



POLICY AND FINANCE COMMITTEE

AGENDA – 10 August 2016

A Conduct of Business

The meeting will be held in the Council Chambers, 19 Kitchener Street, Martinborough and will commence at the conclusion of the District Council meeting. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

- A1. Apologies
- A2. Conflicts of Interest
- A3. Public Participation
- A4. Minutes for Confirmation: Policy & Finance Committee 29 June 2016 Pages 1-2
- A5. Policy and Finance Committee Action Items Page 3
- A6. Minutes for Receipt: Risk and Audit 21 June 2016 Pages 4-5

B Policies and Reports

- B1. Policy Reviews Pages 6-19

C Finances



POLICY AND FINANCE COMMITTEE MEETING MINUTES

29 June 2016

- Present:** Mayor Adrienne Staples (Chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomerie, Colin Olds, Solitaire Robertson and Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive), Kyra Low (Finance Team Leader), Suzanne Clark (Committee Secretary) and for part only Mark Allingham (Infrastructure and Services Group Manager).
- Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough and was conducted in public between 11:30am and 12:00pm.

A Preliminary Matters

A1. Apologies

P&F RESOLVED (P&F2016/19) to receive apologies from Cr Riddell and Cr Napier.

(Moved Cr Olds/Seconded Cr Montgomerie)

Carried

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 18 May 2016

P&F RESOLVED (P&F2016/20) that the minutes of the Policy and Finance Committee meeting held on 18 May 2016 be received and confirmed as a true and correct record.

(Moved Cr Stevens/Seconded Cr Craig)

Carried

A5. Policy and Finance Committee Action Items

P&F RESOLVED (P&F2016/21) to receive the action items report.

(Moved Cr Olds/Seconded Cr Stevens)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

A6. Risk and Audit Minutes 19 May 2016

Mr Crimp discussed pending legal proceedings with councillors.

P&F RESOLVED (P&F2016/22) to receive the Risk and Audit Minutes of 19 May 2016.

(Moved Cr Craig/Seconded Cr Montgomerie)

Carried

B Finances

B1. Finances to 31 May 2016

Ms Low discussed budget surpluses and deficits with councillors. The loans transfer to the Local Government Funding Agency, Council land sales, rating to create a Longwood Water Race reserve fund, and ensuring pensioner housing rental charges are high enough to provide for a reserve fund to cover maintenance and refurbishments was discussed.

P&F RESOLVED (P&F2016/23) to receive the financial statements for the period ended 30 April 2016 and the tabled finances for the period ended 31 May 2016.

(Moved Cr Robertson/Seconded Cr Stevens)

Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

DISCLAIMER

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**Policy & Finance
Action Items
From 29 June 2016**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
103	P&F	24-Feb-16	Resolution	Paul	<p>P&F RESOLVED (P&F2016/03):</p> <ol style="list-style-type: none"> 1. To receive the information. 2. To adopt the: <ol style="list-style-type: none"> a. Infectious Disease and Pandemic Policy on the proviso that Council Officers check with the Wairarapa District Health Board and update the policy prior to publication if necessary. b. Council Committees and Working Parties Policy with the minor corrections as noted. c. Defer the adoption of the Acquisition and Disposal of Property Policy until the next meeting. <p>(Moved Mayor Staples/Seconded Cr Napier) Carried</p>	Actioned	Policies updated with the exception of pandemic still awaiting DHB Shane to follow up when settled in. Full policy update to Council in August
200	P&F	6-Apr-16	Resolution	Paul	<p>Policy Reviews</p> <p>P&F RESOLVED (P&F2016/13):</p> <ol style="list-style-type: none"> 1. To receive the information. 2. To adopt Acquisition and Disposal of Property Policy. 3. To adopt the Media Policy subject to minor amendments as discussed. 4. To adopt the Health and Safety Policy in principal, subject to Council officers investigating areas of concern as highlighted and the Policy being presented at the next meeting. <p>(Moved Cr Stevens/Seconded Cr Napier) Carried</p>	Actioned	H & S to next council meeting following circulation to Community Boards in line with new procedure. All other points actioned 8/6/16

**Risk & Audit Working Party
Minutes
21st June 2016
11am, Waiohine Room**

Present Cr M Craig, Cr D Davies, Cr V Napier
Also in attendance –K Whiteman, K Low

