



POLICY AND FINANCE COMMITTEE

AGENDA – 6 April 2016

A Conduct of Business

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

- A1. Apologies
- A2. Conflicts of Interest
- A3. Public Participation
- A4. Minutes for Confirmation: Policy & Finance Committee 24 February 2016 Pages 1-3
- A5. Policy and Finance Committee Action Items Pages 4-5
- A6. Minutes for Receipt: Risk and Audit 18 February 2016 Pages 6-7

B Policies and Reports

- B1. Smokefree Policy 2016 Pages 8-9
- B2. Policy Reviews Pages 10-20

C Finances



POLICY AND FINANCE COMMITTEE MEETING MINUTES

24 February 2016

- Present:** Mayor Adrienne Staples (chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomerie, Cr Viv Napier, Colin Olds, Julie Riddell, Solitaire Robertson and Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive) 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 3:00pm and 3:20pm.

A Preliminary Matters

A1. Apologies

There were no apologies received.

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 30 November 2015

P&F RESOLVED (P&F2016/01) that the minutes of the Policy and Finance Committee meeting held on 30 November 2015 be received and confirmed as a true and correct record.

(Moved Cr Craig/Seconded Cr Davies)

Carried

A5. Policy and Finance Committee Action Items

P&F RESOLVED (P&F2016/02) to receive the action items report.

(Moved Cr Montgomerie/Seconded Cr Olds)

Carried

B Policies and Reports

B1. Policy Reviews

Councillors noted a requirement for a section on gifting and receiving of community facilities to be included in the Acquisition and Disposal of Property Policy. With requested changes the policy was suitable for adoption at the next meeting.

Councillors noted the Infectious Disease and Pandemic Policy was too specific and not all content was relevant any longer.

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

P&F RESOLVED (P&F2016/03):

1. To receive the information.
2. To adopt the:
 - a. Infectious Disease and Pandemic Policy on the proviso that Council Officers check with the Wairarapa District Health Board and update the policy prior to publication if necessary.
 - b. Council Committees and Working Parties Policy with the minor corrections as noted.
 - c. Defer the adoption of the Acquisition and Disposal of Property Policy until the next meeting.
(Moved Mayor Staples/Seconded Cr Napier) Carried
 - d. Action 108: Include a section in the Acquisition and Disposal of Property Policy about receiving and gifting property; P Crimp

B2. Risk and Audit Party Terms of Reference

Councillors made a grammatical correction to the Working Party membership in paragraph 3 of the Terms of Reference.

P&F RESOLVED (P&F2016/04):

1. To receive the information.
2. To adopt the Risk and audit Terms of Reference with minor corrections as discussed.

(Moved Cr Montgomerie/Seconded Cr Craig)

Carried

B3. Irrigation of Key Council Assets Draft Policy

P&F RESOLVED (P&F2016/05):

1. To receive the information.
2. To approve the draft Irrigation of Key Council Assets Policy.

(Moved Cr Robertson/Seconded Cr Jephson)

Carried

B4. Wairarapa Council's Shared Services Working Party

P&F RESOLVED (P&F2016/06):

1. To receive the information.
2. To adopt the Wairarapa Council's Shared Services Working Party Terms of Reference.

(Moved Cr Napier/Seconded Cr Olds)

Carried

B5. Irrigation of Martinborough Rugby Field

P&F RESOLVED (P&F2016/07):

1. To receive the tabled report.
2. To amend the draft "Irrigation of Key Council Assets Policy" as outlined below to include the irrigation of sports fields with natural turf in regular use.

