

SOUTH WAIRARAPA DISTRICT COUNCIL

8 AUGUST 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 May 2018.*

1. Executive Summary

The adoption of the Long Term Plan last meeting signifies the end of an intensive period, and an opportunity for staff to have a bit of a breather before moving on to the delivery against that Plan.

It is also the end of the financial year and work has commenced on preparing the Annual Report.

The Local Government New Zealand conference is a chance to take a wider view of what is happening in the sector and future thinking and initiatives. It is pleasing to observe our LTP incorporates many of the initiatives discussed at this conference.

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 Featherston Ward By Election

The Featherston ward by election saw Ross Vickery elected, with 41.53% voter turnout.

This compares against the 2016 election of 56.28% (elections where there is a Mayoral race usually attract a higher turnout), and the national average for the 2016 election of 42.0%.

2.2 Representation Review

The representation review, which has to be held every six years, has commenced, a recommendation is presented to this Council meeting.

2.3 Governance Review

Officers participated in certain aspects of the Governance review. This was a positive process and highlights a connectedness between council officers and staff, and elected members.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Local Government New Zealand Conference

The annual LGNZ Conference was held in Christchurch 15 to 17 July.

The theme of this year's conference was :

" We are firmly focused on the future: Future-proofing for a prosperous and vibrant New Zealand "

It is interesting to reflect on the conference agenda, and the initiatives discussed and included in our LTP. We are certainly in line with contemporary thinking around looking to the future

Key conference themes were "localism", now and for the future (a generic term for concentrating on the local, while keeping an eye on the wider district or region), local economic prosperity, health and wellbeing in the communities, Three Waters, and Inspiring Maori connections to grow

3.1.2. Mayoral Forum

No Mayoral Forums were held during the reporting period.

3.1.3. Wellington Water

Discussions continue with Wellington water on various matters in relation to the operation, and issues surrounding our three waters network.

Officers have attended workshops to consider options for waters delivery in the region in light of the Governments rhetoric, a submission to the Governments waters working party will result from these workshops.

4. Corporate

4.1 Financial Statements

No financial statements are presented to this meeting.

Draft financial statements have been prepared and are undergoing internal review, prior to discussion with Audit and Risk.

4.2 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 April is included in Appendix 3.

4.3 Waihinga Centre/Martinborough Town Hall

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

Occupancy is now planned for October/November.

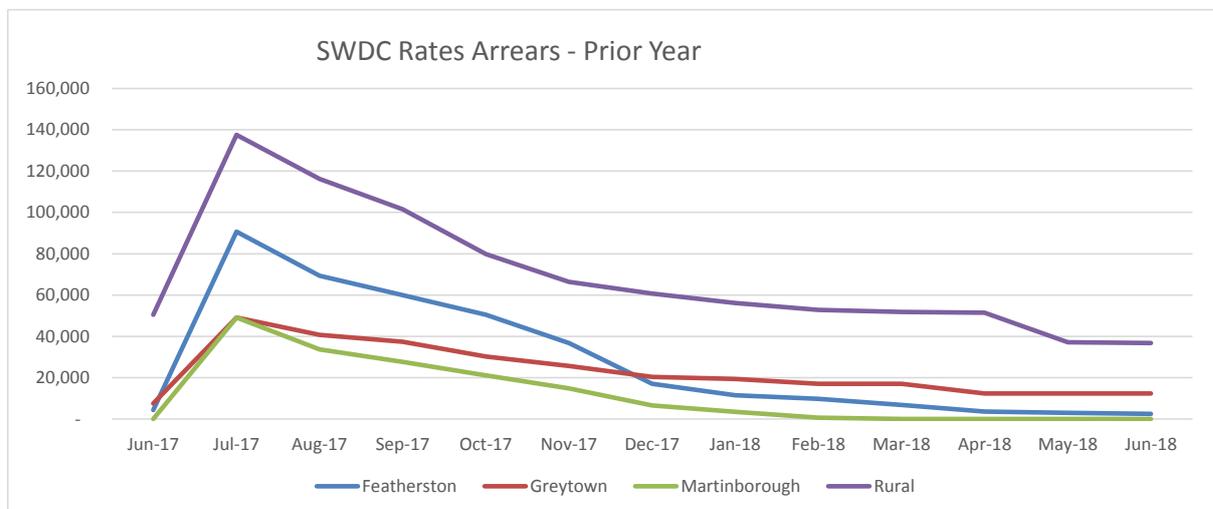
Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing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

