



POLICY AND FINANCE COMMITTEE

AGENDA – 3 June 2015

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 22 April 2015 Pages 1-2
- A5. Action Items Page 3

B Policies and Reports

- B1. Amendment to Road Naming Policy Pages 4-11
- B2. Adoption of Policies Pages 12-70

C Finances



POLICY AND FINANCE COMMITTEE

AGENDA – 22 April 2015

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
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- A4. Minutes for Confirmation: Policy & Finance Committee 22 April 2015 Pages 1-2
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POLICY AND FINANCE COMMITTEE MEETING MINUTES

22 April 2015

- Present:** Mayor Adrienne Staples (chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomerie, Viv Napier, Colin Olds, Julie Riddell, Solitaire Robertson and Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- 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 12:10pm and 12:25pm.

A Preliminary Matters

A1. Apologies

There were no apologies.

A2. Conflicts of Interest

No conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 11 March 2015

P&F RESOLVED (P&F2015/13) that the minutes of the Policy and Finance Committee meeting held on 11 March 2015 be received and confirmed as a true and correct record.

(Moved Cr Riddell/Seconded Cr Jephson)

Carried

A5. Action Items

Councillors agreed that the rural fire contribution could be itemised in the rates resolution rather than the LTP consultation document.

P&F RESOLVED (P&F2015/14) to receive the action items from 11 March 2015.

(Moved Cr Stevens/Seconded Cr Craig)

Carried

B Finances

Mr Crimp tabled a revised LTP timeline and advised that there were no finances to discuss.

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

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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

**Policy and Finance Committee
Action Items
From 22 April 2015**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
151	P&F	11-Mar-15	Resolution	Paul	<p>Gliding Hanger Underwrite P&F RESOLVED (P&F2015/12): 1. To receive the tabled information. 2. To authorise the Chief Executive to continue negotiations with Gliding Wellington with a view to securing a 35-year lease and long term license to occupy and to accept underwriting of the hanger understanding the risks as presented. (Moved Mayor Staples/Seconded Cr Olds) Carried</p>	Open	22April15: Lease signed in 2-3 weeks

POLICY AND FINANCE COMMITTEE

3 JUNE 2015

AGENDA ITEM B1

NAMING OF PUBLIC ROADS, PRIVATE ROADS, AND RIGHTS-OF-WAY POLICY

Purpose of Report

To outline the proposed amendment to the policy on "Naming of Public Roads, Private Roads, and Rights-of-Way" in response to Council's 22nd April 2015 resolution (DC2015/55).

Recommendations

Officers recommend that the Council:

1. *Receive the report, and*
2. *Resolve to adopt the policy as shown in Appendix I (attached).*

1. Discussion

Council is responsible for naming roads within its boundaries. A consistent and comprehensive approach is needed to avoid name duplication and the potential for confusion in times of emergency. Roads are also named to ensure ease of identification for the Council, the public and other services such as postal and utility services. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974.

As a result of an application to name a right of way at 14 Cotter Street Greytown, the following resolution was adopted by Council on 22nd April 2015;

3. That the Policy on Naming of Public Roads, Private Roads and Rights-of-Way be amended so that all street naming be referred to the appropriate community board in the first instance for a recommendation.

(Moved Cr Napier/Seconded Cr Craig)

Carried

The naming of this right of way has raised additional issues with the procedure for naming existing unnamed right of ways when the number of users increases beyond four. A paper addressing this matter will be put to Council by Officers in due course.

2. Recommendations

1. That this report be received by Council.
2. That a new section 4.2.4 is added to the "Policy on Naming Section Naming of Public Roads, Private Roads and Rights-of-Way" after 4.2.3 (with consequential renumbering of subsequent sections as may be required) as follows:

"The road naming application will be submitted to the relevant Community Board for a recommendation prior to consideration and decision by Council. The final decision to approve the name shall remain at the discretion of Council."

3. Appendices

Appendix 1 Amended policy on naming of public roads, private roads and rights of way.

Contact Officer: Russell Hooper, Resource Management Planner
Reviewed By: Murray Buchanan, Group Manager Planning and Environment

Appendix 1 - Policy on Naming of Public Roads, Private Roads and Rights of Way

Policy on Naming of Public Roads, Private Roads and Rights-of-Way

1.0 RATIONALE:

The South Wairarapa District Council is responsible for naming roads within its boundaries. A consistent and comprehensive approach is needed for naming of roads in the District. Roads are named to ensure ease of identification for the Council, the public and key services such as emergency, postal and utility services. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974. The procedures under which the Council wishes to achieve the abovementioned objectives are defined below.

2.0 PURPOSE:

To set out guidelines and standards relating to the naming of public roads, private roads and rights-of-ways in the South Wairarapa District. The Council's policy will apply to new or unnamed roads, both public and private, including roads with existing names that may be locally, but not officially, recognized and will also apply to proposals to change the name of an officially named road. The policy also includes areas that require an official address for identification purposes such as private rights-of-way serving more than four lots. This policy is critical for correct addressing, which is used by emergency services, making our community safer.

3.0 DEFINITIONS (for purposes of this Policy only):

Road – A generic term that for the purposes of this policy only encompasses public roads, private roads and rights-of-ways that serve more than four lots.

Private Road – any roadway, place or arcade laid out on private land by the owner thereof intended for the use of the public generally. Private roads are not maintained by the Council but shall be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Public Road – Any road open to public travel that is under the jurisdiction of and maintained by the Council.

Rights-of-Way (Private Way) - An easement, a privilege to pass over the land of another, whereby the holder of the easement acquires a reasonable and usual enjoyment of the property, (normally the right to pass and re-pass) and the owner of the land retains the benefits and privileges of ownership consistent with the right of way easement. Rights-of-ways are not maintained by the Council but those rights-of-ways that serve more than four lots shall be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Suggested Suffixes – Terms such as “road”, “street”, “lane” etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill
Cul-de-sac	A short enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road
Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

4.0 GUIDELINES:

4.1 GENERAL

- 4.1.1 The naming of roads provides a unique address to enable a property to be identified for power, telephone, mail and emergency services.
- 4.1.2 The Council is responsible for naming roads.
- 4.1.3 The Council will actively promote the formal naming of existing unnamed (or informally named) public or private roads and any rights-of-ways that serve more than four lots.
- 4.1.4 All approved road and rights-of-way names, both public and private, will be recorded in the Council’s GIS system and flagged as a public road, private road or rights-of-way.
- 4.1.5 This Policy will be reviewed and amended from time to time.

4.2 PROCEDURE FOR NAMING ROADS

- 4.2.1 Applications for naming all roads that are created or extended as part of a subdivision are required to be submitted as part of the resource consent process.

4.2.2 To assist Council in assigning a name, an application for subdivision consent where a road or rights-of-way serving more than four lots is proposed shall include three possible road names to Council for consideration and approval. The names should be listed in order of preference with a brief statement of their significance. The applicant must also submit a concept/survey plan identifying the road, and pay the appropriate fee.

4.2.3 Once Council receives the application, it will check the suitability of the preferred and alternative names against its Policy.

4.2.4 The road naming application will be submitted to the relevant Community Board for a recommendation prior to consideration and decision by Council. The final decision to approve the name shall remain at the discretion of Council.

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4.2.44.2.5 The Council will approve, amend or decline the name by way of a formal resolution adopted by Council.

4.2.54.2.6 Council will advise the applicant in writing of the decision.

4.2.64.2.7 Council will ensure that the road naming process is completed and the signs are installed at no cost to Council before the Section 224C certificate is prepared for issue. Performance bonds will not be accepted.

4.2.74.2.8 Applications for naming of existing roads are required to be submitted to the Council's Chief Executive Officer. The Council will consider and make a decision on the road name application and will follow steps 4.2.3 to 4.2.5.

4.2.84.2.9 The Council also requires to be consulted for naming of existing private roads and rights-of-way to ensure that a current or proposed name complies with Council policy and the various agencies to be informed are appropriately advised.

4.2.94.2.10 Applications for private road and rights-of-way names are to be submitted to the Council on a standard form that is available from the Council office after consideration by officers. Such applications will be submitted to the Council for the adoption of a name, or names.

4.2.104.2.11 Immediately after Council approves the name of any road, the Council will advise Land Information NZ, Quotable Value, Council's rating and GIS departments and all emergency services in the area of the name of the road.

4.3 GUIDELINES FOR THE SELECTION OF NEW ROAD NAMES

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).

4.3.3 The name should have significant local content or meaning.

4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map.

- 4.3.5 The end name for the roadway should be the one that most accurately reflects the type of roadway that it is.
- 4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix “Lane” or “Way”.
- 4.3.7 Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.
- 4.3.8 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

4.4 CHANGING EXISTING ROAD NAMES

- 4.4.1 Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognized name for the road.
- 4.4.2 A name change will only be made if the Council considers that the change will result in a clear benefit to the community. Reasons for changing road names may include:
 - To correct the spelling
 - To eliminate duplication in spelling or sound
 - To clarify a situation where more than one name is used for a road
 - To make geographical corrections
 - To assign different names to separate ends of a road with a permanently impassable section somewhere along the length
- 4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant Community Board for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.

4.5 SIGNAGE

- 4.5.1 If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant’s expense. This requirement will usually be a Section 224 condition of resource consent.
- 4.5.2 Street signs on private roads and rights-of-ways must have the word “Private” under the street name and the applicant is required to pay for the sign, its installation and maintenance.
- 4.5.3 Repair, maintenance or replacement of any road sign for a private road or rights-of-way will not be at Council’s expense.
- 4.5.4 Council will provide and erect nameplates and posts for existing public roads that are newly named (not part of a recent subdivision).
- 4.5.5 Council will maintain all road signs on public roads.
- 4.5.6 Where appropriate, and at the discretion of Council, when signage for a road that has a significant historic name is to be replaced, a sign plate may be erected that identifies the historic

significance of the name.

