21 FEBRUARY 2018

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 Chief Executive Officer Report.

1. Executive Summary

- Combined council 15/12
- NZTA SPR
- LTP Meetings
- Audit and risk 24/01
- Four councils meeting 26/01
- Community Boards
- · Adam Blackwell
- WREMO Workshop
- ID forecast meeting
- Dark Sky

The preparation of the 2018/28 Long Term Plan has dominated proceedings since the last report. While good progress has been made, we are issuing the Consultation Document some five weeks earlier than previous years which has meant usual processing timeframes have been compressed.

The Christmas break allowed us to catch our breath, and to a certain extent contemplate the amalgamation "no" vote.

This result came somewhat too late for us to make substantive changes to our operations in the current LTP considerations, but does provide the benefit of additional time to consider what, if anything, we want to do differently in the future.

2. Governance/Leadership/Advocacy

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

SERVICE LEVEL	KEY PERFORMANCE INDICATORS				
		2016	/17 20:	16/17	COMMENTS
		TARG	ET A	CTUAL	
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	759	6	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	729	6	53%	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	Ratepayers and residents are satisfied with Council's decisions and actions	809	6	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%) fe they were unable to comment.
consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	799	6	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the65% (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	904	6 Feat	eytown 98% cherston 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)
				nborough	
				97%	
	% of ratepayers and residents who know how to contact a community board member	689	6	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%) fe 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 ⁰	6	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 applic applics s	able	00%	Maori Standing Committee met on 6 occasions. In tota 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)

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

No CE forum was held during the reporting period.

3.1.2. Mayoral Forum

No Mayoral forum was held during the reporting period.

3.1.3. Community Boards

A further round of Community Board meetings were held.

3.1.4. WREMO

Regional Chief Executives, and WREMO executives, met to discuss the results of the WREMO review, and agree new outputs for WREMO.

New initiatives included WREMO employing a dedicated training professional, and assistant to improve training quality, a dedicated communications and marketing advisor, and appoint a full time recovery coordinator (as is required by legislation).

Our share, based on ratepayer numbers, of the increase is \$4,900. This has been incorporated in the LTP budgets.

3.1.5. NZTA

We continue discussions with NZTA in regards to the special purpose road, and the reduction in subsidy rate we will receive for this road.

Our discussions are largely around how much of this road transfers to our network, and over what timeframe, and how much is retained as effectively SPR.

4. Corporate

4.1 Financial Statement

Financial statements for the six months ended 31 December 2017 are presented in Appendix 1 for the record, without commentary. These statements were presented and discussed at the January Audit and Risk meeting.

We are not in a position to prepare detailed analysis at this stage due to the Long Term Plan preparation; however there are no areas of concern following a mid-level review, and discussion at Audit and Risk.

4.2 Long Term Plan

The Long Term Plan consultation document, and supporting information, is due to be adopted 14 March.

This is considerably earlier than previous LTP's and is driven by the Audit New Zealand timetable.

The Audit New Zealand team, up to four members, will be onsite from 19 February to 2 March, and are required to review and issue an audit opinion on the Consultation Document.

4.3 Occupational Health and Safety

We continue to make good progress on health and safety matters.

In particular we are focusing on working with volunteers. This has proven somewhat more complex than first thought. We will have working guidance available in due course.

We do not have a monthly report available due to leave taken over the closedown and January period.

4.4 Waihinga Centre/Martinborough Town Hall

The project continues as planned, completion as previously advised will be somewhere around May.

Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

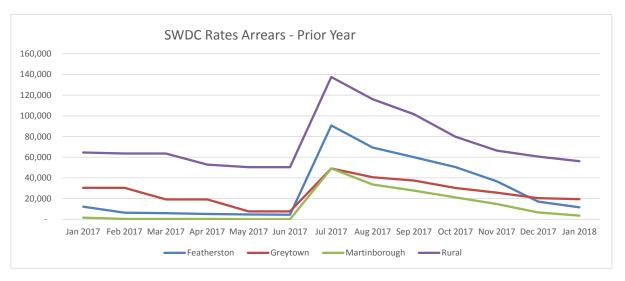
The project is progressing well, and there are no red or even orange flags at this stage.

