

SOUTH WAIRARAPA DISTRICT COUNCIL

4 APRIL 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.*
2. *To receive the financial statements report for the period ended 31 January 2018.*

1. Executive Summary

The adoption of the 2018/28 Long Term Plan Consultation Document signalled the end of a period of quite intensive analysis and thinking by Council and stakeholders.

The adoption also signals the start of the important consultation phase, we usually receive a good number of submissions for consideration.

We continue to progress the Featherston Wastewater Consent. We are hopeful the application will be notified in the next week or so, however this is largely out of our hands.

Another citizenship ceremony was held during the reporting period, as I have mentioned before, these are always interesting and it is inspiring listening to some of the stories of how our new residents have ended up here.

Finally, I would like to thank Murray Buchanan for his excellent contribution to the planning and environment aspects of not only this Council, but also Murray's involvement on issues Wairarapa wide. Murray retired last Thursday, and is looking forward to spending more time at home in Hawkes Bay, and riding his new Moto Guzzi.

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)

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. Agenda items included GWRC presentation on Public Transport, NZTA on regional roading matters, and an update on the regional investment plan (Wairarapa involvement in this is discussed below)

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. An initial meeting with Chairs and officers was held to discuss action items and managing service requests.

3.1.4. WREMO

Prior to the Regional CE forum, WREMO presented to the Chief Executives Group to present their quarterly report.

Two reviews have been undertaken recently.

Firstly the Government undertook a review of civil defence arrangements throughout the country. The regional CE group met the government review panel to provide input. The CE group will provide feedback, via the Mayoral forum.

The second review was an internal process on the effectiveness of WREMO, this review resulted in the appointment of additional personnel in the training, and communications areas. The total funding requirements were in line with the existing funding levels we had included in our LTP.

3.1.5. Rural & Provincial

Another interesting session, with agenda for day one covering Governments review of Civil Defence; Freedom Camping; Regional Development (Provincial Growth Fund and Tourism Infrastructure fund); climate change and insurance; Privacy (Privacy Commissioner presentation); Members remuneration.

Day two agenda covered Government Policy Statement Land Transport; LGOIMA; Ongoing three waters review by MBIE; and the pitfalls of comparing rates between local authorities.

4. Corporate

4.1 Financial Statement

Financial statements for the seven months ended 31 January 2018 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, was adopted 21 March.

This signals the commencement of the public consultation period, running from 22 March to 23 April.

Public meetings will be held 10, 11, 12 April.

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.

A health and safety report for the period 31 December – 30 March 18 is included in Appendix 3.

4.4 Waihinga Centre/Martinborough Town Hall

The project continues as planned, completion has been recalculated following some minor weather and materials delays as previously advised with a completion date of July. This remains subject to normal construction risks, weather, materials and the like.

Occupancy is planned for mid to late August.

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.

