



POLICY AND FINANCE COMMITTEE

AGENDA – 24 February 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 30 November 2015 Pages 1-3
- A5.** Policy and Finance Committee Action Items Page 4

B Policies and Reports

- B1.** Policy Reviews Pages 5-46
- B2.** Risk and Audit Working Party Terms of Reference Pages 47-59
- B3.** Irrigation of Key Council Assets Draft Policy Pages 60-64
- B4.** Wairarapa Council's Shared Services Working Party Pages 65-67
- B5.** Correspondence from the Martinborough Rugby Football Club (to be tabled)

C Finances



POLICY AND FINANCE COMMITTEE MEETING MINUTES

18 November 2015

- Present:** Mayor Adrienne Staples (chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, Viv Napier, Colin Olds, Julie Riddell, Solitaire Robertson and Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive), Suzanne Clark (Committee Secretary).and for part only Kim Whiteman (Policy and Reporting Manager) and Helen McNaught (Amenities 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 12:30pm and 2:30pm.

A Preliminary Matters

A1. Apologies

*P&F RESOLVED (P&F2015/33) to receive apologies from Cr David Montgomerie.
(Moved Cr Craig/Seconded Cr Napier)*

Carried

A2. Conflicts of Interest

No conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 7 October 2015

P&F RESOLVED (P&F2015/34) that the minutes of the Policy and Finance Committee meeting held on 7 October 2015 be received and confirmed as a true and correct record.

(Moved Cr Olds/Seconded Cr Riddell)

Carried

A5. Risk and Audit Minutes 24 September 2015

The Committee had received a verbal update of the 24 September 2015 minutes on the 7 October 2015. Mr Crimp gave a verbal update from the 22 October 2015 Working Party meeting. Council had withdrawn from formal Papawai land swap negotiations and the Gliding Club had realigned their runway location accordingly.

P&F RESOLVED (P&F2015/35) to receive the verbal update from the Risk and Audit Working Party meeting of the 22 October 2015.

(Moved Cr Robertson/Seconded Cr Davies)

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. Policy and Finance Committee Action Items

Councillors agreed that the LTP actions summary should be a Council agenda item following the introduction of the report at the Infrastructure and Planning Working Party in February 2016.

P&F RESOLVED (P&F2015/36):

1. To receive the action items.
(Moved Cr Riddell/Seconded Cr Olds) Carried
2. Action 735: Include the summary of LTP actions, including updates, on the 10 February 2016 Infrastructure and Planning Working Party agenda; P Crimp

B Policies and Reports

B1. Policy Reviews

P&F RESOLVED (P&F2015/37):

1. To receive the information.
(Moved Cr Robertson/Seconded Cr Riddell) Carried
2. To adopt the:
 - a. Equal Employment Opportunity Policy.
(Moved Cr Robertson/Seconded Cr Riddell) Carried
 - b. Concessions for Charitable and Like Community Organisations and Groups.
(Moved Cr Craig/Seconded Cr Napier) Carried
3. To withdraw the Accounting Policy.
(Moved Cr Riddell/Seconded Cr Napier) Carried
4. Action 736: Resubmit the Council and Committees Policy to the P&F Committee with requested amendments shown as tracked changes; P Crimp
5. Action 737: Resubmit the Promotion, Publicity and Media Liaison Policy to the P&F Committee after discussing the Policy with the new communications staff member; P Crimp

B2. Review of Library Policies

P&F RESOLVED (P&F2015/38):

1. To receive the information.
2. To adopt the:
 - a. Library Policy.
 - b. Care of Children in Libraries Policy.
 - c. Cataloguing and Classification Policy.
 - d. Charging Policy.
 - e. Complaints Policy.
 - f. Copyright Policy.
 - g. Customer Code of Conduct Policy.
 - h. Friends Policy.
 - i. Fundraising and Donations Policy.

DISCLAIMER

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- j. Housebound Policy.
 - k. Interloans Policy.
 - l. Internet Access Policy.
 - m. Membership Policy.
 - n. Privacy Policy.
 - o. School Holiday Programme Policy.
- (Moved Cr Riddell/Seconded Cr Robertson)*

Carried

The Committee adjourned at 1:00pm.
The Committee reconvened at 2:15pm.

B3. Review of Library Policies

Councillor Craig undertook to send through minor grammatical corrections to Council's Amenities Manager.

P&F RESOLVED (P&F2015/39):

- 1. To receive the information.
- 2. To adopt the Urban Street Tree Policy subject to minor grammatical corrections.

(Moved Cr Jephson/Seconded Cr Riddell)

Carried

C Finances

Mr Crimp presented highlights and minor budget variations from the financial statements to 31 October 2015 noting that variations were in line with general operating parameters. Councillors emphasised the need to continue to work with the Wellington Regional Emergency Management Office (WREMO) in order to ensure the best emergency management procedures were in place for the South Wairarapa.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

DISCLAIMER

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**Policy and Finance Committee
Action Items
From 18 November 2015**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
537	P&F	26-Aug-15	Action	Paul	Review the meeting fee rate and the criteria used to set the fee in order that the policy can be updated following the 2016 local government elections	Open	Investigating structure other council's use, there is no break down on how the number was reached originally. 15/2/16: scheduled for April meeting
735	P&F	18-Nov-15	Action	Paul	Include the summary of LTP actions, including updates, on the 10 February 2016 Infrastructure and Planning Working Party agenda	Actioned	
736	P&F	18-Nov-15	Action	Paul	Resubmit the Council and Committees Policy to the P&F Committee with requested amendments shown as tracked changes	Actioned	
737	P&F	18-Nov-15	Action	Paul	Resubmit the Promotion, Publicity and Media Liaison Policy to the P&F Committee after discussing the Policy with the new communications staff member	Open	15/2/16: scheduled for April meeting

POLICY AND FINANCE COMMITTEE

24 FEBRUARY 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) *Infectious Disease and Pandemic Policy.*
 - b) *Council Committees and Working Parties Policy.*
 - c) *Acquisition and Disposal of Property Policy.*

1. Executive Summary

The policy and finance committee has delegated authority to adopt policies. This paper presents a number of policies for review.

2. Background

Policies for adoption:

- Acquisition and Disposal of Property Policy - adopt to address expired review date.
- Infectious Disease and Pandemic Policy - adopt to address expired review date.
- Council Committees and Working Parties Policy - review to include current committee's functions and appointments.

3. Discussion

Policies for adoption.

3.1 Acquisition and Disposal of Property Policy

Updated reference to Committees and SWCCP.

3.2 Infectious Disease and Pandemic Policy

Removed personal name references and updated job titles. Includes Pandemic Action Plan.

3.3 Council Committees and Working Parties Policy Updated as shown by tracked changes

3.4 Legal Implications

None.

3.5 Financial Considerations

None.

4. Conclusion

Adopt updated Acquisition and Disposal of Property Policy, Infectious Disease and Pandemic Policy, and Council Committees and Working Parties Policy.

5. Appendices

Appendix 1 – Acquisition and Disposal of Property

Appendix 2 - Infectious Disease and Pandemic Policy

Appendix 3 – Council Committees and Working Parties Policy

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – Acquisition and Disposal of Property



Acquisition and Disposal of Property

1. Rationale

- 1.1 The Council occasionally has a need to acquire property for a specific community or works related purpose. It does not acquire property for investment purposes.
- 1.2 Equally, property no longer required for the purpose for which it was originally acquired or is currently needed or for which there is no economic cost/benefit, may be disposed of in accordance with the Local Government Act 2002 or other relevant legislation.

2. Purpose

To set out general procedures to be followed by Council staff pursuant to relevant legislation in the acquisition of property, be it either undeveloped land or land on which there is located an asset, and for the disposal of an asset that is deemed to be surplus to Council requirements.

3. Guidelines

3.1 ACQUISITIONS

- 3.1.1 Council officers, who in the course of carrying out their responsibilities consider that a property acquisition is required for the efficient cost effective benefit for a particular activity, operation or project shall first provide a report to the Chief Executive Officer.
- 3.1.2 Such report shall provide details of the intended use of the property, its cost and how the purchase is to be funded.
- 3.1.3 This report, or a modified version of it, shall be submitted to Council's Policy **and Finance** Committee by the Chief Executive Officer, if **s/he** deems it appropriate that the purchase is essential and is required for the benefit of the Council and its ratepayers.
- 3.1.4 The Policy **and Finance** Committee, only if it resolves that a proposed purchase is to proceed and that it is satisfied that there is fully funded budgetary provision in the **SWCCP Long Term Plan/Annual Plan**, shall recommend accordingly to the Council for final approval.
- 3.1.5 No agreements or commitments to a purchase may be entered into before the Council has approved the purchase.