POLICY AND FINANCE COMMITTEE

3 JUNE 2015

AGENDA ITEM B2

ADOPTION OF POLICIES

Purpose of Report

To present policies for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the Smoke Free Environment Policy*
3. *Adopt the Street Days, Appeals and Raffles Policy*
4. *Adopt the Council Representatives on other organisations Policy*
5. *Adopt the Procuring Goods and Services*
6. *Adopt the Financial Delegations Policy*
7. *Adopt the IT Policy*
8. *Adopt the Hire of Council Facilities*
9. *Adopt the Community Housing Policy*
10. *Adopt the Community Group Use of and access to Council Parks and Reserves*
11. *Adopt the Leasing of Property*
12. *Adopt the Fraud Policy*
13. *Adopt the Grants Policy*
14. *Remove the Fire (Urban) Policy*
15. *Remove the Planting Policy*
16. *Remove the Management of Reserves and Domains Policy*
17. *Remove the Travel Policy*

1. Executive Summary

Council has delegated authority to set and adopt various policies.

This paper presents a number of policies currently past review for adoption.

2. Policies for Adoption

2.1 Smoke Free Environment Policy

No material change.

2.2 Street Days, Appeals and raffles Policy

No material change.

2.3 Council Representatives on other organisation Policy

All appointments are now decided by the Mayor as per the Local Government Act 2002.

Additional Committees added

- Wellington regional Transport Committee
- Wellington Regional Strategy Committee
- Wellington regional Council Whaitua Committee
- Featherston Fell Heritage committee

2.4 Procuring Goods and Services policy

Has been merged with the Travel (A400) and now includes the requirements around Sensitive expenditure.

Addition

Exemption to allow appointment of Consultants under \$20,000 without a tender

3.4 Managing Conflicts of interest

2.5 Financial delegations Policy

No material change

2.6 IT Policy

Addition

4.1 Internet Use now includes social media

2.7 Hire of Council Facilities policy

Clarification of

Licence to occupy verse lease

2.8 Community Housing Policy

Addition of

3.4.3 Tenants will supply any aerial or satellite dish required for their television service. Existing aerials/satellite dishes and cabling left in place by previous tenants become the tenant's responsibility to maintain, unless they ask for them to be removed at the time of taking up the tenancy.

3.5.2 The Council is responsible for the maintenance of the units including electrical and plumbing systems.

3.6 Clarification of placement and maintenance of gardens.

This change is due to the demise of free-to-air analogue television.

Clarification has also been added in relation to

- where residents can smoke
- the removal of outbuildings
- when gardens are permitted

2.9 Community group use of and access to Council Parks and reserves

Clarification of

Licence to occupy

Addition of

3.1.5 A damage bond may be required, and will be refunded in part or in full following a condition inspection.

3.1.6 If a park or reserve has a reserve management plan, the conditions of the plan must be complied with by users at all times.

3.2 Event Use

3.2.1 An organisation or individual wishing to hold an event on a Council park or reserve must make a written application to Council in advance of the event using the Event Application Form.

3.2.3 The Council will assess the application and set out in writing any conditions to be imposed and any fee that is payable upon approval being given.

3.2.3 Fees generally will not be waived other than in an exceptional case which will require the specific approval of the Chief Executive Officer, though minor use, such as for a day, may not incur a fee.

3.2.4 A damage bond may be required, and will be refunded in part or in full following a condition inspection.

3.2.5 If a park or reserve has a reserve management plan, the conditions of the plan must be complied with by users at all times

Please note Camervans will have their own Policy in this area.

2.10 Leasing of Property Policy

Additional

Licence to occupy for non-exclusive use of a whole or part of a building

Change

Maximum term of lease now 5 years with an early termination clause down from 20 years to ensure flexibility

Ability for minor leases and licences to be entered without using Council solicitors.

2.11 Fraud Policy

No material change.

2.12 Grants Policy

This policy has been established to provide guidelines for the distribution of grant funding by the council to ensure a fair and transparent process.

3. Superseded Policies

3.1 Management of Reserves and Domains policy

Superseded by Management Plans

3.2 Planting Policy

Superseded by management plans

3.3 Travel Policy

Incorporated in Procurement Policy

3.4 Fire (Urban) Policy

Superseded by by-laws.

4. Appendix

Appendix 1 – Policies Showing Tracked Changes

Contact Officer: Kim Whiteman, Policy & Reporting Manager

Appendix 1 – Policies Showing Tracked Changes



COUNCIL REPRESENTATION ON OTHER ORGANISATIONS

1. Rationale

To provide a process for the appointment of representatives on other organisations. The appointment process should be open.

2. Purpose

To set out a procedure for and to list appointments made to each organisation.

3. Guidelines

1. Appointments are normally for the electoral triennium.
2. All appointments are decided by ~~Council~~ the Mayor as per the Local Government Act 2002. in open meeting by open vote.
3. The Mayor ~~Council~~ by resolution can remove or change an appointee.

4. Appointments

4.1 Cobblestones Trust

1 Councillor appointed by Council.

4.2 Featherston Fell Heritage Museum

1 Councillor appointed by Council.

4.24.3 Arbor House Trust Board

1 Representative appointed by Council (recommended by Greytown Community Board).

~~4.3 South Wairarapa Community Arts Council~~

~~1 councillor appointed by Council.~~

4.4 Destination Wairarapa

1 Representative appointed by Council.

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4.5 ~~Southern~~ Wairarapa Safer Community ~~Council~~ Trust

1 Councillor appointed by Council.

4.6 Safer Wairarapa

The Mayor to represent Council. Deputy Mayor or Councillor may attend as alternative.

4.64.7 Wairarapa Irrigation Governance Group

Joint appointment with Masterton and Carterton districts. The Mayor to represent Council, Deputy Mayor may attend as alternative.

4.74.8 Wellington Region Waste Forum

1 Councillor appointed by Council.

4.84.9 Wellington Regional Council Awhea Opouawe Scheme Committee

1 Councillor appointed by Council.

4.94.10 Wellington Regional Council Lower Valley Development Scheme Committee

1 Councillor appointed by Council.

4.104.11 Wellington Regional Council Waiohine River Floodplain Management Planning Advisory Committee

1 Councillor appointed by Council.

1 Representative appointed by the Greytown Community Board plus proxy.

4.12 Wellington Regional Transport Committee

The Mayor to represent Council. Deputy Mayor or councillor may attend as alternative.

4.13 Wellington Regional Strategy Committee

The Mayor to represent Council. Deputy Mayor or councillor may attend as alternative.

1 Wairarapa appointment made in agreement with the other Wairarapa councils.

4.14 Wellington Regional Council Whaitua Committee

1 Councillor appointed by Council.

4.114.15 Wairarapa Rural Fire District Board

1 Councillor appointed by Council.

4.124.16 Wairarapa Road Safety Council Inc.

1 Councillor appointed by Council.

4.134.17 Healthy Homes

1 Councillor appointed by Council

4.144.18 Wairarapa Moana Governance Group

The Mayor to represent Council. Deputy Mayor or councillor may attend as alternative.

~~**4.15 Martinborough, Greytown, Featherston Community Boards**~~

~~2 councillors appointed by Council to each Board.~~

4.19 Wairarapa Moana Wetlands Co-ordinating Committee

1 Councillor appointed by Council.

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APPENDIX

Committee	Current Appointments
Cobble Stones	
Featherston Fell Museum	
Arbor House Trust Board	
Southern Wairarapa Safer Community Council Trust	
South Wairarapa Community Arts Council	
Destination Wairarapa	
Safer Wairarapa	Mayor Staples
Wairarapa Irrigation Governance Group	Mayor Staples
Wellington Region Waste Forum	
Wellington Regional Council Awhea Opouawe Scheme Committee	
Wellington Regional Council Lower Valley Development Scheme Committee	
Wellington Regional Council Waiohine River Floodplain Management Planning Advisory Committee	
Wellington Regional Transport Committee	Mayor Satples
Wellington Regional Strategy Committee	
Wellington Regional Council Whaitua Committee	Colin Olds
Wairarapa Rural Fire District	
Wairarapa Road Safety Council Inc	
Healthy Homes	
Wairarapa Moana Governance Gorup	Mayor Staples



FINANCIAL DELEGATION POLICY

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1. RATIONALE

This policy provides Council staff with clear guidelines to operate within and ensure optimum accountability.

2. DISCUSSION

- Financial delegations are an important internal control to minimise the risk to both Council and Employees.
- Financial delegations, and whether the delegations process is being followed, are reviewed by Audit New Zealand as an important mechanism in gaining assurance that financial transactions are appropriately controlled. It is therefore important to ensure financial delegations are adhered to.
- It is difficult to design a policy of this nature to cover all eventualities; those with delegated authority should adopt a conservative approach and seek higher authority approval if unsure. In addition those with delegated authority need to operate with the “spirit” of what is intended
- No employee shall approve order a good or service where they or an associated party will benefit. In all such instances, the individual’s Manager must give approval, except in the case of the Chief Executive Officer where the Mayor’s approval must be obtained.
- Council “Policy on Procuring Goods and Services” should be read in conjunction with this policy

3. RELEVANT LEGISLATION

a) The Public Bodies Contracts Act

Section 3(3): Prohibits an oral contract being made for any sum exceeding \$1,000;

Section 4(3): General requirement that contracts entered into under delegation are to be reported to the next ordinary meeting of Council; and

Section 4(3a): Modifies Section 4(3) for contracts below a sum determined by Council, which sum must not exceed one half of the limit of the delegated power of the committee or officer making the contract.

b) Land Transport Management Act 2003

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4. OPERATIONAL GUIDELINES

- Council has impressed upon us that we must not exceed budget in ~~the 2014/2015~~any given year
- Group Managers are responsible for the budgets in their areas, which includes:
 - Ensuring the guidelines are followed by their staff
 - Noting that budgets are placeholders only, not a right to spend. Expenditure needs to be reviewed to ensure that it is still required (we do not operate in a use it or lose it environment)
 - Each purchase will stand up to independent scrutiny
- This policy does not extend to expenditure on:
 - GL item 30 “Personnel Costs” except 30319 “Employee Reimbursement”
 - GL item 45 “Internal Charges”
 - GL item 50 “Finance “ except 50465 “Insurance”

General Guidelines

- Purchase orders are to be raised for all purchases, apart from:
 - Purchases covered by separate contract or agreement.
 - Minor consumables where an account is held - this is limited to libraries / services centres only
- All expenditure over \$5,000 that is not linked to a contract (e.g. day rates for Oldfield’s) must be supported by evidence that “best” price has been obtained.
 - Best is not necessarily cheapest
 - Evidence of why a supplier was chosen should be attached to the office copy of the order, e.g. notes of phone calls getting estimates, or previous performance.
- Cannot swap under expenditure in one budget area to cover shortfall in another. This requires CE approval. Council may decide to “bank” the under expenditure rather than spend it.
- There is no provision for exceeding budget. Where a budget looks like being exceeded prior approval is required, with a recommendation as to which other budget funds are to be found from within the respective Group Managers area.
- Can only approve expenditure in budget areas where budget approval given.
- Authority relates to expected invoice total, I.e. cannot write out more than one PO to “get around” the system.
- Purchases must be made using these guidelines – for example purchasing items with a credit card and claiming back should not occur. The exception to this is minor reimbursements e.g. carparking
- The delegations ~~cover the period 1 July 2010 to 30 June 2011, and~~ are effective immediately until the next policy review.