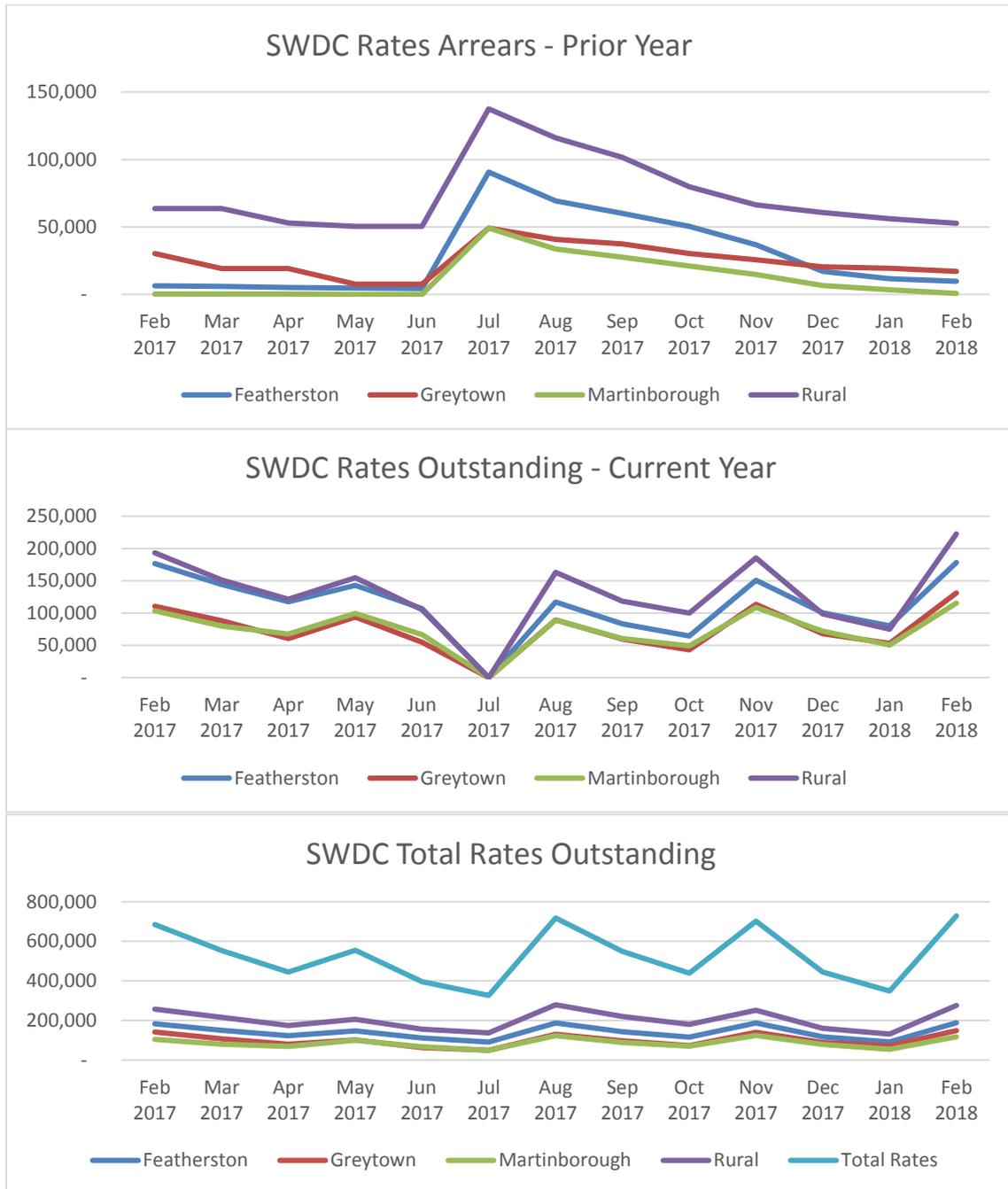
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

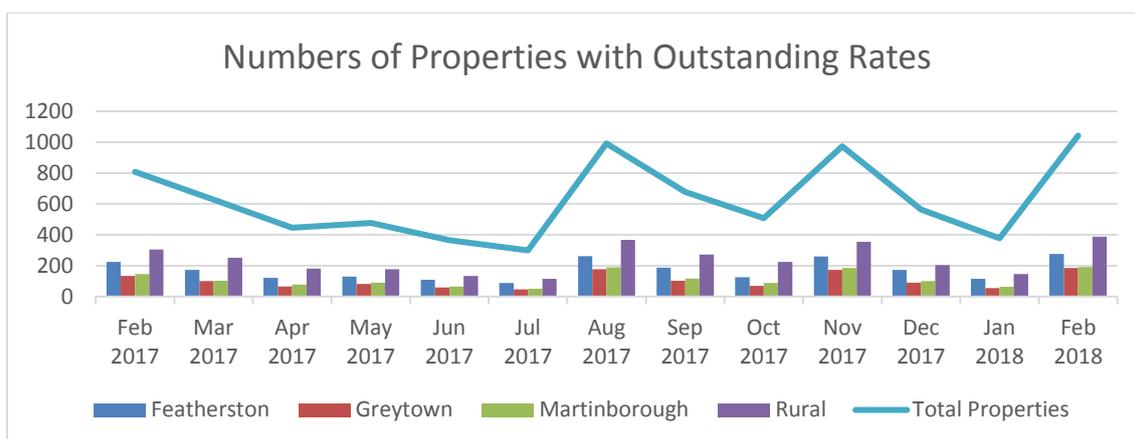
The project is progressing well, and there are no red or even orange flags at this stage.