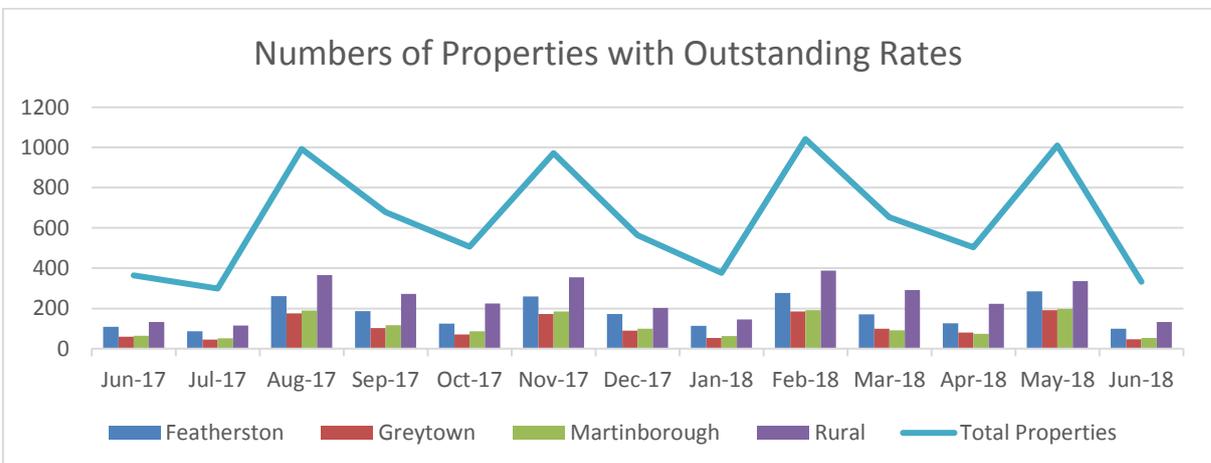
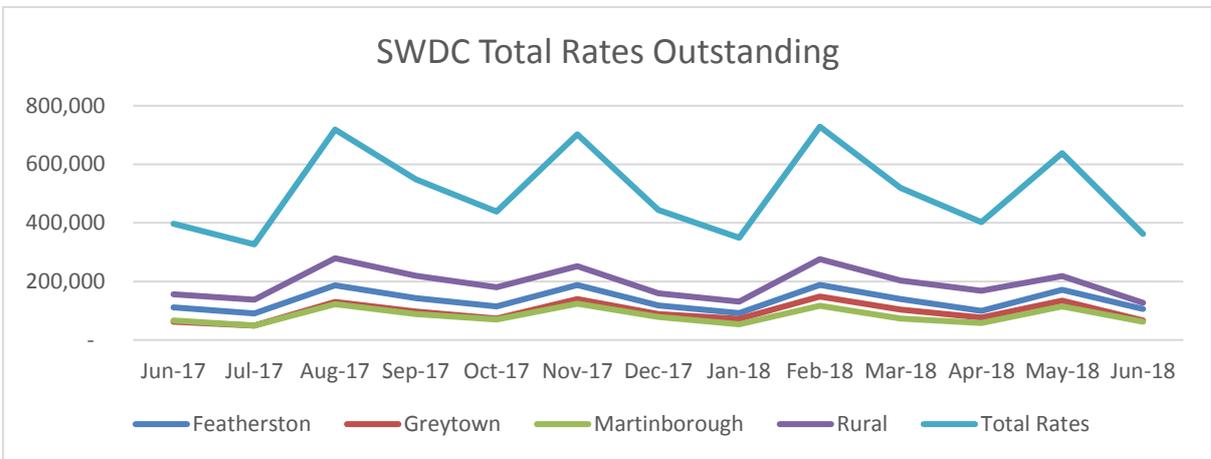
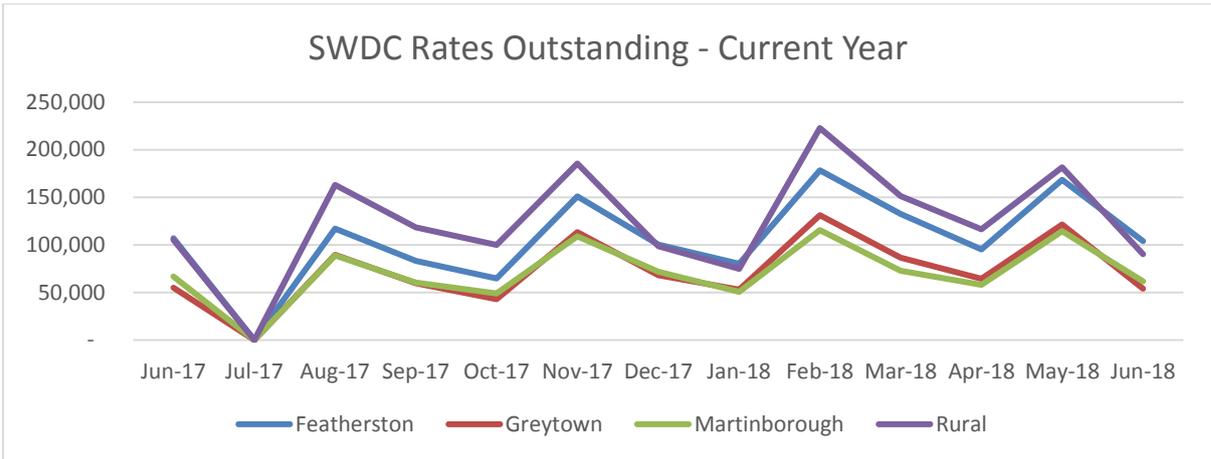
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