(Moved Cr Craig/Seconded Cr Riddell)

Carried

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C Finances

Mr Crimp answered councillors' questions regarding cash on hand.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

DISCLAIMER

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**Policy and Finance Committee
Action Items
From 24 February 2016**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
537	P&F	26-Aug-15	Action	Paul	Review the meeting fee rate and the criteria used to set the fee in order that the policy can be updated following the 2016 local government elections	Open	Masterton and Carterton do not have meeting fees. Suggest MSC same as Community Boards.
737	P&F	18-Nov-15	Action	Paul	Resubmit the Promotion, Publicity and Media Liaison Policy to the P&F Committee after discussing the Policy with the new communications staff member	Actioned	Submitted to April meeting
103	P&F	24-Feb-16	Resolution	Paul	P&F RESOLVED (P&F2016/03): 1. To receive the information. 2. To adopt the: a. Infectious Disease and Pandemic Policy on the proviso that Council Officers check with the Wairarapa District Health Board and update the policy prior to publication if necessary. b. Council Committees and Working Parties Policy with the minor corrections as noted. c. Defer the adoption of the Acquisition and Disposal of Property Policy until the next meeting. (Moved Mayor Staples/Seconded Cr Napier) Carried	Open	Minor changes made will be distributed at Policy and Finance Meeting DHB were not forth coming with information.
104	P&F	24-Feb-16	Resolution	Paul	Risk and Audit Party Terms of Reference P&F RESOLVED (P&F2016/04): 1. To receive the information. 2. To adopt the Risk and Audit Terms of Reference with minor corrections as discussed. (Moved Cr Montgomerie/Seconded Cr Craig) Carried	Actioned	Corrections made
105	P&F	24-Feb-16	Resolution	Paul	Irrigation of Key Council Assets Draft Policy P&F RESOLVED (P&F2016/05): 1. To receive the information. 2. To approve the draft Irrigation of Key Council Assets Policy. (Moved Cr Robertson/Seconded Cr Jephson) Carried	Actioned	Final copies for folders to be circulated at next Policy and Finance meeting
106	P&F	24-Feb-16	Resolution	Paul	Wairarapa Council's Shared Services Working Party P&F RESOLVED (P&F2016/05): 1. To receive the information. 2. To adopt the Wairarapa Council's Shared Services	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Working Party Terms of Reference. (Moved Cr Napier/Seconded Cr Olds) Carried		
107	P&F	24-Feb-16	Resolution	Mark	Irrigation of Martinborough Rugby Field P&F RESOLVED (P&F2016/07): 1. To receive the tabled report. 2. To amend the draft "Irrigation of Key Council Assets Policy" as outlined below to include the irrigation of sports fields with natural turf in regular use. (Moved Cr Craig/Seconded Cr Riddell) Carried	Actioned	
108	P&F	24-Feb-16	Resolution	Paul	Include a section in the Acquisition and Disposal of Property Policy about receiving and gifting property	Actioned	meeting

**Risk & Audit Working Party
Minutes
18th February 2016
3pm, Council Chambers**

Present Cr V Napier, Cr M Craig, Cr M Stevens(Late), Cr D Davies
Also in attendance – P Crimp, K Whiteman

Apologies Nil

Minutes Minutes of the previous meeting were confirmed

Moved Craig/Davies

Matters Arising

1. Phillips/Phelps – SWDC will be going onsite with police to photograph dogs
2. Fresh choice – Lawyer talking to Progressive to get application withdrawn and started again, update 19/2/16. Need to review Zone verse site clauses in the Heritage document.
3. Yearend position:
 - Contact Account – has been received and is currently being coded.
 - Fees and licensing – has now been phased
 - Campground budget – confirmed this is a permanent variance as no longer paying wages.

Monthly Financials

1. Finances tabled
2. BNZ have offered better rates
3. Approximately \$7.5m debt to be transferred
4. Working capital \$524k temporarily for Martinborough Town Hall.
5. Detail in new commentary good.

Reports

1. LOS mid -year review tracking well.

Policies

1. Policy WIP tabled
2. Communications policy delayed to April and the Gambling Policy will also be on this agenda. Water Policy also February council(Sport organisations to be discussed)
3. Grants Policy addition of Wairarapa Signature event funding, need to add non-monetary contributions by SWDC. Still need to do more work on criteria to ensure tight.