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 are at a similar level to the same period last year.





4.6 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
7 February 18	Copies of Council Actions 459 and 460	Information supplied
12 February 18	Water Usage	SWDC Information provided but requester advised that those parts of response that relate to Greater Wellington Regional Council have been transferred
19 February 18	Supply charges to credit Cards	Council does not use Credit Cards
22 February 18	Ballot order for your mayoral and council ward ballot voting papers from 2016's local body elections	Information supplied
24 February 18	Council's staff list, including role titles and structured by department.	Structure supplies but not individual officers.
24 February 18	Information on stockpiling of tyres	Information supplied.
12 March 18	Affordable homes	

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 January 2018

Appendix 2 – Waihinga Centre Finances

Appendix 3 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

**Appendix 1 – Financial
Statements and Report for
the period ended 31 January
2018**

SOUTH WAIRARAPA DISTRICT COUNCIL

MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2018

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

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD ENDED 31 JANUARY 2018

2017		YTD			2018	
LY Actual		Actual	Budget	Variance	Budget	% of Budget
OPERATING INCOME						
9,511,641	Rates	9,906,151	9,875,729	30,422	13,152,906	75%
98,489	Rates Penalty	98,808	79,659	19,149	140,000	71%
106,741	Interest	263,166	174,959	88,207	264,159	100%
12,299	Internal Interest Loans	12,299	12,300	(1)	20,880	59%
773,010	Fees & Licences	741,685	723,315	18,370	1,030,128	72%
411,552	User Levies	368,320	308,601	59,719	713,188	52%
41,617	Commissions	43,137	41,022	2,115	69,300	62%
991,828	NZ Transport Agency Subsidy	864,450	1,360,817	(496,367)	3,302,111	26%
49,637	Petrol Tax	54,330	45,751	8,579	82,905	66%
11,990	Grants, Donations & Subsidies	9,461	14,548	(5,087)	434,919	2%
233,657	Rental / Hire	302,537	259,451	43,086	524,675	58%
-	Profit on Sale of Assets	50,572		50,572		0%
197,165	Miscellaneous Income	233,958	204,118	29,840	333,426	70%
12,439,627	Total Operating Income	12,948,874	13,100,269	(151,396)	20,068,597	
OPERATING EXPENDITURE						
989,143	Corporate Services	1,067,513	1,045,121	(22,392)	1,875,091	57%
484,231	In-House Professional Services	539,305	491,456	(47,849)	868,153	62%
327,121	Governance, Leadership & Advocacy	284,526	279,129	(5,397)	472,028	60%
746,469	Public Protection	737,658	678,795	(58,863)	1,200,527	61%
228,621	Resource Management	287,765	248,297	(39,468)	490,056	59%
217,246	Economic, Cultural & Community Development	236,106	216,448	(19,658)	295,943	80%
1,406,761	Amenities	1,515,764	1,532,229	16,465	2,473,736	61%
3,026,762	Land Transport	2,981,736	3,091,368	109,632	5,048,744	59%
1,280,667	Water Supply	1,357,535	1,279,242	(78,293)	2,179,753	62%
740,515	Solid Waste Management	825,108	760,539	(64,569)	1,422,589	58%
839,063	Wastewater	889,445	875,425	(14,020)	1,608,052	55%
94,234	Stormwater Drainage	106,616	108,250	1,634	164,414	65%
14,007	Rate Debtors Remissions	13,751	21,066	7,315	21,066	65%
-	Bad Debts	-	-	-	-	0%
52,216	Loss on Sale of Assets	-	-	-	-	0%
10,447,055	Total Operating Expenditure	10,842,828	10,627,365	(215,463)	18,120,152	
1,992,572	Operating Surplus/(Deficit)	2,106,046	2,472,904	(366,859)	1,948,444.48	
CAPITAL EXPENDITURE INCOME						
137,004	NZ Transport Agency Subsidy	384,496	384,496	-	-	0%
438,700	Grants, Donations & Subsidies	1,178,800	420,000	758,800		0%
695,716	Contributions	428,321	292,548	135,773	452,957	95%
1,271,420	Total Capital Expenditure Income	1,991,617	1,097,044	894,573	452,957	
OTHER INCOME						
-	Gain on Share Revaluations	-	-	-		0%
-	Assets Vesting in Council	-	-	-		0%
-	Gain on Asset Revaluations	-	-	-	35,165	0%
-	Total Other Income	-	-	-	35,165	
\$ 3,263,992	TOTAL SURPLUS / (DEFICIT)	\$ 4,097,663	\$ 3,569,948	\$ 527,714	\$ 2,436,566	