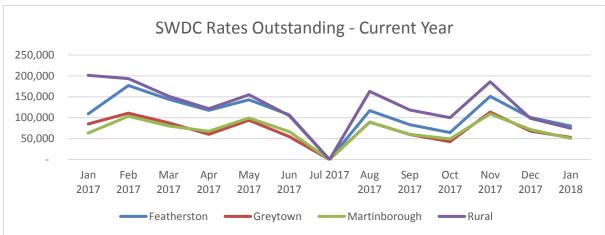
4.5 Rates Arrears (Incl. GST)

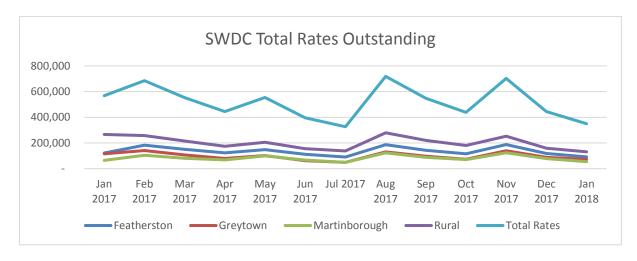
The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding is slightly down on the same period last year.

Total outstanding is very similar to the same time last year, we continue to monitor the situation closely.









4.6 **LGOIMA Requests**

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
21 December 17	Mileage allowance payments.	
9 January 18	Pesticide use.	
9 January 18	Chamber of Commerce subscription. Council owned housing. Audit and Risk Oversight.	
9 January 18	Staff numbers.	
9 January 18	Average Residential Rates.	
15 January 18	Any reports/ memos/ briefings prepared on the existence of asbestos in water infrastructure prepared in the last two years.	
18 January 18	Dog statistics since 1996.	
18 January 18	Entertainment related expenses 2017.	
25 January 18	Amounts collected by your authority on behalf of a Regional Council.	
25 January 18	Absenteeism - staff and councillors.	
25 January 18	Membership to external groups.	
7 February 18	The top noisiest streets.	

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 ended 31 December 2017

Appendix 2 – Waihinga Centre Finances

Contact Officer: Paul Crimp, Chief Executive Officer

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

MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2017

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

Included in the operating expenditure is:

2,177,976 Depreciation

322,678 Interest

STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD ENDED 31 DECEMBER 2017

2017			YTD		20	18
LY Actual		Actual	Budget	Variance	Budget	% of Budget
	OPERATING INCOME					
6,342,716		6,602,849	6,585,503	17,346	13,152,906	50%
	Rates Penalty	91,188	79,788	11,400	140,000	65%
	Interest	241,504	157,119	84,385	264,159	91%
	Internal Interest Loans Fees & Licences	10,526	10,527	(1)	20,880	50% 65%
	User Levies	667,823 310,424	668,580 268,839	(757) 41,585	1,030,128 713,188	44%
	Commissions	36,982	30,310	6,672	69,300	53%
	NZ Transport Agency Subsidy	757,347	644,078	113,269	3,302,111	23%
	Petrol Tax	46,459	36,325	10,134	82,905	56%
	Grants, Donations & Subsidies	9,461	14,513	(5,052)	434,919	2%
	Rental / Hire	259,254	272,267	(13,013)	524,675	49%
202,327	Profit on Sale of Assets	50,572	2,2,20.	50,572	32.,073	0%
166,689	Miscellaneous Income	182,635	169,384	13,251	333,426	55%
	Total Operating Income	9,267,024	8,937,232	329,791	20,068,597	
	ODEDATING EVOENDITURE					
	OPERATING EXPENDITURE					
892.139	Corporate Services	918,596	938,746	20,150	1,875,091	49%
	In-House Professional Services	465,805	431,424	(34,381)	868,153	54%
294,500	Governance, Leadership & Advocacy	233,751	248,177	14,426	472,028	50%
	Public Protection	647,699	594,835	(52,864)	1,200,527	54%
	Resource Management	267,124	222,427	(44,697)	490,056	55%
216,939	Economic, Cultural & Community Development	235,933	216,215	(19,718)	295,943	80%
1,192,239	Amenities	1,305,240	1,278,413	(26,827)	2,473,736	53%
2,652,097	Land Transport	2,684,606	2,568,584	(116,022)	5,048,744	53%
1,111,157	Water Supply	1,116,951	1,107,812	(9,139)	2,179,753	51%
603,553	Solid Waste Management	688,359	611,984	(76,375)	1,422,589	48%
713,169	Wastewater	766,500	744,291	(22,209)	1,608,052	48%
84,313	Stormwater Drainage	97,095	97,616	521	164,414	59%
9,498	Rate Debtors Remissions	9,371	21,066	11,695	21,066	44%
-	Bad Debts	-	-	- 1	-	0%
52,216	Loss on Sale of Assets	-		-		0%
9,120,710	Total Operating Expenditure	9,437,030	9,081,590	(355,440)	18,120,152	
(505,517)	Operating Surplus/(Deficit)	(170,005)	(144,358)	(25,648)	1,948,444.48	
	CAPITAL EXPENDITURE INCOME					
137,004	NZ Transport Agency Subsidy	367,504	367,504	-	12	0%
438,700	Grants, Donations & Subsidies	728,800	420,000	308,800		0%
635,866	Contributions	385,559	266,858	118,701	452,957	85%
1,211,570	Total Capital Expenditure Income	1,481,863	1,054,362	427,501	452,957	
	OTHER INCOME					
	Gain on Share Revaluations	×		-		0%
7.	Assets Vesting in Council					0%
	Gain on Asset Revaluations			-	35,165	0%
	Total Other Income	-	-	-	35,165	
\$ 706,053	TOTAL SURPLUS / (DEFICIT)	\$ 1,311,858	\$ 910,004	\$ 401,853	\$ 2,436,566	
30,033	1				, 100,000	

