



POLICY AND FINANCE COMMITTEE

AGENDA – 16 May 2012

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 February 2012 Pages 1-3
- A5. Action Items from 22 February 2012 Page 4
- A6. Risk & Audit Working Party Notes (to be tabled)

B. Reports

- B1. Term of Reference for SWDC Focus Groups Pages 5-6

C. Financial Statements



POLICY AND FINANCE COMMITTEE MEETING

MINUTES – 4 April 2012

Present: Mayor Adrienne Staples (Chairperson), councillors Dean Davies, Mike Gray, Brian Jephson, Viv Napier, Julie Riddell, Solitaire Robertson, Keith Sexton and Cr Stevens.

In attendance: Dr Jack Dowds (Chief Executive Officer), Paul Crimp (Group Manager Corporate Support) 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 12:45pm and 2:05pm.

A Preliminary Matters

A1. Apologies

P&F RESOLVED (P&F2012/08) to accept apologies from Cr Craig
(*Moved Cr Jephson /Seconded Cr Napier*)

Carried

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Minutes for Confirmation: Policy & Finance Committee 22 February 2012

P&F RESOLVED (P&F2012/09) that the minutes of the Policy and Finance Committee meeting held on 22 February 2012 be received and confirmed as true and correct.

(*Moved Cr Sexton /Seconded Cr Robertson*)

Carried

A4. Policy and Finance Committee Action List from 22 February 2012

P&F RESOLVED (P&F2012/10) to receive the action items list.

(*Moved Cr Riddell/Seconded Cr Sexton*)

Carried

A5. Risk and Audit Working Party Notes

Cr Napier tabled and spoke to the meeting notes.

P&F RESOLVED (P&F2012/11) to receive the tabled Risk and Audit Working Party Notes.

(*Moved Cr Napier/Seconded Cr Stevens*)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

B Reports

B1. Development Contributions or Financial Contributions Policy

The Group Manager Corporate Support spoke to the report. Councillors discussed transparent disclosure of the contributions funds as well as the fund being used for capital expenditure if capital works were undertaken.

P&F RESOLVED (P&F2012/12):

1. To receive the information.
2. To adopt the policy on development contributions or financial contributions, with a review date of LTP 2015.

(Moved Cr Napier/Seconded Cr Robertson)

Carried

Action 196: Add further detail to the draft LTP regarding reserve contributions from developers; P Crimp

B2. Liability Management Policy

The Group Manager Corporate Support spoke to the report and answered councillors' questions relating to sinking funds.

P&F RESOLVED (P&F2012/13):

1. To receive the information.
2. Adopts the Liability Management Policy, with a review date of LTP 2015, subject to 'LTCCP' being updated to 'LTP'.

(Moved Cr Jephson/Seconded Cr Gray)

Carried

B3. Investment Policy

P&F RESOLVED (P&F2012/14):

1. To receive the information.
2. Adopts the Investment Policy, with a review date of LTP 2015.

(Moved Cr Stevens/Seconded Cr Davies)

Carried

B4. Pain Farm Expenditure Protocol

Cr Stevens advised that the protocol had been circulated to the Martinborough Community Board.

P&F RESOLVED (P&F2012/15):

1. To receive the information.

(Moved Cr Gray/Seconded Mayor Staples)

Carried

2. To adopt the Draft Pain Farm Expenditure Protocol as policy in order to make it visible to the community.

(Moved Cr Stevens/Seconded Cr Napier)

Carried

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B5. Sewer Lateral Ownership and Maintenance Responsibilities

Councillors expressed a desire to maintain alignment with other Wairarapa Councils, and if a change away from the approach taken by most councils was requested by officers then sound information and full financial implications needed to be fully known. Councillors were in general agreement ownership of sewer laterals should not be changed, however would like Council contractors to be proactive if planned work uncovered a lateral in poor repair. Council did however agree that the cost of opening the road could be covered by Council to make the policy more equitable for all and that the protocols for this should be covered in the policy.

Cr Jephson left the meeting at 1:38pm.

Cr Jephson returned to the meeting at 1:40pm.