Included in the operating expenditure is:

2,528,187	Depreciation	2,604,313	2,591,139	13,174	4,435,245	59%
374,242	Interest	322,702	321,152	1,550	625,903	52%

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF FINANCIAL POSITION AS AT 31 JANUARY 2018

	31 JANUARY 2018	30 JUNE 2017	MOVEMENT
ASSETS			
Current Assets			
Cash and Bank	592,817	574,195	18,622
Short Term Deposits	7,257,319	5,950,000	1,307,319
Investments	6,510,056	6,510,056	(0)
Prepayments & Receivables	4,860,639	1,552,394	3,308,245
Inventories	26,031	17,397	8,634
Properties Intended For Sale	-	1,778,950	(1,778,950)
Total Current Assets	19,246,862	16,382,992	2,863,870
Non-Current Assets			
Investments	352,640	312,640	40,000
Investment Properties	7,741,000	7,741,000	-
Intangible Assets	133,791	162,939	(29,148)
Properties Intended For Sale	1,568,838	-	1,568,838
Property, Plant & Equipment	383,094,818	382,777,316	317,502
Total Non-Current Assets	392,891,086	390,993,894	1,897,191
TOTAL ASSETS	\$ 412,137,949	\$ 407,376,886	4,761,062
LIABILITIES			
Current Liabilities			
Payables and Accruals	3,966,668	3,207,219	759,449
Employee Entitlements	242,141	338,189	(96,048)
Public Debt - Current Portion	-	4,000,000	(4,000,000)
Provisions - Current Portion	33,974	33,974	(0)
Total Current Liabilities	4,242,783	7,579,382	-3,336,599
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	147,106,726	143,009,064	4,097,662
Special Separate & Trust Funds	23,370,653	23,370,653	0
Asset Revaluation Reserve	219,468,359	219,468,359	(0)
Other Reserves	2,842	2,842	-
Total Equity	389,948,579	385,850,918	4,097,662
TOTAL LIABILITIES & EQUITY	\$ 412,137,949	\$ 407,376,886	4,761,062

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF CAPITAL EXPENDITURE FOR THE PERIOD ENDED 31 JANUARY 2018

DESCRIPTION	Year to Date		Annual Budget	Budget Brought Forward from Prev Years	Total Budget Available	Full Year Forecast	Carry Forward to 2018-19
	Actual	Budget					
Baseline CAPEX:							
Amenities	107,998	289,457	496,159	468,430	964,589	964,589	0
Water Supply	198,626	320,509	549,441	500,000	1,049,441	1,049,441	0
Solid Waste Management	199	11,669	20,000	-	20,000	20,000	0
Stormwater Reticulation	-	31,269	53,600	-	53,600	53,600	0
Wastewater	699,107	1,737,547	2,978,648	1,099,593	4,078,241	3,876,860	201,381
Land Transport*	668,667	1,750,889	3,001,504	-	3,001,504	2,574,894	426,610
Information Technology	9,083	56,364	96,624	-	96,624	96,624	0
Council Property	87,730	75,453	129,346	-	129,346	129,346	0
Waihinga Centre	1,084,861	-	-	3,692,241	3,692,241	3,692,241	0
	\$ 2,856,271	\$ 4,273,157	\$ 7,325,322	\$ 5,760,264	\$ 13,085,586	\$ 12,457,595	\$ 627,991