3.2 DISPOSALS

- 3.2.1 Council officers will review all land and other property at regular intervals to ensure that all such assets are still required and that their continued retention remains cost effective.
- 3.2.2 Reports on such reviews will be provided to the Policy and Finance Committee together with any recommendations.
- 3.2.3 Council officers will review all land and other property at regular intervals to ensure that all such assets are still required and that their continued retention remains cost effective.
- 3.2.4 Reports on such reviews will be provided to the Policy and Finance Committee together with any recommendations.

3.3 GENERAL

- 3.3.1 At all times, where either required or deemed appropriate, the Crown through the Department of Conservation is contacted and consulted and, as well, Council's solicitors are kept informed and their advice sought on any aspect of a proposed acquisition or disposal.
- 3.3.2 All costs relating to either an acquisition or a disposal, including planning, subdivision, legal and commissions are charged against the asset concerned as a cost in determining the eventual profit, or loss on disposal or as an addition to the cost of a purchase.

Appendix 2 – Infectious Disease and Pandemic Policy



Infectious Disease and Pandemic Policy

1. RATIONALE

This policy has been written in line with World Health Organisation guidelines and the New Zealand Ministry of Health guidelines to provide policy, procedure, guidance and information for management and employees relating to any infectious diseases, particularly in preparation for an influenza pandemic. Practices in this policy must be carried out in conjunction with the South Wairarapa District Council's Pandemic Action Plan.

2. PURPOSE

South Wairarapa District Council are committed to the health and safety of employees, customers and visitors to their workplaces. Management shall take all practicable steps to isolate infected employees, monitor the health of employees who have been in contact with infected employees or customers, and close and sanitise a workplace before re-opening it to customers or visitors. Should an infectious disease be suffered by a staff member it is notifiable to the Ministry of Health.

Elected Members

This Policy is also applicable to the Elected Members. For the purpose of this policy, Elected Members are regarded as employees and the Chief Executive Officer has the same role as the Workplace Managers.

3. GUIDELINES:

Workplace Managers Procedures

Immediately upon learning that an employee of the workplace has been at work while infected with a communicable notifiable disease or suspected Pandemic Influenza, managers or supervisors shall:

Suspected Pandemic Influenza

- If they are still at work, send the employee home, avoiding public transport, and advise them to telephone their doctor immediately.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health.
- Ensure workplace safety equipment is up to date and that employees use it.
- Arrange sanitising of work stations and toilets.

Avian or other Pandemic Influenza

Immediately upon being advised that the influenza virus has mutated to human-to-human infection, the staff member shall:

- Advise Management & Environmental Health Team Leader
- CEO to disseminate information to staff.

Other communicable notifiable disease

- Re-issue instructions for all staff re hygiene.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health. These may include:
 - sanitising the workplace
 - closure of premises

All Employees During a Pandemic

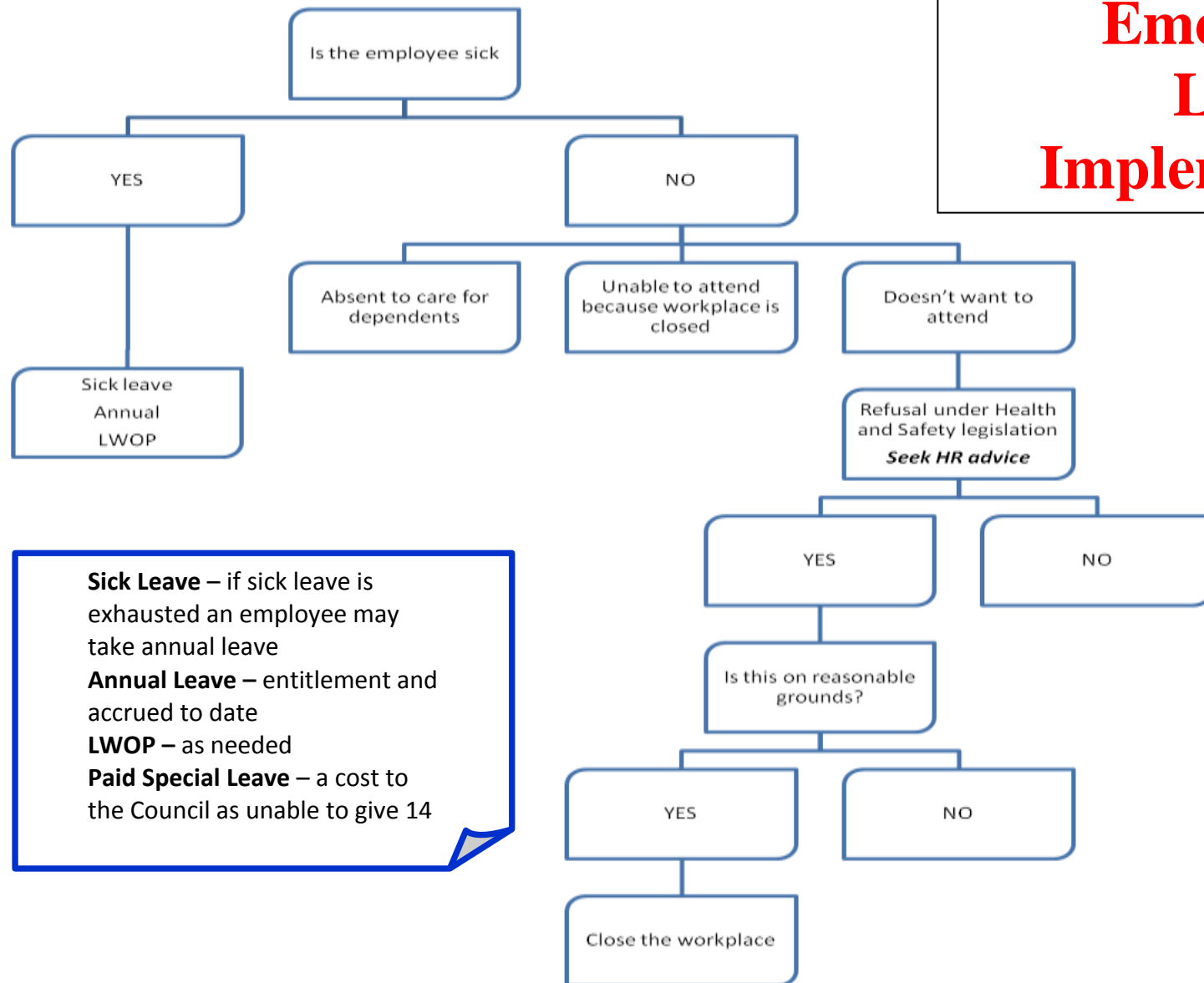
Should an employee feel they are developing symptoms of influenza, employees shall:

- Immediately notify their manager and GO HOME.
- Notify their doctor by telephone.
- Stay at home until their infection is over.

Should an employee suffer from a communicable disease notifiable to the Ministry of Health, employees shall:

- Notify their manager/supervisor of the type of ill-health they are suffering from.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health.

Emergency Leave Implementation



Sick Leave – if sick leave is exhausted an employee may take annual leave
Annual Leave – entitlement and accrued to date
LWOP – as needed
Paid Special Leave – a cost to the Council as unable to give 14



South Wairarapa District Council Pandemic Action Plan 2016

This action plan is to provide procedure, guidance and information for management and employees relating to any infectious diseases, particularly in preparation for an influenza pandemic.

REDUCTION

Reduction requires action before an influenza outbreak occurs to reduce the likelihood and consequences of the event.

Responsibility to Employees – The first priority for local authorities is the wellbeing of its staff.

Public Services – Because pandemic influenza may directly affect employees; illness may interrupt local authority services such as water supply, wastewater, and environmental protection. Some public buildings may be closed by the Medical Officers of Health or used for health assessment, treatment or welfare services. Such decisions will be made by Medical Officer of Health, so local government and CDEM groups will not be required to identify what may or may not be used.

READINESS

Employee Protection – Protocols and training should be put in place prior to a pandemic to enhance the safety of the work environment for local authority staff.

Staff awareness – Staff must be aware of plans for pandemic response within the organisation. Please spend 2-5mins during staff meetings discussing – symptoms, contingency plan scenarios etc.

Supplies – Once a pandemic occurs, there may be difficulties in securing essential equipment and supplies. Readiness includes identifying supplies that will be required for local authority response and acquiring essential items ahead of time.

- Regular checks of in house supplies to ensure optimum levels are maintained will be carried out by Amenities eg cleaning products and paper towels.
- CD supplies; water; food requirements; masks; hand sanitizer; toilet paper; janola; sufficient soap; rubbish bags are the responsibility of the Health and Safety committee.

RESPONSE

Employee Protection – If influenza breaks out in the community, the first response of the local authority will be to protect its employees. This includes monitoring staff health to identify cases of influenza early, and taking steps to reduce the internal spread of the disease.