4.4 Rates Arrears (Incl. GST) as at 30 June 2018

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 slightly lower level to the same period last year.





This is a pleasing year end result, while we continue to work on arrears, including additional payment options, we appear to have plateaued in terms of numbers of properties outstanding, and funds outstanding.

While a total outstanding of the high \$300K's I recall times where this number was three times this amount.

4.5 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
13 June 18	Provincial Growth Fund.	Information supplied.
20 June 18	Cost of the Resource Consent application for the Featherston Wastewater Treatment Plant.	Information supplied.
20 June 18	Council property sales.	Information supplied.
25 June 18	Building and resource consents of neighboring property.	Information supplied.
25 June 18	How many diesel tank permits (for heating purposes) have been issued by our council?	Information supplied.
26 June 18	Details of Councillor Workshops that are not open to public in past 18 months.	Information supplied.
2 July 18	Featherston Wastewater project. Affordability.	
4 July 18	What is your average residential rates take for the 2018/19 financial year.	
9 July 18	Correspondence between SWDC and the Waihinga Centre developers.	
9 July 18	Library staff employed and wages.	Information supplied.
11 July 18	Correspondence between SWDC and Chorus Ltd 55 Fitzherbert.	
25 July 18	Social Housing rent increases.	
26 July 18	Town Hall sales in past 5 years	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 report for the period ended 31 May 2018

Appendix 2 – Waihinga Centre Finances

Appendix 3 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Financial statements report for the period ended 31 May 2018

