



Services and Assets Committee

OPEN MINUTES

Minutes of a meeting of Services and Assets Committee held via Zoom (digital technology) on Wednesday, 6 May 2020 at 9am (9am – 10.30am, 10.45am – 12.04pm, 12.08pm – 12.10pm (public excluded 11.24am – 12.04pm, 12.08pm – 12.10pm)).

PRESENT

Chairperson	Ebel Kremer Mayor Gary Tong
Councillors	Don Byars John Douglas Paul Duffy Bruce Ford Darren Frazer George Harpur (9am – 10.30am, 10.45am – 11.24am, 11.50 - 12.04pm, 12.08pm – 12.10pm) Julie Keast Christine Menzies Karyn Owen Rob Scott

APOLOGIES

Councillor Ruddenklau

IN ATTENDANCE

Group Manager, Services and Assets Committee Advisor	Matt Russell Fiona Dunlop
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1 Apologies

There were apologies from Councillor Ruddenklau.

Resolution

Moved Chairperson Kremer, seconded Cr Frazer and **resolved:**

That the Services and Assets Committee accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Chairperson Kremer, seconded Mayor Tong **and resolved:**

That the Services and Assets Committee confirms the minutes of the meeting held on 24 March 2020 as a true and correct record of that meeting.

Reports

7.1 IFS Growth Forest Manager's Report of Forestry Activity for Period to 31 January 2020

Record No: R/20/3/5582

Commercial Infrastructure Manager – Ashby Brown was in attendance for this item.

Resolution

Moved Chairperson Kremer, seconded Cr Harpur **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “IFS Growth Forest Manager's Report of Forestry Activity for Period to 31 January 2020” dated 17 March 2020.**

7.2 Services and Assets Programme Report

Record No: R/20/4/9697

Project Delivery Manager – Nick Hamlin was in attendance for this item.

Resolution

Moved Cr Scott, seconded Cr Owen **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Services and Assets Programme Report” dated 22 April 2020.**

7.3 Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for January 2020

Record No: R/20/3/5359

Manager Operations Water and Waste – Bill Witham was in attendance for this item.

Resolution

Moved Chairperson Kremer, seconded Cr Menzies **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for January 2020” dated 17 March 2020.**

7.4 Stewart Island Electrical Supply Authority - Retrospective unbudgeted expense approval for alternator replacement on Unit 5.

Record No: R/20/4/9483

Project Manager – Brendan Gray was in attendance for this item.

Mr Gray advised that the purpose of the report was to seek approval for funding to replace the alternator component of unit 5 which is part of the Stewart Island Electrical Supply Authority power generation.

The Committee noted that there had been a failure of unit 5's alternator which needed to be replaced.

Resolution

Moved Chairperson Kremer, seconded Cr Ford **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled "Stewart Island Electrical Supply Authority - Retrospective unbudgeted expense approval for alternator replacement on Unit 5." dated 1 May 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the retrospective unbudgeted expenditure of up to \$28,000 for the alternator replacement on Unit No. 5 and that this be funded from Stewart Island Electrical Supply Authority reserves.**

7.5 Unbudgeted Expenditure - Car Park, Wallacetown Cemetery

Record No: R/20/3/6191

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to recommend to Council unbudgeted expenditure in the amount of up to \$20,000 (excl GST) in order to install a gravelled car park at the Wallacetown Cemetery and associated landscaping in the form of a low hedge and lawn.

The Committee noted that former Wallacetown Community Board had identified the need to provide additional car parking space to cater for off street parking for visitors to the cemetery.

Resolution

Moved Cr Frazer, seconded Cr Menzies **recommendations a to c and d with additions (as indicated) and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Unbudgeted Expenditure - Car Park, Wallacetown Cemetery” dated 1 May 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to recommend to Council the approval of the unbudgeted expenditure of up to \$20,000 from the Wallacetown General Reserve to install a car park and associated landscaping.**

7.6 Unbudgeted Expenditure – Limehills Community Centre Kitchen and Supper Room Refurbishment

Record No: R/19/12/31214

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to recommend to Council the unbudgeted expenditure of \$24,000 to refurbish the Limehills Community Centre kitchen and supper room.