Facility Closures – If ordered by the Medical Officer of Health, some facilities under control of the local authority may be closed or restricted to assist in controlling the spread of infection.

Continue Public Services – In the face of possible staff shortages, local authorities' response to a pandemic influenza situation should include continuing public services, to the best of their ability. This may require the redevelopment of available personnel to roles that they do not normally perform.

- Contingency plans –Pandemic folder consists of Contractors plans.

RECOVERY

Internal organisational recovery – Be actively involved in the restoration of personnel, data, financial viability and service quality.

Staff welfare – Counselling support may be required as a result of mortality rates.

Backfilling unwell employees – New staff may need to be recruited or existing staff redistributed.

Organisational debriefing – The conduct of organisational debriefs is common practice following emergency events

CEO and Group Managers	<p>Immediately upon learning that an employee of the Council has been at work while infected with a communicable notifiable disease or suspected Swine Flu or other infectious notifiable disease, managers shall:</p> <ul style="list-style-type: none"> • If they are still at work, send the employee home, and advise them to telephone their doctor immediately. • Follow the Screening checklist for Detection and Management of suspected pandemic influenza cases. (APPENDIX A) • Record details of the infected person on the Notification Form (APPENDIX B) and give to Communications Officer (Janine). • Complete a Contact List (APPENDIX D) identifying who the infected person has been in contact with and e-mail/advise CEO. • Once advised by the ill employee, sanitise the workplace, particularly the employee's workstation, kitchen and bathrooms, telephones, photocopiers. • Ensure workplace safety equipment is up to date and that employees use it. <p><input type="checkbox"/> Safety equipment checked Date..... Signed.....</p> <p><input type="checkbox"/> Cleaning products at optimum level Date..... Signed.....</p> <ul style="list-style-type: none"> • Reiterate to other staff, social distancing, covering of nose/mouth when coughing or sneezing, hand washing and thorough hand drying and avoidance of public places. (APPENDIX F) • Put up signage (APPENDIX F) • Stop staff doing site visits and advise consultants to stay away. • Update CEO of the situation. • Stay in touch, by telephone, with the infected employee. <p>Once the employee has recovered from the influenza, encourage them to return to work.</p>
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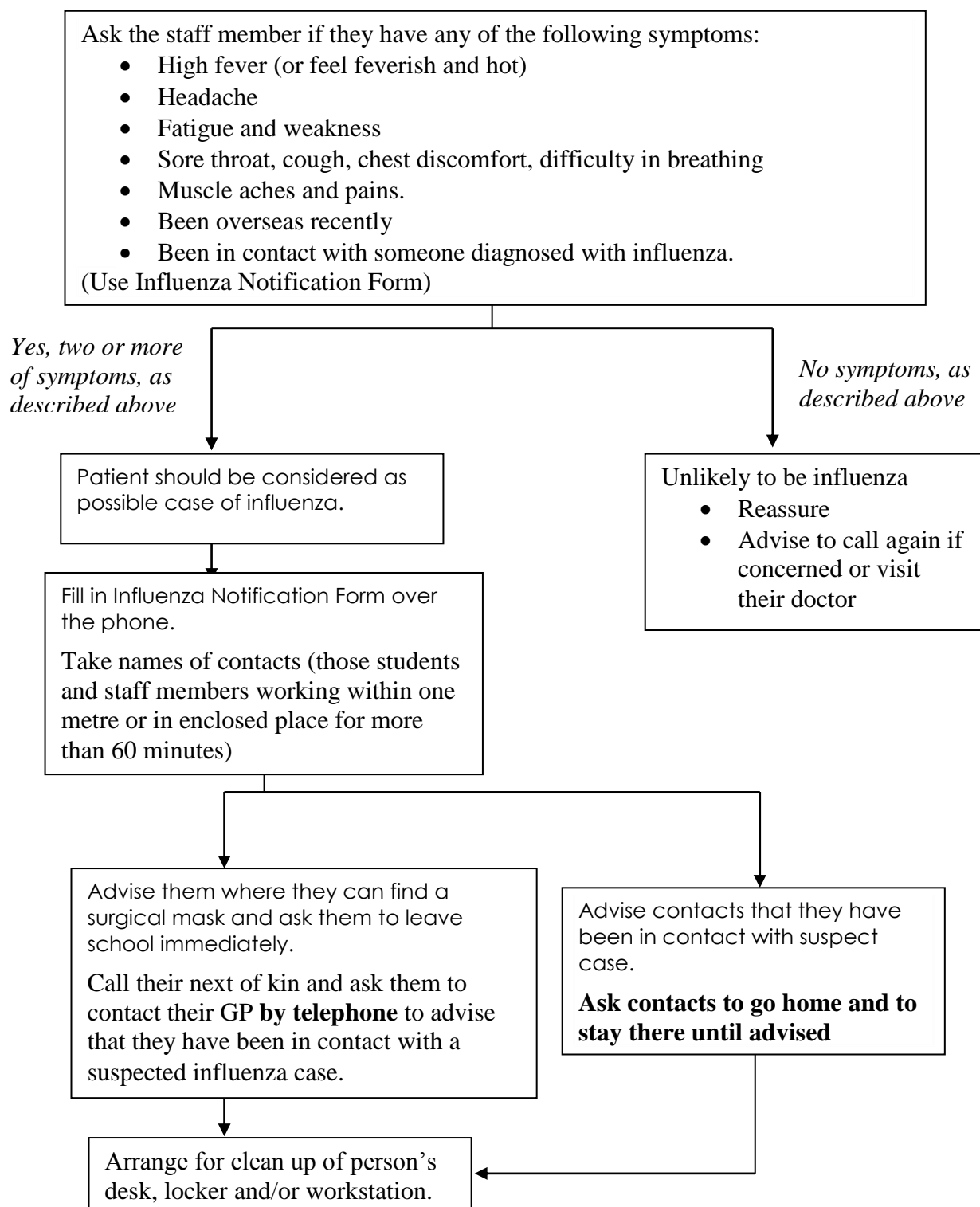
POLICY AND REPORTING MANAGER	<p><u>Suspected Swine Flu or other communicable notifiable disease</u></p> <p>Immediately upon being advised that Swine flu or other notifiable disease is spreading, the Policy and Reporting Manager shall:</p> <ul style="list-style-type: none"> • Re-issue instructions for all staff re hygiene. • Provide guidelines for sanitising the workplace. • Send procedures to managers on actions to take should an employee fall ill and potentially infect the workplace. • Nominate personnel who will receive information from managers, as above. Notify managers. • Follow the Screening checklist for Detection and Management of suspected pandemic influenza cases.
AMENITIES MANAGER	
CEO	<ul style="list-style-type: none"> • During a closure, check the workplace has been sanitised, if this work is to be done by members of staff full protective equipment should be provided. (APPENDIX E) • Investigate and follow up any suspect cases, by telephone. • Quarantine all staff returning to New Zealand after overseas travel for the recommended number of days. • Restrict overseas or local travel to any notified areas at risk. • Close the workplace for 48 hours and send staff home on pay.
ALL EMPLOYEES	<p>Should an employee feel they are developing symptoms of influenza or a communicable disease notifiable to the Ministry of health, employees shall:</p> <ul style="list-style-type: none"> • Immediately notify their manager of the type of ill-health they are suffering from and go home. • Avoid public transport and public places. • Notify their doctor by telephone. • If a vaccine has been developed, take steps to protect themselves through their doctor. • Stay at home until their infection is over. • Notify the workplace when they are able to return to work. • Practice strict hygiene at work, following guidelines. • Avoid travelling overseas or to notified infected areas. • If returning home from overseas travel from infectious areas, stay at home (working from home if possible) for five days. <p>Ensure their Civil Defence Kit at home is up to date and adequate for at least 3 weeks.</p>

SCREENING CHECKLIST FOR DETECTION OF PANDEMIC INFLUENZA CASES

Process

- 1) The Manager receives a call from a staff member suspecting they may have influenza
- 2) Do not visit the person if this can be avoided – manage the process over the telephone
- 3) Follow the flowchart below

NB Symptoms may change so please refer to the Ministry of Health website.



SUSPECTED INFLUENZA CASE AT WORK NOTIFICATION FORM

Details of Affected Staff

Name:

Job Title:

Worksite:

Location of Isolation:

Nationality if Visitor to Site:

Date of Birth:

Address:

Telephone Number

(W):

(H):

(M):

Symptoms noticed

- ☐ Fever
- ☐ Headache
- ☐ Dry cough
- ☐ Cold
- ☐ Body ache
- ☐ Fatigue
- ☐ Others - Details:

Travel history over the past 8 days

Countries visited:

Flights taken:

Where referred:

- ☐ Tick when Contacts List is completed.

Details of Reporter

Name:

Job title:

Telephone number

(W):

(H):

(M):

☐

Copy taken for Council records
Date..... signed.....