2,246,960

276,039

2,233,788

275,831

13,172

208

4,435,245

625,903

51%

44%

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2017

	31 DECEMBER 2017	30 JUNE 2017	MOVEMENT
<u>ASSETS</u>			
Current Assets			
Cash and Bank	222,427	574,195	(351,768)
Short Term Deposits	7,190,095	5,950,000	1,240,095
Investments	6,510,056	6,510,056	(0)
Prepayments & Receivables	1,313,468	1,552,394	(238,926)
Inventories	32,977	17,397	15,580
Properties Intended For Sale	<u></u>	1,778,950	(1,778,950)
Total Current Assets	15,269,023	16,382,992	(1,113,969)
Non-Current Assets			
Investments	352,640	312,640	40,000
Investment Properties	7,741,000	7,741,000	30
Intangible Assets	137,550	162,939	(25,389)
Properties Intended For Sale	1,568,838	202 777 246	1,568,838
Property, Plant & Equipment	383,139,144	382,777,316	361,828
Total Non-Current Assets	392,939,172	390,993,894	1,945,277
TOTAL ASSETS	\$ 408,208,195	\$ 407,376,886	831,308
LIABILITIES			
Current Liabilities			
Payables and Accruals	2,828,373	3,207,219	(378,846)
Employee Entitlements	236,487	338,189	(101,702)
Public Debt - Current Portion	••	4,000,000	(4,000,000)
Provisions - Current Portion	33,974	33,974	(0)
Total Current Liabilities	3,098,834	7,579,382	-4,480,548
Non-Current Liabilities			
Public Debt - Non-Current Portion	17,500,000	13,500,000	4,000,000
Provisions - Non-Current Portion	446,586	446,586	0
Total Non-Current Liabilities	17,946,586	13,946,586	4,000,000
EQUITY			
Public Equity	144,320,921	143,009,064	1,311,857
Special Separate & Trust Funds	23,370,653	23,370,653	1,311,637
Asset Revaluation Reserve	219,468,359	219,468,359	0
Other Reserves	2,842	2,842	
Total Equity	387,162,774	385,850,918	1,311,856
TOTAL LIABILITIES & EQUITY	\$ 408,208,195	\$ 407,376,886	831,309
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	