Apologies Cr M Stevens, Paul Crimp

Minutes Minutes of the previous meeting were confirmed

Moved Craig/Davies

Matters Arising

1. Phillips/Phelps – Shane is currently getting up to speed on the file. Seeking Legal advice on how to proceed with registration and micro-chipping this year now they are in Mr Phelps name.
2. Progressive – a possible settlement but as yet not signed off. Consent will be surrendered or modified in July. Murray has appointed an independent commissioner and Planner to oversee whichever process proceeds.
3. ALA – a hearing has been set for August but settlement through mediation may be achievable, the officers are working on options. Tania Madden will liaise with Viv.

Monthly Financials

Financials.

Moved Craig/Davies

Reports

1. No Audit feedback received yet.

Policies

1. Health and Safety, Remuneration, Banners, and Risk due to August Council meeting. Community Housing deferred until new Council elected.
2. Proceed with Cattle underpasses and stops and Building Consent exemptions for July I&P meeting.

NB. Paul to get MCB back in line with other CB Meetings.

Risks

1. Business Continuity Plan underway with key projects identified. This will also include procedure for dealing with risks that eventuate.
2. Risk register to be discussed next meeting.
3. Risk assessment on the Waihinga Centre at next meeting.
4. Need to look at risk identification for key infrastructure assets some of this may come out of Business continuity planning.
5. Best Council report to be discussed next meeting.

General Business

1. Insurance completed for coming year. Current Improvement insurance will cover the Martinborough Town Hall earthquake strengthening.
2. Solid Waste is currently undergoing a section 17a review across the 3 councils in line with the new contract for next year. As part of this contracting out the full function of solid waste is being considered. This has been successfully done by Kapiti Coast district Council.
3. July meeting cancelled.
4. Calendar for 2016/17 approved may require a January meeting depending on make-up of Risk and audit Committee post-election.
5. Paul on leave 7th July – 8th August Mark will have delegated authority.

Meeting closed 4:20pm

Next meeting: 3pm Wednesday 16th June 2016

POLICY AND FINANCE COMMITTEE

10 AUGUST 2016

AGENDA ITEM B1

POLICY REVIEWS

Purpose of Report

To provide Councillors revised policies for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the:*
 - a. *- Health and Safety Policy*
 - b. *- Remuneration Policy*
 - c. *- Risk Policy*

1. Executive Summary

The policy and finance committee has delegated authority to adopt policies once circulated to Community Boards.

This paper presents the Remuneration Policy updated in line with the Remuneration Authority changes for the 2016/17 year. The new Health and Safety Policy with requested modifications aligned to the new Health and Safety Legislation that came into effect on the 1st April. The new Risk Management Policy as recommended by the Audit and Risk Committee following a review of the Councils Risk functions.

2. Policies for adoption

These Policies were circulated to the Community Boards with no feedback received.

2.1 Health and Safety Policy

Reviewed following previous feedback.

2.2 Risk Policy

Recommended by the Audit and Risk Committee following a review of the Councils Risk functions.

2.3 Remuneration Policy

Now includes Maori Standing Committee in line with Community Board Alterations to Travel expenses in relation to Remuneration Authority Changes in Appendix 1.

3. Update on outstanding policies for review

3.1 Banners and Flags Policy

To be included in a wider review of signage and the district plan following feedback from Community Boards, Councillors and the Annual Plan.

3.2 Infectious Disease and Pandemic Policy

Still awaiting feedback from the DHB.

3.3 Community Housing Policy

To be considered by the incoming Council following feedback from Annual Plan consultation.

3.4 Earthquake Prone Buildings Policy

Currently reviewing policy in line with the recent legislative amendments that come into effect in two years.

3.5 Dangerous and Insanitary Buildings Policy

Under review, to be completed by calendar year end.

3.6 Resource Management Delegation Policy

Methodology currently being discussed with legal advisor upon review of CDC. Policy to be presented to incoming Council.

4. Conclusion

Adopt updated, Remuneration Policy, Health and Safety Policy and Risk Management Policy.