THE DIFFERENCE BETWEEN THE INFLUENZA AND A COMMON COLD

SYMPTOM	INFLUENZA	COMMON COLD
Fever	Usual, sudden onset 38°-40° and lasts 3-4 days.	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children over 5 years	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or ear-ache
Fatalities	Well recognised	Not reported
Prevention	Influenza vaccine; frequent hand-washing; cover your cough	Frequent hand-washing, cover your cough

Patient to retain this list and provide to the Medical Officer of Health or his/her designated officer on request.

Contacts List

Persons Whom the Affected Staff Has Interacted with Since Displaying Symptoms

Name	Email	Telephone no.	Address
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1.

2.

3.

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12.

13.

14.

15.

Copy taken for Council records

Date..... Signed.....

WORKPLACE CLEANING

During a risk period all cleaning will be done following the below recommendations.

Disinfectants	Recommended use	Precautions
Sodium hypochlorite (Janola or similar – check the use-by date if you already have some)	Disinfection of material contaminated with body fluids	Should be used in well-ventilated areas Protective clothing required if using undiluted bleach Do not mix with strong acids to avoid release of chlorine gas. Corrosive to metals.
Alcohol e.g. Isopropyl 70%, ethyl alcohol 60%	Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used	Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation.

INFLUENZA

Signage

Attached to this e-mail are two signs that you should be familiar with and ensure are printed out and placed in all SWDC workplace wash rooms and kitchens in an obvious place.

To assists in identifying the symptoms here re the main differences between influenza and a common cold

Symptom	Influenza	Common cold
Fever	Usual, sudden onset 38° – 40° and lasts 3-4 days.	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children younger than 5 years old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or ear-ache
Fatalities	Well recognised	Not reported
Prevention	Influenza vaccine, frequent hand-washing, cover your cough	Frequent hand-washing, cover your cough

INFLUENZA

If you think you have caught the flu (should the virus enter New Zealand)

- ◆ Advise your workplace, and immediately go home
- ◆ Try not to take public transport
- ◆ Contact your Dr by phone before visiting if you suspect you have the flu
- ◆ The Dr will report this communicable disease to the Department of Health through the NODS system if required
- ◆ Stay at home, allow no visitors
- ◆ Use antiviral tissues, not handkerchiefs, and dispose of them into a separate bag
- ◆ Drink plenty of liquid, have bed-rest if required, take paracetamol (not for children under 12 years)

- ◆ For caregivers, gloves and a P2 mask should be worn when within 3 feet of infected or potentially infected person
- ◆ Protective gloves should be worn
- ◆ Handwashing should be done before and after removing gloves and barrier crèmes or antibacterial non-water wipes
- ◆ Wipe communal things, such as phones, toilets with disinfectant
- ◆ There is no need to separately wash infected persons linen
- ◆ Eye protection is suggested for caregivers of infected persons
- ◆ The infected person should be isolated from the rest of the household
- ◆ Paracetamol is the pain killer recommended
- ◆ Antibiotics are not effective against viruses, but would be prescribed should a secondary infection set in.
- ◆ When a person has recovered from the flu, they should be encouraged to return to work, as they would then have immunity to this strain of the flu.

Vaccination – Tamiflu – is not proven against this strain of the flu however experts believe it could reduce the effects of the new strain if taken early in the infection. It is recommended that caregivers consider having the vaccination.

In the workplace

- ➔ Remove all magazines/papers from common areas, such as lunch rooms, kitchens
- ➔ The work area where the unwell employee worked will be thoroughly cleaned and disinfected, including the telephone
- ➔ Regular contact with the unwell person will be made only by telephone
- ➔ Encourage staff to avoid recreational or other leisure classes/meetings etc where they might come into contact with infectious people
- ➔ For face-to-face meetings at work, choose a large meeting room and sit at least one meter away from each other if possible; avoid shaking hands or hugging. Consider holding meetings in the open air
- ➔ Avoid public transport
- ➔ Do not congregate in lunchrooms or other areas where people socialise
- ➔ Avoid any unnecessary travel and cancel or postpone non-essential meetings, use the telephone as much as possible.

PROTECTING YOURSELF AND OTHERS AGAINST RESPIRATORY ILLNESS

→ HANDWASHING WITH SOAP AND WATER, ALCOHOL-BASED HAND RUB, OR ANTISEPTIC IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF. Hands should be thoroughly dried, preferably using disposable tissues or towels. Use the disposable towel to open the door.



→ Ensure yourself and others cover their nose and mouth with a tissue when coughing or sneezing.

→ Dispose tissues once used in the waste.

→ Always wash hands after coughing and sneezing or hand to face contact or disposing of tissues or after touching objects, materials or hard surfaces that may have been contaminated by someone else with the infectious illness.

→ Keep your hands away from your mouth, nose and eyes.

→ Avoid contact with individuals at risk (e.g. small children or those with underlying or chronic illnesses such as immune suppression or lung disease) until influenza-like symptoms have resolved.

→ DO NOT share cups, dishes and cutlery and ensure they are thoroughly washed with soap and hot water after use

→ Ensure the workplace has a good throughput of air

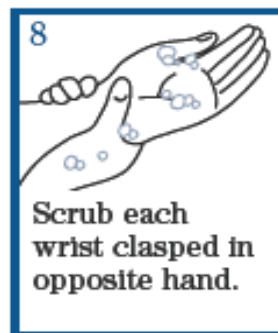
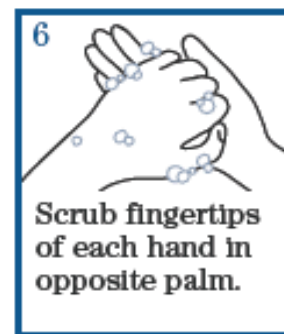
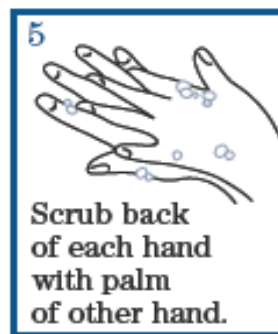
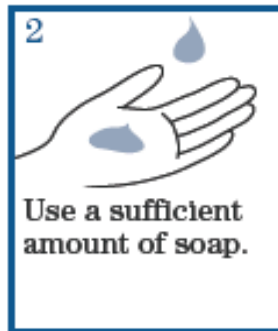
→ Air conditioned workplaces should have their filters checked

→ People with respiratory infection symptoms should use a disposable surgical mask to help prevent exposing others to their respiratory secretions. Any mask must be disposed of as soon as it becomes moist or after any cough or sneeze, in an appropriate waste receptacle, and hands must be thoroughly washed and dried after the used mask has been discarded.

→ Hand sanitisation after handling money or books in the library should be done during an 'at risk' time, so keep a bottle of hand sanitiser on the counter

→ Avoid contact with people who have influenza-like symptoms.

Don't spread disease, wash your hands correctly



Appendix 3 – Council Committees and Working Parties Policy



COUNCIL ~~AND~~ COMMITTEES AND WORKING PARTIES

1. Rationale

This policy includes the governance structure which details how South Wairarapa District Council will carry out its governance functions according to the provisions and requirements of the Local Government Act 2002.

2. Guidelines

1. Appointments are normally for the electoral triennium.
2. All appointments are decided by the Mayor in accordance with the Local Government Act 2002.
3. The Mayor can remove or change an appointee.

3. Council Structure

1. The Council has a current internal structure comprising of the following Committees, working parties and groups:
 - Martinborough Community Board
 - Featherston Community Board
 - Greytown Community Board
 - Hearings Committee
 - Maori Standing Committee
 - Policy and Finance Committee
 - District Licensing ~~Authority~~ Committee
 - Chief Executive Officer's Review Working Party
 - Risk and Audit Working Party
 - Infrastructure and Planning Working Party
 - South Wairarapa Long Term Plan Working Party
 - Community Safety and Resilience Working Party
 - Awards, Refurbishment and Gifts Working Party
 - Sport NZ Rural Travel Fund Assessment Group
 - Martinborough Community Centre Steering Group
 - Emergency Services Working Party
 - Creative Communities Assessment Group

Adopted 22/11/2000
Amended 22/04/2015
Review October 2016

- Featherston Town Centre Steering Group
2. The Council is a member of the following joint council working groups:
 - Wairarapa Library Service Joint Working Group
 - Wairarapa District Combined Plan Joint Working Group
 - Wairarapa ~~Alcohol and Psychoactive Substance Policies~~ Working Group
 - Wairarapa Economic Development Task Group
 - Wairarapa ~~Councils' Governance Shared Services~~ Working Party
 - Wellington Regional Waste Management and Minimisation Plan Joint Committee
 3. The Mayor unless specifically included or excluded, is ex officio a member of all committees, working parties and groups with the exception of the Hearings Committee.
 4. All community boards, committees, working parties and groups make recommendations to Council. Exceptions to this are:
 - The Policy and Finance Committee.
 - The Hearings Committee
 - The District Liquor Licensing Authority
 - Martinborough, Featherston and Greytown Community Boards which may make recommendations to Council but who also have some delegated powers.
 5. The Chief Executive Officer or group managers convene the appropriate committee meetings, working parties or groups which come within their areas of responsibility unless otherwise indicated.
 6. Committees, working parties and groups should only be formed with at least the following information:
 - a. Membership
 - b. Consideration to chairperson appointment/election
 - c. Meeting frequency
 - d. Quorum
 - e. Functions/Delegations
 - f. Responsibility for convening/hosting/minuting the meeting
 - g. Terms of Reference

4. Council, Committees, Working Parties and Groups

4.1 Council

Chairperson:	Mayor (Deputy Mayor as alternative).
Membership:	The Mayor and all councillors. The Maori Standing Committee chairperson may attend and participate in debate but does not have voting rights.
Meeting Frequency:	6-weekly, or as required.
Convened by:	Chief Executive Officer.
Quorum:	6 members.

