



POLICY AND FINANCE COMMITTEE

AGENDA – 4 February 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 19 November 2014 Pages 1-2
- A5.** Minutes for Receipt: Risk & Audit 23 October 2014 Page 3
- A6.** Action Items Page 4

B Policies and Reports

- B1.** Graffiti Working Party – Proposed Change to Name and Terms of Reference Pages 5-12

C Finances



POLICY AND FINANCE COMMITTEE MEETING MINUTES

19 November 2014

Present: Mayor Adrienne Staples (Mayor), 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 1:10pm and 1:23pm.

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 15 October 2014

P&F RESOLVED (P&F2014/27) that the minutes of the Policy and Finance Committee meeting held on 15 October 2014 be received and confirmed as a true and correct record.

(Moved Cr Stevens/Seconded Cr Napier)

Carried

A5. Risk and Audit Minutes for Receipt

P&F RESOLVED (P&F2014/28) that the minutes of the Risk and Audit Working Party meeting held on 24 September 2014 be received.

(Moved Cr Craig/Seconded Cr Davies)

Carried

B Policies and Reports

B1. Investment Policy

Councillors noted that a correction was required in the report so in all places the Local Government Act 2012 was referred to as the Local Government Act 2002.

P&F RESOLVED (P&F2014/29):

1. To receive the information.
2. To recommend the Investment Policy to Council for adoption.

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

3. To recommend the review date of 30 June 2018 and that the policy is included in the LTP process.

(Moved Cr Craig/Seconded Cr Napier)

Carried

B1. Liability Management Policy

Councillors noted that a correction was required in the report so in all places the Local Government Act 2012 was referred to as the Local Government Act 2002.

P&F RESOLVED (P&F2014/30):

1. To receive the information.
2. To recommend the Liability Management Policy to Council for adoption.
3. To recommend the review date of 30 June 2018 and that the policy is included in the LTP process.

(Moved Cr Robertson/Seconded Cr Montgomery)

Carried

B Finances

B1. Financial Report

No issues or budget trends had been identified for the finances to 30 September 2014.

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

Risk & Audit Working Party
Minutes
23 October 2014
3.30 pm, Waiohine Room

Present – Cr. V Napier (Chair), Cr M Craig, Cr M Stevens, Cr D Davies

Also in attendance – P Crimp.

Apologies Nil

Minutes – Minutes of the 24 September 2014 meeting were confirmed as a true and correct record.

Moved Davies/Stevens

Matters Arising –

No Matters arising discussed

Monthly Financials – September management accounts presented and discussed. Too early to ascertain any full year trends but nothing to indicate any issues.

Risks

Risks discussed :

- Staffing
- Legislation
- LTP – Timetable to next meeting
- FAR review/ONRC
- Town hall

General Business

Local Alcohol policy, 35 submitters 74 submissions hearings next week.
Toast Martinborough licences

Meeting closed 5.00pm

Next meeting:

16/10/2014 4pm

18/11/2014 4pm

**Policy and Finance Committee
Action Items
From 19 November 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
701	P&F	19-Nov-14	Resolution	Paul	Investment Policy P&F RESOLVED (P&F2014/29): 1. To receive the information. 2. To recommend the Investment Policy to Council for adoption. 3. To recommend the review date of 30 June 2018 and that the policy is included in the LTP process. (Moved Cr Craig/Seconded Cr Napier) Carried	Actioned	
702	P&F	19-Nov-14	Resolution	Paul	Liability Management Policy P&F RESOLVED (P&F2014/30): 1. To receive the information. 2. To recommend the Liability Management Policy to Council for adoption. 3. To recommend the review date of 30 June 2018 and that the policy is included in the LTP process. (Moved Cr Robertson/Seconded Cr Montgomery) Carried	Actioned	

POLICY AND FINANCE COMMITTEE

4 FEBRUARY 2015

AGENDA ITEM B1

GRAFFITI WORKING PARTY – PROPOSED CHANGE TO NAME AND TERMS OF REFERENCE

Purpose of Report

To inform Councillors of the reasons for the proposed change to the name and terms of reference of the South Wairarapa District Council Graffiti Working Party.