SOUTH WAIRARAPA DISTRICT COUNCIL

MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MAY 2018

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 MAY 2018

2017		YTD			2018	
LY Actual		Actual	Budget	Variance	Budget	% of Budget
OPERATING INCOME						
12,678,601	Rates	13,199,974	13,163,913	36,061	13,152,906	100%
143,575	Rates Penalty	143,086	149,664	(6,578)	140,000	102%
214,074	Interest	419,753	246,319	173,434	264,159	159%
19,164	Internal Interest Loans	19,164	19,164	(0)	20,880	92%
1,056,883	Fees & Licences	1,136,420	978,377	158,043	1,030,128	110%
665,978	User Levies	568,665	499,916	68,749	713,188	80%
65,391	Commissions	67,437	63,717	3,720	69,300	97%
1,145,337	NZ Transport Agency Subsidy	1,733,910	1,722,655	11,255	3,302,111	53%
83,114	Petrol Tax	90,520	76,606	13,914	82,905	109%
12,040	Grants, Donations & Subsidies	9,792	-	9,792	434,919	2%
464,366	Rental / Hire	490,977	482,428	8,549	524,675	94%
1,000	Profit on Sale of Assets	50,572	-	50,572	-	0%
298,441	Miscellaneous Income	350,990	304,832	46,158	333,426	105%
16,847,963	Total Operating Income	18,281,261	17,707,590	573,670	20,068,597	
OPERATING EXPENDITURE						
1,610,358	Corporate Services	1,673,450	1,701,154	27,704	1,875,091	89%
783,616	In-House Professional Services	852,633	803,553	(49,080)	868,153	98%
467,323	Governance, Leadership & Advocacy	433,548	428,936	(4,612)	472,028	92%
1,277,739	Public Protection	1,190,789	1,095,862	(94,927)	1,200,527	99%
388,969	Resource Management	486,526	414,496	(72,030)	490,056	99%
267,685	Economic, Cultural & Community Development	267,928	259,304	(8,624)	295,943	91%
2,128,351	Amenities	2,231,565	2,299,747	68,182	2,473,736	90%
4,694,943	Land Transport	4,803,292	4,735,363	(67,929)	5,048,744	95%
1,969,489	Water Supply	2,129,160	1,986,276	(142,884)	2,179,753	98%
1,167,309	Solid Waste Management	1,356,636	1,208,507	(148,129)	1,422,589	95%
1,397,127	Wastewater	1,378,240	1,494,624	116,384	1,608,052	86%
134,869	Stormwater Drainage	149,867	153,046	3,179	164,414	91%
18,515	Rate Debtors Remissions	18,131	40,000	21,869	40,000	45%
83,178	Loss on Sale of Assets	14,230	-	(14,230)	-	0%
16,389,472	Total Operating Expenditure	16,985,995	16,620,868	(365,127)	18,139,086	
458,491	Operating Surplus/(Deficit)	1,295,265	1,086,722	208,542	1,929,510.48	
CAPITAL EXPENDITURE INCOME						
743,099	NZ Transport Agency Subsidy	952,443	1,197,099	(244,656)	-	0%
839,105	Grants, Donations & Subsidies	1,578,800	420,000	1,158,800	-	0%
984,783	Contributions	1,488,710	415,295	1,073,415	452,957	329%
2,566,987	Total Capital Expenditure Income	4,019,953	2,032,394	1,987,559	452,957	
OTHER INCOME						
3,775	Gain on Share Revaluations	-	-	-	-	0%
-	Gain on Asset Revaluations	-	-	-	35,165	0%
3,775	Total Other Income	-	-	-	35,165	
\$ 3,029,253	TOTAL SURPLUS / (DEFICIT)	\$ 5,315,218	\$ 3,119,116	\$ 2,196,101	\$ 2,417,632	

Included in the operating expenditure is:

3,983,862	Depreciation	4,236,066	4,065,873	170,193	4,435,245	96%
691,894	Interest	529,516	587,292	(57,776)	625,903	85%

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF FINANCIAL POSITION AS AT 31 MAY 2018

	31 MAY 2018	30 JUNE 2017	MOVEMENT
<u>ASSETS</u>			
<u>Current Assets</u>			
Cash and Bank	100,497	574,195	(473,698)
Short Term Deposits	5,326,535	5,950,000	4,577,042
Reserve and Loan redemption Term deposits	5,200,507		
Investments	6,534,056	6,510,056	24,000
Prepayments & Receivables	1,859,848	1,552,394	307,454
Inventories	17,354	17,397	(43)
Properties Intended For Sale	-	1,778,950	(1,778,950)
Total Current Assets	19,038,797	16,382,992	2,655,805
<u>Non-Current Assets</u>			
Investments	376,640	312,640	64,000
Investment Properties	7,741,000	7,741,000	-
Intangible Assets	126,926	162,939	(36,013)
Properties Intended For Sale	1,568,838	-	1,568,838
Property, Plant & Equipment	384,239,520	382,777,316	1,462,204
Total Non-Current Assets	394,052,924	390,993,894	3,059,029
TOTAL ASSETS	\$ 413,091,721	\$ 407,376,886	\$ 5,714,834
<u>LIABILITIES</u>			
<u>Current Liabilities</u>			
Cash and Bank	-	-	-
Payables and Accruals	3,609,923	3,207,219	402,704
Employee Entitlements	335,101	338,189	(3,088)
Public Debt - Current Portion	-	4,000,000	(4,000,000)
Provisions - Current Portion	33,974	33,974	-
Total Current Liabilities	3,978,999	7,579,382	(3,600,383)
<u>Non-Current Liabilities</u>			
Public Debt - Non-Current Portion	17,500,000	13,500,000	4,000,000
Provisions - Non-Current Portion	446,586	446,586	-
Total Non-Current Liabilities	17,946,586	13,946,586	4,000,000
<u>EQUITY</u>			
Public Equity	148,324,282	143,009,064	5,315,218
Special Separate & Trust Funds	23,370,653	23,370,653	-
Asset Revaluation Reserve	219,468,359	219,468,359	-
Other Reserves	2,842	2,842	-
Total Equity	391,166,136	385,850,918	5,315,219
TOTAL LIABILITIES & EQUITY	\$ 413,091,721	\$ 407,376,886	\$ 5,714,834