	Budget Areas	Limit per invoice	Comment / Budget holders
Chief Executive			All areas within Annual Plan budget
Corporate Support	001 General (revenue)		
	002 Corporate Services		FTL
	105 Elected Members		FTL
	106 Community Board Featherston		Limited by funds available and CB resolution CE or FTL counter sign payment
	107 Community Board Greytown		Limited by funds available and CB resolution CE or FTL counter sign payment
	108 Community Board Martinborough		Limited by funds available and CB resolution CE or FTL counter sign payment
	109 Maori Standing Committee		Limited by funds available and MSC resolution CE or FTL counter sign payment
	425 Economic Development		Limited by funds available and Council resolution CE or FTL counter sign payment
	426 Community Wellbeing		Limited by funds available and Council resolution CE or FTL counter sign payment
	988 Capital		Respective Group Managers
Finance Team Leader	FTL Kyra	\$ 10,000.00	
Planning & Environment	211 Public Protection & Health		GMPE EHTL
	212 Building and Construction		GMPE BCTL
	213 Animal Control		GMPE EHTL
	319 Resource Management		GMPE EHTL
Group Manager Planning & Environment	GMPE Murray	\$ 10,000.00	\$10,000 per invoice within budget, nil outside budget. Over \$10,000 countersigned by CE'
Building Control Team Leader	BCTL Derrick	\$ 2,000.00	GL 212 only
Environmental Health Team Leader	EHTL Bronwyn	\$ 2,000.00	GL 213 & 319 only 211 Plus noise control up to \$3,500
Infrastructure & Services	003 In House Professional Services		GMIS
	215 Emergency Management		GMIS GMIS
	217 Rural Fire		GMIS GMIS
	530 Parks & Reserves		GMIS AM
	532 Campgrounds		GMIS AM
	536 Swimming Pools		GMIS AM
	540 Library Featherston		GMIS LF/AM
	541 Library Greytown		GMIS LG/AM
	542 Library Martinborough		GMIS LM/AM
	546 Community Buildings		GMIS AM
	547 Greytown Town Centre		GMIS AM
	552 Cemeteries		GMIS AM
	554 Housing		GMIS AM
	557 Rental Properties		GMIS AM
	558 Pain Farm		GMIS AM
	559 Toilets		GMIS AM
	660 Land Transport		GMIS RRM
	665 Unsubsidised Land Transport		GMIS RRM
	770 Water Supply		GMIS UM
	876 Solid Waste Management		GMIS UM
	977 Sewerage		GMIS UM
	980 Stormwater Drainage		GMIS UM
Group Manager Infrastructure & Services	GMIS Mark	\$50,000	within contract, otherwise \$10,000 per invoice within budget. Over \$10,000 countersigned by CE
Utilities Manager	UM Tim	\$20,000	(dayworks (approx 2 weeks work) within contract specs, Other \$2,000 Over countersigned by GMIS
Utilities Engineer (until Utilities Manager gets her)	UE Bill	\$20,000	(dayworks (approx 2 weeks work) within contract specs, Other \$2,000 Over countersigned by GMIS
Amenities Manager	AM Helen	\$10,000	under Citycare contract including dayworks, other \$2,000 Over countersigned by GMIS
Roading and Reserves Manager	RRM Leanne	\$20,000	(dayworks roading (approx 2 weeks work) under Maint Contract ;other \$2,000 Over countersigned by GMIS
Librarian Featherston	LF Penny	Other \$1,000	GL 540 Capital - Books only - one third of total
Librarian Greytown	LG Kathy	Other \$1,000	GL 541 Capital - Books only - one third of total
Librarian Martinborough	LM Shirley	Other \$1,000	GL 542 Capital - Books only - one third of total



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Hire of Council Facilities

1. RATIONALE:

To provide general guidelines for both the general public and Council staff in the provision of Council facilities that are available for hire.

2. PURPOSE:

To set out broad details of the conditions applicable to the Council facilities/halls which may be used by responsible organisations, groups and individuals.

3. GUIDELINES:

3.1 Terms and Conditions

The Council provides details of the terms and conditions applicable for the hire of each Council facility which is available from the Council offices, Service Centres and website.

The Terms and Conditions including charges, set out full details of a hirer's obligations and responsibilities. These are reviewed from time to time and may be amended, altered or rescinded at any time.

4.2 Payment of Charges

All charges are payable by the relevant due dates and no credit will be given. Refunds of deposits will be made only after Council staff have carried out a detailed post-hire inspection.

4. CURRENT FACILITIES AVAILABLE

4.1 Halls

Featherston

- Anzac Hall
- Kiwi Hall
- Card Reserve Sports Stadium

Greytown

- Town Centre (including Forum, WBS meeting rooms and forecourt)

Martinborough

- Town Hall (including the Green Room)
- Council Chamber
- Council meeting rooms

Adopted 23/5/2007
Review: ~~Feb-May 2020~~
Amended 3 June 2015

Amended 8/2/10

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4.2 Bookings for the use of the facilities are administered by:

- Martinborough : Council office
- Featherston : Library/Service Centre
- Greytown : Library/Service Centre

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Details of bookings made are held by the respective offices.

4.3 Terms and Conditions of hire, together with a schedule of hire charges and an Application to Hire form, are held at the respective offices.

5. REVIEWS

5.1 This policy will be reviewed as shown below.

5.2 Charges are reviewed annually at the time of the Annual Plan/LTP.

5.3 Terms and Conditions and Hire Charges are reviewed from time to time and are issued by the Chief Executive Officer.



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COMMUNITY HOUSING POLICY

1. Rationale

~~That there are~~ provide clear guidelines for staff implementing this policy. ~~regard to Council owned housing.~~

2. Purpose

To establish a policy for housing for the elderly and others with special housing needs.

3. Council Housing Units Guidelines

3.1 Eligibility

1. Units are let only to persons being 55 years of age or over, or to persons in receipt of an invalid's or widow's benefit.
2. All such persons must have a housing need. i.e. an inability to afford market rentals.
3. The value of the applicant's assets must be equal to or below the appropriate threshold depending on circumstances. From 1 July 2011, applicants who:
 - a. ~~d~~Do not have a spouse/partner
~~m~~Must have assets valued at \$210,000 or less to qualify for community housing; ~~or-~~
 - b. ~~h~~Have a spouse/partner who is in long-term residential care
~~m~~Must have combined total assets valued at \$210,000 or less to qualify for community housing.
4. Preference is given to those who are living or have lived in the South Wairarapa district after due regard to the following residency criteria:
 - a. ~~l~~Length of time resident in the district; ~~or-~~

Adopted 29 June 2011

1

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Revised : May 2015

Next Review : May 2016~~Review: June 2014~~



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b. *If from out of the district, the length of time immediate family (children or those without children - brothers and sisters) have lived in the district.*

5. ~~Tenants must be able~~ *he-ability* to live harmoniously and in a non-disruptive manner ~~in regard to with existing occupiers of surrounding units~~ *other tenants* and neighbours.
6. ~~Tenants must B~~ *be* able to ~~demonstrate they can~~ live independently.
7. Units are allocated on a first come, first served basis.

3.2 Applications

Applications for tenancy ~~of all housing units~~ must be *in writing* on ~~the Community Housing Application~~ *an official application form*.

3.3 Rental

Rental ~~shall~~ *is to* be paid fortnightly in advance by bank automatic payment.

3.4 ~~Tenants are Required to:~~ obligations and responsibilities

3.4.1 ~~Tenants are to S~~ *supply* ~~their own~~ *all* furniture and furnishings, ~~appliances etc, refrigerator, washing machine etc., and services such as~~ *telephone, electricity and television.*

3.4.2 ~~Tenants are to P~~ *pay* for ~~all services they use, including~~ *electricity, and telephone and television rental and tolls.*

3.4.3 ~~Tenants will supply any aerial or satellite dish required for their television service. Existing aerials/satellite dishes and cabling left in place by previous tenants become the tenant's responsibility to maintain, unless they ask for them to be removed at the time of taking up the tenancy.~~

3.4.4 ~~Tenants must Maintain~~ *keep* their units in a clean and tidy condition.

3.4.5 ~~Tenants will A~~ *advise* Council immediately of any leaks, ~~or~~ *damage or* maintenance issues.

3.5 ~~Council obligations and responsibilities~~ **Fair Wear and Tear**

3.5.1 ~~The Council supplies and maintains~~ *W* ~~the wall~~ and floor coverings, stove (including replacement elements), drapes, ~~and~~ *and* telephone jacks, ~~and one built-in heater.~~

3.5.2 ~~The Council is responsible for the maintenance of the units including electrical and plumbing systems.~~

Comment [HM-AM1]: This is a substantive change to the policy, as it has only become an issue since the demise of free-to-air analogue television.

Comment [HM-AM2]: This is an addition for clarification.



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3.6 Grounds

~~Lawns and gardens are maintained by Council. Tenants may have their own garden immediately adjacent to their own flat. If there is no existing garden, and a tenant wishes to create one, the location and size must be agreed with Council. Tenants must be able to maintain these themselves.~~ Lawns and gardens are maintained by Council. Provision is made for tenants gardens if required. Tenants are able to have their own gardens if they are able to maintain these themselves.

Comment [HM-AM3]: This is an addition for clarification.

3.7 Outbuildings

~~Where tenants finance the construction of carports or garden sheds, they~~ se buildings become the property of Council and will be maintained by the council. and throughout their tenancy n ~~No additional rental is~~ will be payable as a result of the additions. Council reserves the right to remove additions where they become too expensive or difficult to maintain.

Comment [HM-AM4]: This section is amended for greater clarification.

3.8 Smoking

~~All units are smoke-free.~~ Tenants may smoke in the exterior porch of their unit as long as this does not cause inconvenience to their neighbours.

