reconsider this issue again next year.

Recommendation to Nelson City and Tasman District Councils

THAT the amended Policy for the Procedure for Joint Appointment of Directors/Trustees of Council Controlled Organisations and Council Controlled Trading Organisations (1295787) be adopted, with the amendment to clause 5.1.

His Worship Mayor Kempthorne/Boswijk

Carried

6.2 Port Nelson Directors' Fees

Attendance: Councillor King declared a conflict of interest and left the room for the duration of this item.

Mr Kettlewell explained that, if there was no agreement on an appropriate level of increase, this would be the third year with no increase.

The Committee noted that Port Nelson had requested a 5% increase last year, which had not been approved, and that an 8% increase had been requested this year.

There was general agreement that an increase in directors' fees was appropriate, and it was suggested that 4.8% was a suitable increase. Tasman District Council representatives noted that their Council would likely support a higher increase.

Resolved

THAT the report Port Nelson Directors' Fees and Appointment of Directors Policy 2013 (1568159) and its attachments (1552640, 1552645, 1295787 and 1295797) be received

His Worship Mayor Miccio/His Worship Mayor Kempthorne Carried

Recommendation to Nelson City and Tasman District Councils:

THAT the Port Nelson Limited Directors' fees are increased by 4.8% to a total pool of \$230,560 for the next 12 months.

His Worship Mayor Miccio/Shaw Carried

7. Nelson Tasman Tourism Limited – Appointment of Directors

Document number 1574748, agenda pages 27-28 refer.

Resolved

THAT the Joint Shareholders Committee receive the report Nelson Tasman Tourism Limited – Appointment of Directors (1574748).

His Worship Mayor Miccio/His Worship Mayor Kempthorne Carried

Recommendations to Nelson City and Tasman District Councils

THAT Sharon McGuire and Terry Horne be re-appointed as Directors of Nelson Tasman Tourism for a three year term.

His Worship Mayor Miccio/Shaw Carried

THAT the proposed Directors fees, which remain unchanged from the 2012/2013 year, be confirmed.

His Worship Mayor Miccio/Glover

Carried

8. Nelson Airport Limited – Appointment of Directors

Document number 1574744, agenda pages 29-30 refer.

It was noted that the officer recommendation would result in Annette Milligan being re-appointed for a fifth term, which would contradict clause 5.1 of the Policy as agreed to earlier in the meeting.

It was also noted that the previous recruitment for a director of Nelson Airport Limited, carried out within the last six months, had highlighted a number of strong candidates.

It was agreed that clause 5.1 of the Policy, as agreed at the meeting, be communicated to the Chair of the Nelson Airport Limited Board, and that further discussion on this matter should be had in the public excluded part of the meeting, in order to protect the privacy of natural persons in accordance with section 7(2)(a) of the Local Government Official Information and Meetings Act 1987.

Resolved

THAT the Joint Shareholders Committee receives the Nelson Airport Ltd – Appointment of Directors Report (1574744).

His Worship Mayor Miccio/His Worship Mayor Kempthorne

Carried

9. Nelson Airport Limited – Directors' Fees

Document number 1587325, agenda pages 53-58 refer.

There was general agreement that an increased in directors' fees was appropriate.

Resolved

THAT the Joint Shareholders Committee receives the Nelson Airport Ltd – Directors' Fees Report (1587325) and its attachment (1576247).

His Worship Mayor Miccio/Boswijk

Carried

THAT the Joint Shareholders Committee agrees that an increase in directors fees for Nelson Airport Ltd is appropriate.

Boswijk/King

Carried

Joint Shareholders Committee
13 September 2013

There followed a discussion regarding the appropriate percentage increase in directors fees for Nelson Airport Limited. It was noted that the request for an increase in directors' fees last year was not provided with sufficient justification, but that the effects of rejecting an increase this year would result in a request for a large increase next year.

There was general agreement that an increase of 4.8% would be appropriate, and was consistent with the increase agreed upon for Port Nelson Limited directors.

Recommendation to Nelson City and Tasman District Councils

THAT the directors' fees for Nelson Airport Ltd be increased by 4.8%.

His Worship Mayor Miccio/King

Carried

There was general agreement that it was appropriate to take a consistent approach regarding increases to directors' fees across Council Controlled Organisations and Council Controlled Trading Organisations.

Recommendation to Nelson City and Tasman District Councils

THAT each Council requests staff to jointly prepare an agreed approach and methodology for a joint policy on determining the appropriate level of directors' fees for Council Controlled Organisations and Council Controlled Trading Organisations in joint ownership; for Council consideration in 2014.

His Worship Mayor Miccio/Shaw

Carried

10. Exclusion of the Public

His Worship Mayor Miccio explained that Ms Liz Richards and Mr Peter Millward would be in attendance for the public excluded agenda item regarding Proposed Changes to the Tasman Bays Heritage Trust Trust Deed, and accordingly a procedural resolution was required to be passed.