Resolution

Moved Cr Frazer, seconded Cr Menzies **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Unbudgeted Expenditure – Limehills Community Centre Kitchen and Supper Room Refurbishment” dated 30 April 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis**

of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

- d) Approves and recommends to Council the unbudgeted expenditure of \$7,378.22 to refurbish the kitchen and supper room at the Limehills Community Centre to be funded from the Limehills General Reserve and \$6,380 from the Limehills Community Centre general maintenance budget on the condition that Council approves the unbudgeted expenditure of \$10,241.78 from the Winton Wallacetown Ward Reserve.

7.7 19/13 - Fortrose Otara Road Seal Widening Tender - NPV and Project Options

Record No: R/20/3/5397

Strategic Manager Transport - Hartley Hare was in attendance for this item.

Mr Hare advised that the purpose of the report was to provide additional information previously requested on the next steps for the proposed Fortrose Otara seal widening project following the outcome from the tender evaluation process.

The Committee noted that following the outcome of the tender process and the prices received, the strategic transport team undertook further assessment of options and confirms that a full seal widen project calculated a negative net present value.

Mr Hare further advised that a project like the seal widening would need to generate a positive net present value or benefit cost to meeting a medium or high strategic alignment in order to be supported by NZTA through their funding model.

The Committee further noted that the strategic transport team has considered three options being option one: proceed with minimal maintenance, option two: proceed with a reduced project scope and option three: proceed with unbudgeted expenditure to cover the funding gap.

Resolution

Moved Chairperson Kremer, seconded Cr Keast **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled "19/13 - Fortrose Otara Road Seal Widening Tender - NPV and Project Options" dated 30 April 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

- d) **Approve option two and proceed with a reduced widening scope, and target 6.2m with any remaining funds focused on safety priorities including accessways, intersections and additional corner widening.**

(The meeting adjourned for morning tea at 10.30am and reconvened at 10.45am.)

7.8 Roothing Operations - March 2020

Record No: R/20/4/9378

Strategic Manager Transport - Hartley Hare was in attendance for this item.

Mr Hare advised that the purpose of the report was to update the committee on the progress of the major roading maintenance contracts and provide some context to the 2019/20 budget.

Resolution

Moved Chairperson Kremer, seconded Cr Harpur **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled "Roading Operations - March 2020" dated 30 April 2020.**

7.9 Alternative Coastal Route - Haldane Estuary Otta sealed section

Record No: R/20/4/9461

Strategic Manager Transport - Hartley Hare was in attendance for this item.

Mr Hare advised that the purpose of the report was to request the committee to approve that the strategic transport team to revert the Otara-Haldane Road, Haldane estuary Otta sealed section back to gravel.

The Committee noted that since the completion of the alternative costal route the Otta sealed section has required a significant amount of pavement maintenance and that Strategic transport's evaluation suggests that it is uneconomical for Council to continue to maintain this section as an Otta seal.

Resolution

Moved Cr Douglas, seconded Cr Keast **recommendations a to c and d (with changes) and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled "Alternative Coastal Route - Haldane Estuary Otta sealed section" dated 30 April 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the recommended option one and revert the 1800m section back to gravel over time as sections of the road deteriorate.**

Public Excluded

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Chairperson Kremer, seconded Cr Douglas **and resolved:**

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Invercargill Office Relocation Procurement Strategy

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 each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Invercargill Office Relocation Procurement Strategy	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

That the Chief Executive, Group Manager, Environmental Services, Group Manager, Services and Assets, Group Manager, Community and Futures, People and Capability Manager, Group Manager, Customer Delivery, Publications Specialist, Community Facilities Manager, Commercial Infrastructure Manager and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Invercargill Office Relocation Procurement Strategy. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 11.24am.

(Councillor Harpur returned to the meeting at 11.50am.

(The meeting adjourned at 12.04pm and reconvened at 12.08pm.)

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 12.10pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE SERVICES AND ASSETS
COMMITTEE HELD ON WEDNESDAY 6 MAY 2020.

DATE:.....

CHAIRPERSON:.....