

Date: Thursday 15 February 2024
Time: 9.30 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street, Richmond

Tasman District Council

Kaunihera Katoa

MINUTES ATTACHMENTS

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From: [Richard Kirby](#)
To: [Mark Greening](#)
Cc: [Leonie Rae](#); [Mayor and Councillors](#)
Subject: Resilience Project – 189 Queen Street, Richmond
Date: Wednesday, 14 February 2024 4:25:35 pm
Attachments: [image002.png](#)
[image004.png](#)

Hi Mark,

The work being undertaken to improve resilience of structural components within the Richmond Office stems from the following resolution of Council 3rd December 2020.

Council Resolution CN20-12-19 (3 December 2020)

That the Full Council:

1. receives the Property Strategic Review report RCN20-12-14; and
2. agrees that the Council's future accommodation solution for the Richmond office is to relocate to another site or a full demolition and redevelopment on the existing site; and
3. agrees that the Council does not invest further in repairing, upgrading or expanding the current suite of buildings in Richmond except as noted in item 4.b below; and
4. requests that the Chief Executive Officer, develops a plan for:
 - a. how the Council can accommodate the forecast increase in staff numbers for the next four-year period
 - b. an appropriate level of essential investment in the existing buildings such as completing the current air conditioning works and any other approved works deemed necessary for health and safety, staff, and public wellbeing
 - c. public and staff communications relating to these matters and the Council's approach, including an appropriate section in the 2021-31 Long Term Plan
5. requests that the Chief Executive Officer initiate a Strategic Workplace Taskforce to:
 - a. meet with and seek opportunities of co-location with other local, central or quasi-government agencies and /or other similar organisations; and
 - b. consider co-location opportunities with other Council service delivery areas e.g. libraries, records and archives facility etc; and
 - c. clarify how we will achieve the workplace principles in our Workplace Strategy and align these with our organisational strategic vision/objectives; and
 - d. develop options for how we will respond to the various changes being driven by changing legislation and central government initiatives; and
 - e. review any other relevant material or proposals related to workforce planning and future accommodation needs; and
 - f. determine, for Council approval, the preferred accommodation option that will satisfy the solution to the points a-e above with a time limit to complete this task within 12 months; and
6. notes that the Task Force will provide quarterly reports (at least) to the Operations Committee; and
7. notes that it is intended that the Mayor and Chief Executive are the co-sponsors of this Taskforce and that costs will be met from the existing Property Budget allocations in the LTP.
8. agrees that the Mayor and Chief Executive will determine an appropriate time to release the relevant parts of this decision to staff and the public.

CARRIED

Council subsequently included funding of \$6.0 million in the Long-Term Plan 2021/2031 (\$2.0 million each year for the first 3 years).

From: [Leonie Rae](#)
To: [Mark Greening](#)
Cc: [Mayor and Councillors](#)
Subject: RE: CEO report
Date: Tuesday, 13 February 2024 4:13:38 pm

Kia ora Mark et al

I have included all Councillors in this response as the CEO report is not clear on the FTE numbers as Mark has pointed out below.

Firstly the FTE count is not the best indicator of costs, for example, 10 FTE @ \$100k is \$1m whereas 16 FTE @ \$62,500 also equates to \$1m.

Secondly, the numbers that have been provided by People and Wellbeing are not consistent with what is in our payroll and finance system. Finance holds the budgeted FTE number and payroll confirms the number of FTE we are paying. In future I will be reporting budgeted FTE and how we are tracking to budget.

So here are the numbers as of end of December 2023:

- 386 FTE on the payroll
- Headcount is 422
- 20 vacancies
- There are 406 budgeted FTE for 2023/24

The overall budget for 2023/24 is \$38,966 (000's).

YTD we are \$412K under budget. Note, that we are always budgeting for a lag knowing that we never have all FTE roles filled at any one time.

Happy for further questions.

Ngā mihi

Leonie

Leonie Rae
[Tino Apiha Whakahaere](#)
Chief Executive Officer
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From: Mark Greening <mark.greening@tasman.govt.nz>
Sent: Monday, February 12, 2024 4:13 PM
To: Leonie Rae <leonie.rae@tasman.govt.nz>
Subject: CEO report