

SOUTH WAIRARAPA DISTRICT COUNCIL

17 MAY 2017

AGENDA ITEM D3

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. *Receive the financial statements for the period ended 31 March 2017 and the Financial Report for that period.*

1. Executive Summary

Preparation of the 2017/18 Annual Plan continues with the public meeting round being held in the three towns. While not particularly well attended good feedback was received and interesting discussion held.

The building consent for the Waihinga Centre was finalised during the reporting period, there are now no barriers to completing this project.

This report is somewhat truncated owing to varying types of leave taken.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS		2016/17	2016/17	COMMENTS
			TARGET	ACTUAL	
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%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 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		72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions		80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 8% 2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)		79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 14% 2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues		90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)
	% of ratepayers and residents who know how to contact a community board member		68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 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		70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 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 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.(Year ended 30 June 2016)

2.1 Local Government Commission

The Local Government Commission released their draft proposal on 15 March. Submissions closed on 3 May, the commission are now gearing up for hearings as outlined below:

Date	What is happening
15 March (TBC)	Draft proposal released and submissions called for
Weekends in April	Public information stands at various locations in the Wairarapa
3 May	Submissions close
Tuesday 23 May	Hearings commence in Martinborough – with SWDC at 9am
May onwards	Commissioners consider submissions and decide whether to release a final proposal
July - November	Commissioners aim to release final proposal (if sufficient community support), or a final decision
Nov 2017 – April 2018	If final proposal issued, poll will be held sometime during this period
Early 2018	If poll endorses final proposal, transition Board formed
Oct 18 – Oct 19	Election of new council

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. This meeting was to specifically discuss replacement for Bruce Pepperell. It has been decided to split the roles of Group Controller and Regional Manager. During an incident, both tasks need to be performed and this is not an optimal situation.

3.1.2. Mayoral Forum

No Mayoral forum was held.

3.1.3. Community Boards

Community Board meetings were held, although I was not able to attend due to absence from the office.

4. Corporate

4.1 Financial Statement for the nine months ended 31 March 2017

The Financial Statements and Financial Report for the nine months ended 31 March 2017 are attached as Appendix 1.

4.2 Occupational Health and Safety

We continue to make good progress on health and safety matters. No matters were reported during the period. Attached as Appendix 2 is a summary of activities for 1 February to 30 April 2017.

4.2.1. Waihinga Centre/Martinborough Town Hall

The project has commenced with work in the Town Hall being the initial focus.

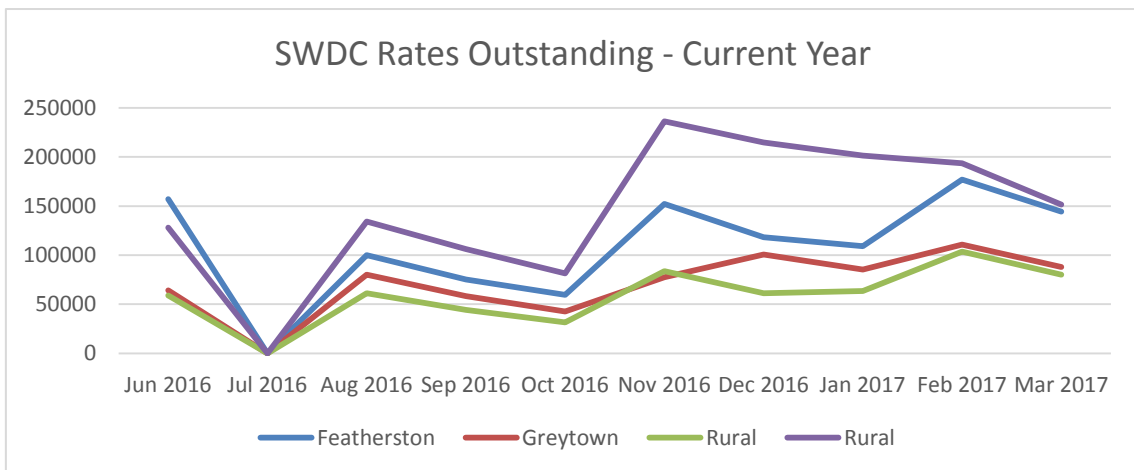
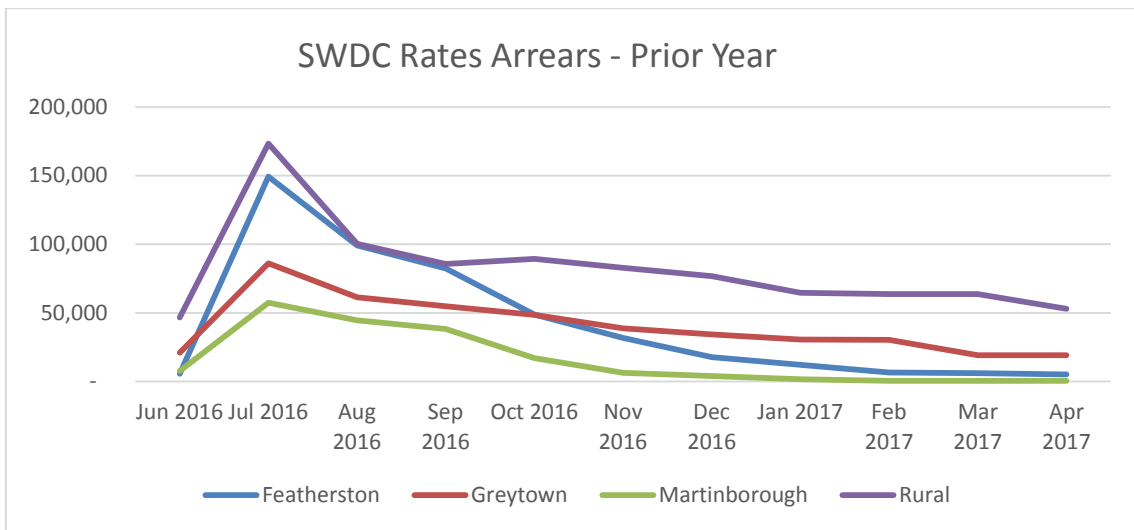
The building consent has now been issued, there are no barriers to completion.