Comment [HM-AM5]: The smoke-free rule does not seem to have been enforced in the past. This provides further clarification, particularly for new tenants who are smokers.

3.9 Animals

~~Tenants wishing to keep a pet~~ Pets such as a bird, cat or small dog must seek Council permission in writing. are permitted (with the Council's written permission) ~~Pets are permitted provided they are~~ at any such animal must be well behaved, and properly cared for, and so they ~~do not pose a nuisance to other tenants.~~

~~Tenants will immediately repair at their own expense any damage to Council or other tenants' property caused by the animal~~ at their expense.

~~Tenants~~ with pets will arrange for the flat to be commercially cleaned at their expense on vacating the flat. A certificate for the work must be produced when handing in the keys and before getting the bond back.

3.10 Marketing and Usage

The Council will maintain a waiting list of prospective tenants which will be regularly reviewed and updated. If there are no waiting applicants, the Council will advertise and promote its community housing to ensure maximum usage.

3.11 Welfare

The Council acknowledges its role as landlord, and as such, will be accessible and diligent towards the general welfare of its tenants. This will



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not extend to the provision of social services to tenants as these services are better provided by other professional service providers.

The Council will endeavour to provide its tenants with the contact information for professional service providers. Council staff will consult with health, social welfare and other professional service providers where tenant concerns or difficulties arise outside of the Council's expertise.

4. Policy Review

This policy is reviewed during the Annual Plan process. Units are to be self-supporting with no input from ratepayers.

Adopted 29 June 2011

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Revised : May 2015

Next Review : May 2016~~Review: June 2014~~



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PROPERTY

Community Groups Use of, and Access to, Council Parks and Reserves, Policy

1. RATIONALE:

- 1.1 Community ~~groups, sports~~ clubs ~~and individuals may~~ from time to time seek access to Council-owned and managed reserves and parks. This may be on an on-going, usually seasonal, basis (eg sporting fixtures), or an event basis (eg one-off sporting events, fairs, festivals, weddings). In some circumstances groups or clubs may have, or may seek to have, buildings or other structures located on ~~such land-parks or reserves.~~
- 1.2 This policy sets out a basis and terms for such access and use that meets the ~~if~~ needs, ~~and the~~ obligations and responsibilities of both ~~them~~the users and the Council.

2. PURPOSE:

- 2.1 To establish a policy for community, non-profit organisations and groups, sporting, commercial and event requiring long term access as well as for casual or irregular use of Council-owned assets, such as parks and reserves.

3. REQUIREMENTS

3.1 Ongoing~~General~~ Use

- 3.1.1 Sports clubs and other community groups wishing to use Council parks and reserves for recreational purposes, for a long term —such as for a season must make an application to the Council each year, two calendar months before the official start of the season.
- 3.1.2 The application is to be made on the attached form (Appendix 1) and must provide a minimum of the following information:
 - name of club or group;
 - two contact ~~person's~~ names, with addresses and telephone numbers;

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Adopted 24/5/2006
Review: May 2017
Amended 2nd June 2015

Review: May 2011~~6~~

Amended 3/2/10~~2015~~

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- dates or period the use is to cover;
 - proposed times of use;
 - number of persons involved and/or teams;
 - purpose or activity planned;
 - any special requirements of the activity for the area concerned eg line marking, supply of rubbish bins.
- 3.1.3 The Council will assess the application and set out in writing any conditions to be imposed and any fee that is payable upon approval being given. In certain circumstances verbal approval can be given.
- 3.1.4 Fees generally will not be waived other than in an exceptional case which will require the specific approval of the Chief Executive Officer, though small group use, such as for a day, may not incur a fee.
- 3.1.5 A damage bond may be required, and will be refunded in part or in full following a condition inspection.
- 3.1.6 If a park or reserve has a reserve management plan, the conditions of the plan must be complied with by users at all times.

3.2 Event Use

- 3.2.1 An organisation or individual wishing to hold an event on a Council park or reserve must make a written application to Council in advance of the event using the Event Application Form.
- 3.2.3 The Council will assess the application and set out in writing any conditions to be imposed and any fee that is payable upon approval being given.
- 3.2.3 Fees generally will not be waived other than in an exceptional case which will require the specific approval of the Chief Executive Officer, though minor use, such as for a day, may not incur a fee.
- 3.2.4 A damage bond may be required, and will be refunded in part or in full following a condition inspection.
- 3.2.5 If a park or reserve has a reserve management plan, the conditions of the plan must be complied with by users at all times.

3.3 Specific Use and Licences to Occupy

- 3.3.1 In certain situations community groups and societies may seek to have ~~exclusive~~^{long-term} use of ~~part of a park or reserve~~^{an area of land on which where they} they have, ~~or wish to have,~~ a club house, community hall or like building or facility ~~that~~^{which} is owned by them.
- 3.3.2 Occupancy of such land is at the sole discretion of the Council and is required to be supported by a Licence to Occupy ~~to be prepared at the expense of the Council.~~ Such a licence may be exclusive or non-exclusive, at the discretion of the Council. The costs of the preparation of the licence, and any variations or renewals will be borne by the licensee if it is a commercial or for-profit

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~~entity, and by the Council if it is a local community organisation. Variations and/or renewals will be at the Licencees' expense. Such costs will however be met by the applicant where it is a commercial or for profit organisation.~~

- 3.3.3 While a Licence to Occupy is negotiated between the parties, the Council will have certain minimum requirements that are not negotiable.
- 3.3.4 The Council will charge a fee, or rental, usually a relatively nominal amount payable annually, that recognises a group's exclusive use of part of a public amenity.
- 3.3.5 Such fees or charges will not be waived, remitted or specifically subsidised from any other Council financial sources or budgets.
- 3.3.6 Groups or societies entering into such Licences to Occupy will be required to comply with all Council regulations and bylaws and with all relevant government legislation in particular, the Local Government Act 2002 and 1974, Health and Safety in Employment Act 1992 and Reserves Act 1977.
- 3.3.7 A sporting club having a Licence to Occupy for a club building on a Council park or reserve is still required to make an annual application, for the use of the relevant sports ground and to pay an appropriate fee to be set by the Council's ~~Works and Services~~ Amenities Department in addition to the annual Licence to Occupy fee.
- 3.3.8 Clubs or groups seeking to use a Council-owned building or facility on a park or reserve must enter into a Rental agreement with the Council. Such an agreement will broadly follow and be structured along the same lines as a Licence to Occupy.

3.4 **Disputes.**

- 3.4.1 In the event of a dispute between the Council and a user group or organisation that is not covered by a provision contained in a legal agreement, the decision of the Council shall be final with no recourse to appeal.
- 3.4.2 The use of, and access to, Council reserves and parks is a privilege and the interests of the District's ratepayers is a determining factor in all of the Council's decision making processes.

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Adopted 24/5/2006
Review: May 2017
Amended 2nd June 2015

Review: May 2011~~6~~

Amended 3/2/10~~2015~~

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Leasing Of Property Policy

1.0 RATIONALE:

- 1.1 The Council leases or licenses various assets to companies, incorporated Societies and individuals for a variety of purposes and uses.
- 1.2 A standard approach, in a general sense, is taken although each differs one from another, in dealing with enquirers and applicants, as well as in reviews carried out in terms of each operative document.

2.0 PURPOSE:

- 2.1 To ensure that the interests of the Council are protected by users of an otherwise underused asset and to provide the users with a certainty of tenure and conditions for the term of the occupancy.

3.0 GUIDELINES:

- 3.1 The generic term “leasing” can be broken down into:

- Leases
 - buildings (in whole or in part);
 - farmland
 - other land
 - camping grounds
- Licences to Occupy
 - Land on which an occupier’s building or facility is located. *[See also Community Groups Use of and Access to Council Parks and Reserves Policy]*
 - Non-exclusive use of a whole or part of a building
- Licences to Graze
 - Generally small blocks of land, including unformed paper roads.

Comment [HM-AM1]: For example, the Bridge Club’s “lease” of the WBS room in Greytown Town Centre should be a license to occupy rather than a lease

- 3.2 The term of a “lease” is dependent on the nature of the asset being leased, and a likely future use, usually looking ahead for up to ~~520~~ years and taking into account the goals of the South Wairarapa Council Community Plan. All leases will have an early termination clause.

- 3.2.1 A Licence to Occupy for a building on a Council reserve will recognise its value to both the organisation and the community.

Adopted 25/7/07
Review: July 2011
Amended 8/2/10

Amended 8/2/10

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- 3.2.2 Leases of farmland will reflect current leasing rates, whereas licences to graze are generally used as a means of controlling vegetation on a strip but recognise the value of accessible water and for the Council not to have to budget for maintenance costs.
- 3.2.3 Leases of buildings, in whole or in part, are treated as a commercial operation with a realistic return provided to the Council. There can be exceptions to this where a tenancy is considered by the Council to be a community use and benefit and which meets the goals of the LTP. In such situations a rental concession may be agreed to by the Chief Executive Officer after conferring with the Mayor.
- 3.3 With the exception of licences to occupy and licences to graze, a professional valuation is obtained prior to reaching an agreement with a prospective tenant. This also applies in respect of rent reviews or renewals.
- 3.4 Wherever possible tenders are invited for a lease or licence but there are situations where that course is not practical or appropriate to the specific property.
- 3.5 At all times legislative requirements, the Local Government Acts 1974 and 2002 as well as the Reserves Act 1977 and any other relevant legislation, must be taken into account and followed, in particular the processes of consultation.
- 3.6 For uses of reserve land (not road reserves) the operative or draft Reserve Management Plan is taken into account.
- 3.7 Leases and licences (but usually not licences to graze) are generally prepared by the Council's solicitors apart from minor lease/licenses. Despite their being prepared by a solicitor they must always be checked, and not taken at face value as errors, inconsistencies and a lack of understanding of a given situation can occur.
- 3.8 Rent payments are, without exception, payable on the first day of the commencement of a lease or license, and at the agreed intervals as set out in a document. No credit is given hence billings must be set up by Accounts Receivable to ensure that payments are made on the due date.

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Adopted 25/7/07
~~2011~~

Review: ~~May 2016~~ July

Amended ~~2015/2/10~~

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STREET DAYS, APPEALS AND RAFFLES

1. RATIONALE:

Council wishes to loosely manage activities on the streets in the District such as street days, appeals and raffles to minimise any inconvenience to the public and businesses.

