



# POLICY AND FINANCE COMMITTEE

## AGENDA – 12 December 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 31 October 2012      Pages 1-2
- A5. Action Items from 31 October 2012      Page 3
- A6. Minutes for Receipt: Risk and Audit Committee 18 October 2012      Page 4

### **B Reports and Policies**

- B1. Mayor's Discretionary Fund      Page 5
- B2. Council and Committees Policy      Pages 6-12

### **C Finances**



# POLICY AND FINANCE COMMITTEE MEETING MINUTES

31 October 2012

**Present:** Mayor Adrienne Staples (Chairperson), Councillors Margaret Craig, Dean Davies, Brian Jephson, Viv Napier, Julie Riddell, Solitaire Robertson, Keith Sexton and Max Stevens.

**In attendance:** 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 1:25pm.

## A Preliminary Matters

### A1. Apologies

*P&F RESOLVED (P&F2012/38)* to accept apologies from Cr Gray and Dr Jack Dowds.

*(Moved Cr Davies/Seconded Cr Craig)*

Carried

### A2. Conflicts of Interest

No conflicts of interest were declared.

### A3. Public Participation

There was no public participation.

### A4. Minutes for Confirmation: Policy & Finance Committee 20 September 2012

*P&F RESOLVED (P&F2012/39)* that the minutes of the Policy and Finance Committee meeting held on 20 September 2012 be received and confirmed as true and correct.

*(Moved Cr Jephson/Seconded Cr Riddell)*

Carried

### A4. Minutes for Receipt: Risk & Audit Committee 27 September 2012

*P&F RESOLVED (P&F2012/40):*

1. To receive the Risk and Audit Working Party Notes from 27 September 2012.

*(Moved Cr Craig/Seconded Cr Napier)*

Carried

2. Action 609: Organise for a wastewater CAPEX report to be available for the next meeting of the Risk and Audit Committee, and organise a workshop for the Mayor and councillors to discuss this report; P Crimp/M Allingham

## 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. Action 610: Determine savings available if the proposed Greytown bore was designated the primary water supply; M Allingham
4. Action 611: Obtain the water races report from GWRC (Michael Hewison) for discussion at the wastewater workshop; M Allingham

**A5. Action Items from 8 August 2012**

*P&F RESOLVED (P&F2012/41) to receive the action items from 20 September 2012.*

*(Moved Cr Stevens/Seconded Cr Sexton)*

Carried

**B Finances**

Councillors considered the finances and the Group Manager Corporate Support discussed variances to budget. Take-up of payment of rates by direct debit, expenditure of the reserves fund and next steps for water fluoridation were discussed.

Councillors agreed that any OIA's requested should be itemised in the Corporate Support Group Report to Council.

*P&F NOTED:*

1. Action 612: Provide a written report outlining costs of fluoridating the community water supply, the perceived risks of fluoridation, and the technical steps needed to provide fluoridation to the water supply; M Allingham

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

**DISCLAIMER**

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**Policy and Finance Committee  
Action Items List  
From 31 October 2012**

| Ref # | Meeting | Date      | Action Type | Responsible Manager | Action or Task details   | Status   | Notes  |
|-------|---------|-----------|-------------|---------------------|--|----------|--|
| 197   | P&F     | 4-Apr-12  | Action      | Mark                | Develop a series of protocols for the Waste Water Disposal Policy that help officers interpret the 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     | 8.6.12. This is work in progress and actually requires a team approach, Mark, Paul etc 25/7/12 . The policy is clear and without exceptional circumstance there is no assistance. Policy was reconfirmed on the 27 June 2012 by Council  |
| 609   | P&F     | 31-Oct-12 | Action      | Mark                | Organise for a wastewater CAPEX report to be available for the next meeting of the Risk and Audit Committee, and organise a workshop for the Mayor and councillors to discuss this report  | Actioned | Presented to Workshop- 23 Nov 12. Council decided to submit consent's with actions consistent with the current LTP over this and the next two year. Draft Annual Plan (13/14) to signal the intention to increase capex over the balance of the LTP                            |
| 610   | P&F     | 31-Oct-12 | Action      | Mark                | Determine savings available if the proposed Greytown bore was designated the primary water supply  | Actioned | Indicated at the workshop that there was potential to trim operational costs with the new bore proposal  |
| 611   | P&F     | 31-Oct-12 | Action      | Mark                | Obtain the water races report from GWRC (Michael Hewison) for discussion at the wastewater workshop  | Actioned | Unable to provide a full report but indicated that the advice received so far highlighted that changes of use for the water race systems might invoke the need for a consent variation. Channel capacity may also be a constraint for additional water use such as irrigation. |
| 612   | P&F     | 31-Oct-12 | Action      | Mark                | Provide a written report outlining costs of fluoridating the community water supply and the perceived risks of fluoridation and the technical steps needed to provide fluoridation to the water supply   | Open     | Information tabled. Include costings for forthcoming Annual Plan   |