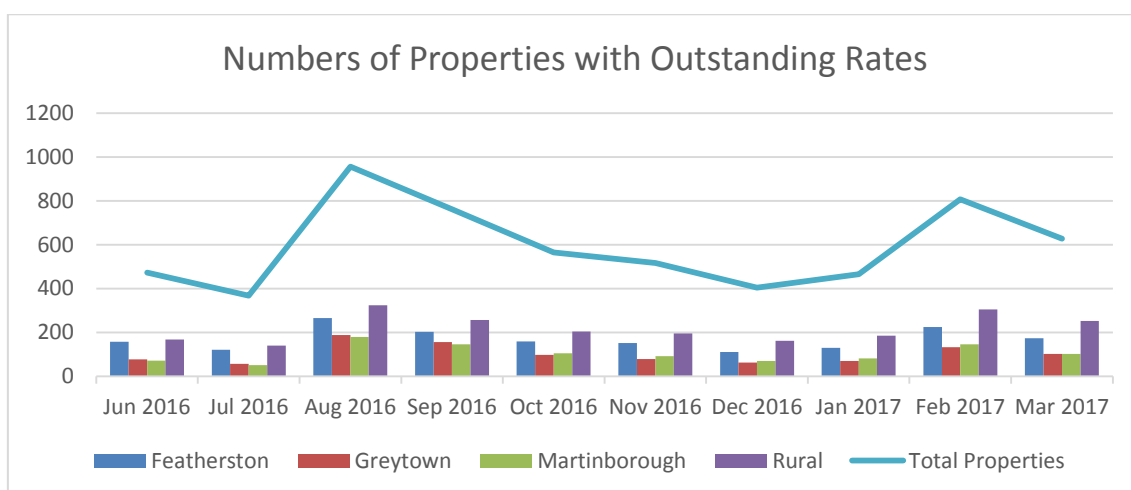
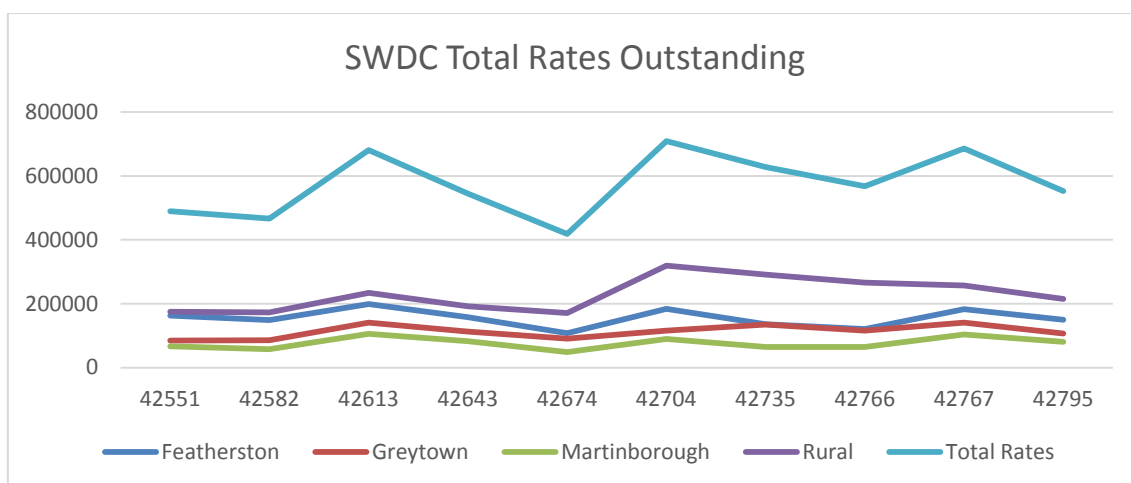
As construction progresses further stakeholder meetings will be held to ensure any issues that may arise are able to be resolved.