Risks

1. Extraordinary Community Board meeting, minimal risk.
2. Risk Appetite – Questions circulated for return to Kim by 11th March.
3. ALA – Appeals lodge by Progressive, Foodstuffs and Hoteliers in July based on outcome from Tasman minimum risk.

General Business

1. Waste water consents - 35 year consent granted for both Greytown and Martinborough.
2. Gun club – Health Audit all clear no further communication received.
3. Tim Langley has resigned to take up a position at Fulton Hogan.

Meeting closed 4:25pm

Next meeting: 3pm 23rd March 2016 (Directly following the Annual Plan meeting.)

NB. Viv has put in her apologies for the meeting.

POLICY AND FINANCE COMMITTEE

6 APRIL 2016

AGENDA ITEM B1

SMOKEFREE POLICY

Purpose of Report

To recommend the postponing until after the 2017/18 Financial Year, of work to develop a new Smokefree Policy.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the Wairarapa Joint Policy Working Group recommendation "that the development of a Wairarapa Smokefree Policy be postponed until after the 2016/17 financial year".*

1. Executive Summary

The Wairarapa Combined Policy Review Working Group has recently completed work on a review of both the Gambling Venues and TAB Venues Policies. These reviews were due under legislative requirements.

The working group was also tasked to look at the current Smokefree Policies of the 3 Council's consequent to the consideration of a submission to the 2015-25 LTP lodged by the Wairarapa Heart Foundation.

After undertaking an initial review of Smokefree Policies, the outcome is that the Working Group is recommending that this work be deferred.

2. Background

Following a submissions to the 2015-25 Long Term Plan from the Wairarapa Heart Foundation, the three Wairarapa Councils agreed to work with the Smokefree Free Network and Regional Public Health to develop a Wairarapa Smokefree Policy.

The submitters recommended a phased approach, like that being implemented by the Auckland City Council currently, as a preferred model.

The Wairarapa Policy Working Group have initially reviewed and discussed the commitment made to the Wairarapa Heart Foundation in developing a

Wairarapa Smokefree Policy and recommend that this be postponed until next year.

The reasons for this include that this Council had already reviewed its Smoke Free policy in 2015 and would prefer not to review it again so soon after having done so.

In addition it was realized that all three Wairarapa councils each individually have policies or actions in place that are consistent with the Phase 1 Actions of the Auckland Smoke Free policy, such that immediate action is not required.

Lastly it was considered that delaying this work would also support a more balanced workload for staff, especially as the LAP is still subject to appeal and the Councils are moving into the consultation phase with the Gambling and TAB Venues Policies at this time.

Contact Officer: Murray Buchanan, Group Manager, Planning and Environment

SOUTH WAIRARAPA DISTRICT COUNCIL

6 APRIL 2016

AGENDA ITEM B2

POLICY REVIEWS

Purpose of Report

To provide Councillors revised policies for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the:*
 - a) *Acquisition and Disposal of Property Policy*
 - b) *Health and Safety Policy.*
 - c) *Media Policy.*

1. Executive Summary

The Policy and Finance Committee has delegated authority to adopt policies. This paper presents a number of policies for review.

2. Background

Policies for adoption:

- Acquisition and Disposal of Property Policy.
- Now includes a clause with regard to bequeaths.
- Health and Safety Policy.
- New policy in line with revised Health and safety Legislation.
- Media Policy.
- Review expired policy in line with appointment of a Communications Manager.

3. Discussion

Policies for adoption.