**Risk & Audit Working Party**  
**DRAFT Minutes**  
**18 October 2012**  
**3.00pm, Ruamahanga Room**

**Present** – Cr. V Napier (Chair), Cr. M Gray, Cr. Dean Davies, Cr. Max Stevens.  
Also in attendance P Crimp.

**Apologies** – Dr. J Dowds  
Moved Gray/Davies

**Minutes** – Minutes of the 27 September meeting were confirmed as a true and correct record.  
Moved Gray/Davies

**Matters Arising** –

Library – Appears reload not a viable option. Alternative site of the space behind the Wine centre, additional space could be provided by a portacom

Audit Committee – Paul to contact Philip Jones for more detail

Fraud / Risk register to December council meeting

Mulching contract, issue now going to Conciliation meeting

**Monthly Financials** – The year to date (end of September) financials were tabled and discussed.

Full year forecast based on YTD October results to be prepared.

**Risks**

Risks discussed:

- Citycare – nothing specific but starting new contract of this magnitude does have risks
- Mulching contract to conciliation
- Consents process – mainly wastewater
- Staff leaving due to Governance review – need to keep staff engaged

**General Business**

Citycare to present to Council meeting.

Workshop to be held to discuss:

- Fstn bore investigation and funding application
- Wastewater capex
- Hewison Bore report
- Fluoridation costs/issues

**Next meeting Friday 23 November, 3.30pm**

Meeting closed at 4.15

# POLICY & FINANCE COMMITTEE

12 DECEMBER 2012

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## AGENDA ITEM B1

### MAYOR'S DISCRETIONARY FUND

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#### **Purpose of Report**

To request approval to rescind the Mayor's Discretionary Fund Policy.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Rescind the Mayor's Discretionary Fund Policy.*

#### **1. Executive Summary**

During the 2012/22 LTP process it was decided that funds would not be allocated to a Mayor's discretionary fund.

A formal decision needs to be made to rescind this policy and start the process to remove it from the policy manual.

Contact Officer: Paul Crimp, Group Manager Corporate Support

# POLICY & FINANCE COMMITTEE

12 DECEMBER 2012

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## AGENDA ITEM B2

### COUNCIL AND COMMITTEES POLICY UPDATE

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#### **Purpose of Report**

To update the Council and Committees Policy to reflect changes as made by Council.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Adopt the amended Council and Committees Policy.*

#### **1. Executive Summary**

On the 27 June 2012 Council resolved to adopt the Focus Group Terms of Reference. The terms of Reference allowed for the merging of the Waste Water, Waste Management, Water Supply and Water Races Focus Groups and the creation of a Transport Focus Group.

On the 20 September 2012 Council resolved to approve the Martinborough Town Hall Terms of Reference. The terms of reference outlines membership of the group and includes the appointment of 2 councillors and 2 members of the Martinborough Community Board.

The Council and Committees Policy has been updated to reflect the above changes.

#### **2. Appendix**

Appendix 1 – Amended Council and Committees Policy

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Group Manager Corporate Support

# **Appendix 1 – Amended Council and Committees Policy**



# Council and Committees

## 1. RATIONALE:

That Council have an internal structure which best meets its democratic legislative responsibilities.

## 2. PURPOSES:

To set out Council's internal structure and membership of the committees, working parties and groups.

## 3. GUIDELINES

3.1 The Council has a current internal structure comprising:

- Planning Hearings Committee
- Maori Standing Committee
- Policy and Finance Committee
- Infrastructure and Services Focus Groups (Waste Water, Water Supply and Water Races, Waste Management, Emergency Services, ~~Water Supply and Water Races~~, Reserves and Amenities and Transport)
- Rural Services Committee (in recess)
- Chief Executive Officer's Review Committee
- Wairarapa Library Service Joint Committee
- Planning Applications Sub-Committee
- Risk and Audit Working Party
- South Wairarapa Council Community Plan Working Party
- Awards, Refurbishment and Gifts Working Party
- Greytown Oxidation Pond Advisory Group
- SPARC Rural Travel Fund Assessment Group
- Combined Plan Joint Committee
- Martinborough Town Hall Working Group

3.2 The Mayor unless specifically included or excluded, is ex officio a member of all Committees, Working Parties and Groups with the exception of the Planning Hearings Committee.

3.3 All committees, working parties and groups make recommendations to Council. Two exceptions to this are the Planning Hearings Committee and the Applications Sub-Committee which have a quasi judicial function.

3.4 The Chief Executive Officer or Group Managers convene the appropriate committee meetings, working parties or groups which come within their areas of responsibility.

## **4. COUNCIL, COMMITTEES, WORKING PARTIES AND GROUPS**

### **4.1 COUNCIL**

Council meetings are chaired by the Mayor and held 6 weekly. The public has access to attend Council meetings.