Resolved

THAT, in accordance with section 48(5) of the Local Government Official Information and Meetings Act 1987, Ms Liz Richards and Mr Peter Millward remain after the public has been excluded, for the item of the Public Excluded agenda regarding proposed Changes to the Tasman Bays Heritage Trust Trust Deed, as they have knowledge that will assist the Council;

AND THAT, in accordance with section 48(6) of the Local Government Official Information and Meetings Act 1987, the knowledge that Ms Liz Richards and Mr Peter Millward possess relates to the current Tasman Bays Heritage Trust Trust Deed and the effect of the proposed changes.

His Worship Mayor Miccio/Boswijk

Carried

Resolved

THAT the public be excluded from the following parts 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 are as follows:

| Item | General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Particular interests protected (where applicable) |
|------|--|--|--|
| 1 | <p>Public Excluded Minutes – Joint Shareholders Committee – 5 April 2013</p> <p>These minutes confirmed the public excluded minutes of the Joint Shareholders meeting of 23 November 2012 and also contain information regarding:</p> | <p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p> | <p>The withholding of the information is necessary:</p> |
| | <p>The commercial activities of Nelson Airport Limited, including its half yearly results.</p> | | <ul style="list-style-type: none"> Section 7(2)(b) To protect information that may disclose a trade secret or the commercial position of a person |
| | <p>The commercial activities of Port Nelson Limited, including its half yearly results.</p> | | <ul style="list-style-type: none"> Section 7(2)(b) To protect information that may disclose a trade secret or the commercial position of a person |

Joint Shareholders Committee
13 September 2013

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|----------|--|--|---|
| | The commercial activities of Tourism Nelson Tasman Limited, including its half yearly results. | | <ul style="list-style-type: none"> • Section 7(2)(c) To protect information that is subject to an obligation of confidence • Section 7(2)(h) To carry out commercial activities |
| | Candidates for the Director position on the Nelson Airport Limited Board. | | <ul style="list-style-type: none"> • Section 7(2)(i) To carry out negotiations • Section 7(2)(a) To protect the privacy of natural persons |
| 2 | <p>Proposed Changes to the Tasman Bays Heritage Trust Trust Deed</p> <p>This report contains information relating to proposed changes to the Trust Deed of the Tasman Bays Heritage Trust</p> | <p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p> | <p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons |
| 3 | <p>Nelson Airport Limited – Appointment of Directors</p> <p>This discussion item contains information relating to potential directors of Nelson Airport Limited</p> | <p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p> | <p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons |

His Worship Mayor Miccio/Boswijk

Carried

The meeting went into public excluded session at 2.34pm and resumed in public session at 2.41pm.

11. Re-admittance of the Public

Resolved

THAT the public be re-admitted to the meeting.

His Worship Mayor Miccio/Boswijk

Carried

There being no further business the meeting ended at 2.41pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

UNCONFIRMED

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Group**

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On Friday 13 September 2013, commencing at 3.03pm

Present: His Worship the Mayor of Nelson A Miccio (Chairperson), His
Worship the Mayor of Tasman R Kempthorne, Deputy Mayor of
Nelson Councillor A Boswijk, Deputy Mayor of Tasman
Councillor T King

In Attendance: Chief Executive Nelson City Council (C Hadley), Chief Executive
Tasman District Council (L McKenzie), Nelson City Council
Executive Manager Support Services/Acting Executive Manager
Community Services (H Kettlewell), Nelson City Council
Executive Manager Network Services (A Louverdis), Tasman
District Council Corporate Services Manager (M Drummond),
Manager Nelson Tasman Emergency Management Office (R
Ball), Nelson City Council Administration Adviser (E-J Ruthven)

1. Apologies

There were no apologies.

2. Interests

There were no updates to the Interests Register, and no conflicts of
interest with any agenda items were declared.

3. Confirmation of Order of Business

There was no change to the order of business.

4. Confirmation of Minutes – 5 April 2013

Document number 1488471, agenda pages 3-4 refer.

Resolved

***THAT the minutes of a meeting of the Nelson
Tasman Civil Defence Emergency Management
Group, held on 5 April 2013, be confirmed as a
true and correct record.***

King/Boswijk

Carried

5. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting – 24 July 2013

Document number 1560265, agenda pages 5-10 refer.

Resolved

THAT the minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting, held on 24 July 2013, be received.

His Worship Mayor Kempthorne/Boswijk

Carried

6. Report of the Emergency Management Office

Document number 1548314, agenda pages 11-25 refer.

Manager Nelson Tasman Emergency Management Office, Roger Ball, spoke to the report. He noted the two activations of the Emergency Management Office for rainfall events in April and June 2013.

Mr Ball explained that construction of the new Emergency Management Centre in Richmond was progressing well.

He added that the Ministry of Civil Defence and Emergency Management had provided a positive evaluation with regards to the Group's activities as part of Exercise Te Ripahapa. In response to a question, he explained communications staff feedback that the next exercise be more realistic and challenging in this area.

He added that the Emergency Management Office work programme had been approved by the Coordinating Executive Group, and that the Office was also currently considering the process for approving new local Controllers.

Resolved

THAT the report of the Emergency Management Office (1548314) be received.

His Worship Mayor Miccio/King

Carried

There being no further business the meeting ended at 3.09pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date