3.1 Acquisition and Disposal of Property Policy (Appendix 1)

Addition of:

3.3 PROPERTY GIFTED OR BEQUEATHED TO COUNCIL

- 3.3.1 When deciding whether to accept a proposed gift or bequest of property, council must take account of the following:
- the intent of the gift or bequest;
 - the need for the land/building for council or community purposes;
 - the potential cost to develop the property if development is required;
 - the on-going operating and maintenance costs of the property and whether revenue can be generated by the property to contribute to these costs
 - any costs or burdens of complying with any conditions of the gift or bequest.
- 3.3.2 A gift or bequest of property may be accepted for the purpose of obtaining revenue from the re-sale of the property, provided that the conditions of the gift or bequest allow for this.
- 3.3.3 Council officers will prepare a report for the Policy and Finance Committee together with any recommendations, and the decision to accept or reject a gift or bequest will be made by that committee.

3.2 Health and Safety Policy (Appendix 2)

New policy in line with revised Health and safety Legislation compiled by Health and safety Committee and Major Consulting Group.

3.3 Media Policy (Appendix 3)

Now references, website, social media, brochures and advertorials.

Addition of process for Communications Manager and reference to Council officers Code of Conduct.

4. Conclusion

Adopt updated Acquisition and Disposal of Property Policy, Health and Safety Policy and Media Policy.

5. Appendices

Appendix 1 – Acquisition and Disposal of Property

Appendix 2 – Health and Safety Policy

Appendix 3 – Media Policy

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – Acquisition and Disposal of Property



Acquisition and Disposal of Land and Buildings

1. Rationale

The Council occasionally has a need to acquire property for a specific community or works related purpose. It does not acquire property for investment purposes.

Equally, property no longer required for the purpose for which it was originally acquired or is currently needed or for which there is no economic cost/benefit, may be disposed of in accordance with the Local Government Act 2002 or other relevant legislation.

2. Purpose

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

3. Guidelines

3.1 ACQUISITIONS

3.1.1 Council officers, who in the course of carrying out their responsibilities consider that a property acquisition is required for the efficient cost effective benefit for a particular activity, operation or project shall first provide a report to the Chief Executive Officer.

3.1.2 Such report shall provide details of the intended use of the property, its cost and how the purchase is to be funded.

3.1.3 This report, or a modified version of it, shall be submitted to Council's Policy and Finance Committee by the Chief Executive Officer, if s/he deems it appropriate that the purchase is essential and is required for the benefit of the Council and its ratepayers.

3.1.4 The Policy and Finance Committee, only if it resolves that a proposed purchase is to proceed and that it is satisfied that there is fully funded budgetary provision in the Long Term Plan/Annual Plan, shall recommend accordingly to the Council for final approval.

3.1.5 No agreements or commitments to a purchase may be entered into before the Council has approved the purchase.

3.2 DISPOSALS

3.2.1 Council officers will review all land buildings and other improvements at regular intervals to ensure that all such assets are still required and that their continued retention remains cost effective.

3.2.2 Reports on such reviews will be provided to the Policy and Finance Committee together with any recommendations.

3.2.3 Reports on such reviews will be provided to the Policy and Finance Committee together with any recommendations.

3.3 GENERAL

3.3.1 At all times, where either required or deemed appropriate, the Crown through the Department of Conservation is contacted and consulted and, as well, Council's solicitors are kept informed and their advice sought on any aspect of a proposed acquisition or disposal.

3.3.2 All costs relating to either an acquisition or a disposal, including planning, subdivision, legal and commissions are charged against the asset concerned as a cost in determining the eventual profit, or loss on disposal or as an addition to the cost of a purchase.

3.3 PROPERTY GIFTED OR BEQUEATHED TO COUNCIL

3.3.1 When deciding whether to accept a proposed gift or bequest of property, council must take account of the following:

- the intent of the gift or bequest;
- the need for the land/building for council or community purposes;
- the potential cost to develop the property if development is required;
- the on-going operating and maintenance costs of the property and whether revenue can be generated by the property to contribute to these costs
- any costs or burdens of complying with any conditions of the gift or bequest.