5. Appendices

Appendix 1 – Remuneration Authority Notification

Appendix 2 – Health and Safety Policy

Appendix 3 – Risk Management Policy

Appendix 4 – Remuneration Policy

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Appendix 1 – Remuneration Authority Notification

From: Info - Remuneration Authority [mailto:info@remauthority.govt.nz]
Sent: Thursday, 30 June 2016 11:50 a.m.

Greetings Mayors, Chairs and Chief Executives.

New determination from 1 July 2016

Thank you for providing the information needed in order to make a determination for your Council for 2016/17. The Local Government Elected Members (2016/17) (Certain Local Authorities) Determination 2016 comes in effect on 1 July 2016 and has been Gazetted today, 30 June 2016. The link to the determination is [here](#). We have also attached a pdf copy for your convenience.

Each Council has previously been informed what salaries and payments for additional responsibilities have been approved from 1 July, and should begin payment accordingly from that date.

Pro-rating mileage and communications allowances for members who are not continuing after the election

Note that mileage and communications allowances must be pro-rated for the period between 1 July and the last day in office. Please see Clauses 12(5) and 14(4) of the determination for detailed information.

Please note changes to mileage reimbursement

As you will know from my previous correspondence, and set down in the new determination, the Authority has made changes to the mileage reimbursement rates, and your Council should apply these rates from 1 July. In summary, the changes are as follows:

1. In line with the IRD's decision last year, the first 5,000 km claimed should now be reimbursed at 74c per kilometre (instead of 77c). The rate for travel in excess of 5,000km remains at 37c.
2. In response to issues raised by elected members the 30km threshold will now only to visits to the council or community board office. For other travel by members on council business no threshold will apply.

Expense and reimbursement policies

We are now working through the expense and reimbursement policies that have been submitted for approval by the Authority. If your Council has not yet done so, please note that an updated expenses and allowances policy for 2016-2019 must be formally adopted by each council.

If your policy is approved then we will advise you accordingly. If there are matters to be discussed before approval can be given we will contact the person who submitted the policy in the first instance.

Authorised community board changes

Those councils whose community boards have changed as the result of a review will be advised shortly of the salaries for the members and chairs. These will apply after the elections and an amending determination will be issued before then to authorise payment.

Regards

Fran Wilde

CHAIR



RemunerationAuthority

Appendix 2 – Health and Safety Policy



Health & Safety Policy

1. Vision:

Everyone who works at South Wairarapa District Council goes home healthy and safe.

2. Statement of intent:

Our Council culture supports a safe and healthy workplace. We look after ourselves and each other, our contractors, clients, visitors and members of the general public to prevent them being harmed by work carried out by us or work carried out for us.

3. Our managers will:

Comply

Acquire and keep up to date, knowledge of work Health and Safety matters, regulations, safe operating procedures, best practice to be compliant.

Train

Make available and encourage training in to enhance the level of H&S awareness and improve H&S work practises.

Inform

Ensure staff are informed and aware of their responsibility to promote a safe and healthy workplace in order to prevent harm to themselves or others.

Participate

Engage and consult with staff and contractors in the development of our H&S systems and actively managing H&S and ensure our workers see themselves as part of the solution.

Monitor

Monitor and drive a culture of continuous improvement in creating a healthy and safe workplace.

Report

Promptly and accurately report, investigate, record and learn from all workplace incidents and injuries.

Support

Support workers for a safe early and durable return to work after injury or illness.

Celebrate

Recognise and reward good H&S behaviour.

Our staff will:

Participate

Contribute to the development and implementation of H&S initiatives.

Share their learning

Identify hazards, promptly report incidents or accidents, help with investigations and share ideas to make SWDC a healthier and safe place to work.

Keep safe

Comply with our H&S policies, understand all the hazards our workers and visitors can be exposed to, and how to keep ourselves and others safe.

Our councillors will:

Support

Managers, staff and contractors by ensuring adequate resources provided for Health and Safety.

Comply

Acquire and keep up to date, knowledge of work health and safety matters, regulations, safe operating procedures, best practice to be compliant.

Share their learning

Identify hazards, promptly report incidents or accidents while doing business for council.

Our contractors will:

Partner

Work with us to make our workplaces safe and healthy places to work for everyone.

Report

Promptly report all hazards, incidents or accidents, investigations and share the learning's.