P&F RESOLVED (P&F2012/16):

- 1. To receive the information.
- 2. To adopt the policy approach as per the model bylaw NZS9201 part 22:1999 (with modifications to suit).
(Moved Mayor Staples/Seconded Cr Jephson) Carried
- 3. To adopt the policy approach as per the model bylaw NZS 9201 par 22: 1999 (with local variations as required) with the point of discharge to be located at the property boundary as in 1(A).
Not Carried
- 4. Action 197: Develop a series of protocols that help officers interpret Council policy. Protocols need to cover how road openings are managed (especially on SH2), what Council will fund, and how Council will assist ratepayers who can't afford the cost of a lateral repair); M Allingham

C Financial Statements

The Group Manager Corporate Support spoke to the 29 February 2012 financial reports and answered councillors' questions.

P&F RESOLVED (P&F2012/17):

- 1. To receive the financial reports to 29 February 2012.
(Moved Mayor Staples /Seconded Cr Sexton) Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

DISCLAIMER

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**Policy and Finance Committee
Action Item List
From 4 April 2012**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
26	P&F	14-Dec-11	Resolution	Paul	Water by Meter Leak Write-off Policy P&F RESOLVED (P&F2011/39): 1. To receive the information. 2. To adopt the "water by meter write -off policy, subject to refinement of wording in guidelines 1, 4 and 6. 3. To agree to a five year review date. (Moved Cr Napier/Seconded Cr Robertson) Carried	Open	Will be changed and then adopted on 24 April
89	P&F	22-Feb-12	Action	Mayor/CEO	Put together a Terms of Reference for Focus Groups to be further discussed by councillors	Actioned	
90	P&F	22-Feb-12	Action	Paul	Update the delegations in the Rates Remission Policy and change paragraph 1 (4) from '5 months' to '24 months'	Actioned	Will be changed and then adopted on 24 April
91	P&F	22-Feb-12	Action	Paul	Determine policies of Masterton and Carterton District Councils relating to rates remission for recreational buildings/facilities on council land	Open	
196	P&F	4-Apr-12	Action	Paul	Add further detail to the draft LTP regarding reserve contributions from developers	Open	
197	P&F	4-Apr-12	Action	Mark	Develop a series of protocols that help officers interpret Council policy. Protocols need to cover how road openings are managed (especially on SH2), what Council will fund, and how Council will assist ratepayers who can't afford the cost of a lateral repair);	Open	

SOUTH WAIRARAPA DISTRICT COUNCIL

16 MAY 2012

AGENDA ITEM B1

TERMS OF REFERENCE FOR SWDC FOCUS GROUPS

Purpose of Report

To outline the roles, responsibilities, and expectations for the South Wairarapa District Council Focus Groups.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*

1. Applies to

All South Wairarapa District Council Focus Groups.

2. Role

The role of a Focus Group is to:

- provide overview and comment on matters pertaining to the strategic and operational area specific to that focus group; and
- provide advice in regard to community expectations and aspirations as they might impact on matters being considered; and
- act as a conduit for the transfer of information from external meetings that focus group members attend so that Council can consider the information and, where appropriate, make use of that information in its decision making; and
- consider and report on matters referred to it by the Territorial Authority; and
- maintain a record of all meetings of the Focus Group; and
- provide a report to Council following the Focus Group Meeting . The report will include action items and identify the person responsible for managing the action item.

3. Expectations

The Group Manager, Infrastructure and Services, will rely on each Focus Group to assist with identifying issues specific to the functional area assigned to that Focus Group. The Focus Group will be self-managing insofar as arranging and administering meetings is concerned. Frequency of meetings is to be determined by the Focus Group and meeting dates, times and agendas are to be prepared and arranged by the Chairperson of each Focus Group. The Focus Group is advisory and has no executive authority. It will put in place protocols and mechanisms that will ensure the effective running of the Focus Group meetings.

4. Actions

The Terms of Reference does not prescribe the mechanisms and protocols that will be established for the Focus Groups to fulfill their roles. It is up to each Focus Group to conduct its meetings in an effective way. Information that is needed for Focus Group activities should be obtained through communication with the Group Manager Infrastructure and Services in the first instance, or from the Chief Executive. Focus Group members should not approach other staff for information without first talking to the Group Manager, Infrastructure and Services or the Chief Executive.

5. Raising concerns

Where a Focus Group member has concern that the Focus Group is not functioning within its Terms of Reference that member should raise the matter in the first instance with the Group Manager, Infrastructure and Services. If the Focus Group member is not satisfied that their concern has been addressed to their satisfaction the matter should be referred to the Chief Executive.

Contact Officer: Dr Jack Dowds, Chief Executive Officer