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF CASHFLOWS AS AT 31 MAY 2018

	31 MAY 2018	31 MAY 2017	30 JUNE 2017
<u>OPERATING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Rates	13,969,086	13,516,875	16,454,547
Grants & Subsidies	3,928,421	3,138,373	2,825,495
Petrol Tax	71,537	65,615	88,576
Other Income	4,300,385	3,686,801	3,949,619
Interest on Investments	365,404	209,813	235,181
Total Operating Cash Inflow	22,634,833	20,617,477	23,553,418
<u>Cash was applied to:</u>			
Payments to Suppliers & Employees	12,422,591	13,068,015	16,543,732
Interest Paid	568,754	650,531	665,593
Total Operating Cash Outflow	12,991,345	13,718,546	17,209,325
Net Cashflow from Operating Activities	9,643,488	6,898,930	6,344,093
<u>INVESTING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Sale of Property, Plant & Equipment	264,522	807,360	775,825
Term Investments, Shares & Advances	(24,000)	1,610,317	1,378,526
Total Investing Cash Inflow	240,522	2,417,677	2,154,351
<u>Cash was applied to:</u>			
Purchase of Property, Plant & Equipment	5,780,667	4,574,419	5,350,724
Term Investments, Shares & Advances	(0)	-	6,374,265
Total Investing Cash Outflow	5,780,667	4,574,419	11,724,989
Net Cashflow from Investing Activities	(5,540,143)	(2,156,743)	(9,570,638)
<u>FINANCING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Public Debt	4,000,000	10,000,000	10,000,000
Total Financing Cash Inflow	4,000,000	10,000,000	10,000,000
<u>Cash was applied to:</u>			
Repayment of Public Debt	4,000,000	5,902,313	5,902,317
Total Financing Cash Outflow	4,000,000	5,902,313	5,902,317
Net Cash Flow from Financing Activities	-	4,097,687	4,097,683
NET INCREASE / (DECREASE) IN CASH	4,103,345	8,839,875	871,140
OPENING CASH BALANCE	1 JULY 2017	6,524,195	5,653,059
CLOSING CASH BALANCE	31 MAY 2018	\$ 10,627,540	\$ 6,524,195
<u>REPRESENTED BY:</u>			
Cash and Cash equivalents	100,497	53,261	574,195
Short Term Deposits	10,527,043	14,439,672	5,950,000
Investments			
	\$ 10,627,540	\$ 14,492,934	\$ 6,524,195

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF CAPITAL EXPENDITURE FOR THE PERIOD ENDED 31 MAY 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*	220,284	454,861	496,159	468,430	964,589	236,601	721,127
Water Supply	275,724	503,657	549,441	500,000	1,049,441	504,457	544,984
Solid Waste Management	6,408	18,337	20,000	-	20,000	11,088	-
Stormwater Reticulation	-	49,137	53,600	-	53,600	-	53,600
Wastewater**	1,001,935	2,730,431	2,978,648	1,099,593	4,078,241	1,142,980	3,048,300
Land Transport***	1,295,249	2,751,397	3,001,504	-	3,001,504	3,708,520	-
Information Technology	58,471	88,572	96,624	-	96,624	58,471	38,153
Council Property	88,240	118,569	129,346	-	129,346	89,539	39,537
Waivinga Centre	1,927,709	-	-	3,692,241	3,692,241	2,526,152	1,166,089
	\$ 4,874,021	\$ 6,714,961	\$ 7,325,322	\$ 5,760,264	\$ 13,085,586	\$ 8,277,808	\$ 5,611,790

* Waivinga Centre playground and Greytown town centre CAPEX budget to be carried forward to next financial year

**Greytown Papawai main not required until next year \$1.15 million, plus carry forward \$300K alternative disposal budget

*** Resilience improvements to SPR happened this year along with additional SPR sealing, all 100% NZTA funded

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF INVESTMENTS AS AT 31 MAY 2018