* Resilience improvements to SPR unlikely to happen this year

SUMMARY OF INVESTMENTS

Jan-18

ORGANISATION		INTEREST RATE	INVESTED DATE	MATURITY DATE	Term	TOTAL INVESTED	INVESTED FUNDS %	AUTHORISED FUNDS %
SHORT TERM FUNDS								
Registered Banks	Code							
ASB Call account	99182811	1.25%	20-Jun-17	On Call	On Call	\$882.24		
ASB Term Deposit	99182811	3.43%	29-Aug-17	25-Feb-18	180 days	\$250,000.00		
ASB Term Deposit	99182811	3.40%	20-Nov-17	19-May-18	180 days	\$1,000,000.00		
ASB Reserve Fund	99182811	3.01%	23-Jan-18	13-Jun-18	141 days	\$300,000.00		
ASB Term Deposit - Loan redemption	99182811	3.50%	1-Nov-17	1-Nov-18	365 days	\$225,000.00		
ASB Term Deposit - Loan redemption	99182811	3.50%	11-Nov-17	11-Nov-18	365 days	\$375,000.00		
ASB Term Deposit - Loan redemption	99182811	3.68%	23-Jan-18	15-Jul-19	538 days	\$225,000.00		
						\$2,375,882.24	17%	30%
ANZ CALL ACCOUNT	99182813	0.70%	31-Jan-18	On Call	On Call	\$135.62		
ANZ Term Deposit	99182813	3.08%	30-Nov-17	28-Feb-18	90 days	\$400,000.00		
ANZ Term Deposit	99182813	3.30%	5-Oct-17	5-Mar-18	151 days	\$700,000.00		
ANZ Term Deposit	99182813	3.21%	23-Nov-17	23-Apr-18	151 days	\$700,000.00		
ANZ Term Deposit	99182813	3.35%	20-Nov-17	21-May-18	182 days	\$800,000.00		
ANZ Reserve Fund	99182813	3.19%	23-Jan-18	22-Jun-18	150 days	\$750,000.00		
						\$3,350,135.62	24%	30%
BNZ AUTOCALL (-025)	99182812	3.00%	31-Jan-18	On Call	On Call	\$993,483.48		
BNZ Term Deposit	99182812	3.02%	21-Dec-17	20-Mar-18	89 days	\$500,000.00		
BNZ Term Deposit	99182812	3.29%	21-Nov-17	21-Mar-18	120 days	\$500,000.00		
BNZ Term Deposit	99182812	3.40%	21-Nov-17	20-Apr-18	150 days	\$300,000.00		
BNZ Reserve Fund	99182812	3.31%	23-Jan-18	23-May-18	120 days	\$853,556.43		
						\$3,147,039.91	23%	30%
KIWIBANK Term Deposit	99182819	1.75%	31-Jan-18	On call	On call	\$0.00		
KIWIBANK Term Deposit	99182819	3.10%	22-Nov-17	23-Apr-18	152 days	\$500,000.00		
KIWIBANK Term Deposit	99182819	3.09%	23-Nov-17	23-Apr-18	151 days	\$300,000.00		
KIWIBANK Term Deposit	99182819	3.07%	23-Jan-18	22-Jun-18	150 days	\$1,100,000.00		
						\$1,900,000.00	14%	30%
WBS (21220)	99182816	0.50%	31-Jan-18	On Call	On Call	\$1.26		
WBS (21220)	99182816	3.65%	22-Nov-17	22-Nov-18	365 days	\$183,989.45		
WBS (21220)	99182816	3.65%	25-Nov-17	25-Nov-18	365 days	\$178,291.89		
WBS (21220)	99182816	3.65%	5-Dec-17	5-Dec-18	365 days	\$138,757.23		
						\$501,039.83	4%	10%
WESTPAC TRUST ONLINE CALL	99182814	0.25%	31-Jan-18	On Call	On Call	\$8.31		
WESTPAC Term Deposit	99182814	3.08%	11-Dec-17	16-Mar-18	95 days	\$400,000.00		
WESTPAC Term Deposit	99182814	2.99%	8-Jan-18	20-Apr-18	102 days	\$500,000.00		
WESTPAC Reserve Fund	99182814	3.08%	22-Dec-17	22-Jun-18	182 days	\$1,293,269.51		
WESTPAC Loan redemption	99182814	3.39%	23-Jan-18	23-Oct-18	270 days	\$300,000.00		
						\$2,493,277.82	18%	30%
TOTAL						\$13,767,375.42	100%	100%
INVESTMENTS								
LGFA Borrower Bonds	NZLGFDDG472C5	3.01%		15-Apr-23		\$28,800.00		
LGFA Borrower Bonds	NZLGFDDG472C3	2.81%		15-May-21		\$91,200.00		
LGFA Borrower Bonds		2.65%		15-Mar-19		\$64,000.00		
LGFA Borrower Bonds		2.98%		15-Apr-20		\$32,000.00		
LGFA Borrower Bonds		2.98%	21-Aug-17	15-May-22		\$40,000.00		
						\$256,000.00		
FORESTRY								
Plantation - Hurupi Stock	99283827					\$5,226.00		
						\$5,226.00		
SHARES								
AIRTEL LTD	99283824					\$7,742.00		
FARMLANDS	99283825					\$1,159.00		
NZ LOC GOVT INS CO	99283823					\$82,512.90		
						\$91,413.90		
TOTAL INVESTMENTS						\$14,120,015.32		
Bank of New Zealand		\$3,147,039.91		ASB		\$2,375,882.24		
ANZ		\$0.00		ANZ		\$3,350,135.62		
Westpac		\$2,493,277.82						
Wairarapa Building Society		\$501,039.83				\$5,726,017.86		
KiwiBank		\$1,900,000.00						
		\$8,041,357.56						
				SHORT TERMS:		\$13,767,375.42		
				SHARES		\$91,413.90		
				FORESTRY		\$5,226.00		
				BORROWER NOTES		\$256,000.00		
						\$14,120,015.32		