Attached in Appendix 3 are the Waihinga Centre budget and financial forecast.

4.3 Rates Arrears (Incl. GST)

As discussed at the previous meeting, rates debt will now be shown in graphical form, from which it is easier to ascertain trends.





4.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	RESPONSE
28 March 17	Requesting details of any caveats on a property	Request transferred to another agency
3 April 17	Rural fire protection spend	Information supplied
6 April 17	Information relating to changes to the Impounding Act 1955. (Stock)	Information supplied
6 April 17	Parking infringements	Information supplied
6 April 17	The average residential costs of rates and other Council charges for the 2015/16 financial year.	Information supplied
6 April 17	Seeking information re Audit and Risk, Staff performance, Advertising spend, code of conduct.	Information supplied
6 April 17	Spending on tourism and economic promotion.	Information supplied
26 April 17	Operating commercial cage egg chicken farms	Information supplied

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

5. Appendices

Appendix 1 – Financial Statements for the period ended 31 March 2017

Appendix 2 – Health and Safety Report for the period 1 February 2017 – 30 April 2017

Appendix 3 – Waihinga Centre Budget and Forecast

Contact Officer: Paul Crimp, Chief Executive Officer

**Appendix 1 – Financial
Statements for the period
ended 31 March 2017**

South Wairarapa District Council

For the nine months ending 31 March 2017

Financial Report

1. SUMMARY & HIGHLIGHTS

1.1 Purpose:

The purpose of this report is to provide Council with a commentary on:

- Year to date budget vs actual.
- Commentary on material variances.
- Full year risks (if any) for each significant activity.

1.2 Highlights

- Year to date operating deficit \$578K vs. budget deficit \$683K.
- Total surplus amounts to \$1,740K vs. budget surplus \$458K.
- The favourable variance includes \$400K donations towards the Waihinga Centre Project and Contributions over budget by \$635K, Adjusting for these two large variances, the results are still favourable to budget by \$246K
- Sound cash position, Working capital \$11,502K.
- Interest cost 6.93% of rates revenue, SWDC maximum 12%.
- Current Net debt \$17,500K, SWDC maximum (at 3.02% average borrowing rate). \$50,292K.
- Have phased budgets on last years actual spend, Some variances are due to actual spend patterns being different between years.

2. STATEMENT OF FINANCIAL PERFORMANCE

2.1 Operating Income

2.1.1. Interest

47.17% Ahead of plan.

2.1.2. Fees & Licences

33.38% Ahead of plan, Liquor licencing up, Building consents up number of consents applied for has remained high, Resource consents income also up.

2.1.3. User Levies

25.72% Ahead of plan, LIMS applications up due to increased activity and a conservative budget, transfer station fees up.

2.1.4. NZTA Subsidy

23.78% Ahead of plan, full year program will be met so actual should align with budget at year end.

2.1.5. Grants, Donations & Subsidies

14.36% Behind plan.

2.2 Operating Expenditure

2.2.1. Corporate Services

9.95% Behind plan, No budgetary concerns.

2.2.2. Governance

22.29% Ahead of plan, Election expenses over budget this is due to election expenses being spread and budgeted for every year, training also over due to new Councillors.

2.2.3. Public Protection

2.54% Ahead of plan, there are some variances in the outputs below that offset each other.

Public Protection & Health

13.21% Behind plan, due to staff vacancies.

Emergency Management

25.34% Ahead of plan, due to budget phasing will be on track for year end.

2.2.4. Land Transport

13.48% Ahead of plan due to timing will be on track at year end.

2.2.5. Stormwater Drainage

10.18% Behind plan, WRC drainage schemes under budget due to budget phasing, Routine maintenance over budget .

All other operating expenditure categories are on or close to budget year to date

2.2.6. Capital Expenditure Income

NZ Transport Agency

23.78% Ahead of plan, Based on NZTA capital works program. Full year program will be met so actual should align with budget at year end. Capital works program on track.

Grants and Subsidies

99.79% Ahead of plan, budget water subsidy now received, Grants received for Waihinga Centre \$400K recognised as income now the project is under way. Budget for this income was in previous year.

