

SOUTH WAIRARAPA DISTRICT COUNCIL

21 SEPTEMBER 2016

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.*

1. Executive Summary

Quite a busy period advancing matters already in train.

The annual report is progressing well and it is pleasing to note we have once again met budget.

The election period is an interesting one, with an increase in workload as we prepare for the election, mitigated somewhat by a reduction in Council related matters as the tri-ennium draws to a close.

We are making progress with Wellington Water on a strategic approach to our underground assets, along with Carterton District Council. This arrangement leverages the excellent skill sets Wellington Water has developed, and will result in a management regime that we would otherwise have struggled to achieve.

It is pleasing to see the progress on the Featherston Town Centre, which while there have been some delays, will become a real asset to the town.

Land sales continue, with the first round of sales nearing completion. The land next the Featherston development, Kitchener Street Martinborough, and Old Stella Bull in Greytown all achieved good prices. This bodes well for future development in each of those towns.

We have made good progress on the implementation of the Martinborough and Greytown wastewater consents. The Featherston application is progressing, this application is complicated by the very small receiving environment, Donalds Creek. As the receiving environment is so small,

analysis of options needs to be more detailed. Lodgement is now not due until late November.

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	2015/16	2015/16	COMMENTS
		ACTUAL	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	73%	75%	73%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out during 2013/14. 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	62%	70%	62%	The NRB Customer Satisfaction survey was carried out during 2013/14. 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 direction	Ratepayers and residents are satisfied with Council's decisions and actions	59%	80%	76	The Colmar Brunton (CB) Customer Satisfaction survey was carried out in 2015 in addition to the 59% satisfied 11% felt they were unable to comment. The full NRB customer satisfaction survey was carried out during 2013/14. 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 rates/funds to be spent on the services and facilities provided (target peer group age)	64%	78%	64%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 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	Greytown 92% Featherston 95% Martinborough 95%	90%	Greytown 98% Featherston 97% Martinborough 97%	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%	65%	The NRB Customer Satisfaction survey was carried out during 2013/14. 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	49%	68%	49%	The NRB Customer Satisfaction survey was carried out during 2013/14. 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	Achieved	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.

2.1 Local Government Commission

The Local Government Commission continue their analysis of the various workstreams :

- Water (high level review of operations western part of region)
- Transport
- Spatial planning
- Communities of interest
- Wairarapa

Input on Spatial Planning, Communities of Interest, and Wairarapa continue where needed, and various meetings have been attended.

Since the LGC announcement on options for Wairarapa, interaction with the Commission has reduced a bit, however as noted above workstreams are continuing.

We should acknowledge the departure of Sandra Preston, who has moved on to General Manager Social Housing at the Ministry of Social Development. A great opportunity for Sandra, a loss for us as Sandra has been key in the shift of LGC to a (much) more collaborative model.

2.2 Local Government Elections

Now that nominations have closed the workload reduces back to normalish for a while. We have received and dealt with a minimal number of electioneering matters, and as usual Electionz NZ has provided excellent service and advice.

Election "day" is 8 October, midday.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. Matters covered were a discussion on the regional amenities fund, and following this a discussion with LGC and their advisors on the Transport workstream. This was a productive session and it is hoped more pragmatic options will result following this session.

3.1.2. Mayoral Forum

One forum was held, matters discussed included a briefing from Wellington Water on learning's from the Havelock situation, Mayors taskforce graduation ceremonies (Wairarapa and Kapiti have their own ceremonies) and the airport extension.

3.1.3. Community Boards

The final round of Community Board meetings were attended.

3.1.4. Maori Standing Committee

One meeting was attended.

3.1.5. Shared Services Forum

This meeting discussed progress on the amalgamation, Combined District Plan, and priorities for the shared services forum.

3.1.6. Other

I attended the Greytown Soaring Centre strategic planning session to discuss the relationship between SWDC and the Centre, and future plans. The key concept is one of compromise and cooperation. Prior to the session I participated in there were some presentations on various aspects of the club, and I was impressed by the professionalism shown by the Centre, and their commitment to excellence. While we have no real input into the Centre or their infrastructure, this will become (and already is) an important amenity for our district, adding significantly to economic development (membership growing ahead of their targets, spent circa \$600K on hanger and equipment) and youth development ("youthglide" and their aim to be the training centre of excellence in the country).

The weather didn't dampen the enthusiasm shown at the turf turning for the Waihinga Centre. It was a great milestone and attending this event made it real, and not just an exercise that involved applications, plans and paperwork.