Appendix 3 – Risk Management Policy



RISK POLICY

1. Purpose

South Wairarapa District Council recognises that the nature of our activities and the environment in which we operate expose us to risk. Risks occur in many ways and have the potential to impact or harm our people, community, stakeholders, reputation, finances, operation and success of our organisation. We will

This Risk Management Policy provides the framework for how we manage our strategic and operational risks.

We will

- engage with our stakeholders to effectively identify and manage risk to ensure that our objectives and purpose are achieved, and our approach to risk is understood.

- create and maintain a Risk Register and Management Plan.

- determine the level of risk for our organisation by considering the probability and impact and our purposes and objectives.

- Separately identify risks and implement an appropriate plan to manage for all significant events and projects

2. Roles and responsibilities

Ownership of risks and how they will be managed will be assigned to relevant people or groups within our organisation to provide assurance to the Council and our stakeholders.

The Audit and Risk Working Party will oversee and approve the organisation's risk management including the effectiveness of the Risk Management Policy and the Risk Register and Management Plan.

The Chief Executive will

- review risks by bi-monthly and sign off major project risk assessments before projects commence

- report to Council any significant incidents that occur or significant new risks that are identified. (Minor risks will be added to the schedule and tabled at risk and Audit Working Party meetings.

- report to the Council annually about how risk is managed and communicated to stakeholders.

3. Performance measures for risk management

Risks and incidents are reported to the Chief Executive by employees.

Incidents are investigated and actions identified to manage the risk by the relevant Group Manager.

The organisation remains compliant with all applicable legislation.

Completion and reporting of reviews in line with the Audit and Risk Working Party Work Plan.

Appendix 4 – Remuneration Policy



Remuneration

1. RATIONALE:

Elected Members are required to be accountable and responsible for governance of the District and to ensure it is run in a viable and successful business like manner.

Elected Members are therefore remunerated for their time, expertise, and efforts.

2. PURPOSE:

To set out in general terms the remuneration and allowances payable to the Mayor, Councillors, Community Board members and non-elected members of Council committees and appointees to outside organisations.

3. GUIDELINES:

3.1 Elected Members

- 3.1.1 In terms of clause 6 of Schedule 7 of the Local Government Act 2002 and the Remuneration Authority Act 1977, the Remuneration Authority sets the remuneration for all Elected Members of the Council and Community Boards.

A new determination is issued by the Remuneration Authority annually and takes effect on the 1st July.

- 3.1.2 The remuneration approved for South Wairarapa Council and Community Boards is as per the remuneration authority at the time.

- ⇒ Councillors appointed to Community Boards receive no additional remuneration.

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Expenses

Actual and reasonable expenses and allowances as outlined in the Rules have been approved by the Remuneration Authority.

Rules for Elected Members Expenses

1. *Elected Members will be reimbursed for actual and reasonable expenses on production of receipts.*
2. *Vehicle mileage will be payable to all Elected Councillors, Community Board members and non-elected members of Council committees for travel to and from officially notified meetings and any other Council business that may be required and authorised by the Mayor and/or Chief Executive Officer for return trips over 30kms only, ~~and that the first 30km of those trips would be exempt from payment for visits to the council or community board office. For other travel by members on council business no threshold will apply.~~*
3. *The approved mileage rate shall be set by the Remuneration Authority.*

3.2 Non-elected Members

3.2.1 The Council has approved the payment of salaries and meeting fees to non-elected members of Council committees and appointees to outside organisations.

- Salaries
All Council Committee Chairpersons Equivalent to
Community Board
Chair
- Meeting fees (Set by council as required)
 - Council committee members and appointments \$162 per day
 - to outside organisations. The Chairpersons of Council committees do not receive meeting fees.

Expenses

Expenses and mileage may be claimed on the same basis as for Elected Members.

3.3 Resource Consents

Fees payable to members of the Council's Planning Hearings Committee and the Applications Sub-committee are set by the Remuneration Authority (LGE Members Determination).

[Note: The Mayor as current Chair, does not receive any fees.]

3.4 Communication Allowance

A communication allowance will be paid to the Mayor and ~~Councillors~~Councilors at 50% of the maximum amount set under s13(3) of the Local Government Elected Members Communication Allowance determination. This will be pro-rated in election years.