Contributions

309.24% Ahead of plan, a few big subdivisions have gone through.

3. STATEMENT OF FINANCIAL POSITION

3.1 Working Capital

Working capital (current assets less current liabilities) stands at \$11,502K (30 June 2016 \$7,138K).

3.2 Prepayments and Receivables

Prepayments and receivables sit at \$1,304K. Key components are Rates receivables \$43K, Rates in advance \$590K, Water debtors \$161K, NZTA \$156K, General debtors \$248K, GST clearing \$98K.

3.3 Payables and Accruals

Payables and accruals sit at \$2,327K. Key items are Rates in advance (SWDC & GWRC) \$564K, Audit fee accrual \$59K, Income in advance (Papawai grazing) \$145K, Footpath and other bonds \$520K and Contract retentions \$162K, City care \$230K, Earth care \$59K, Fulton Hogan \$181K, Accrued interest \$144K, The balance is normal monthly creditors.

3.4 Public Debt Current Portion

The comparative column shows a variance between the 30 June amount and that now reported. For the annual report we are required to split out the current and term portions of the public debt. For management reporting we report all public debt as one amount. (Non-current)

3.5 Gross Public Debt

Total public debt stands at \$17,500K.

30 June 2016 total public debt stood at \$13,402K.

Additional loans were drawn down from LGFA for Waihinga Centre earthquake strengthening, alternative disposal, toilets and water Capital expenditure.

SOUTH WAIRARAPA DISTRICT COUNCIL

MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2017

STATEMENT OF FINANCIAL PERFORMANCE
STATEMENT OF FINANCIAL POSITION
STATEMENT OF CASHFLOWS
SCHEDULE OF CAPITAL EXPENDITURE
SCHEDULE OF INVESTMENTS

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD ENDED 31 MARCH 2017

2016		YTD			2017	
LYTD Actual		Actual	Budget	Variance	Budget	% of Budget
<u>OPERATING INCOME</u>						
9,193,281	Rates	9,511,613	9,520,675	(9,062)	12,656,876	75%
151,155	Rates Penalty	127,075	127,852	(777)	143,000	89%
182,266	Interest	151,722	103,095	48,627	245,866	62%
28,360	Internal Interest Loans	15,674	15,702	(28)	20,880	75%
660,305	Fees & Licences	911,221	683,191	228,030	878,000	104%
526,045	User Levies	539,334	429,002	110,332	659,851	82%
49,768	Commissions	53,284	49,015	4,269	66,604	80%
994,622	NZ Transport Agency Subsidy	939,469	758,992	180,477	1,224,192	77%
58,815	Petrol Tax	63,993	68,352	(4,359)	80,000	80%
9,441	Grants, Donations & Subsidies	12,040	14,059	(2,019)	14,526	83%
399,051	Rental / Hire	377,670	411,165	(33,495)	502,332	75%
1,922	Profit on Sale of Assets	-	-	-	-	0%
228,659	Miscellaneous Income	245,307	236,334	8,973	331,811	74%
12,483,691	Total Operating Income	12,948,404	12,417,434	530,970	16,823,937	
<u>OPERATING EXPENDITURE</u>						
1,243,516	Corporate Services	1,324,648	1,471,074	146,426	1,766,817	75%
637,740	In-House Professional Services	622,624	652,610	29,986	771,023	81%
299,587	Governance, Leadership & Advocacy	383,298	313,440	(69,858)	432,036	89%
1,002,652	Public Protection	998,072	973,304	(24,768)	1,339,608	75%
258,993	Resource Management	302,055	288,901	(13,154)	419,788	72%
246,597	Economic, Cultural & Community Development	247,523	269,516	21,993	322,955	77%
1,815,676	Amenities	1,797,494	1,794,086	(3,408)	2,285,086	79%
3,813,380	Land Transport	3,875,868	3,415,419	(460,449)	4,831,146	80%
1,520,176	Water Supply	1,638,099	1,657,941	19,842	2,179,455	75%
937,503	Solid Waste Management	949,758	889,294	(60,464)	1,273,590	75%
1,120,175	Sewerage	1,175,168	1,245,738	70,570	1,774,833	66%
118,027	Stormwater Drainage	115,606	128,711	13,105	162,207	71%
13,198	Rate Debtors Written Off	14,007	-	(14,007)	40,000	35%
-	Bad Debts	-	-	-	-	0%
-	Loss on Sale of Assets	82,178	-	(82,178)	-	0%
13,027,219	Total Operating Expenditure	13,526,399	13,100,034	(426,365)	17,598,546	
(543,528)	Operating Surplus/(Deficit)	(577,995)	(682,600)	104,605	(774,609)	
<u>CAPITAL EXPENDITURE INCOME</u>						
698,704	NZ Transport Agency Subsidy	637,615	515,126	122,489	902,189	0%
-	Grants, Donations & Subsidies	839,104	420,000	419,104	420,000	0%
374,475	Contributions	841,286	205,571	635,715	332,311	253%
1,073,178	Total Capital Expenditure Income	2,318,005	1,140,697	1,177,308	1,654,500	
<u>OTHER INCOME</u>						
-	Assets Vesting in Council	-	-	-	-	0%
-	Gain on Asset Revaluations	-	-	-	38,421	0%
-	Total Other Income	-	-	-	38,421	
\$ 529,651	TOTAL SURPLUS / (DEFICIT)	\$ 1,740,010	\$ 458,097	\$ 1,281,913	\$ 918,312	