2. PURPOSES:

To set out conditions for those conducting street activities.

3. GUIDELINES:

- 3.1 Persons or organisations wishing to conduct a street day or a raffle must register their interest with the Council and request approval of a date.
- 3.2 Where there is competition for allocations of a street day, South Wairarapa District organisations will be given priority.
- 3.3 The management of businesses and shops adjacent to an intended location at which an appeal is based or used is to be consulted prior to the day on which an appeal is to take place.
- 3.4 On authorised street days, any prizes that may be offered, can be displayed over a maximum of two parking spaces provided that the approval of adjacent shop owners is obtained and official "No Parking" signs are hired from the South Wairarapa District Council office.
- 3.5 For any event that involves food being prepared, or cooked, on site, other than pre-packaged food, as part of fund raising activities, the Council's Environmental Health Officer is to be consulted prior to the approved date for the event, or appeal.
- 3.6 Street day appeals may not be located in or near Council owned or occupied premises without Council's permission.
- 3.7 Applicants may not physically approach the public to ask for donations or other support.

Note. This Policy should be read in conjunction with the Public Places and Trading in Public Places By laws.

Comment [KWPaRM1]: Addition



Smoke-Free Environment Policy

1. RATIONALE:

To ensure that Council fulfills its obligations under the Smoke Free Environments Act to residents, ratepayers and its staff.

2. PURPOSE:

The Smoke-Free Environments Act 1990 and amendments has been enacted to protect the community and in particular all persons working in or around Council owned or controlled buildings and facilities from the harmful effects of tobacco smoke on their health.

3. GUIDELINES:

Smoking is not permitted in the following:

- Administration building, 19 Kitchener Street, Martinborough
- Libraries/Service Centres in Martinborough, Featherston and Greytown
- Martinborough Town Hall and Greytown Town Centre (~~formerly the Town Hall~~) and Anzac and Kiwi Halls in Featherston.
- Former Greytown Library building.
- Old Borough Chambers, Cork Street, Martinborough,
- Visitors Centre/Oldfields Ltd leased building 16 Kitchener Street, Martinborough ~~h and~~
- ~~f~~Former Courthouse, Fitzherbert Street, Featherston.
- Shelters and like facilities of all descriptions at transfer stations in Martinborough, Featherston and Greytown.
- Card Reserve Stadium.
- Old Historic Railway Goods Shed, Greytown.
- Public toilets Martinborough, Featherston, Lake Ferry, Ngawi, Cape Palliser and Greytown (x3) in all three towns.
- Playgrounds (Martinborough, Lake Ferry, Soldiers Memorial Park(Greytown), Featherston
- Martinborough, Featherston and Greytown Swimming Pools
- Coastal Reserves
- And any other facility considered to be controlled by the Council.

4. IMPLEMENTATION

The Council will implement and police the application of this policy in accordance with the provisions of the [Smoke-Free Environments Act 1990 Act](#).



Procuring Goods & Services

1. RATIONALE:

1.1 Due to the diversity of items likely to be contracted for and supplied to both the District Council's Office and Council's agencies, it is essential that firm and clear policies, guidelines and controls are formulated and maintained for the procurement of goods and services.

1.2 The objectives in adopting this policy and procedures are to create:

- A system that ~~enables the Council to satisfy Audit New Zealand's requirements; ensures there is adequate control by budget holders~~
- A system that facilitates rather than stifles delegated authority to staff;
- A system that gives control to senior management allowing them to consider large expenditure items, before they happen;
- A system that has a minimum of bureaucracy;
- A system that delegates authority to the most effective level of operation.

while at the same time achieving the goals outlined below.

1.3 Councils goals in co-ordinating and managing the procuring of goods and services are to:

- Conform with *any* Statutory provisions;
- Project the Council in a business like manner; and
- Maximise ratepayer benefit from public funds committed.

2. PURPOSES

2.1 To ensure that funds for the facilitation and delivery of services are used effectively through the buying of necessary goods and services.

2.2 To ensure that funds are not used to subsidise any particular private enterprise or other supplier.

2.3 To ensure that all potential suppliers have reasonable access to Council purchasing through a public advertising policy or other means as may be appropriate.

2.4 To encourage competitive pricing.

2.5 Land Transport funded work is procured in accordance with

*Adopted 22/11/2000
Amended 24 June 2015
Review: 30 June 2018*

Land Transport New Zealand Competitive Procedure requirements and Councils' procurement [strategy](#), policies and procedures.

- 2.6 To recognise service and warranty benefits and provisions of local support, and "buy local" where prices are competitive.
- 2.7 To ensure that Council supplies are obtained under the most favourable conditions by coordinating the sourcing and purchase of supplies.
- 2.8 To endeavour to protect Council from loss or damage as a result of financial failure or unique influence by other parties by demonstrating integrity and compliance with legislation.
- 2.9 To ensure control of purchase orders and their subsequent payment within the authorities delegated by Council and the budgetary amounts authorised.
- 2.10 To ensure that goods and services are made available with the minimum of delay.

3. GUIDELINES

3.1 Purchases of less than \$2020,000 estimated value

All goods and services with an estimated value of under \$2020,000 are procured by raising a purchase order. Purchase orders must contain an adequate description of the goods or services required, the general ledger mnemonic of the account which is to be charged, name and address of the specific supplier and the name of the person making the order.

Cognisance is taken of the fact that cost to Council needs to be minimised, hence competitive prices should be obtained where there is deemed an advantage to do so.

3.1.1 One Over One Authorisation

In order to implement a level of control over large expenditure items, a "one over one" system exists for authorisation of purchase orders. "One over one" means that each cost centre manager has a preset limit. To place an order in excess of that limit, authority is required from the person's higher officer.

Limits are set in order that delegated authority is not stifled. Each department has different needs and so needs different limits to suit their operations. Any extraordinarily large (and therefore probably strategically important) expenditures for any department require authorisation from the Chief Executive Officer, thereby giving him/her some measure of control over semi-discretionary expenditure. Limits are regularly reviewed in order that they continue to achieve a balance of expediency and control.

Council Officers can revise contracts within the conditions and values of the contract.

3.1.2 Exemptions

Items of expenditure exempted from purchase order procedures are:

- formally tendered contracts;
- wages;
- service contracts;
- fleecard;

➤ Direct engagement of Consultancy services where an IPENZ short form contract is used, limited specialized skills are available in the market and it is under \$20,000.

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- phone rentals;
- petty cash;
- power charges;
- tax payments;
- bank fees;
- debt payment;
- Wellington Regional Council payments.

3.2 Purchases of more than \$220,000 value

- 3.2.1 The procurement of any goods and/or services having an estimated value of \$220,000 or more is by means of a formal contract awarded on the basis of public tender, either by tender or direct appointment where the service is for a professional consultancy and has been budgeted for.

Council may provide exemptions where the use of tenders is genuinely inexpedient. Approval for such exemptions is known as, and recorded as, a "Certificate of Inexpediency" signed by the Chief Executive Officer.

- 3.2.2 To ensure the integrity of the tender and appointment system, an approved procedure for the advertising, receiving, opening and recording of tenders applies or appointing a consultant should be followed.-
- 3.2.3 The publishing of all tender advertisements is done by the department head concerned.
- 3.2.4 Tender boxes are locked. The key is held by an officer of Council as authorised by the Chief Executive Officer or the department head.
- 3.2.5 Tenders received by mail up to the close off time are endorsed on receipt, stating date and time of receipt and the receiving officer's name, and placed immediately in the tender box. Council reserves the right to refuse to consider any tender received after the time stipulated, irrespective of the reason for lateness. Consideration of any late tender will be at the sole discretion of the Council.
- 3.2.6 Tenders received by fax up to the close off time are endorsed on receipt, stating date and time of receipt and the receiving officer's name, and placed in an envelope, the tender number written on the outside of the envelope, and then immediately placed in the tender box. Faxed tenders may not be photocopied prior to tenders being opened.
- 3.2.7 The tender box remains locked and undisturbed until the close of tenders.
- 3.2.8 The tender boxes are opened by an authorised officer of the Council as soon as possible after a tender closes.

- 3.2.9 A register of all tenders received is kept by the departmental head concerned. Each tender should be opened and the details noted in the tender register. When all tenders have been processed, the tender register should be signed by two authorised officers present, to certify that the opening has been done correctly. Through this process it is imperative confidentiality is maintained.
- 3.2.10 ~~All~~The communication and tender documents are ~~then handed~~handled in their entirety ~~to~~by the officer taking responsibility for the tender, ~~and a~~All cheques received are received as soon as practicable.
- 3.2.11 As soon as possible after tenders have been opened, the officer responsible for the contract checks all tenders received to ensure that they are arithmetically correct and in the terms of the tender invitation. He/she then prepares a tender evaluation report containing the following minimum detail:
- a) description of the proposed work (i.e. scope of the contract);
 - b) details of the tender opening (date, time, place and officers present) and a list of tenderers and tendered prices (GST exclusive) as submitted, including the Estimated Cost;
 - c) if required, an amended list of tendered prices (GST exclusive) after any corrections to arithmetical errors;
 - d) an evaluation of the corrected tender prices (against the estimate if applicable) and a commentary on significant variations;
 - e) a statement that the contractor who has submitted the lowest tender is considered to be capable of supplying goods or services successfully to the required standards within time and within budget;
- If the lowest tender is not recommended for acceptance a similar statement is required for the recommended tenderer together with reasons for not recommending the lowest tender;
- f) a financial statement showing details of all expenditure required to complete the works and the actual funds available;
 - g) the recommendation of the officer evaluating the tenders.

3.2.12 The officer responsible for the contract may be a Council employee or an external agency/agent commissioned by the Council.

3.2.13 Where it is intended to appoint a consultant.....

Comment [KWPaRM1]: Need to establish process MB

3.2.13 Authority to Award Contracts:

Authority to award contracts is as follows:

Provided that:

- a) Sufficient funds for the goods or services to be procured have been budgeted for in the current Annual Plan; and
- b) the cost of the contract plus the cost of any goods and services to be supplied by others for the same project is within the funds budgeted for the project.

Contracts having a total value of **not more than \$50,000 (exclusive of GST)** may, after consideration of the Tender Evaluation Report, be awarded by three Council personnel, at least two of whom are Department Heads (including the Departmental Head concerned).