Recommendations

Officers recommend that the Council:

1. *Receives the information;*
2. *Approves changing the name of the Graffiti Working Party to the Community Safety Working Party;*
3. *Approves the terms of reference for the Community Safety Working Party.*

1. Executive Summary

The SWDC Graffiti Working Party has made good progress in meeting its purposes. The Working Party's focus on crime prevention has resulted in the development of strong relationships with local groups and organisations dealing with wider elements of community safety and youth issues. The Working Party has become a useful forum to bring together these groups, with a number of beneficial effects. The Working Party seeks a mandate to continue with this broader approach and accordingly, proposes that its name be changed to the Community Safety Working Party, and that revised terms of reference be approved.

2. Background

The Graffiti Working Party was established by a resolution of Council at its July 2013 meeting. The Working Party's purposes are to develop a graffiti policy and plan, to investigate the local situation and identify and evaluate potential approaches, to consult with the community about graffiti prevention, and to lead community-based initiatives, monitor progress and report back to Council and the community.

The Graffiti Prevention and Management Policy developed by the Working Party was adopted by Council at its August 2014 meeting. The Graffiti Prevention Strategy will be ready early in 2015. A database of graffiti strikes is maintained, and reported to Police monthly. Graffiti prevention kits are back in stock and available for use by the public free of charge. Security cameras are in place in Featherston in the Clifford Square area, and use of the camera images has already led to one conviction for the vandalism of the public toilets.

A major focus of the Working Party has been prevention through examining the causes of graffiti vandalism and other crime. Police, Neighbourhood Support and Featherston Community Patrol all participate in Working Party meetings, and links are being developed with youth groups in Martinborough and Featherston. Bringing these groups into the Working Party was initially done to enable good communication with the community, but now means that the Working Party is acting more as a central forum, as well as a champion for initiatives to provide activities for youth.

3. Discussion

3.1 Community involvement

3.1.1. Youth activities

The Graffiti Working Party has been tracking graffiti strikes in the south Wairarapa since its inception, and graffiti data is available from October 2012. In addition, other types of vandalism have been actively tracked and recorded since February 2013.

A clear pattern of increased incidences of graffiti and vandalism during school holidays emerged early on, and while total graffiti strikes have decreased since the Working Party's inception, the pattern remains. This has led the Working Party to consider strategies to provide activities for youth to prevent school holiday boredom and anti-social activity.

For summer 2013/14 and again in 2014/15, the Working Party has encouraged Community Boards to provide free 10-swim tickets to the pools to be distributed through social agencies to families which might not otherwise be able to afford free swimming. Similarly, provision of free swim days at the pools has also been requested of the Community Boards.

The Martinborough and Featherston youth groups are now represented on the Working Party so that further ways to support their work can be identified and promoted. The Working Party also monitors and encourages other youth activities, and looks for ways to link providers with people and organisations which can help – for example, SWDC's contractor for swimming pools, CLM Ltd, has offered free water safety training to members of the Featherston youth group.

3.1.2. Community Safety

The Working Party's early consultation with community groups such as Neighbourhood Support and the Featherston Community Patrol has led to their continuing involvement in meetings. The Working Party has been active in supporting the establishment of Neighbourhood Support in

Martinborough, and continues to liaise with the strong Neighbourhood Support programme running in Featherston. Through Neighbourhood Support, the Working Party encourages reporting of graffiti and vandalism; while increased reporting may have had some impact on the overall graffiti statistics, it has also given the message back to the community that the graffiti issue is being addressed by the Council. Similarly, the participation of the Featherston Community Patrol has also led to an increase in graffiti reporting as well as connecting the Working Party back to what is going on in the town. A representative of Martinborough Community Patrol is being sought to join the Working Party for this reason.

3.1.3. Information flow

Through its task of gathering information and consulting with the community, the Graffiti Working Party has developed strong relationships with Police, Neighbourhood Support, the Featherston Community Patrol, and the Featherston and Martinborough youth groups. The Working Party members have improved their understanding of the way these groups work and the actions they are taking to promote community safety.

Opportunities to provide support have been identified and followed up. The information flow is not one-way – through their involvement with the Working Party, these groups have developed a better understanding of how Council functions and what support and opportunities are available to them.

3.2 Proposed changes to the Graffiti Working Party

The Graffiti Working Party's involvement in crime prevention and community safety has made it a useful forum to bring together a variety of interest groups, and there have already been a number of benefits arising from this. The focus on graffiti management and prevention has not been lost; the Working Party has taken a wider view which is proving effective. The Graffiti Working Party seeks a formal mandate for this wider view, and proposes a change of name and terms of reference to reflect this.