Included in the operating expenditure is:

3,012,149	Depreciation	3,260,212	3,137,805	122,407	4,189,213	78%
619,011	Interest	659,446	677,805	(18,359)	862,092	76%

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2017

	31 MARCH 2017	30 JUNE 2016	MOVEMENT
<u>ASSETS</u>			
<u>Current Assets</u>			
Cash and Bank	628,878	424,998	203,881
Short Term Deposits	12,147,011	5,228,061	6,918,950
Investments	-	1,610,317	(1,610,317)
Prepayments & Receivables	1,303,943	1,930,974	(627,032)
Inventories	31,527	12,202	19,325
Properties Intended For Sale	-	2,874,000	(2,874,000)
Total Current Assets	14,111,359	12,080,552	2,030,808
<u>Non-Current Assets</u>			
Investments	308,914	212,914	96,000
Investment Properties	7,168,757	6,998,000	170,757
Intangible Assets	157,230	175,070	(17,840)
Properties Intended For Sale	2,223,000	-	2,223,000
Property, Plant & Equipment	382,029,567	381,993,468	36,098
Total Non-Current Assets	391,887,467	389,379,452	2,508,015
TOTAL ASSETS	\$ 405,998,826	\$ 401,460,003	4,538,823
<u>LIABILITIES</u>			
<u>Current Liabilities</u>			
Cash and Bank	-	-	-
Payables and Accruals	2,327,115	3,591,091	(1,263,977)
Employee Entitlements	282,419	317,317	(34,897)
Public Debt - Current Portion	-	1,000,427	(1,000,427)
Finance Leases - Current Portion	-	-	-
Provisions - Current Portion	-	33,486	(33,486)
Total Current Liabilities	2,609,534	4,942,321	(2,332,787)
<u>Non-Current Liabilities</u>			
Public Debt - Non-Current Portion	17,500,000	12,401,887	5,098,113
Finance Leases - Non-Current Portion	-	-	-
Provisions - Non-Current Portion	440,033	406,546	33,486
Total Non-Current Liabilities	17,940,033	12,808,433	5,131,600
<u>EQUITY</u>			
Public Equity	148,448,596	146,736,957	1,711,639
Special Separate & Trust Funds	17,902,497	17,652,497	250,000
Asset Revaluation Reserve	219,095,276	219,316,904	(221,628)
Sinking Fund Reserves	-	-	-
Other Reserves	2,891	2,891	-
Total Equity	385,449,258	383,709,249	1,740,009
TOTAL LIABILITIES & EQUITY	\$ 405,998,826	\$ 401,460,003	4,538,823

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2017

	31 MARCH 2017	31 MARCH 2016	30 JUNE 2016
<u>OPERATING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Rates	9,901,487	9,736,432	15,655,638
Government Grants & Subsidies	2,899,610	2,100,817	2,606,098
Petrol Tax	42,039	39,173	81,976
Other Income	2,962,983	2,535,018	3,243,153
Interest on Investments	162,302	(892,263)	236,659
Total Operating Cash Inflow	15,968,420	13,519,178	21,823,524
<u>Cash was applied to:</u>			
Payments to Suppliers & Employees	11,099,507	9,434,513	15,470,229
Interest Paid	504,289	617,886	795,282
Total Operating Cash Outflow	11,603,796	10,052,399	16,265,511
Net Cashflow from Operating Activities	4,364,624	3,466,778	5,558,014
<u>INVESTING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Sale of Property, Plant & Equipment	-	-	(2,837)
Term Investments, Shares & Advances	1,610,317	457,904	1,591,845
Investments in Loan Redemption & Sinking Funds	-	-	-
Total Investing Cash Inflow	1,610,317	457,904	1,589,008
<u>Cash was applied to:</u>			
Purchase of Property, Plant & Equipment	2,949,795	2,741,198	4,942,441
Term Investments, Shares & Advances	-	-	2,864,264
Investments in Loan Redemption & Sinking Funds	-	-	-
Total Investing Cash Outflow	2,949,795	2,741,198	7,806,705
Net Cashflow from Investing Activities	(1,339,478)	(2,283,295)	(6,217,697)
<u>FINANCING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Public Debt	10,000,000	-	7,500,000
Total Financing Cash Inflow	10,000,000	-	7,500,000
<u>Cash was applied to:</u>			
Repayment of Public Debt	5,902,313	186,219	8,815,519
Total Financing Cash Outflow	5,902,313	186,219	8,815,519
Net Cash Flow from Financing Activities	4,097,687	(186,219)	(1,315,519)
NET INCREASE / (DECREASE) IN CASH	7,122,833	997,266	(1,975,201)
OPENING CASH BALANCE	1 JULY 2016	7,628,255	7,628,255
CLOSING CASH BALANCE	31 MARCH 2017	\$ 8,625,521	\$ 5,653,059
<u>REPRESENTED BY:</u>			
Cash and Cash equivalents	628,879	193,485	424,998
Short Term Deposits	12,147,011	8,432,037	5,228,061
Investments	-	-	-
\$ 12,775,892	\$ 8,625,521	\$ 5,653,059	