3.3.2 A gift or bequest of property may be accepted for the purpose of obtaining revenue from the re-sale of the property, provided that the conditions of the gift or bequest allow for this.

3.3.3 Council officers will prepare a report for the Policy and Finance Committee together with any recommendations, and the decision to accept or reject a gift or bequest will be made by that committee.

Appendix 2 – Health and Safety Policy



Health & Safety Policy

1. Vision:

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

2. Statement of intent:

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

3. Our managers will:

Comply

Keep up to date with and know H&S laws, regulations, safe operating procedures, best practice to be compliant.

Train

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

Inform

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

Participate

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

Monitor

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

Report

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

Support

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

Celebrate

Recognise and reward good H&S behaviour.

Our staff will:

Comply

Keep up to date with and know H&S laws, regulations, safe operating procedures, best practice to be compliant.

Participate

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

Share their learning

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

Keep safe

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

Our councillors will:

Support

Managers, staff and contractors by ensuring adequate resources provided for H&S.

Comply

Keep up to date with and know H&S laws, regulations, safe operating procedures, best practice to be compliant.

Share their learning

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

Our contractors will:

Partner

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

Report

Promptly report all hazards, incidents or accidents, investigations and learnings.

Appendix 3 – Media Policy



Promotion, Publicity and Media Liaison

1. RATIONALE:

The Council communicates with the media and the general public to disseminate its policies, objectives, plans and decisions, and to comment generally on local government and other pertinent issues that affect the South Wairarapa District.

2. PURPOSE:

To outline and explain Council policies, plans, initiatives and decisions on promotion, publicity and media by preparing and issuing leaflets, advertorials, brochures, posters newsletters, website, social media releases, monthly columns in community papers, liaising generally with the various news media and issuing media releases, to inform and encourage ratepayers and the general public to communicate with the Council on issues of concern or in making representations and submissions.

3. GUIDELINES:

- 3.1 Statements and media releases to, and liaison with, the media are normally the prerogative of the Mayor or Chief Executive Officer.
- 3.2 Statements and media releases to, and liaison with, the media can be managed and coordinated by the Communications Manager, after approval from the Mayor or Chief Executive Officer.
- 3.3 Other senior Council officers may also respond to media enquiries when expert advice/information is required, but only after first consulting the Chief Executive Officer or their delegate and gaining approval from the Chief Executive Officer or their delegate to ensure consistency with Council policies and any previously stated views.
- 3.3 The production of leaflets, advertorials, brochures, posters and newsletters may only be effected with the approval of the Chief Executive Officer. This also applies to articles and items contributed to professional or like journals and publications.
- 3.4 Initiatives for publicity from Community Boards are encouraged to be reviewed by the Chief Executive Officer to ensure there is consistency with overall Council policies and any legislative or legal constraints and requirements.
- 3.5 This Policy is at all times subject to, and is to be read recognizing:

- 3.5.1 Clause 6 of the Code of Conduct for Councillors, Community Board members and Standing Committees, which is entitled External Communications.
 - 3.5.2 Media or public comment page 21 of the Code of Conduct for Council officers.
- 3.6 Elected Members when speaking to the media are expressing their personal views on a matter and not necessarily Council policy.

4. POLICIES – GENERAL:

- 4.1 Notice of all publicly notified meetings of the Council, its Committees and of Community Boards including joint meetings of Community Boards, is provided to all Wairarapa news media and on the Council's website. This includes agendas and relevant reports. Copies are held at the Council office and the libraries in Greytown, Featherston and Martinborough as set out in Schedule 7(3) of Local Government Act 2002 and part VII of the Local Government Official Information and Meetings Act 1987.
- 4.2 Documents tabled at meetings are made available to media representatives in attendance at the relevant meeting. Copies of all such material are also available for public perusal at the Council office in Martinborough.
- 4.3 Media are invited, and encouraged, to attend Council ceremonies and functions, and where appropriate are provided with any background information and relevant documentation.