3.2.1. Name of Working Party

The name "Community Safety Working Party" is suggested to better reflect the Working Party's activities and focus, as well as its role in bringing together agencies such as the Police, Neighbourhood Support, Community Patrols and youth groups.

The Working Party has moved into areas which could broadly be defined as community development, the use of the term "community development" is not proposed in connection with the group, as it may raise expectations which cannot be fulfilled under SWDC's current structure.

SWDC's Graffiti Policy rationale states: "[graffiti vandalism] leads to reduced perceptions of safety in the community, and can be viewed as an indicator of the potential for more serious crimes". The change of name to Community Safety Working Party would signal a clear intent by SWDC to promote safer communities, of which graffiti reduction is only one part.

3.2.2. Terms of Reference

The original Graffiti Working Party terms of reference would need to be amended to support this wider approach. A draft of the revised terms of reference is attached as Appendix 1. The most significant change is to give the Working Party the responsibility for oversight of how SWDC's funding targeted at community safety is managed through by agencies contracted to do this work.

4. Conclusion

The Graffiti Working Party's focus on crime prevention and youth concerns has led to the creation of a forum for a variety of groups with roles in community safety. This has already resulted in numerous benefits to the organisation as well as the groups participating in the Working Party. A formal mandate to continue this approach is needed, and would be confirmed by changing the name of the group to the Community Safety Working Party with appropriate terms of reference. There are many benefits and opportunities to the groups involved by participating in this joint forum. In addition, the expanded mandate and name change provide a signal to the community of the Council's commitment to improving community safety.

5. Appendices

Appendix 1 – Proposed terms of reference for Community Safety Working Party

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

Appendix 1 – Proposed terms of reference for Community Safety Working Party



SOUTH WAIRARAPA DISTRICT COUNCIL

COMMUNITY SAFETY WORKING PARTY

TERMS OF REFERENCE

1. Purpose

- 1.1 To provide a forum for Council representatives and community groups to monitor, coordinate and develop initiatives aimed at increasing community safety in south Wairarapa.
- 1.2 To ensure the implementation of the South Wairarapa District Council Graffiti Management and Prevention Policy, and the development of a strategy to support this and other community safety initiatives.
- 1.3 To consult with the community including businesses, schools and police about community safety and crime prevention.
- 1.4 To lead community-based initiatives, monitor progress and report back to Council and the community.
- 1.5 To monitor use of SWDC funds targeted at community safety by the contracted agencies and to report to Council on this.

2. Membership

- Councillor Julie Riddell (Chair)
- Councillor Dean Davies
- Karl Nesbitt, City Care
- Representatives of Featherston, Greytown and Martinborough Community Board
- Representatives of Community Patrols
- Representatives of Neighbourhood Support
- Representatives of local youth groups
- Amenities Manager
- NZ Police representative
- Business representative(s)
- Youth representative(s)

3. Stakeholders

- South Wairarapa District Council
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board
- Residents and ratepayers of South Wairarapa

Other members to be co-opted as agreed by the Working Party.

4. Deliverables

- 4.1 South Wairarapa graffiti, vandalism and crime prevention strategy
- 4.2 Investigation, action and reporting on significant issues of public safety as required

5. Accountability and reporting

- 5.1 The SWDC Graffiti Working Party is accountable to Council.
- 5.2 Written progress reports will be submitted to each Council and Community Board meeting during the life of the Working Party, by the Working Party Chair and through the regular officers' report for I&S.

6. Review

The need for the Working Party will be reviewed annually by Council.

7. Operating model

7.1 Meetings

7.1.1 Timing and frequency

3pm on the Wednesday before Council meeting, on a 6-weekly cycle

7.1.2 Meeting procedure

As for Council and Community Boards (NZ Standard Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003)

7.1.3 Location

Council Chambers, Martinborough

7.1.4 Quorum

Six members, of whom at least three must be elected representatives, will constitute a quorum.

7.1.5 Secretariat

Secretariat services to be provided by the SWDC Amenities team.

7.1.6 Agenda and paper circulation

By email, at least 5 working days before the meeting. Large items to be posted out.

7.2 *Sharing of information and resources*

7.2.1 Confidentiality

Information and resources will remain confidential to the Working Party. Sharing and/or publication of resources more widely will be determined by the Working Party on a case-by-case basis.

7.2.2 Use of internet tools

The primary working tool of the Working Party will be a private Yammer group set up within the SWDC Yammer environment. Copies of all papers and documents will be held on this website.