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF CAPITAL EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2017

<u>DESCRIPTION</u>	Year to Date		Annual	Budget	Total	Full	Carry
	Actual	Budget	Budget	Brought Forward from Prev Years	Budget Available	Year Forecast	Forward to 2017-18
Baseline CAPEX:							
Amenities	450,866	641,123	864,109	-	864,109	697,378	433,359
Water Supply	888,030	1,034,874	1,379,840	551,430	1,931,270	1,395,360	511,430
Solid Waste Management	947	12,753	17,000	-	17,000	-	17,000
Stormwater Reticulation	-	39,222	52,300	-	52,300	52,300	-
Wastewater	566,481	1,119,096	1,492,123	575,053	2,067,176	1,160,053	907,181
Land Transport	1,145,739	1,333,710	1,778,304	-	1,778,304	1,778,028	-
Information Technology	24,544	70,992	94,648	-	94,648	94,648	-
Council Property	13,030	94,977	126,632	-	126,632	126,632	-
Waihinga Centre	411,253	2,846,250	3,795,000	780,172	4,575,172 *	975,000	3,600,172
	<u>\$ 3,500,889</u>	<u>\$ 7,192,997</u>	<u>\$ 9,599,956</u>	<u>\$ 1,906,655</u>	<u>\$ 11,506,611</u>	<u>\$ 6,279,400</u>	<u>\$ 5,469,142</u>

* Full budget approved at January 2017 Council meeting \$5.132 million for core project \$362K is year to date Waihinga Centre spend, Project to date spend is \$899K

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF INVESTMENTS AS AT 31 MARCH 2017

<u>ORGANISATION</u>		<u>INTEREST RATE</u>	<u>DATE INVESTED</u>	<u>DATE MATURES</u>	<u>TOTAL INVESTED</u>	<u>INVESTED FUNDS %</u>	<u>AUTHORISED FUNDS %</u>
SHORT TERM DEPOSITS							
Registered Banks							
ASB - Call Account	99182811	1.25%	31-Mar-17	On Call	75,000.00		
ASB - Term Deposits	99182811	1.90%	29-Mar-17	18-Apr-17	1,000,000.00		
					1,075,000.00	9%	30%
ANZ - Call Account	99182813	0.70%	31-Mar-17	On Call	1,927.38		
ANZ - Term Deposit	99182813	3.10%	17-Feb-17	18-May-17	920,000.00		
ANZ - Term Deposit	99182813	3.10%	21-Feb-17	22-May-17	1,000,000.00		
					1,921,927.38	15%	30%
BNZ - Call Account	99182812	3.00%	31-Mar-17	On Call	46.39		
BNZ - Term Deposit	99182812	3.41%	27-Feb-17	27-Jun-17	827,244.74		
BNZ - Term Deposit	99182812	3.41%	27-Feb-17	27-Jun-17	1,151,323.62		
BNZ - Term Deposit	99182812	3.23%	21-Feb-17	22-May-17	510,000.00		
BNZ - Term Deposit	99182812	3.23%	21-Feb-17	22-May-17	1,250,000.00		
					3,738,614.75	30%	30%
KIWIBANK - Term Deposit	99182819	1.75%	31-Mar-17	On call	1,050,000.00		
KIWIBANK - Term Deposit	99182819	1.88%	1-Mar-17	18-Apr-17	1,500,000.00		
					2,550,000.00	20%	30%
WBS - Term Deposit	99182816	3.55%	30-Nov-16	29-May-17	172,210.90		
WBS - Term Deposit	99182816	3.70%	10-Mar-17	5-Dec-17	138,757.23		
WBS - Term Deposit	99182816	3.70%	25-Feb-17	22-Nov-17	179,087.84		
WBS - Call Account	99182816	0.50%	27-Feb-17	On Call	370.96		
					490,426.93	4%	10%
WESTPAC - Online Call Account	99182814	0.35%	31-Mar-16	On Call	80.30		
WESTPAC - Term Deposit	99182814	3.08%	21-Mar-17	23-Jun-17	1,870,961.87		
WESTPAC - Term Deposit	99182814	2.48%	28-Mar-17	27-Apr-17	500,000.00		
					2,371,042.17	19%	30%
TOTAL					12,147,011.23	100%	100%
INVESTMENTS							
NZLGFDG472C5					28,800.00		
NZLGFDG472C3					91,200.00		
LGFA Borrower Bonds					64,000.00		
LGFA Borrower Bonds					32,000.00		
TOTAL					216,000.00		
SHARES							
NZ Local Govt Insurance Co Limited	99283823				78,737.80		
Airtel Limited	99283824				7,791.00		
Farmlands Trading Society Limited	99283825				1,159.00		
TOTAL					87,687.80		
FORESTRY							
Plantation - Hurupi Stock	99283827				5,226.00		
TOTAL					5,226.00		
TOTAL INVESTMENTS					12,455,925.03		
REPRESENTED BY:							
Short Term Deposits					12,147,011.23		
Investments - Current Assets					-		
Investments - Non-Current Assets					308,913.80		
					12,455,925.03		