SCHEDULE OF CAPITAL EXPENDITURE FOR THE PERIOD ENDED 31 DECEMBER 2017

Carry Forward to 2018-19 0 0 (130,122) 426,610 0 0	Full Year Forecast 564,589 1,049,441 20,000 53,600 4,208,363 2,574,894 96,624 129,346 3,692,241	Total Budget Available 964,589 1,049,441 20,000 53,600 4,078,241 3,001,504 96,624 129,346 3,692,241	Budget Brought Forward from Prev Years 468,430 500,000 1,099,593 1,099,593	Annual Budget 496,159 549,441 20,000 53,600 2,978,648 3,001,504 96,624 129,346	Budget 248,106 274,722 10,002 26,802 1,489,326 1,500,762 48,312 64,674	Year to Date Actual 81,961 120,362 199 - 630,104 643,062 7,531 87,730 938,014
296,488	\$ 12,789,098 \$	\$ 13,085,586	\$ 5,760,264 \$	\$ 7,325,322		2,508,963 \$ 3,662,706
	3,692,241	3,692,241	3,692,241	ſ	1	
0	129,346	129,346	•	129,346	64,674	
0	96,624	96,624	•	96,624	8,312	4
426,610	2,574,894	3,001,504	•	3,001,504	,762	1,500
(130,122)	4,208,363	4,078,241	1,099,593	2,978,648	,326	1,489
0	53,600	53,600	•	53,600	802	26,
0	20,000	20,000	3	20,000	02	10,0
0	1,049,441	1,049,441	200,000	549,441	722	274,
0	964,589	964,589	468,430	496,159	901	248,
	Forecast	Available	Prev Years	Budget		Budget
2018-19	Year	Budget	Forward from			
Forward to		Total	Brought	Annual		e,
Carry			Budget			

^{*}Greytown Wastewater to land acceleration

^{**} Resilience improvements tp SPR unlikely to happen this year

SUMMARY OF INVESTMENTS

Dec-17

ORGANISATION		INTEREST RATE	INVESTED DATE	MATURITY DATE	Term	TOTAL INVESTED	INVESTED FUNDS %	AUTHORISED FUNDS %
SHORT TERM FUNDS								
Registered Banks	Code							
ASB Call account ASB Reserve Fund ASB Term Deposit ASB Term Deposit ASB Term Deposit - Loan redemption ASB Term Deposit - Loan redemption	99182811 99182811 99182811 99182811 99182811 99182811	1.25% 3.72% 3.43% 3.40% 3.50%	20-Jun-17 27-Jun-17 29-Aug-17 20-Nov-17 1-Nov-17	On Cali 23-Jan-18 25-Feb-18 19-May-18 1-Nov-18 11-Nov-18	On Call 210 days 180 days 180 days 365 days 365 days	\$150,765.85 \$300,000.00 \$250,000.00 \$1,000,000.00 \$25,000.00 \$375,000.00 \$2,300,765.85	17%	30%
ANZ CALL ACCOUNT ANZ Reserve Fund ANZ Term Deposit ANZ Term Deposit ANZ Term Deposit ANZ Term Deposit	99182813 99182813 99182813 99182813 99182813 99182813	0.70% 3.45% 3.08% 3.30% 3.21% 3.35%	31-Dec-17 27-Jun-17 30-Nov-17 5-Oct-17 23-Nov-17 20-Nov-17	On Call 23-Jan-18 28-Feb-18 5-Mar-18 23-Apr-18 21-May-18	On Call 210 days 90 days 151 days 151 days 182 days	\$135.53 \$750,000.00 \$400,000.00 \$700,000.00 \$700,000.00	1770	30%
BNZ AUTOCALL (-025) BNZ Reserve Fund BNZ Term Deposit BNZ Term Deposit BNZ Term Deposit	99182812 99182812 99182812 99182812 99182812	3.00% 3.54% 3.02% 3.29% 3.40%	31-Dec-17 27-Jun-17 21-Dec-17 21-Nov-17	On Call 23-Jan-18 20-Mar-18 21-Mar-18 20-Apr-18	On Call 210 days 89 days 120 days 150 days	\$3,350,135.53 \$818,412.94 \$836,518.95 \$500,000.00 \$500,000.00	24%	30%
KIWIBANK Term Deposit	99182819 99182819 99182819 99182819 99182819	1.75% 3.30% 3.55% 3.10% 3.09%	31-Dec-17 22-Sep-17 22-Aug-17 22-Nov-17 23-Nov-17		On call 119 days 154 days 152 days 151 days	\$2,954,931.89 \$0.00 \$1,000,000.00 \$1,100,000.00 \$500,000.00 \$300,000.00	22%	30%
WBS (21220) WBS (21220) WBS (21220) WBS (21220)	99182816 99182816 99182816 99182816	0.50% 3.65% 3.65% 3.65%	31-Dec-17 22-Nov-17 25-Nov-17 5-Dec-17	On Call 22-Nov-18 25-Nov-18 5-Dec-18	On Call 365 days 365 days 365 days	\$2,900,000.00 \$1.26 \$183,989.45 \$178,291.89 \$138,757.23 \$501,039.83	21%	
WESTPAC TRUST ONLINE CALL WESTPAC Term Deposit WESTPAC Reserve Fund	99182814 99182814 99182814	0.25% 3.08% 3.08%	31-Dec-17 11-Dec-17 22-Dec-17	On Call 16-Mar-18 22-Jun-18	On Call 95 days 182 days	\$8.31 \$400,000.00 \$1,293,269.51 \$1,693,277.82	12%	
TOTAL						\$13,700,150.92	100%	100%
INVESTMENTS LGFA Borrower Bonds	NZLGFDG472C5 NZLGFDG472C3	3.01% 2.81% 2.65% 2.98% 2.98%	21-Aug-17	15-Apr-23 15-May-21 15-Mar-19 15-Apr-20 15-May-22		\$28,800.00 \$91,200.00 \$64,000.00 \$32,000.00 \$40,000.00 \$256,000.00		
FORESTRY Plantation - Hurupi Stock 9928382	27					\$5,226.00 \$5,226.00		
SHARES AIRTEL LTD 99283824 FARMILANDS 99283825 NZ LOC GOVT INS CO 99283823						\$7,742.00 \$1,159.00 \$82,512.90 \$91,413.90		
TOTAL INVESTMENTS						\$14,052,790.82		
Bank of New Zealand ANZ Westpac Wairarapa Building Society KiwiBank		\$2,954,931.89 \$0.00 \$1,693,277.82 \$501,039.83 \$2,900,000.00 \$8,049,249.54		ASB ANZ SHORT TERMS: SHARES FORESTRY		\$2,300,765.85 \$3,350,135.53 \$5,650,901.38 \$13,700,150.92 \$91,413.90 \$5,226.00		
				BORROWER NOTES		\$256,000.00 \$14,052,790.82		