Functions:

The Local Government Act 2002 shows the purpose of local government is:

- To enable democratic local decision-making and action by, and on behalf of, communities.
- To meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses. (Local Government Act 2002, section 10 (1)).

Each council makes its own decisions about how it will structure or organise itself to work for and on behalf of its community.

Activities that can only be decided by the full Council, include:

- Setting rates and making bylaws.
- Borrowing money, or buying or selling land, unless already approved under the long-term plan.
- Adopting a long-term plan, annual plan or annual report.
- Adopting policies in response to LTP or by the local governance statement.
- Appointing a chief executive.

Councils can make other decisions either as a full council, or by delegating some matters to a committee of the council, a community board, or a council organisation.

The Local Government Act 2002 sets out how a council can delegate decision-making, but specifies the council is always responsible for the delegated decision.

4.2 Martinborough Community Board

Chairperson:	An elected member appointed by Martinborough Community Board members.
Membership:	Four Martinborough ward members elected by the community. Two councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Julie Riddell and Max Stevens.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum	3 members.

Functions:

- Refer to the Community Board Terms of Reference.

Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Determination of priorities for footpath maintenance and priority locations for new footpaths.
- Naming for public roads, private roads and rights of way. This power may not be sub-delegated and is undertaken according to policy.
- Community Grants
- Pain Farm income distribution according to Policy.

4.3 Featherston Community Board

Chairperson:	An elected member appointed by Featherston Community Board members.
Membership:	Four Featherston ward members elected by the community. Two councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Dean Davies and Solitaire Robertson.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	3 members.

Functions:

- Refer to the Community Board Terms of Reference.

Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Determination of priorities for footpath maintenance and priority locations for new footpaths.
- Naming for public roads, private roads and rights of way. This power may not be sub-delegated and is undertaken according to policy.
- Community Grants

4.4 Greytown Community Board

Chairperson:	An elected member appointed by Greytown Community Board members.
Membership:	Four Greytown ward members elected by the community Two councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Viv Napier and Margaret Craig.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	3 members.

Functions:

- Refer to the Community Board Terms of Reference.

Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Determination of priorities for footpath maintenance and priority locations for new footpaths.
- Naming for public roads, private roads and rights of way. This power may not be sub-delegated and is undertaken according to policy.
- Community Grants

4.5 Maori Standing Committee

Chairperson:	The chairperson and deputy chairperson are elected by the Committee.
Membership:	Two councillors appointed by the Mayor. Two representatives from each of the three South Wairarapa district Marae and one representative from each of the two Wairarapa iwi. Nominations must be received in writing from each participating body Membership is ratified by Council.
2013-2016 Appointments:	Councillors Brian Jephson and Solitaire Robertson.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	5 members.

Functions:

- Refer to the Maori Policy.

4.6 Policy and Finance Committee

Chairperson:	The Mayor.
Membership:	All members of Council. A representative from the Maori Standing Committee may attend the meeting and may partake in debate but may not vote.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	6 members.

Functions:

- The setting of policy, objectives, bylaws and programmes and the review of financial accounts.
- The monitoring of all of Council's business.
- Receiving reports from the Chief Executive Officer, group managers and Policy and Reporting Manager.

Delegations:

- The authority to set and adopt policies.

4.7 Hearings Committee

Chairperson:	A SWDC Commissioner whom holds the 'chair' endorsement for their accreditation except when independent commissioners are appointed.
Membership: (on RMA matters)	Up to three commissioners that hold the 'Making Good Decisions' accreditation which may include appointments from Carterton or Masterton District Councils. Appointment of independent commissioners for specific hearings must be approved by the Hearings Committee.
Membership: (on other matters such as but not limited to, hearings under the Dog Control Act, Wairarapa Gambling Policy and Reserves Act)	Above members <i>PLUS</i> other councillors without accreditation. These 'other' panel members may include councillors Montgomerie, Olds, Jephson and Riddell.
Membership: (on Reserve Management Plan Hearings)	Mayor and all councillors.
Meeting Frequency:	As required.
Convened by:	Group Manager Planning and Environment.

Note: Current accredited councillors are Mayor Staples (chair endorsement), [Deputy Mayor Vivian Napier](#), Davies (reassessment due) and Robertson.

Functions

- To hear and consider matters as related to but not limited to the Resource Management Act, the Dog Control Act, Wairarapa Gambling Policy and the Reserves Act.

4.8 District Licensing ~~Authority~~ Committee

Chairperson:	Councillor.
Membership:	Two councillors and seven external members appointed by Council.
2013-2016 Appointments:	Councillors Viv Napier (chair) and Julie Riddell (deputy chair). Damien Pivac, Gregory Ariell, Jessie Hunt, Catherine Rossiter-Stead, Bruce Farley, Andrew Beck, Donald Adams (until December 2016).
Meeting Frequency:	As required.
Convened by:	Group Manager Planning and Environment.

Functions and delegations:

- ~~As per the Wairarapa Local Alcohol Policy and the terms and conditions set out in the document titled Agreement for the Provision of Services – List Members~~ 187 of the Sale and Supply of Alcohol Act 2012.

4.9 Chief Executive Officer's Review Committee

Chairperson:	Mayor.
Membership:	Mayor, Deputy Mayor and two councillors appointed by the Mayor. All councillors to participate in a pre-review workshop to discuss performance matters.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Viv Napier, Dean Davies and Brian Jephson.
Meeting Frequency:	As required.
Convened by:	Mayor.
Quorum	2 members.

Functions:

- To review the Chief Executive's performance and to recommend to the Council the terms and conditions of the CE's employment including any performance agreement measures and annual remuneration.

4.10 Risk and Audit Working Party

Chairperson:	Deputy Mayor.
Membership:	Deputy Mayor and three councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Viv Napier, Dean Davies, Max Stevens and Margaret Craig.
Meeting Frequency:	Monthly excluding December and January
Convened by:	Chief Executive Officer.
Quorum	2 members.

Functions:

- Financial reporting including the following:
 - long term planning including the financial strategy;
 - appropriateness of accounting policies;
 - annual report; and
 - internal report
- Risk management and the system of internal controls:
 - setting the Council's appetite for risk;
 - understanding the key risk areas including likelihood and consequences; effectiveness of internal controls; and
 - fraud risk and procurement risk.
- External audit:
 - relationship with auditor;
 - understanding scope and engagement;
 - review significant audit findings/recommendations; and
 - monitor progress on recommendations.
- Internal audit:
 - appointment and relationship with internal auditor;
 - scope of work; and responses to internal audit recommendations.

4.11 Infrastructure and Planning Working Party

Chairperson:	Mayor
Deputy Chairperson:	Cr Max Stevens.
Membership:	Mayor and all councillors, chair of each community board, chair of the Maori Standing Committee.
Meeting Frequency:	6-weekly.
Convened by:	Group Manager Infrastructure and Services.
Quorum:	2 members.

Functions:

- To provide direction to Council officers on Infrastructure and Planning matters to enable policy or reports to be prepared and then received by Council.

4.12 South Wairarapa Long Term Plan Working Party

Chairperson:	Mayor.
Membership:	Mayor and all councillors, chair of each community board, one representative of the Maori Standing Committee.
Meeting Frequency:	As required but generally 6-weekly in the six months prior to the release of the draft LTP consultation documents.
Convened by:	Policy and Reporting Manager.
Quorum:	2 members.

Functions:

To provide direction to Council officers on long-term planning matters to enable the consultation documents and draft long-term plan to be prepared and then approved by Council for consultation and then adoption.

