

SOUTH WAIRARAPA DISTRICT COUNCIL

8 AUGUST 2018

AGENDA ITEM C9

REVIEW AND APPROVE ACCOMMODATION WORKING PARTY TERMS OF REFERENCE

Purpose of Report

To inform councillors of the proposed Terms of Reference for the Accommodation Working Party.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Approve the proposed Terms of reference for the Accommodation Working Party.*
3. *Update Policy A100 to reflect the adoption of the Terms of Reference for this Working Party.*

1. Executive Summary

The attached Terms of Reference for the Accommodation Working Party have been drafted and need approval by Council.

2. Background

The Accommodation Working Party has recently been established to look into options for providing more space for Council staff to carry out their roles and requires a terms of reference.

It was agreed all working parties of Council should have written terms of reference to ensure their purpose and procedures for operation are correctly documented and can be referred to by members of the working party and the chair to ensure they are operating within the correct scope of practice.

The attached terms of reference have been drafted by SWDC officers and were reviewed by the Audit and Risk Working Party at their July 2018 meeting and by the Working Party at their first meeting.

The Audit and Risk Working Party recommend Council adopt these Terms of Reference.

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Paul Crimp, Chief Executive Officer

Appendix 1 - Terms of Reference Accommodation Working Party



SOUTH WAIRARAPA DISTRICT COUNCIL

Accommodation Working Party – Terms of Reference

Purpose:

The South Wairarapa District Council (SWDC) wishes to establish an accommodation working party to make a recommendation to Council for additional space to house SWDC staff members and provide optimum working conditions as well as meeting spaces for staff, Councillors and residents to work together in.

Membership of the Accommodation Working Party:

- The Working Party consists of The Mayor plus once Councillor from each ward appointed by Council, the CEO, and the three Group Managers.
- The Councillor members were agreed at the 16 May 2018 Council meeting and are: Mayor Viv Napier (ex-officio), Crs Colin Olds, Colin Wright and Pip Maynard.
- The GM Corporate Support will keep notes of the Working Party and advise the time and location of all meetings.

Meetings of the Working Party:

As and when the working party decides, but at least quarterly, for the purpose of agreeing the appropriate accommodation requirements for Council going forward.

Role of the Working Party:

- To evaluate the additional space requirements for SWDC staff members to perform their roles efficiently;
- To look at different options to provide this additional space;
- To consider future growth needs for staff accommodation as our communities continue to grow;
- To consider how many meeting rooms will be required going forward;
- To consider SWDC staff input at appropriate stages;
- To agree to obtain appropriate draft plans and present the proposal to a full Council meeting for approval to go ahead;
- To hand over implementation of the draft plan and management of the construction to officers who will report to Audit & Risk on progress throughout the construction/alterations. This working party will cease to operate once the plans for the renovations/construction have been agreed and Council has approved the project.

1. Operating model

1.1 Meetings

1.1.1. *Timing and frequency*

Meetings will be held as and when required.

1.1.2. *Convening of Meetings*

The CE will convene the working party.

1.1.3. *Meeting procedure*

Council standing orders do not apply for this working party.

1.1.4. *Location*

Meetings will be held in the District Council offices in Martinborough unless otherwise agreed by the working party.

1.1.5. *Quorum*

Four members will constitute a quorum.