4. Corporate

4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters, assisted by Major Consulting. We are completing the initial physical works at the Libraries/Service centres, with work on creating "safe rooms" underway. We are also finalising operating procedures for a range of events that may occur.

Attached as Appendix 1 is the latest H & S report covering the period 1 August – 30 August 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

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
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
1 Sept	\$681	956	10	\$552

Arrears are further analysed in the table below:

Arrears analysis as at 01/09/2016 10 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	253	\$ 94,658.92	\$ 92,477.16	\$ 187,136.08
	Commercial	12	\$ 4,508.98	\$ 7,680.51	\$ 12,189.49
Greytown	Urban	171	\$ 56,809.16	\$ 64,785.05	\$ 121,594.21
	Commercial	17	\$ 4,549.23	\$ 15,286.60	\$ 19,835.83
Martinborough	Urban	161	\$ 33,651.10	\$ 51,367.44	\$ 85,018.54
	Commercial	18	\$ 10,896.36	\$ 9,808.36	\$ 20,704.72
Rural		324	\$100,299.76	\$ 134,313.97	\$ 234,613.73
TOTAL		956	\$305,373.51	\$ 375,719.09	\$ 681,092.60

Arrears has declined \$105k from last month which shows changes to approach are working.

The total number is large explanations below:

We now have 100 ratepayers on monthly DD that skews figures every 3 months this being the month.

We have 337 ratepayers owing under \$100 up from 108 last month.

5.2 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Code of Compliance Certificates issued by month since 2008	Information supplied
Artworks owned and displayed and their value	
All information that led the SWDC decision to impose a mandatory \$1000 charge when rate payers apply for a resource consent on land that is impacted by draft 100 year floods as promoted in a draft flood plain plan by GWRC. Information from 2007 requested.	Bulk of Wairarapa Combined District Plan information held by Masterton District Council. The information requested would take 1 to 3 weeks to compile and request for this part of request refused on basis that it could not be provided without substantial research. Other information supplied.
Seeking all papers held relating to what is known as Lysters Lane	
Flood Hazard information	
Waiohine Flood Plain Scheme and resource consents.	Information supplied

This has been a busy month for OIA requests, taking up significantly more time than usual.

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.

6. Appendix

Appendix 1 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Health and Safety Report

South Wairarapa District Council Health and Safety report 1 August – 31 August 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"> •No new inductions. 	<ul style="list-style-type: none"> •Provider identified to run training on "cash handling, dealing with threatening behaviour, coping in robbery". •MCG engaged to provide H&S at Work training for newly elected Mayor & Councillors. 	<ul style="list-style-type: none"> •No new hazards or near misses reported. 	

Health and Wellness programme

Employee Assistance Programme continues to be 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"> •No non-injury incidents reported. 	<ul style="list-style-type: none"> •Slip outside wooden decking at Martinborough Library. Bruising. •Crawling under fencing to gain access to water race. Aggravated old knee injury. •Slip on loose ground. Abrasions to hand and shoulder. 	<ul style="list-style-type: none"> •No lost time injuries reported. 	<ul style="list-style-type: none"> •Matting put on down decking in wet weather to minimise risk of injury. •Permanent access to water race requested to eliminate risk of injury. •Awareness of terrain and weather (sunglasses if sunny).

Health and Safety strategy

Progress on Health and Safety work plan

- Controls continue to be implemented to manage health and safety risks.
- Health and safety policy being rolled out by managers to their teams.
- Work underway on implementing controls for security in our Service Centres, including investigating training options, drafting emergency procedures and policies, physical changes to Greytown and Featherston libraries such as lock out rooms, film and grills on windows, and colour-coded strips.
- Work being done on Council's risk profile as part of "Best little council" project.

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:

- Reviewing wellness material to be sent out on a regular basis to all staff.
- Recommending and implementing controls.
- Reviewing incidents to understand learnings.
- Keeping us on track with our health and safety work plan.

Staff meetings

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

Change leadership – embedding health and safety in our business

Managers rolling out policy, reporting systems and housekeeping checks to their teams. Managers to include health and safety as an agenda item in their team meetings.

Working with our contractors

Contractors tendering for Council Featherston water supply upgrade project asked to provide council with details of their health and safety systems.

Managers who work with contractors trialling health and safety questionnaire on the health and safety system contractors have in place.

Council walk around and learnings

No walk arounds to report.