Contracts having a total value of **not more than \$100,000 (exclusive of GST)** may, after consideration of the Tender Evaluation Report, be awarded by three Council personnel, one of whom must be the Chief Executive Officer and the other two Departmental Heads (including the Departmental Head concerned).

Comment [KWPaRM2]: Clause re appointing consultants

Contracts having a total value of **\$100,000 (exclusive of GST) and above**, may, after consideration of the Tender Evaluation Report, be awarded by the Tenders Committee, consisting of the Mayor, one Councillor, Chief Executive Officer and the Departmental Head concerned.

In the case of contracts which do not meet the criteria referred to in a) and b) above, the Tender Evaluation Report shall include reasons why it is necessary for the contract to proceed and a recommendation for the source(s) of funds required. In such cases the "one-over-one" authorisation procedure applies e.g. a contract in \$20,000 - \$50,000 bracket not complying with a) and b) is referred to the next authorisation level. The Tenders Committee's next authorisation level is the Council.

Extensions, variations and additions under existing contracts will be dealt with under the terms and conditions of that contract.

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3.3 Capital Expenditure Approval

Capital Expenditure - asset purchases - can be defined as any expenditure on acquiring a new asset with an estimated value in excess of \$1,000 (exclusive of GST) requires authorisation from the Chief Executive Officer prior to commencing the purchasing process except where detailed in the AP/LTP.

3.4 Managing Conflicts of Interest

Comment [KWPaRM3]: Need to insert guidance

Council officers need to be aware of situations as they arise and disclose them in line with Clause 2.7 in their Employee Contract.

3.5 Gifts, Hospitality & other Supplier Incentives

4. Sensitive Expenditure

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To ensure expenditure can is not extravagant and can withstand public scrutiny. In that it is transparent, justifiable, conservative ant not perceived to benefit personally, or directly benefit.

4.1 PRINCIPLES

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4.1.1 Ensure expenditure is:

- Not of a nature that could be regarded as, extravagant or immoderate
- Justifiably business purpose adequately documented
- Substantiated by invoices, receipts and other relevant documents
- Appropriately authorised before committed
- Compliant with policies and procedures
- Impartial
- Conservative
- Transparent

4.1.2 Ensure the recovery of inappropriate expenses wherever possible and practicable.

4.2 TRAVEL & ENTERTAINMENT

The Council pays for all travel costs associated with Council business. Council cars are provided for this purpose, however at times the use of private cars and/or air travel is required.

4.2.1 Where commercial air services are available and used, all costs associated with the travel are met by Council through a purchase order. Discounted Economy or economy class is used for journeys of up to 4 hours of uninterrupted flight duration except where the distance or hours travelled, work schedule on arrival, or personal health, safety or security reasons make business class preferable. All stop overs will be covered by entity if they have a clear business purpose but they must be pre-approved.

4.2.2 Where no commercial air services are available, Elected Members and Council employees are required to use Council vehicles if available or rail/coach services.

4.2.3 Where Council vehicles are not available, private vehicles may be used subject to the approval of the Group Manager or Chief Executive Officer first being obtained. Insurance is the owners responsibility, SWDC will have no liability.

4.2.4 Where the use of private vehicles is approved in advance, costs will be reimbursed for Council employees at current Inland Revenue Department rates and for Elected Members at rates determined by the Remuneration Authority.

4.2.5 Where the use of a private vehicle is approved expenses to be reimbursed will be limited to the appropriate airfare or current Inland Revenue Department rates, Vehicle mileage will be payable to all 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 40kms only, and that the first 40km of those trips would be exempt from payment.

4.2.6 TAXI travel is to be to preapproved destinations, exception will be made when personal safety or hour of day can be justified.

4.2.7 RENTAL VEHICLES should be booked as soon as attendance confirmed. Be the most economical type and size given the distance to be travelled and the number of people using the vehicle. Rental vehicles can only be used for personal use when the employee is staying over a weekend for continued work on the Monday. The employee will reimburse the company for any additional costs this incurs. Private use must be approved by the employees Manager prior to the travel occurring.

4.2.8 Travel should be booked as soon as attendance is confirmed.

4.2.9 All FINES (e.g. parking and speeding) are at the individuals' expense.

4.2.10 Private travel may be linked to official business as long as there are no additional costs to SWDC. Travel costs of Spouses, partners, or other family members will not be covered with the exception of the Mayor and CEO's partner to the LGNZ Conference.

4.3 FOOD transactions can be covered by a cash advance or claim When travelling overnight the company will cover actual and reasonable expences, not extravagant or excessive (e.g. cavier). Meals that comprise part of the conference/travel package will not be reimbursed. Alcohol with meals will not be reimbursed.

4.4 ALCOHOL

4.2.6.1 Council Functions where alcohol may be served are
Events/Forums
Christmas Function

Social Club Events

4.2.6.2 Mini bar expenditure will not be reimbursed

4.5 ENTERTAINMENT & HOSPITALITY

In general terms there is no need to incur expenditure of this nature, accordingly reimbursement will require prior approval.

4.6 ACCOMMODATION

Accommodation is to be booked via the attendees Manager or team leader with the view it is cost effective for the region, time of year and safety.

The company will not cover mini bar or paid TV costs incurred.

4.3 GOODS AND SERVICE TRANSACTIONS

4.3.1 Sale of Surplus Assets to Staff

Low value obsolete and worn out goods may be tendered to staff

All vehicles, high value items and confiscated items eg stereos are to be sold through an auction house

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4.3.2 Loyalty Points and Prizes

Remain the property of SWDC as the payer and benefiter of the goods and services.

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4.3.3 Reasonable private use of entity assets (Phones, photocopiers(10 copies), internet(short duration, stationery etc) is permitted

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4.3.4 Entity Use of Private Assets

This may occur and be reimbursed with approval in advance by the CEO.

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4.3.5 Private Use of SWDC Suppliers

This is permitted provided:

The goods are paid for by the next pay day.

The staff member is not involved in the vendor approval process.

The goods or services are not being purchased on behalf of a third party.

Purchases are made using a purchase order

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4.4 STAFF SUPPORT & WELFARE

4.4.1 STAFF FAREWELLS AND RETIREMENTS

SWDC does not contribute to Staff farewells and retirements; these are recognised through colleague contribution.

4.4.2 SWDC does not provide SPONSORSHIP to employees. All other sponsorship, donations and grants are covered in the M700 Grants Policy

4.5 OTHER TYPES OF EXPENDITURE

4.5.1 KOHA'S are to reflect the occasion, time commitment and facility; they must be approved in advanced

4.5.2 GIFTS

4.5.2.1 Are given by SWDC to a maximum value of \$200 as part of ceremonies and protocol for example dignitaries and new citizens.

4.5.2.2 Staff may personally acquire infrequent and inexpensive gifts that are openly distributed by suppliers and clients (For example pens, badges, calendars

4.5.2.2 Staff must reject or hand to Group Managers or CEO all non-minor gifts for redistribution for example at year end draw.

4.6 Managers have the power to grant an exception in advance.

5 CLAIMS/CASH ADVANCES

4.2.1 Clearly state the business purpose of the expenditure

4.2.2 Be accompanied by supporting documentation such as a tax invoice. Credit card statements do not constitute adequate documentation.

4.2.3 Document date, amount and description for minor expenditure when receipts are unavailable eg vending machines and tips(international travel only).

4.2.4 Be submitted within two weeks of expenditure.

4.2.5 Claims will be randomly checked against guidelines by Accounts Payable

6.0 INAPPROPRIATE SPEND

6.0.1 Inappropriate spend must be reported to the CEO or a Group Manager as soon as identified and will be dealt with in confidence.

7. CONTEXT

Every public entity should have a policy like this one to minimise risk.



GRANTS POLICY

1. Introduction

The purpose of the Community Grants Policy is the consistent allocation and management of contestable and discretionary community grants awarded at the local or regional level ensuring fairness to all. These grants support the delivery of a wide range of outcomes identified in the South Wairarapa Long Term Plan, and other key strategic documents.

South Wairarapa District Council's commitment to the provision of grants is one aspect of the Council's overall support function within the community. The total amount of annual funding to be allocated for the purpose of community grants will be decided upon through the Council's Long Term Plan (LTP) and subsequent annual plans. A Community Grant is a 100% rate-funded form of donation to an organisation, generally not-for-profit.

It is recognised that Local Authorities are one of the few organisations that can levy a tax, and in this context we are receiving revenue from the ratepayer who has little choice and transferring it to another person or group.

The Policy will ensure that the allocation and distribution of grant funding:

- Is clear on who can apply and for what
- Occurs in a consistent, efficient, effective manner
- Is transparent, equitable, fair and accountable
- Supports the direction outlined in the LTP
- Best meets Community Outcome objectives
- Contributes to the social, cultural and environmental well-being of the community
- Assists in strengthening the community and developing self-reliance
- Allows Council and/or its community partners to target areas of highest need.

Throughout this policy "Council" means:

- South Wairarapa District Council (SWDC)
- Committees and Sub-Committees of SWDC

Council's policy seeks to support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen communities.

Community grants are primarily for the benefit of the district's residents.

- Social
- Environmental
- Recreational
- Cultural
- Arts
- Sport
- Heritage Preservation
- Maori
- Economic Development
- Events

The activities must benefit the South Wairarapa District, or, at the discretion of the Council, the Wairarapa region. Region funding will be considered on a per capita basis and must show a tangible direct or indirect benefit to South Wairarapa.

2.0 Grants

2.1 Eligibility

- 2.1.1 Organisations and groups making an application for a concession must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the District and be in line with the objectives and community outcomes of the South Wairarapa Council Community Plan.
- 2.1.2 They should preferably be incorporated in their own right or directly linked to another organisation that is (e.g. Martinborough Round the Vines and Martinborough School).
- 2.1.3 Individuals may not apply.
- 2.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. (Excludes Community Board grants).

2.2 Concession for Charitable and like community organisations and groups

Services and Facilities for which a Concession may be given.

2.2.1. Planning and Regulatory.

- 2.2.1.1 Applications for Resource, Building or Plumbing Consents are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.
- 2.2.1.2 Road closures for street days or other fund-raising activities are eligible for a concession of up to 50% of the cost of any related advertising, that is placed by the Council.