Appendix 2 – Health and Safety Report



Council Health and Safety Report 1 Feb 2017 – 30 April 2017

Driving continuous improvement (Lead indicators)

Health and Safety inductions

- No health and safety inductions this period.

Health and Safety training

- One staff member attended ICAM investigation technique training.
- Library staff attended safe use of ladder training by Building team member.
- New H&S at Work Team members to receive training on hazard identification and risk assessment.

Near miss and new hazards reported

- No near miss or hazards reported this period.

Health and Wellness programme

- The Employee Assistance Programme continues to be offered to all staff.
- A periodic newsletter is sent to all staff to raise the profile of health and safety in the workplace. The April newsletter sought information as to how staff apply the Wellness payment. Feedback included purchasing running shoes and fishing equipment, and applying the payment to health insurance premiums.

Incidents and accidents (Lag indicators)

Non-injury incidents

- Non-injury Contractor incident. Overhead power cable struck with excavator while the machine was carrying pipe down the carriageway. Contractor undertook an investigation into the incident and Council notified WorkSafe. Layout, fatigue & inattentiveness by spotter identified as cause of incident. Contractor implemented actions to ensure incident does not occur again.

Injuries requiring first aid, medical treatment (incl first aid register)

- No incidents reported this period.

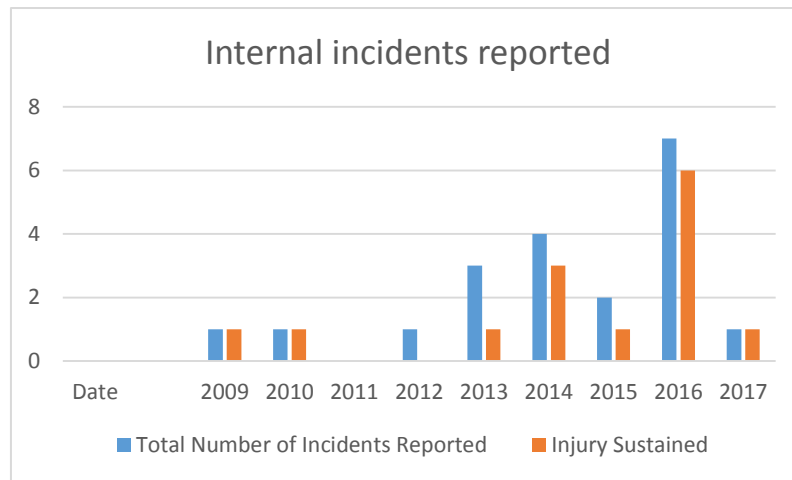
Number lost time injuries

- No lost time incidents reported this period.

