

SOUTH WAIRARAPA DISTRICT COUNCIL

10 AUGUST 2016

AGENDA ITEM E3

CHIEF EXECUTIVE OFFICER REPORT

Purpose of Report

To report to Council on general activities.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *To ratify the Kahungunu ki Wairarapa recommendation to appoint Demetrius Potangaroa to represent Kahungunu ki Wairarapa on the Council's Maori Standing Committee.*

1. Executive Summary

This period has been dominated by annual leave, accordingly this report will be rather brief.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2016]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE				
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			
		2014/15	RESULTS	COMMENTS
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73% (2010/11 survey 75%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62% (2010/11 survey 55%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear	Ratepayers and residents are satisfied with Council's decisions and actions	50%	59% (2014 survey 76%)	A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates	78%	64% (2010/11 survey 59)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to

direction	rates/funds to be spent on the services and facilities provided (target peer group age)		(%)	comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 97% (2014 92%) Featherston 97% (2014: 95%) Martinborough 98% (2015: 95%)	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65% (2010/11 survey 52%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49% (2010/11 survey 50%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications	100%	Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.

3. Ratification of Maori Standing Committee Nomination

We have received correspondence nominating Demetrius Potangaroa to be the Maori Standing Committee representative for Kahungunu ki Wairarapa (Appendix 1). Formal ratification of the Iwi nomination is sought from Council.

4. Corporate

4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters, assisted by Major Consulting.

Attached as Appendix 2 is the latest H & S report covering the period 1 June – 31 July 16.

5. Strategic Planning and Policy Development

5.1 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February	\$521	558	73	\$422
30 March	\$651	531	27	\$527
2 May	\$489	428	72	\$396
2 June	\$699	769	12	\$566
1 Aug	\$466	367	72	\$378

Arrears are further analysed in the table below:

Arrears analysis as at 01/08/2016 72 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	114	\$ 139,897.22	\$ -	\$ 139,897.22
	Commercial	6	\$ 9,538.94	\$ -	\$ 9,538.94
Greytown	Urban	47	\$ 76,336.89	\$ -	\$ 76,336.89
	Commercial	9	\$ 9,854.97	\$ -	\$ 9,854.97
Martinborough	Urban	44	\$ 54,871.03	\$ -	\$ 54,871.03
	Commercial	7	\$ 2,567.01	\$ -	\$ 2,567.01
Rural		140	\$ 173,314.89	\$ -	\$ 173,314.89
TOTAL			\$ 466,380.95	\$ -	\$ 466,380.95

5.2 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Evidence and analysis used in decision not to adjust the Martinborough drinking water supply to the level recommended by the Ministry of Health?	Provided data that was sought to DHB
What is the spend on Advertising on Facebook and Linked In	No spend
Data on Freedom Camping	Information supplied
The submission, draft minutes notes, any other notes, including email exchange and letters relating to submission 21, the Featherston Anzac Club Society Inc put up to the draft Annual Plan 2011/2012.	Information supplied
Staff and Councillor remuneration	Information supplied
Rateable properties abandoned	Information supplied
Data in relation to LGOIMA requests	Information supplied
Featherston cemetery landscaping	Information supplied
Greytown Soaring centre - details of consent and matters related to lease.	

6. Appendix

Appendix 1 – Kahungunu ki Wairarapa Letter of Appointment

Appendix 2 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Kahungunu ki Wairarapa Letter of Appointment

From: Demetrius Potangaroa <dpotangaroa@yahoo.com>
Sent: Wednesday, 1 June 2016 5:19 p.m.
To: PJ Devonshire; Tari
Cc: Nelson Rangī; Michael Roera (mroera@hotmail.co.nz)
Subject: Re: KKW Representative for South Wairarapa Maori Standing Committee

Tena koutou katoa,

Tena hoki koutou e nga kaitautoko, nei ra te mihi maioha mai te whanau Tamihana-Potangaroa me te hapu Te Hika a Papauma, he uri ahau.
Kaore e arikarika tena manaaki!
Ko ahau he kaitiaki mo te pai me te tika o te mahi mo te iwi o te Wairarapa a tona wa.
Ko tena te mea tuatahi mo ahau.