2.2.2 Council Halls, Parks and Reserves.

- 2.2.2.1 A concession of up to 50% of the cost or a charge for rent or similar fee payable for the short term use of a Council owned facility may be given. Except where a concession is already built in and disclosed in the charge.
- 2.2.2.2 Deposits required against due performance may not receive a concession.

2.2.3 Lessees of all or part of Council owned buildings and facilities are not eligible for a concession under this Policy.

2.2.4

2.2 Annual Grants

As part of the Long term Plan process Council nominates funds to support Community organisations delivering against Council objectives. These funds can be applied for through the Long Term Plan and Annual Plan submission process.

2.3 Discretionary Grants

Council may, at its discretion, provide grants up to \$2,000, which do not fall into any of the above categories but meet the criteria in section 3 of this Policy. An amount for discretionary grants will be identified in Council's Annual Plan.

2.4 Special Grants

2.4.1 Creative Communities Grant

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within the South Wairarapa. The scheme is a partnership between Creative NZ and the Council who administer the scheme. Recipients must show that the proposed project meets one or more of the funding criteria: Broad community involvement, diversity and/or young people.

Applications are considered 2-4 times per year by the Local Assessment Committee.

2.4.2 Sport NZ Grants

The Sport NZ (formerly SPARC) Rural Travel Fund is open to South Wairarapa sports clubs and school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The scheme is a partnership between Council and Sport NZ and was developed in response to concerns about the lack of participation in sport by young people living in rural communities.

Applications are considered annually by the Local Assessment Committee.

2.4.3 Pool Grant

Pool passes may be granted for use as player of the day awards for sports teams, prizes at community fundraisers etc Where no other sponsorship has been obtained.

2.4.4 Community Board Grants

Each community board has their own funds and policy to support the distribution of their funds. These can be found on www.swdc.govt.nz

3. Criteria

- There must be an identifiable project, except for discretionary grants
- Organisations must demonstrate the ability to responsibly plan and administer the project
- The organisation must be a non-profit organisation, except in relation to economic development and heritage grants.
- Except for SPARC, grants cannot be for individuals.
- Except for economic development grants, a grant must not be for economic gain.
- The project must be of economic, environmental, social or cultural good to the community or district, consistent with community priorities established in the current LTP
- Grants must support Council's objectives of achieving equity and fairness throughout the district
- When considering applications Council will give recognition to funds already approved, including base funding, minor grants and rates funding before making allocations from the funding pool.
- May seek comments and recommendations from the Community Board or from other members of the Council should it be deemed necessary.
- Applicants can seek advice from the administering body about what can be applied for.
- Funds must be used only for the purpose for which they were sought and/or approved, and in accordance with any terms or conditions imposed by the grant distributors

Further considerations to be made when deciding on Community Grant distribution:

- The level of compliance with the requirements by the applicant on any previous grant from the South Wairarapa District Council or grant distributor
- Collaboration or partnerships with other groups or organisations and minimising of duplicated services
- The ability of the applicant to successfully deliver the services (demonstrated by the adequacy of the organisation's structures, its financial and management practices and previous track record for services or projects)
- Other possible sources of funding available to the applicant and its fundraising capabilities
- The applicant's compliance with all relevant legislative requirements and standards of good practice.

4. Grants will not be distributed for

4.1 Activities that subsidise on-going organisational activity, unless by prior agreement by the Council, such as:

- Capital improvements to facilities not owned by the applicant (except for community infrastructure previously supported and/or owned by Council)
- Wages/salaries
- Administration expenses
- Overseas travel
- Reducing debt servicing
- Food/Catering
- Subscriptions
- Prizes/trophies

- Entry fees
- Private expenses outside of the agreed project scope
- Services or projects seeking to promote commercial, political or religious objectives, including political advocacy projects or commercial enterprises
- Costs associated with fundraising events where profits are redistributed to another group

4.2 Applications in retrospect

4.3 The complete cost of a project

4.4 rates as these are covered under the rates remission policy.

5. Application

5.1 Applications must state in writing:

- Description of the project
- Benefit to the Community or District
- Total cost of the project
- Reason for the project
- Outcomes of the project
- Contribution, if any, by applicant or other organisations

5.2 Applications over the amount of \$5,000 must have accompanying:

- Financial statements and a full project budget

5.3 Applications must be received at least 2 weeks prior to the event/activity.

5.4 Applications will not be considered in retrospect.

5.5 A decision made in respect to an application for a concession is final and there is no right of appeal

7. Payment of Grants

6.1 All applicants will be notified in writing of the outcome of their application for funding.

6.2 Grants are payable upon receipt of the necessary documentation from the applicant:

- a GST invoice, where applicable, for the grant
- proof of expenditure, such as invoices
- a deposit slip with account number and organisation's name
- documentation to prove that the purpose for which the grant was given has been fulfilled.

6.3 In special circumstances, a grant may be paid out in advance of the expenditure being incurred.

6.4 The recipient is required to inform the grant distributors if any difficulties and/or potential difficulties arise which may compromise the service or project

8. Accountability

7.1. Expenditure returns are required from an organisation receiving funding, either:

- as soon as the funds are spent, or
- within one (1) calendar year of receipt of funds, whether spent or not

7.2. Any unspent funds must be returned within one year of receipt unless there is prior agreement to carry over such funds.

7.3 Any discrepancies in funding (e.g. funds spent on other than the intended project) may result in an audit of the organisation's accounts.

7.4 Organisations receiving a grant over \$5,000 must provide Financial Statements disclosing the grant and the purpose to which the grant was put.



INFORMATION TECHNOLOGY POLICY

1.0 Introduction

The vision of the South Wairarapa District Council (SWDC) information technology strategy is:

To create an information and technology environment that supports the organisation's core business, simplifies how work is done by making it easier for people to access and use information, facilitates access to the wealth of information collected throughout the sector and provides flexibility for future organisational and technology changes.

2.0 Purpose

- 2.1 To provide direction for the responsible use of Email and Internet services by Council staff.
- 2.2 To protect Council from threats to its information system from viruses and unauthorised software.
- 2.3 To protect users against unreasonable exposure to risk, objectionable material and allegations of impropriety.

3 Electronic Mail

Electronic mail (both local and Internet) is councils property is part of the public record, and as such, should be retained or disposed of in accordance with the Archives New Zealand Electronic Record Policy and the SWDC Retention and Disposal Agreement, in accordance with the Public records Act.

3.1 Legal status

Electronic mail and other electronic data may be used as evidence in a court of law. This includes deleted material and private mail obtained from system backups. (Electronic Transactions Act 2002)

3.2 Principles

1. Electronic mail and other electronic data are created, viewed, received and treated as a public record.
2. Electronic mail and other electronic data must be used in a manner which contributes to the safe, effective and accountable operation of the SWDC.
3. The Electronic mail system must be kept clear of unchecked and unnecessary mail.

3.3 Scope

These policies apply to all staff and to any other person authorised to have access to the SWDC information systems.

This policy has been designed to be used in conjunction with other existing policies in areas such as security and human resources policies.

3.4 Policy objectives

- To provide direction and guidance on appropriate use of the E-Mail and Internet.
- To establish a framework for providing desktop access to the Internet;

3.5 Policy statements

Appropriate Use

- Staff may only use their own email address to send or receive emails.
- Use of the E-Mail and Internet is permitted and encouraged for business purposes which support the goals and objectives of the SWDC.
- The E-Mail and Internet are to be used in a manner that is consistent with SWDC's normal standards of business conduct and communication and as part of the normal execution of an employee's responsibilities.
 - Examples of appropriate use include:

- E-Mail communication with colleagues within SWDC or in other Agencies or other business contacts.
 - Conducting research for SWDC projects
 - Retrieving news stories or other information of general interest
- Staff may utilise the E-Mail facility for brief message of a non-official nature, on an occasional basis. For this purpose, a file involving more than one normal pages of text would be significant. Employees who choose to use this privilege do so in the knowledge of and consent to the SWDC's monitoring policy set out above.
 - Users should take all sensible measures to reduce the size of attachments being sent by email, pdf or zip.

4 INTERNET

4.1 Personal use

Staff may utilise the internet facilities of a non-official nature, during their breaks. Employees who choose to use this privilege do so in the knowledge of and consent to the SWDC's monitoring policy set out above. Provided the data transmission involved is not of a significant nature.

Your job comes first. Unless you are an authorized Social Media Manager, don't let social media affect your job performance.

Apart from authorised social media managers, all staff may utilise the internet facilities and media during their breaks.

Employees are not allowed to disclose information that are financial, operational and legal in nature, as well as any information that pertains to clients and customers.

Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated

Proper copyright and reference laws should be observed by employees when posting online.

Employees are allowed to associate themselves with SWDC when posting but they must clearly brand their online posts as personal and purely their own. SWDC should not be held liable for any repercussions the employees' content may generate.

4.2 Other requirements

Users must abide by all software licensing agreements, copyright laws and other applicable regulations.

E-mail via the Internet is an insecure method of communication and must be treated with caution. Care should be taken to ensure that e-mail sent out via the Internet is addressed correctly. It should be noted that Internet E-mail does not provide any guarantee of delivery.

Users must only access internet from computers they are logged into using their own username.

Staff may not download any software onto SWDC Computers without approval from their Manager/Team Leader and the IT department.

4.3 Information sourced from the Internet

- The presence of a work on the Internet does not necessarily mean that there is an automatic right to copy. Work may only be copied where the author has expressed or implied authorised copying can occur.
- Staff should not include any information protected by copyright in any Internet publication unless permission has been officially provided.
- Users should be aware that information on the Internet may be inaccurate or untimely and there is a danger that opinions may be presented as facts. All information should be validated before using for business purposes.

