

# SOUTH WAIRARAPA DISTRICT COUNCIL

15 MAY 2019

## AGENDA ITEM B2

### RECOMMENDATIONS FROM COMMITTEES

#### Purpose of Report

To provide an opportunity for members to consider recommendations received from other committees.

#### Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Other Committees Report.*
2. *That the following recommendation from the 57 Fitzherbert Street, Featherston Subcommittee be considered.*

<b>Recommendation 1 – 57 Fitzherbert Street, Featherston Subcommittee</b>	FSS2019/03
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*That the Terms of Reference as set out in Appendix 1 be approved.*

## 1. Background

### 1.1 57 Fitzherbert Street, Featherston Subcommittee

Reports relating to the above recommendations were included in the agenda for the 57 Fitzherbert Street, Featherston Subcommittee meeting held 1 May 2019.

The amendment to the submitted Terms of Reference has been shown as a tracked change in Appendix 1, and the reference to the amendment in the recommendation removed for clarity.

This agenda is available for viewing on Council's website under the following link. [57 Fitzherbert Street, Featherston Subcommittee Agenda and Minutes | South Wairarapa District Council](#)

## 2. Appendices

Appendix 1 – 57 Fitzherbert Street, Featherston Subcommittee Terms of Reference

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, acting Chief Executive Officer

**Appendix 1 – 57 Fitzherbert  
Street, Featherston  
Subcommittee Terms of  
Reference**

## **SOUTH WAIRARAPA DISTRICT COUNCIL**

### **57 FITZHERBERT STREET, FEATHERSON SUBCOMMITTEE**

#### **TERMS OF REFERENCE**

##### **1. Purpose**

To oversee the sale process of the property at 57 Fitzherbert Street, Featherston with full delegation to act within the bounds of the Delegations Policy and the Acquisitions and Disposal of Land and Buildings Policy.

To make recommendations to Council on the sale of the property.

##### **2. Subcommittee Responsibilities**

The responsibilities of the subcommittee include, but are not limited to:

- To oversee the sale process of the property at 57 Fitzherbert Street, Featherston.
- The Subcommittee will act within the bounds of the Financial Delegations Policy and the Acquisition and Disposal of Property Policy.
- The Subcommittee will work through the proposal to work out the SWDC first right of first refusal on future sale of the land.

##### **3. Membership**

Membership to be as follows:

- The FSC will be made up of the 3 Featherston Ward councillors and the Chair of the Featherston Community Board.
- The SWDC acting Chief Executive and SWDC Amenities Manager will attend as officers to work with the FSC.

##### **4. Accountability and Reporting**

- The Chair will provide a written update on work undertaken for each Council meeting.

## **5. Operating Model**

### **5.1 Meetings**

#### **5.1.1. Timing and Frequency**

As and when required in order to progress the purpose in a timely manner.

#### **5.1.2. Convening of Meetings**

The chair will convene the meetings.

#### **5.1.3. Location**

The meeting location is to be agreed by the Subcommittee and will be the Council building, Martinborough by default.

#### **5.1.4. Quorum**

~~Two~~ Three members will constitute a quorum.

#### **5.1.5. Duration of the Subcommittee**

The subcommittee will be discharged once specific responsibilities have been achieved.

### **5.2 Delegations**

The subcommittee must act within the financial delegations policy including clause 2.12 below:

#### **2.12 Contracts**

The Chief Executive is delegated authority to enter, sign, go to market, and vary contracts for the supply of goods or services on behalf of the Council to the value of \$500,000 that have been budgeted for in the Annual Plan.

The Mayor and Chief Executive are delegated authority to enter, sign, and go to market programmed infrastructure renewal and maintenance contracts (\$500,000 or more) that have been budgeted for in the Annual Plan.