

SOUTH WAIRARAPA DISTRICT COUNCIL

26 OCTOBER 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

This has been a very busy period for all, dominated by two key matters.

The elections add a significant workload in a few areas every three years which has to be managed on top of the normal day to day routine. Voter turnout at slightly under 57% was excellent when compared to the rest of the country, where the average was 41.8%. While we weren't the top, we were certainly in the upper quartile. Well done to Barbara Gavan for coordinating the process from our end.

While it is difficult to assess the reason for the higher turnout, in my view there are two key aspects. Having a Mayoral race usually increases voter turnout, and this election was hotly contested. Also, the excellent progress that has been made on key infrastructural and amenity projects has put what we do in the public eye more than in the past.

Like the elections, the Annual Report creates additional pressures once a year with increased and changed reporting requirements. The adoption of the Annual Report will mark the culmination of four months solid effort, thanks to Kyra Low and Kim Whiteman for again bringing this together. It is pleasing that no significant or even moderate issues have been raised.

We continue to make good progress on other key projects, the Waihinga Centre/Town hall; Health and Safety initiatives; and the Local Government Commission work streams.

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 application s	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.

Work continues on the options for the Wairarapa, with regular meetings covering various aspects that require analysis. It is apparent the Commission will look to release their preferred option for consultation late Q1 next year.

2.2 Local Government Elections

56.28% (4,253 out of 7,556) was an excellent turnout, particularly compared to the 41.8% national average. Saturday morning (8 October) was far busier than last election; where close to 150 envelopes were couriered down for counting (approx. to 2%).

The election process commenced some months before nominations opened, and it has been quite a busy time since then. Elections, nominations, roll preparation, and voting is a very legalistic process and particular care needs to be taken in this process.

While this phase closes, gearing up for the new triennium is in full swing with induction, swearing in, training the various administrative matters that are required at this time.

We have received the Martinborough Community Board by election material from Electionz and will be working this through as soon as we are able. Election costs will be in the order of \$16,000, which will need to be collection next year.

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 elections (from the CE's perspective), service delivery reviews, and an update from the Local Government Commission.

3.1.2. SOLGM Conference

This year's SOLGM annual summit was held in Auckland with the usual wide variety of speakers and topics.

Sessions included Monica Barone, CE of City of Sydney, talking about implementing the long term vision for Sydney, with access to sunlight being one of the key matters of importance in the CBD, and how this was achieved. An international panel discussion canvassed issues facing local authorities from New Zealand, Australia, United Kingdom and Canada, and while each jurisdiction has their own idiosyncrasies, many of the issues are common including, engagement (electoral and general issues), funding, asset management. It is apparent there is no quick fix, with all participants indicating they keep trying new and different approaches to solve problems. Some work, some don't.

I attended a workshop on Post Settlement working with iwi, a key learning was that interacting with the "Post Settlement Governance Entities" does not mean you are dealing with iwi, as the PSGE are effectively corporate bodies. This was food for thought for SWDC.

Finally a workshop on Infrastructure, one of the presenters was Wellington Water and it was a useful insight into the better use of data to ascertain future revenue requirements and maintenance issues.

3.1.3. Community Boards

No meeting were held in the run up to the election.

3.1.4. Maori Standing Committee

No meetings were held.

4. Corporate

4.1 2015/16 Annual Report

Preparation of the 2015/16 Annual report is nearing completion. This is a significant project and was started early July.

The Audit New Zealand team of between four and six members have largely completed their fieldwork and no significant issues have been raised.

Our result is once again close to budget, and we have largely met our non-financial performance metrics.

4.2 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.

The judgement in regards to the Ashburton incident has been released, and we have considered the findings. As anticipated, we will have to make some modifications to various reception areas and these are being considered.

No issues have been notified during the period, attached in Appendix 1 is the quarterly report until 30 September 2016.

4.3 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
17 June 2013	\$913	740	27	\$739
19 August 2014	\$818	592	91	\$663
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February 2016	\$521	558	73	\$422
30 March 2016	\$651	531	27	\$527
2 May 2016	\$489	428	72	\$396
2 June 2016	\$699	769	12	\$566
1 Aug 2016	\$466	367	72	\$378
1 Sept 2016	\$681	956	10	\$552
1 Oct 2016	\$545	762	42	\$441

Arrears are further analysed in the table below:

Arrears analysis as at 03/10/2016 42 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	191	\$ 77,867.85	\$ 67,700.67	\$ 145,568.52
	Commercial	12	\$ 4,508.98	\$ 7,638.86	\$ 12,147.84
Greytown	Urban	142	\$ 49,850.79	\$ 46,673.58	\$ 96,524.37
	Commercial	14	\$ 5,000.94	\$ 11,527.52	\$ 16,528.46
Martinborough	Urban	129	\$ 27,412.36	\$ 35,875.28	\$ 63,287.64
	Commercial	17	\$ 10,761.85	\$ 8,486.17	\$ 19,248.02
Rural		257	\$ 85,588.23	\$ 106,146.06	\$ 191,734.29
TOTAL		762	\$260,991.00	\$ 284,048.14	\$ 545,039.14

4.4 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Since 2008 the number of Code of Compliance certificates issued.	Information supplied
Council owned Art works, their value and which are publically displayed.	Information supplied
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.	Substantial amount of research required to provide. Material held by Masterton district Council. Could transfer request if preferred.
All the papers relating to what is known as Lysters Lane including notes of discussions around Council table.	requested to be more specific as to dates
Flood hazard information	Information supplied
Waiohine Flood Plain Scheme and resource consents.	Information supplied
Seeking from Mayor names and email addresses of those to whom emails sent.	Information supplied
Signage "Love of Books".	Response provided
Advertising spend last 12 months including Facebook etc.	
Was Mayoral car was on business in Masterton and that the mayor was not soliciting votes while there.	Mayor confirmed that she was attending Council business and was not there for other purposes.
Costs of a judicial review.	
Dogs impounded or euthanized.	Information supplied
GWRC Draft Waiohine flood plain management proposal -the SWDC business case considering the pros and cons of this proposal.	
Shooting Butts Road information.	

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 – 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 September – 30 September 2016

Health and Safety – driving continuous improvement (Lead indicators)

Health and Safety inductions •No new inductions.	Health and Safety training •All staff to be offered defensive driver training.	Near miss and new hazards reported •No new hazards or near misses reported.	Catching our people doing the right thing
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Health and Wellness programme

Employee Assistance Programme continues to be offered to all staff.

Health and Safety incidents (Lag indicators)

Non-injury incidents •No non-injury incidents reported.	Injuries requiring first aid, medical treatment (incl first aid register) •No injury incidents reported.	Number lost time injuries •No lost time injuries reported.	Our learnings
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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 housekeeping checklists finalised and rolled out to teams to complete on a regular basis.
- Work continues on implementing controls for security in our Service Centres, including engaging training provider for dealing with conflict - threatening behaviour - cash handling and robbery situations training, 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 continues on engaging with Contractors to understand their health and safety systems.

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:

- Recommending and implementing controls.
- Reviewing incidents to understand learnings.
- Reviewing hazard register to ensure controls in place are effective in managing council health and safety risks.
- Keeping us on track with our health and safety work plan.

Staff meetings

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

Working with our contractors

Managers are engaging with contractors on their health and safety systems.

Council walk around and learnings

No walk arounds to report.