Appendix 2 – Waihinga Centre Finances

SWDC
Waiinga Centre
Project forecast - Actuals to February 2018

Per Council decision 18.1.2017

\$ 5,132,010

<u>Made up as follows:</u>	Budget	Invoiced to 28.02.2018	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	1,533,790	2,689,919	4,223,709
Rigg Zschokke Agreed Variations*		53,995	3,704	57,699
		<u>1,587,785</u>	<u>2,693,623</u>	<u>4,281,408</u>
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			
Holmes Consulting - Construction Monitoring		47,500	-	
Warren and Mahoney - Site Monitoring		35,733	5,267	
Warren and Mahoney - Variations*		11,578	6,000	
		<u>94,810</u>	<u>11,267</u>	<u>106,078</u>
Development & Design Variations**		78,181	11,151	89,331
QS Services to completion	50,000			
Venture Consulting		20,000	10,000	
Clendon Burns & Park		13,438	3,562	
		<u>33,438</u>	<u>13,562</u>	<u>47,000</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			164,608
Overall budget	\$ 5,332,010	2,572,015	2,729,603	\$ 5,296,618

***Construction Variations to date:**

	Invoiced to 28.02.2018	Invoices to come	Forecast spend
Rigg Zschokke			
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room wall	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		
	<u>53,995</u>	<u>3,704</u>	<u>57,699</u>
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	
Holmes Consulting - Construction Monitoring	6,422		
	<u>78,181</u>	<u>11,151</u>	<u>89,331</u>

Net cost/(savings) from Variations:

164,608

Appendix 3 – Health and Safety Report

South Wairarapa District Council Health and Safety Report

1 December 2017 – 30 March 2018

HEALTH AND SAFETY STRATEGY

We continue to progress well on implementing our health and safety strategy and work plan.

RESOURCING

There are no health and safety resourcing issues. Julie Wallace, working 1 day a week.

HEALTH AND SAFETY – DRIVING CONTINUOUS IMPROVEMENT (lead indicators)

Training

SWDC are continuing to review health and safety training needs of new and existing staff.

Engaging with our people

Health and Safety at Work Team have recently:

- Begun a review of council hazard register and controls
- Looked at providing information to staff on alternative routes when there is flooding or storms
- Reviewed incidents and hazards and made recommendations on controls.

Links to Health and safety handbook, Health and safety manual and Health and safety emergency procedures, has been put on all staff's desktops to enable easy access to health and safety information and forms.