Appendix 2 – Waihinga Centre Finances

SWDC Waihinga Centre Project forecast - Actuals to December 2017

Per Council decision 18.1.2017 \$ 5,132,010

Made up as follows:	Budget	Invoiced to 31.12.2017	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	1,284,009	2,939,700	4,223,709
Rigg Zschokke Agreed Variations*		53,995	3,704	57,699
		1,338,004	2,943,404	4,281,408
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		
		509,459	-	509,459
Other fees to Jan-17 (including SGL, QS)	268,842			
Rawlinsons (Quantity Surveyers)	200,642	38,000		
SGL		230,343		
		268,343	-	268,343
Architect & Engineer construction monitoring	80,000			
Holmes Consulting - Construction Monitoring		47,402	99	
Warren and Mahoney - Site Monitoring		33,158	7,842	
Warren and Mahoney - Variations*		11,578	6,000	
		92,137	13,941	106,078
Development & Design Variations**		71,759	11,151	82,909
QS Services to completion	50,000			
Venture Consulting		15,000	15,000	
Clendon Burns & Park		13,438	3,562	
		28,438	18,562	47,000
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			
Overall budget	\$ 5,332,010	2,308,139	2,987,057	

*Construction Variations to date:

Rigg Zschokke	Invoiced to 31.12.2017	Invoices to come	Forecast spend
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room	2,000	500	
Temporary structural support	5,500	4,000	
Concrete under existing foundation		1,000	
Supper room framing connection to external wall	500	500	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
Remove existing structural steel bracing	1,000	4,000	
Supper room lintel beams		500	
Supper room brick wall connections		1,000	
Toilet to back of house		3,704	
Delete recessed floors to toilets, tiles to floor		(1,000)	
Holmes Construction issue	6,727	0	
Materials supply savings		(5,000)	
Foundation beam kitchen	3,885		
	53,995	3,704	57,699
Warren and Mahoney			
Alternative cladding product (Rodeca)	10,678		
Additional monitoring costs		6,000_	
Revision re additional toilet	900	=	17,578
JNL and Other Savings To be confirmed			
**Development & Design Variations:			
SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	2,515	6,150	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	36,554	5,001	
	71,759	11,151	82,909
Net cost/(savings) from Variations:			

158,186