The functions include:

- to advocate and lead the District;
- to confirm and review Council's corporate goals, objectives, programmes, plans, policies and bylaws;
- to approve and monitor Council's Annual Plan and SWCCP;
- to deal with matters outside current operational and fiscal policies;
- to receive Committee minutes and consider any recommendations;
- to receive Community Board minutes and consider any recommendations;  
and
- to approve the Annual Report.

### **4.2 PLANNING HEARINGS COMMITTEE**

Up to five commissioners that hold the 'Making Good Decisions' certification which may include appointments from Carterton or Masterton District Council.

The Chairperson must be a SWDC Commissioner except when independent commissioners are appointed.

Appointment of Independent Commissioners for specific hearings must be approved by the Planning Hearings Committee.

### **4.3 MAORI STANDING COMMITTEE**

2 Councillors.

A maximum of 2 representatives each from the three Marae and one from each of the two iwi.

Nominations must be received in writing from each participating body. The chairperson is elected by the Committee and membership of the committee is ratified by Council.

#### **4.4 POLICY AND FINANCE COMMITTEE**

Comprises all members of Council and is chaired by the Mayor. A representative from the Maori Standing Committee may attend the meeting and may partake in debate but may not vote.

The functions of the committee include:

- the setting of policy, objectives, bylaws and programmes, the review of financial accounts;
- the monitoring of all of Council's business; and
- receiving reports from the Chief Executive Officer and Group Managers.

There are no delegations to this committee.

#### **4.5 INFRASTRUCTURE AND SERVICES FOCUS GROUPS**

The five Focus Groups are:

- Waste Water, Water Supply and Water Races
- Waste Management (including Waste Minimisation)
- Emergency Services
- ~~Water Supply and Water Races~~
- Reserves and Amenities
- Transport

Focus Group membership is as follows (per group):

Four Councillors (one Councillor is appointed to chair)

Any other Councillor can attend a focus group meeting with permission from the chair of that group.

#### **4.6 RURAL SERVICES COMMITTEE**

As at 27 October 2010, this committee is in recess. Upon reactivation the committee membership groups should be assessed for relevance.

#### **4.7 CHIEF EXECUTIVE OFFICER'S REVIEW COMMITTEE**

Comprises the Mayor, Deputy Mayor and all other Councillors, chaired by the Mayor.

**4.8 WAIRARAPA LIBRARY SERVICE COMMITTEE  
(A joint Committee with Carterton)**

1 Councillor  
1 member from a Community Board.

**4.9 PLANNING APPLICATIONS SUB-COMMITTEE**

Any two of:

The Chief Executive Officer  
Senior Planning Officer or nominee

And

The Mayor or (in her absence)  
A member of the Planning Hearings Committee.

**4.10 RISK AND AUDIT WORKING PARTY**

Deputy Mayor and 3 Councillors.

**4.11 SOUTH WAIRARAPA COUNCIL COMMUNITY PLAN WORKING PARTY**

Mayor and all Councillors.  
Chair of each Community Board or their nominee.  
1 representative of the Maori Standing Committee.

**4.12 AWARDS, REFURBISHMENT AND GIFTS WORKING PARTY**

Mayor and 3 Councillors.

**4.13 GREYTOWN OXIDATION POND ADVISORY GROUP**

1 Councillor (chair)  
1 representative from the Greytown Community Board  
1 representative of Ngati Kahungunu ki Wairarapa Maori Executive  
Taiwhenua  
1 representative of Rangitaane O Wairarapa Inc.  
1 representative of the Papawai Marae

#### **4.14 SPARC RURAL TRAVEL FUND ASSESSMENT GROUP**

Deputy Mayor and 3 Councillors.

#### **4.15 COMBINED PLAN (A joint committee with Carterton and Masterton)**

Mayor, Deputy Mayor and 1 Councillor.

#### **4.16 MARTINBOROUGH TOWN HALL WORKING GROUP**

2 Councillors

2 representatives of the Martinborough Community Board

Members as per the Martinborough Town Hall Working Group Terms of Reference.

### **5. MEETINGS**

The Council normally meets 6 weekly excluding January, at a time determined by Council. Extraordinary meetings may be held on occasions.

The Committees meet at a frequency and at a time determined by the Committees or as required or directed by the Council.

Meetings of the Council and Committees each require a formal Order Paper or agenda which is publicly notified in a newspaper and also distributed to certain recipients such as the media. They are also available at the public counter in Martinborough and at Service Centres in Featherston and Greytown and on the Council's website. Working Parties and Focus Groups do not need to be publicly notified.

Formal minutes are taken of the proceedings of these meetings in accordance with a standard format. Meetings are conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

### **6. WORKING PARTIES AND GROUPS**

Set up from time to time for specific projects. Working parties/groups generally have a sunset or winding up clause to ensure they are not ongoing beyond their original brief.