4.13 Community Safety and Resilience Working Party

Chairperson:	Councillor appointed by the Mayor.
Membership:	Two councillors, one representative from each community board, others as per the Terms of Reference.
2013-2016 Appointments:	Councillors Julie Riddell (chair) and Dean Davies.
Meeting Frequency:	As required.
Convened by:	Amenities Manager.
Quorum:	2 members, 1 to be an elected member.

Functions:

- Refer to the Community Safety and Resilience Working Group Terms of Reference.

4.14 Awards, Refurbishment and Gifts Working Party

Chairperson:	Mayor.
Membership:	Mayor and three councillors appointed by the Mayor.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Viv Napier, Solitaire Robertson and Julie Riddell.
Meeting Frequency:	As required.
Convened by:	Mayor.
Quorum:	2 members.

Functions:

- Community Awards

4.15 Sport NZ Rural Travel Fund Assessment Group

Chairperson:	Deputy Mayor.
Membership:	Deputy Mayor and three councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Viv Napier, Colin Olds, Margaret Craig and Julie Riddell.
Meeting Frequency:	As required but generally once a year.
Convened by:	Committee Secretary.
Quorum:	2 members.

Functions:

- To direct and oversee the distribution of funds provided under contract by Sport NZ for the purpose of subsidising the costs of travel for young people attending sporting competitions in local rural communities.
- Refer to the Grants Policy.

4.16 Martinborough Community Centre Steering Group

Chairperson:	Mayor.
Deputy Chairperson:	Councillor appointed by the Mayor.
Membership:	Mayor, three Martinborough ward councillors. Other non-elected members as per the Martinborough Community Centre Steering Group Terms of Reference.
2013-2016 Appointments:	Mayor Adrienne Staples (chair), Paul Crimp, councillors Max Stevens (deputy chairperson), Julie Riddell and Brian Jephson, others as per the Terms of Reference.
Meeting Frequency:	As required.
Convened by:	Chief Executive Officer.
Quorum:	2 members, 1 to be an elected member.

Functions:

- Refer to the Martinborough Community Centre Steering Group Terms of Reference.

4.17 Emergency Services Working Party

Chairperson:	Councillor appointed by the Mayor.
Membership:	Four councillors.
2013-2016 Appointments:	Councillors Julie Riddell (chair), Colin Olds (deputy chair), Margaret Craig and Daivd Montgomerie.
Meeting Frequency:	As required.
Convened by:	Group Manager Infrastructure and Services.
Quorum:	2 members, 1 to be an elected member.

Functions:

- Refer to the Focus Group Terms of Reference (A1300).

4.18 Creative Communities Assessment Group

Chairperson:	Elected from within the group on a yearly basis.
Membership:	Councillor appointed by the Mayor. Other non-elected members appointed as per the contract with Creative NZ.
2013-2016 Appointments:	Councillor Solitaire Robertson.
Meeting Frequency:	Between 2-4 times per year.
Convened by:	Committee Secretary.
Quorum:	2 members, 1 to be an elected member.

Functions:

- To direct and oversee the distribution of funds provided under contract from Creative NZ to the South Wairarapa community.
- Refer to the Grants Policy.

4.19 Featherston Town Centre Steering Group

Chairperson:	Mayor
Membership:	Featherston Community Board Featherston ward councillors Council officers
2013-2016 Appointments:	N/A
Meeting Frequency:	As required
Convened by:	Mayor
Quorum:	

Functions:

- To progress development of the Featherston Town Square, including the use of the commercial land.

5. Joint Working Groups

5.1 Wairarapa Library Service Working Group (a joint group with Carterton)

Chairperson:	Cr Julie Riddell (SWDC) and Cr Mike Palmers (CDC)
Membership:	One councillor appointed by the Mayor and one member from a community board.
2013-2016 Appointments:	Councillor Julie Riddell, Greytown Community Board member Leigh Hay.
Meeting Frequency:	As required.
Convened by:	SWDC Amenities Manager and CDC Library Manager

Functions:

- To enable the WLS to:
 - encourage and support literacy;
 - Support lifelong learning;
 - Provide access to good information;
 - Provide a safe place where people and communities can meet and engage with each other.

5.2 Wairarapa Combined District Plan (a joint working group with Carterton and Masterton)

Chairperson:	Elected from within the working group.
Membership:	Mayor and two councillors. Masterton and Carterton District Council's representatives as determined by their mayors.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Viv Napier and Dean Davies.
Meeting Frequency:	As required.
Convened by:	Planning and Environment Group Manager following the recommendation from one or more of the Wairarapa councils that a plan change is required.

Functions:

- To approve proposed plan changes for notification, hear submissions and release decision.
- Instigate reviews of the Combined District Plan.

5.3 Wairarapa Policies Working Group (a joint working group with Carterton and Masterton)

Chairperson:	Viv Napier
Membership:	Two councillors appointed by Mayor Masterton and Carterton District Council's representatives.
2013-2016 Appointments:	Councillors Viv Napier and Julie Riddell.
Meeting Frequency:	As required
Convened by:	Chairperson

Functions:

- Formulation and review of the Wairarapa Local Approved Products Policy.
- Formulation and review of the Wairarapa Local Alcohol Policy.

5.4 Wairarapa Economic Development Task Group (a joint group with Carterton and Masterton)

Chairperson:	Cr David Holmes (MDC)
Membership:	One councillor appointed by the Mayor at the start of the triennium. Masterton and Carterton District Council's representatives.
2013-2016 Appointments:	Mayor Adrienne Staples , Councillor David Montgomerie and CEO Paul Crimp .
Meeting Frequency:	As required.
Convened by:	Masterton District Council

Functions:

- [To identify key economic development objectives for the Wairarapa region](#)
- [To foster collaboration between Councils and local businesses to create opportunities that generate positive economic outcomes](#)
- [To consider and advise Councils on Wairarapa wide economic developments proposals and projects](#)
- [To report progress to the Wellington Regional Economic Development Agency \(WREDA\) and Wellington Regional Strategy Committee.](#)

Comment [KWPaRM1]: Please elaborate

5.5 Wairarapa ~~Governance~~ Councils Shared Services Working Party (a joint working group with Carterton and Masterton)

Chairperson:	Elected from within the Working Party.
Membership:	Mayor and two councillors appointed by the Mayor. Masterton and Carterton District Council's representatives.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Max Stevens and Viv Napier.
Meeting Frequency:	As required.
Convened by:	Chairperson

Functions and delegations:

- To ~~investigate future options for local government in~~ [promote and monitor a review of shared services](#). Wairarapa.

5.6 Wellington Region Waste Management and Minimisation Plan Joint Committee

Chairperson:	Elected from within the Committee at least once a triennium.
Membership:	Wellington regional representative councillors appointed by their council including one SWDC representative.
2013-2016 Appointments:	Cr Margaret Craig.
Meeting Frequency:	As required.
Quorum:	4

Functions and delegations:

- As per the Waste management and Minimisation Plan Terms of Reference.

5.7 [Community Safety & Resilience Working Party](#)

Chairperson:	Elected from within the Committee at least once a triennium.
Membership:	
2013-2016 Appointments:	Cr Julie Riddell
Meeting Frequency:	As required.
Quorum:	

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6. Representation on Greater Wellington Regional Council (GWRC) Committees

From time to time requests are received for Council representation on Greater Wellington Regional Council Committees.

6.1 Waiohine Floodplain Management Planning Advisory Committee

Appointments:	Two councillors appointed by the Mayor and a Greytown Community Board representative.
2013-2016 Appointments:	Councillors Viv Napier and David Montgomerie, Greytown Community Board member Shane Atkinson.
Convened by:	GWRC.

6.2 Awhea Opouawe Scheme Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Brian Jephson.
Convened by:	GWRC.

6.3 Lower Valley Development Scheme Advisory Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Brian Jephson.
Convened by:	GWRC.

6.4 Wairarapa Moana Wetlands Co-ordinating Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Brian Jephson Colin Olds .
Convened by:	GWRC.

6.5 Whitua Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Colin Olds.
Convened by:	GWRC.

7. Representation on Other Community Initiatives

From time to time requests are received for Council representation on community initiatives. These requests are considered on a case by case basis with appointments made as seen fit by the Mayor.

7.1 Destination Wairarapa Board

Appointments:	Councillor or member of the public with business and/or financial skills appointed by Council resolution.
2015 Appointment:	Paul Broughton

8. Meetings

The Council normally meets 6 weekly excluding January, at a time determined by Council. Extraordinary meetings may be held on occasions.

The committees meet at a frequency and at a time determined by the committees or as required or directed by the Council.

Meetings of the Council and committees each require a formal order paper or agenda which is publicly notified in a newspaper and also distributed to certain recipients such as the media. They are also available at the public counter in Martinborough and at service centres in Featherston and Greytown and on the Council's website. Working parties and working groups do not need to be publicly notified.