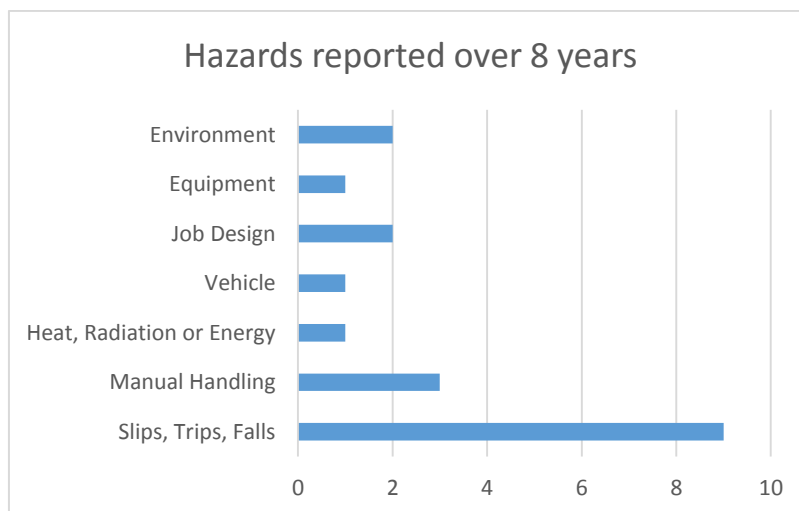
Our learnings

Incident and accident analysis

This graph shows the number of incidents reported since 2009. It shows a significant increase in reporting in 2016.



The graph below shows the types of hazards that have caught out people out. Of note is the frequency of slips, trips and falls, two each of which can be attributed to wet floors, lack of equipment maintenance, and carrying objects.



Health and Safety strategy

Working with our contractors

- Work continues to engage with our contractors to identify the effectiveness of their health and safety systems and confirm their people are competent to work safely.
- 58 letters have been sent. Twenty have provided information to enable Council to assess the robustness of their system.
- Smaller contractors, particularly locals, have not responded to our requests for information.
- Council is reviewing the relative risk profile of each of our contractors, to ensure the controls are proportionate to the level of risk they each

present. In some instances, Council may decide to provide the controls to the smaller contractors and monitor that they are being implemented. This approach will also help manage the risks presented by volunteers undertaking work on Council's behalf.

Engaging with our people

Health and Safety at Work Team

The Health and Safety at Work Team formed in late 2015. Following various resignations, it is intended to refresh the committee over the next two months.

The team's role is to:

- Monitor the implementation of the H&S work plan and achievement of the H&S strategy
- Review hazards, risks and controls
- Recommend initiatives to improve the health, safety and wellbeing of our people, based on analysis of the risk and effectiveness of current controls
- Review incidents and investigations and confirm the controls are appropriate
- Engage with staff to promote health and safety in the workplace and encourage reporting of hazards, near misses and other incidents.

Staff meetings

Health and safety is a regular discussion point in staff team meetings.

Staff newsletter

As indicated above, our H&S consultant has picked up writing the periodic newsletter that was developed by the previous finance manager. The newsletter is a forum to celebrate what we do well and explain how our H&S systems should be working. It also promotes members of staff, helping to build a sense of team that we can have pride in and that we all have a role in caring for.

Managing asbestos risks

Every building in New Zealand built prior to 1 January 2000 must be assumed to contain asbestos, unless it can be proven otherwise.

Council has until 4 April 2018 to prepare an asbestos management plan that must be made available to all contractors and workers. In the meantime, we are obliged to identify asbestos in the workplace.

If there is a risk that workers could break into asbestos-containing materials, thus releasing fibres, testing must be completed by a competent person before work can commence. If asbestos is found, it must be removed by a licensed asbestos removal company before work can start.

Council is presently considering a proposal to develop an asbestos management plan based on a comprehensive survey of Council's 82 buildings and structures.

Appendix 3 – Waihinga Centre Budget and Forecast

SWDC
Waihinga Centre
Overall project forecast - Actuals to March 2017

Per Council decision 18.1.2017

\$ 5,132,010

Made up as follows:	Budget	Invoiced to 31.3.2017	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	37,034	4,186,675	4,223,709
Rigg Zschokke Agreed Variations		7,130	5,560	12,690
Professional fees (design team) to Jan-17	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	-	<u>509,459</u>
Other fees to Jan-17 (including SGL, QS)	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	-	<u>268,343</u>
Architect & Engineer construction monitoring	80,000			
SGL		5,500	-	
Engeo Geotech		-	5,940	
Holmes Consulting - Design & Fire		8,475	-	
Holmes Consulting - Construction Monitoring		6,019	41,481	
HVAC Design		2,515	6,150	
Rawlinsons (Quantity Surveyers)		5,000	-	
Warren and Mahoney - Design		33,539	10,726	
Warren and Mahoney - Disbursements		3,015	-	
		<u>64,063</u>	<u>64,297</u>	<u>128,360</u>
QS Services to completion	50,000			
Venture Consulting		-	30,000	
Clendon Burns & Park		13,438	3,562	
		<u>13,438</u>	<u>33,562</u>	<u>47,000</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			
Overall budget	\$ 5,332,010	899,466	4,290,094	\$ 5,189,561