No reira,

Eke Panuku, Eke Tangaroa,
Whano Whano Haramai te Toki,
Haumi e Hui Taiki e!

Demetrius Potangaroa

From: PJ Devonshire <pj@kahungunuwairarapa.iwi.nz>
To: Demetrius Potangaroa <dpotangaroa@yahoo.com>; Tari <Tari@kahungunuwairarapa.iwi.nz>
Cc: Nelson Rangī <nelson.rangi@xtra.co.nz>; "Michael Roera (mroera@hotmail.co.nz)" <mroera@hotmail.co.nz>
Sent: Wednesday, 1 June 2016 2:05 PM
Subject: RE: KKW Representative for South Wairarapa Maori Standing Committee

Tena koe e hoa.

Nau mau haere mai! Welcomne aboard as 1 one of our key reps. Tirau will get in contact about an induction etc for KKW.

Micheal Roera can do the SWDC maori standing committee stuff. We'll sort some dates out.

We'll put the following message on our KKW Facebook page

"Tenei matau e mihi ana ki to tatau nei whanaunga Demetrius Potangaroa, to tatau nei mangai hou i runga i te Komiti Maori o South Wairarapa District Council. It is with pleasure that we welcome Demetrius Potangaroa on board as the Ngati Kahungunu ki Wairarapa representative on the South Wairarapa Maori Standing Committee. E te whanaunga nau mai haere mai."

Nga mihi
PJ Devonshire
General Manager
Kahungunu ki Wairarapa
187-189 Queen Street (rear office)
P O Box 132
Masterton 5840
Ph: 06 377 5436

Appendix 2 – Health and Safety Report

South Wairarapa District Council Health and Safety report 1 June – 31 July 2016

Health and Safety – driving continuous improvement (Lead indicators)

Health and Safety inductions	Health and Safety training	Near miss and new hazards reported	Catching our people doing the right thing
	<ul style="list-style-type: none"> •All staff from libraries attending manual handling in libraries training. •Staff identified to attend traffic control training. 		

Health and Wellness programme

Flu shots and Employee Assistance Programme offered to all staff.

Health and Safety incidents (Lag indicators)

Non-injury incidents	Injuries requiring first aid, medical treatment (incl first aid register)	Number lost time injuries	Our learnings
<ul style="list-style-type: none"> •Nose to tail vehicle accident, Council vehicle rear ended. Minor damage to vehicle, no injury. 			<ul style="list-style-type: none"> •Need to remind staff of safe following distances.

Health and Safety strategy

Progress on Health and Safety work plan

- System to monitor the efficacy of contractor's health and safety systems developed and shared with managers who engage contractors.
- Controls being implemented to manage health and safety risks.
- Health and safety policy approved and rolled out to managers.
- Security and Service Centres project completed and recommended controls being considered and implemented.

Engaging with our people

Health and Safety at Work Team continue to work hard and have made great progress since their forming late last year, they have continued to work on:

- Compiling our hazard register, assessing risk and reviewing options and recommending controls
- Putting in place controls
- Undertaking hazard identification on council sites where contractors work
- Looking at wellness initiatives
- Checking out H&S training options
- Investigating incidents
- Reviewing our H&S documentation, processes and check sheets
- Keeping us on track with our health and safety work plan

Staff meetings

Change leadership – embedding health and safety in our business

Managers attended a further meeting to discuss leading health and safety, test Accident & Incident and hazard reporting systems. SWDC health and safety policy and manager's responsibilities reinforced and process for rolling out policy and reporting systems to their teams discussed.

Housekeeping checks

Health and Safety housekeeping checks discussed with managers. Managers discussing with their teams.

Working with our contractors

Correspondence being sent to contractors SWDC currently work with to understand their health and safety systems, and get assurance that they understand the risks they are managing on SWDC worksites, their people are trained, and they are compliant with new health and safety legislation.

Health and safety questionnaire with weightings to assist with assessing contractors health and safety systems being trialled by managers who engage contractors.

Tender process reviewed and updated to include request for information on health and safety systems.

Council walk around and learnings

No walk arounds to report.