Staff observations

- Staff member drove through a contractors work site and observed some minor Traffic management failings. Asked the contractor to rectify the situation.

Near Miss reports

Three near miss's reported in the period December 2017 – March 2018.

Wellness

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.

Working with our Contractors

Council continue to implement the contractor management system.

- Council staff continue to evaluate contractor's health and safety systems.
- Council staff who engage contractors are undertaking pre-start meetings, inductions and safety audits.
- 11 safety audits undertaken in the period December 2017 to March 2018. 1 site with major improvements shut down until remedial action taken, 6 sites with minor to moderate remedial actions taken, 4 sites met audit requirements.
- Non-injury contractor incident attended by WorkSafe. SWDC issued a WorkSafe improvement notice recommending SWDC implements and maintains effective monitoring and review of risk management systems for work directed or undertaken by Council. Including contractor works auditing and an effective system to ensure all parties involved in work consult, co-ordinate and co-operate to ensure effective risk management.
- Notification from received from WorkSafe on 9th March 2018 advising improvement notice complied with.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

- 1 accident requiring medical assistance reported during the period December 2017 – March 2018.
- 1 non-injury contractor incident reported during the period December 2017 – March 2018.

All accident and near miss reports are referred to the Health and Safety at Work Team and Management, who review and satisfy themselves appropriate actions have been taken and where necessary, appropriate additional controls have been put in place.

RISK MANAGEMENT

Work on hazard registers is ongoing, controls are periodically reviewed by the H&S at Work Team, and staff are encouraged to report new hazards through the monthly newsletter and staff meetings.

We will be providing updates on how we are managing our biggest risks. To give you the assurance that we understand our biggest risks, what controls and reduction measures are required, and actions we are taking.

Here is an update on two key risks we are currently focussing on:

Risk	Description of risk	Controls and reduction measures	Actions
<p>Contractors</p>	<p>Contractors undertake a number of high risk activities for Council. We have little control over Contractors staff and work standards while they are working for Council.</p> <p>We rely on them employing staff who are competent and trained, while observing safe work practices.</p>	<p>Contractors working for Council have robust health and safety systems in place, and understand their obligations. Contractors will be fully briefed, responsibilities assigned, and work will be periodically assessed to ensure agreed controls are being managed.</p>	<p>Contractor management system designed.</p> <p>Contractors asked to provide their H&S systems for checking by Council.</p> <p>Once approved, contractors will be asked to sign a contractor agreement.</p> <p>Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.</p> <p>Site safety audit checklists have been developed and provided to appropriate council staff. Staff who manage contractors have been undertaking safety audits and ensuring remedial actions undertaken where required. Contractor safety audit standards developed to assist managers and staff when undertaking a safety audit.</p> <p>When work is commissioned, a risk assessment is done to inform the frequency and type of safety audits.</p> <p>Contractor post contract safety review developed to assist managers with safety conversations with contractors when work is complete.</p>

Risk	Description of risk	Controls and reduction measures	Actions
<p>Lone / remote workers</p>	<p>It is not always possible for staff to work in teams or even in pairs. Often staff are required to work alone and remotely, where in some cases poor cell phone coverage is an additional factor.</p>	<p>All staff who work remotely or alone will be provided with cell phones. They will be required to sign out before they leave, including their intended location and expected time of return. This will be monitored and action taken in line with an emergency response plan if help is summoned or they fail to return by the expected time. They will be required to sign in when they return. They will be provided with a device to summon assistance which do not require cell phone coverage.</p> <p>Vehicles will be fitted with GPS.</p>	<p>Staff who work remotely or alone to have access to cell phones. Sign out/in systems in place and being used.</p> <p>Monitoring of sign out/in system to be assigned.</p> <p>Remote contact device currently being trialled by Bylaws team. Device meets legislative requirements by providing two way communication in areas out of cellular range. Device also provides GPS functionality, enabling manager to pinpoint location of staff.</p> <p>Consideration being given to roll device out to remainder of staff who work in lone/remote situations.</p> <p>Emergency Action Plans being developed and to be implemented once assistance device available.</p>