Formal minutes are taken of the proceedings of Council and Committee meetings in accordance with a standard format. These meetings are conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

9. Working Parties and Groups

Set up from time to time for specific projects. Working parties/groups generally have a sunset or winding up clause to ensure they are not ongoing beyond their original brief.

POLICY AND FINANCE COMMITTEE

24 FEBRUARY 2016

AGENDA ITEM B2

RISK AND AUDIT WORKING PARTY TERMS OF REFERENCE

Purpose of Report

To present Councillors with the Risk and Audit Working Party terms of reference for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the Risk and Audit Terms of Reference.*

1. Executive Summary

The Council is responsible overall for risk and audit functions within the council.

This paper presents the terms of reference for adoption to support this working party within council following the review held at the end of last year.

2. Background

As part of the review of the Audit and Risk functions within council it was agreed to implement a Terms of Reference for Audit and risk Working Party along with a work plan.

3. Discussion

Terms of reference for adoption.

3.1 Audit and Risk Working Party

Established terms of reference for the Audit and Risk Working Party in line with the review discussed in the Policy and Finance Committee.

4. Conclusion

Adopt Terms of Reference for Audit and Risk Working Party.

5. Appendices

Appendix 1 – Audit and Risk Working Party Terms of Reference

Appendix 2 – Audit and Risk Working Party Work Plan

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – Risk and Audit Terms of Reference



Audit & Risk Working Party Terms of Reference

1. Objective

The objective of the Audit and Risk Working Party (the Working Party) is to provide independent assurance and assistance to the Council on SWDC's risk, control and compliance framework, and its external accountability responsibilities.

2. Authority

The CEO authorises the Working Party, within the scope of its role and responsibilities, to:

- obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including the Chief Executive, at Working Party meetings; and
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at SWDC's expense.

3. Composition and tenure

Following a review it was resolved a working party was the best structure to meet the current needs of South Wairarapa District Council.

The Working Party will consist of the Mayor ex officio, at least three councilors and not more than five members appointed by the Mayor. Where required an independent can be appointed.

The Council will appoint the chairperson of the Working Party.

Members will be appointed for an initial period not exceeding three years after which they will be eligible for extension or re-appointment.

The Chief Executive, the Finance Team Leader, and the Policy and Reporting Manager will not be members of the Working Party, but may attend meetings as determined by the Chairperson.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of SWDC. At least one member of the Working Party should have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

4. Role and responsibilities

The Working Party has no executive powers.

The Working Party is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Working Party must at all times recognise that primary responsibility for management of SWDC rests with the Chief Executive.

The responsibilities of the Working Party may be revised or expanded in consultation with, or as requested by, the Council or Chief Executive from time to time.

5. Risk management

The Working Party's responsibilities are to:

- review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of SWDC financial and business risks, including fraud;
- review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;

- review the effect of SWDC's risk management framework on its control environment and insurance arrangements;
- review whether a sound and effective approach has been followed in establishing SWDC's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically; and
- review SWDC's fraud control plan and satisfy itself that SWDC has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

6. Control framework

The Working Party's responsibilities are to:

- review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective;
- review whether management has in place relevant policies and procedures, and that these are periodically reviewed and updated;
- determine whether the appropriate processes are in place to assess, at least once a year, whether policies and procedures are complied with;
- review whether appropriate policies and procedures are in place for the management and exercise of delegations;
- consider how management identifies any required changes to the design or implementation of internal controls; and
- review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

7. External accountability

The Working Party's responsibilities are to:

- review the financial statements and provide advice to the Council and Chief Executive (including whether appropriate action has been taken in response to audit recommendations and adjustments), and recommend their signing by the Chief Executive and Mayor;

- satisfy itself that the financial statements are supported by appropriate management sign-off on the statements and on the adequacy of the systems of internal controls;
- review the processes in place designed to ensure that financial information included in SWDC annual report is consistent with the signed financial statements;
- satisfy itself that SWDC has appropriate mechanisms in place to accurately report legislated service performance information;
- satisfy itself that SWDC has appropriate mechanisms in place to review and implement, where appropriate, relevant external audit reports and recommendations; and
- satisfy itself that SWDC has a performance management framework that is linked to organisational objectives and outcomes.

8. Legislative compliance

The Working Party's responsibilities are to:

- determine whether management has appropriately considered legal and compliance risks as part of SWDC's risk assessment and management arrangements; and
- review the effectiveness of the system for monitoring SWDC's compliance with relevant laws, regulations, and associated government policies.

9. Internal audit

The Working Party's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
- review the internal audit coverage and annual work plan, ensure that the plan is based on SWDC's risk management plan, and recommend approval of the plan by the Council;
- advise the Council on the adequacy of resources to carry out the internal audit, including completion of the approved internal audit plan;

- oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions;
- review all audit reports and provide advice to the Council on significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of good practice;
- monitor management's implementation of the internal auditor's recommendations;
- review the internal audit charter to ensure that appropriate organisational structures, authority, access, and reporting arrangements are in place;

10. External audit

The Working Party's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
- provide input and feedback on the financial statements and the audit coverage proposed by the external auditor, and provide feedback on the audit services provided;
- review all external plans and reports for planned or completed audits and monitor management's implementation of audit recommendations;
- oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions: and
- provide advice to the Council and CEO on action taken on significant issues raised in relevant external audit reports and good practice guides.

11. Projects

- Review risk management plans for significant projects.

12. Responsibilities of Working Party members

Members of the Working Party are expected to:

- contribute the time needed to study and understand the papers provided;
- apply good analytical skills, objectivity, and good judgement; and

- express opinions frankly, ask questions that go to the core of the issue, and pursue independent lines of enquiry.

13. Reporting

The Working Party will report to the council on its operation and activities at each council meeting.

The report should include:

- a summary of the work the Working Party performed to meet its obligations; and
- a summary of SWDC's progress in addressing the findings and recommendations made in internal and external audit reports, and the Auditor-General's reports (if applicable).

The Working Party may, at any time, report to the Chief Executive or the Council any other matter it deems of sufficient importance to do so. In addition, at any time an individual Working Party member may request a meeting with the Chief Executive or the Mayor

14. Administrative arrangements

14.1 Meetings

The Working Party will meet a minimum of 9 times each year. A special meeting may be held to review SWDC's annual report.

The chairperson is required to call a meeting if requested to do so by the Council, CEO or another Working Party member.

A meeting plan, including dates and agenda items, will be agreed by the Working Party each year. The meeting plan will cover all of the Working Party's responsibilities as detailed in this charter.

14.2 Attendance at meetings and quorums

A quorum will consist of a majority of the Working Party members. Where there is more than one independent member on the Working Party, a quorum will include at least one independent member.

Meetings can be held in person, by telephone, or by video conference.

The Policy and Reporting Manager, Finance Team Leader and CEO will be invited to attend each meeting, unless requested not to do so by the chairperson of the Working Party. The Working Party may also ask External Audit or other employees to attend Working Party meetings or participate for certain agenda items.

The Working Party or members of will meet separately with both the internal and external auditors at least once a year.

14.3 Secretariat

The Chief Executive will appoint a person to provide secretariat support to the Working Party. The Secretariat will ensure that the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, at least one week before the meeting, and ensure that the minutes of the meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within a week of the meeting to each member and Working Party observers, as appropriate.

14.4 Conflicts of interest

Once a year, Working Party members will provide written declarations to the chairperson stating they do not have any conflicts of interest that would preclude them from being members of the Working Party.

Working Party members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded in the minutes.

Where any member is deemed to have a real, or perceived, conflict of interest at a Working Party meeting, it may be appropriate that they are excused from Working Party deliberations on the issue where the conflict of interest exists.

14.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Working Party responsibilities.

14.6 Assessment arrangements

The chairperson of the Working Party, in consultation with the Mayor and CEO, will initiate a review of the performance of the Working Party at least once every two years. The review will be conducted on a self-assessment basis unless otherwise determined by the Mayor with appropriate input sought from the Chief Executive, the internal and external auditors, management, and any other relevant stakeholders, as determined by the Mayor in discussion with the chairperson of the Working Party.

14.7 Review of terms of reference

At least once every two years, the Working Party will review this charter. This review will include consultation with the Council and CEO.

Any substantive changes to the charter will be recommended by the Working Party and formally approved by the Council.