5.0 PROHIBITED ACTIVITIES

- Staff may not use the Internet or E-Mail for inappropriate purposes. Examples of inappropriate use include:
 - Storing, uploading or downloading software or electronic files for personal use.
 - Accessing, transmitting, storing, uploading or downloading material which is obscene, objectionable or likely to be offensive.
 - Gambling
 - Conducting illegal activities
 - Soliciting for personal gain or profit or conducting any personal commercial or commercially related activities
 - Making or posting indecent remarks and proposals or conducting any form of harassment
 - Uploading or downloading commercial software in violation of its copyright
 - Downloading any software or electronic files without reasonable virus protection measures in place
- Passing off their own views as representing those of the SWDC.
- Playing and/or downloading games.
- Sending electronic "chain letters"

6.0 RESPONSIBILITIES

The Chief Information Officer is responsible for:

- Ensuring that the policy and guidelines governing E-Mail and Internet access meet good information management practices and IT security requirements
- Ensuring the availability of support resources to handle E-Mail and Internet user access/installation requirements

- Ensuring the continued availability of the LAN and connections between the LAN and the gateway through which the Internet is accessed
- The management of E-Mail and Internet service availability and security
- Ensuring adequate virus protection is present on the servers
- Ensuring that usage is maintained at reasonable levels

Staff are responsible for:

- Adhering to the E-Mail and Internet policy
- Immediately informing SWDC of any virus detection alerts.
- Immediately reporting any weaknesses or breaches as soon as they become aware of them.
- Validating and authenticating information retrieved via E-Mail and/or from the Internet before it is used for business purposes
- Ensuring all information posted to the Internet is authorised
- Ensuring that they log out of the Internet and return to the Intranet once they have completed their search.
- Ensuring that all e-mail that they send outside the SWDC has the SWDC e-mail disclaimer displayed
- Users must not share their password, user identification or other secure information.

7.0 RECOMMENDED PRACTICES FOR RETENTION AND DISPOSAL OF E-MAIL AND INTERNET MATERIAL

The person who has the most responsibility for the topic covered should print or file the following:

- Messages which formerly would have resulted in a file note being made.
- Messages that contribute to a greater understanding of significant documents / events.
- Formal communications between employees, for instance, minutes and submissions.
- Messages requesting, authorising or commenting on the expenditure of money or other resources, or any action involving such expenditure.
- Messages containing instructions of a significant nature, including notifications of changes of policy, and establishment of precedents.

Delete without filing the following:

- Routine, ephemeral messages.
- Non-work material, and circulated material sent for information purposes only.

Keep the amount of electronic mail stored in the system to a minimum. That is, always empty deleted items on exiting, save important sent mail and / or attachments, and review mail messages on a regular basis.

8.0 SWDC INTRANET & WEBSITE

8.1 Introduction

The SWDC Intranet and Website has been established as a mechanism for ensuring the continuing development and implementation of the IT strategy.

With this change comes the need for everyone to take responsibility for the quality and integrity of the information they include on the system. The policies and guidelines for the use of the Intranet are designed to ensure that the SWDC staff are aware of their responsibilities and roles and appropriate usage.

8.2 Scope

The policies and guidelines will apply to all SWDC staff and contractors assigned access rights to the Intranet.

These policies and guidelines have been designed to be used by the *SWDC* in conjunction with its individual existing policies in areas such as security and human resources policies.

8.3 Policy objectives

- To establish a framework for providing access to the Intranet;
- To provide direction and guidance on the use of the Intranet.

8.4 Policy statements

- The use of the Intranet is intended exclusively for the work undertaken for or by the SWDC;
- Access to the Intranet is confined to SWDC staff and approved contractors working for the SWDC;
- Staff must agree to the policies and guidelines;
- Sensitive or confidential information must not be exchanged via the Intranet.

8.5 Responsibilities

SWDC Staff

- Provide and assure the quality of content for inclusion on the Intranet
- Adhere to the policies and guidelines for Intranet use
- Adhere to policies regarding information disclosure

SWDC Management

- Develop and disseminate policies and guidelines for the use of the Intranet
- Ensure availability of access, training and support to users where needed and approved
- Manage the infrastructure for Intranet access and usage, including security

- Manage user identification and authorisation.
- Maintain the structural integrity of the Intranet site
- Provide a quality assurance function.

8.6 Guidelines

- Users should act responsibly and maintain the integrity of the data and information at all times;
- All information should be checked for viruses or bugs before they are passed to the web site administrator;
- Any breaches of security should be reported immediately to the SWDC IT;
- Standard quality controls should apply to information loaded onto the Intranet.
- Copyright on internal and external publications must be clearly identified and adhered to.

9.0 FACSIMILE AND TELEPHONE POLICY

All staff must use facsimiles and telephones including cell phones in a manner which is consistent with the SWDC standards of conduct and communication and as part of the normal execution of an employee's responsibilities.

In addition, as public servants, we are expected to maintain high standards of ethical and professional behaviour which is not only defensible, but must be seen to be beyond reproach.

9.1 Appropriate use

Staff must at all times comply with the law governing the use of telephones and facsimile equipment and should be aware that certain improper uses could constitute a criminal offence.

In addition to the requirements laid down by law, the *[Organisation]* prohibits the use of *[Organisation]* facsimiles or telephones for:

- Obscene or objectionable communications
- Harassment (as defined in the Human Resources Policies and Procedures Guide);
- Conducting gambling or distribution of "chain letters";

- Conducting any illegal activities;
- Soliciting for personal gain or profit or conducting any personal commercial or commercially related activities.

9.2 Personal use

The SWDC incurs the cost of the telephone system and facsimile machines in order to conduct official business. They are not provided for personal use and, because such personal use incurs an unplanned cost for the business, it is a privilege. Occasional and brief personal use is permitted, provided that the calls are local and no long distance charges are incurred. For this purpose SWDC defines the local area as including the SWDC Boundaries.

Private toll calls, including local calls to mobile telephones, charged to the SWDC are prohibited (except in circumstances set out below). Any such calls must be made "collect" or utilising a calling card or the transfer charges facility. In the event of an emergency situation where it is not possible to utilise such services an employee may, with prior approval from a group manager, manager or team leader, place a private toll call provided arrangements are made immediately thereafter with the telephone services staff to ascertain the costs and make reimbursement to SWDC.

9.3 International toll calls

Any international telephone calls for official purposes must be approved in advance by immediate Manager.

10 Company Cell Phones

Personal use is permitted within the package provided. Expenditure outside this will need to be reimbursed.

11 Facsimile machines

The same rules set out above also apply to all use of facsimile machines.

12 Breach of policy

Any breach of this policy, either in terms of not observing prohibitions, limits on personal use or requirements to receive appropriate authorisation is "mis-use or unauthorised use of SWDC property". As such it constitutes misconduct under SWDC's discipline and dismissal policy.

13 Any questions?

If any doubt about the application of this policy in respect of use of the telephone and/or facsimile machines, discuss the specific situation with your manager, or team leader.

14 Monitoring rights

SWDC will at the discretion of the Chief Executive or a member of the Management Team, monitor, access, retrieve, read and disclose communication as necessary to verify compliance with this and other policies, in particular to detect and investigate inappropriate use. SWDC may also access communications as necessary to meet urgent business needs or when the employee is unavailable and timing is critical.

DRAFT



Fraud Policy

1. RATIONALE:

The Council requires all staff at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible.

2. PURPOSE:

The Council will not accept any level of fraud or corruption. Any case (either an employee or someone external to the Council) will be investigated and, where appropriate, referred to the Police or appropriate law enforcement agency with a view to prosecution. Recovery of the lost public resources will be pursued whenever possible and practicable.

3. PRINCIPLES

- 3.1 That every effort is to be made to gather sufficient reliable evidence to support a prosecution, and that every case of fraud will be referred to the appropriate law enforcement agency with a view to prosecution.
- 3.2 That recovery of the lost money or other property will be pursued wherever possible and practicable.

4. GUIDELINES

4.1 Definition of Fraud/Corruption

- 4.1.1 Misuse/Misappropriation: Unauthorised possession of public resources (money, property including vehicles, or services); either temporarily or permanently depriving the Council of them.
- 4.1.2 False Accounting: Dishonestly destroying, defacing, concealing or falsifying any account, record or document required for any Council accounting purposes with a view for personal gain or gain for another or with the affect of causing loss to the Council or furnishing information which is or may be misleading, false or deceptive.

(Refer to Code of Conduct for Council Employees, Gifts and Favours).

- 4.1.3 Deception: Obtaining property or pecuniary advantage, obtaining services, or evading liability by deception.

- 4.1.4 Collusion: Any Council staff member conspires, consents, supports, participates, incites or assists someone, either another Council staff member or an outsider, to commit any of the action listed above.

4.2 Fraud Response Plan:

- 4.2.1. *Who to report to on discovery of an actual or suspected fraud?*

(Similar procedures to the Protected Disclosures Act)

- 4.2.1.1 Any discovery of an actual or suspected fraud is reported to the respective staff member's Manager.
- 4.2.1.2 If it is believed the Manager concerned is involved in an actual or suspected fraud, then the information is reported to the Chief Executive.
- 4.2.1.3 If it is believed the Chief Executive is involved in an actual or suspected fraud, then the information is reported to the Mayor.
- 4.2.2 *What should happen after the information of an actual or a suspected fraud is received?*
- 4.2.2.1 The Manager shall, within 24 hours, request a confidential written statement from the informant(s) detailing the nature of the fraud, the person(s) involved and the amount of money if known.
- 4.2.2.2 The Manager shall report the information to the Chief Executive immediately after receiving the information requested in 3.2.1.1.
- 4.2.2.3 The Chief Executive shall then, based on the information given, decide within 48 hours, whether or not to investigate further and/or what course of action to follow. These actions will include full documentation of what happened in a fraud and how the matter is to be managed.
- 4.2.2.4 The Chief Executive may seek independent expert investigation or legal advice as to what processes should be involved from thereon.
- 4.2.2.5 If the Chief Executive is involved in an actual or suspected fraud, and the information is reported to the Mayor, then the Mayor shall then, based on the information given, decide within 48 hours, whether or not to investigate or what appropriate course of action to follow.
- 4.2.2.6 The Mayor may seek independent or legal advice as to what process should be involved from thereon.
- 4.2.2.7 The following action may be deemed appropriate by the Chief Executive or the Mayor:

- Take disciplinary action through the relevant employment agreement.
- Lay a complaint with the Police (or appropriate law enforcement agency).

Refer to an appropriate authority such as The Controller and Auditor

4.2.2.8 Any actual or suspected fraud shall immediately be reported to the Council's appointed external auditor.

4.2.3 What happens after the conclusion of the process?

The Chief Executive or Mayor, as the case may be, shall release any statement if deemed appropriate.

4.3 Confidentiality:

All matters related to the case shall remain strictly confidential. Should any Department Manager or staff member improperly disclose information relating to the case, the Chief Executive shall consider if that person(s) is in breach of confidence and if further action is required in terms of the applicable conditions contained in their contract of employment.

5. CONTEXT

Every public entity should have a policy like this one to minimise fraud.