Appendix 2 – Risk and Audit Workplan



AUDIT AND RISK WORKING PARTY WORK PLAN

JANUARY	FEBRUARY	MARCH	APRIL
	Conflict of Interest LOS Mid-Year Review Risk Management <ul style="list-style-type: none"> - What level of risk is acceptable to SWDC - How is this communicated to staff 	Business Continuity Plan Disaster Recovery Plan Have Management exceeded authority in the last year	Process for dealing with a risk that eventuates Review delegated authority Accounting Standards and legislative change review
MAY	JUNE	JULY	AUGUST
Insurance cover Accounting Policy review	Timing for coming year	Fraud policy Re valuation review	Risk identification, mitigation and improvement Finance Statements Variance analysis
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Electronic data processing <ul style="list-style-type: none"> - Security policies and procedures - Staff task segregation 	Chair/CEO/Mayor attend audit exit Discuss significant adjustments as result of audit scrutiny	Legislative compliance Reporting Legislative Breaches Consider Audit Management Report	

POLICY AND FINANCE COMMITTEE

24 FEBRUARY 2016

AGENDA ITEM B3

IRRIGATION OF KEY COUNCIL ASSETS DRAFT POLICY

Purpose of Report

To present the initial draft of the policy on irrigation of key council assets.

Recommendations

Officers recommend that the Committee:

1. *Receives the report.*
2. *Approves the draft Irrigation of Key Council Assets Policy.*

1. Background

The Council meeting of 18 November 2015 considered a paper on the irrigation of Martinborough Square as well as other Council owned spaces in Greytown and Featherston during the summer water restriction period. The original question was whether Council should be irrigating parks when residents were unable to water their lawns – should Council be setting an example by not irrigating, or alternatively maintaining some green spaces for the public? The paper noted that the most important reason for the continuation of irrigation during water restrictions was the protection of council's existing investments in sports fields, parks and gardens, and notable trees. A draft policy for the irrigation of these assets was requested, and is attached for consideration.

2. Appendices

Appendix 1 – Draft Irrigation of Key Council Assets Policy

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

Appendix 1 – Irrigation of Key Council Assets Policy

Irrigation of Key Council Assets Policy - Draft

1. Purpose

- 1.1 To provide clear guidance for Council staff and parks and reserves contractors about the use of irrigation systems for Council assets and properties during periods of water restriction.
- 1.2 To provide a clear policy and rationale for the public on the use of irrigations systems for Council assets and properties during periods of water restriction.

2. Rationale

- 2.1 The Council has significant investment parks, reserves, gardens and notable trees which need to be protected and maintained. The District Plan requires us to ensure that any adverse effects on the health of notable trees are avoided, remedied or mitigated; this confers a responsibility to ensure that the trees receive sufficient water to remain healthy. Unlike grass, which can be replaced within a season, the historic trees in their current form cannot be easily replaced. With sportsfields, the investment is in the turf and the costs of the annual re-seeding and grass management which enables them to be used for both summer and winter codes. Newly-planted street and park trees require additional watering for the first two years after planting to ensure strong growth. Gardens, particularly annual beds, are an important part of the visual amenity of each of the towns.

3. Policy

- 3.1 GUIDELINES
 - 3.1.1 Watering of key council assets will continue during periods of public water restriction, according to the following matrix :

<i>Restriction Level</i>	<i>Water Conservation Method - Public</i>	<i>Water Conservation Method - Council</i>	<i>Notes</i>	<i>Enforcement procedures</i>
None	No restrictions however residents are advised to be diligent around using water	No restrictions however staff and contractors are advised to be diligent around using water	No issues around the water supply, and demands are being monitored	No official procedures. Ongoing awareness on water conservation and importance around reducing water usage
Level 1 – Hosing and sprinkler restrictions	Hand-held hoses and sprinklers may be used on alternative days only. Even numbered properties on even numbered calendar days and odd numbered properties on odd numbered calendar days.	Automatic irrigation of key council assets as normal. (These assets are defined in the Irrigation of Key Council Assets Policy) Hand watering of key council assets as normal.	The water supply is under some pressure. Imposed when there is a water shortage and water savings are required.	Advertising in the local newspapers, radio and on the Council website Council website and Facebook pages to include reference to Irrigation of Key Council Assets Policy as rationale for continued irrigation of council spaces
Level 2 – Sprinkler ban	Unattended hoses, sprinklers, and garden irrigation systems are not permitted at any time. Hand-held hoses may be used on alternative days only. Even numbered properties on even numbered calendar days and odd numbered properties on odd numbered calendar days.	Automatic irrigation of key council assets continues. Hand watering of key council assets as normal.	The water supply is under considerable pressure	Advertising in the local newspapers, radio and on the Council website Council website and Facebook pages to include reference to Irrigation of Key Council Assets Policy as rationale for continued irrigation of council spaces
Level 3 – Total ban	No water use outside of the house by means of hand held hoses, unattended hoses, sprinklers, and garden irrigation systems is permitted at any time. Only use of watering cans or buckets is permitted	Automatic irrigation of key council assets from town supply ceases and alternative water sources (tanker, bore) used. Hand watering of key council assets from town supply ceases and alternative water sources (tanker, bore) used	The water supply is at a critical level	Advertising in the local newspapers, radio and on the Council website Signage to be installed in the three towns advising of the water restrictions and hosing ban Council Contractor vehicles to have magnetic stickers attached, advising of water hosing ban Council website and Facebook pages to include reference to Irrigation of Key Council Assets Policy as rationale for continued irrigation of council spaces, and noting alternative water supply sources used. In extreme conditions, residents can be encouraged to contribute grey water to trees in berms and parks.

3.2 KEY COUNCIL ASSETS

3.2.1 **"Key council assets"**, for the purposes of this policy, are those parks, reserves, gardens and trees which :

- (i) contain significant existing investment in :
 - (a) natural turf for sporting use; and/or
 - (b) notable trees recorded in the Combined District Plan; and have automatic irrigation systems; or
- (ii) are routinely hand-watered under the parks and reserves contract (eg annual beds); or
- (iii) are trees planted less than two years ago.

3.2.2 The key council assets which currently meet these criteria are :

- (i) Soldiers' Memorial Park within Martinborough Square (3.2.1 (i) (b));
- (ii) Soldiers' Memorial Park cricket wicket block, Greytown (3.2.1 (i) (a);
- (iii) annual beds in Featherston, Greytown and Martinborough, particularly those place directly on the road surface;
- (iv) Farley's Oak, Greytown; and
- (v) various new tree plantings in Featherston, Greytown and Martinborough.

POLICY AND FINANCE COMMITTEE

24 FEBRUARY 2016

AGENDA ITEM B4

WAIRARAPA COUNCIL'S SHARED SERVICES WORKING PARTY

Purpose of Report

To present the Wairarapa Council's Shared Services Working Party Terms of Reference to the Committee for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the Wairarapa Council's Shared Services Working Party Terms of Reference.*

1. Executive Summary

As a result of the work being carried out on the governance review, the former shared services working party terms of reference were modified to incorporate that aspect, becoming the Wairarapa Governance Review Working Party (WGRWP).

With the Local Government Commission now leading governance and service delivery analysis, the WGRWP have reviewed their terms of reference and suggested changes as noted in the attached edited terms of reference.

The change in essence reverts back to the previous shared services working party.

2. Appendices

Appendix 1 – Wairarapa Council's Shared Services Working Party Terms of Reference

Contact Officer: Paul Crimp, Chief Executive

Appendix 1 – Wairarapa Council’s Shared Services Working Party Terms of Reference

TERMS OF REFERENCE

WAIRARAPA COUNCILS' SHARED SERVICES WORKING PARTY

Purpose

To ~~promote, and monitor and review~~ examine the possibility of shared services between two or more councils in Wairarapa, ~~between two or more councils in terms of effectiveness, efficiency, capability, capacity and risk for the overall benefit of Wairarapa residents and ratepayers.~~

~~To consider any shared service proposals that may arise from the Wellington Region CEO's group in relation to the benefit to Wairarapa residents and ratepayers.~~

Members

The group shall comprise three elected members appointed from each of the Masterton, Carterton, and South Wairarapa District Councils (nine) plus the respective CEO's. Additional members from ~~Greater Wellington or~~ other organisations may be appointed or co-opted by agreement of the group.

The group shall appoint a chairperson from the group or co-opt an outside person as a facilitator. A deputy chairperson ~~will~~may also be appointed.

Status

The group is a working party and not a formal joint committee of the Councils. It has no decision making authority other than decisions necessary for its deliberations.

Reporting

The group shall report comments and recommendations to each council as considered appropriate. Some reporting may also be to the combined Wairarapa councils' forum.

Decisions shall be by consensus. Consideration shall be given to any implications to the Councils' Annual Plans or LTCEPs.

Meetings

The group shall meet ~~quarterly or as required at least once per month~~. Meetings will be held at the Carterton ~~Events Centre District Council~~ or other agreed venues.

Servicing

~~The host One~~ council shall provide secretarial support for meetings rotated annually. Other resourcing for the work of the group shall be by agreement.

Terms of Reference

These terms of reference shall be ~~approved reviewed and approved~~ by each Council at the beginning of each Triennium, but may be amended at any time by agreement of the three Councils at the beginning of each triennium.