ORGANISATION	INTEREST RATE	DATE INVESTED	DATE MATURES	TOTAL INVESTED	INVESTED FUNDS %	AUTHORISED FUNDS %
SHORT TERM DEPOSITS						
Registered Banks						
ASB Call account	1.25%	20-Jun-17	On Call	75,198.49		
ASB Reserve Fund	3.01%	23-Jan-18	13-Jun-18	300,000.00		
ASB Term Deposit - Loan redemption	3.50%	1-Nov-17	1-Nov-18	225,000.00		
ASB Term Deposit - Loan redemption	3.50%	11-Nov-17	11-Nov-18	375,000.00		
ASB Term Deposit	3.00%	26-Feb-18	5-Jun-18	500,000.00		
ASB Term Deposit	3.04%	22-May-18	20-Aug-18	900,000.00		
ASB Term Deposit	3.49%	26-Apr-18	20-Oct-18	500,000.00		
ASB Term Deposit - Loan redemption	3.68%	23-Jan-18	15-Jul-19	225,000.00		
ASB Term Deposit - Loan redemption	3.76%	27-Apr-18	17-Oct-19	226,000.00		
				3,326,198.49	19%	30%
ANZ CALL ACCOUNT	0.70%	31-May-18	On Call	145.52		
ANZ Term Deposit	3.16%	20-Feb-18	20-Jun-18	500,000.00		
ANZ Reserve Fund	3.19%	23-Jan-18	22-Jun-18	750,000.00		
ANZ Term Deposit	3.04%	22-May-18	20-Aug-18	900,000.00		
ANZ Term Deposit	3.32%	23-Apr-18	20-Sep-18	709,295.81		
ANZ Term Deposit	3.19%	31-May-18	28-Sep-18	500,000.00		
				3,359,441.33	20%	30%
BNZ AUTOCALL (-025)	3.00%	31-May-18	On Call	775,731.17		
BNZ Term Deposit	3.24%	20-Feb-18	20-Jun-18	500,000.00		
BNZ Term Deposit	3.34%	1-Mar-18	19-Jul-18	500,000.00		
BNZ Term Deposit	3.31%	21-Mar-18	19-Jul-18	505,408.22		
BNZ Term Deposit	3.47%	20-Apr-18	17-Sep-18	300,000.00		
BNZ Term Deposit	3.44%	26-Apr-18	20-Sep-18	500,000.00		
BNZ Term Deposit	3.66%	24-May-18	24-May-19	1,000,000.00		
				4,081,139.39	24%	30%
KIWIBANK Term Deposit	1.75%	31-May-18	On call	-		
KIWIBANK Term Deposit	3.06%	20-Feb-18	20-Jun-18	500,000.00		
KIWIBANK Term Deposit	3.07%	23-Jan-18	22-Jun-18	1,100,000.00		
KIWIBANK Term Deposit	2.96%	22-May-18	19-Nov-18	500,000.00		
				2,100,000.00	12%	30%
WBS Call account	0.50%	31-May-18	On Call	1.26		
WBS Reserve fund	3.65%	22-Nov-17	22-Nov-18	183,989.45		
WBS Reserve fund	3.65%	25-Nov-17	25-Nov-18	178,291.89		
WBS Reserve fund	3.65%	5-Dec-17	5-Dec-18	138,757.23		
				501,039.83	3%	10%
WESTPAC TRUST ONLINE CALL	0.25%	31-May-18	On Call	9.13		
WESTPAC Reserve Fund	3.08%	22-Dec-17	22-Jun-18	1,293,269.51		
WESTPAC Term Deposit	2.82%	22-May-18	23-Jul-18	500,000.00		
WESTPAC Term Deposit	2.97%	8-May-18	6-Aug-18	500,000.00		
WESTPAC Term Deposit	3.14%	22-May-18	27-Aug-18	500,000.00		
WESTPAC Loan redemption	3.39%	23-Jan-18	23-Oct-18	300,000.00		
WESTPAC Term Deposit	3.16%	24-May-18	23-Oct-18	600,000.00		
				3,693,278.64	22%	30%
TOTAL				17,061,097.68	100%	
INVESTMENTS						
LGFA Borrower Bonds				28,800.00		
LGFA Borrower Bonds				91,200.00		
LGFA Borrower Bonds				64,000.00		
LGFA Borrower Bonds				32,000.00		
LGFA Borrower Bonds				40,000.00		
LGFA Borrower Bonds				24,000.00		
TOTAL				280,000.00		
SHARES						
NZ Local Govt Insurance Co Limited				82,512.90		
Airtel Limited				7,742.00		
Farmlands Trading Society Limited				1,159.00		
TOTAL				91,413.90		
FORESTRY						
Plantation - Hurupi Stock				5,226.00		
TOTAL				5,226.00		
TOTAL INVESTMENTS				17,437,737.58		
REPRESENTED BY:						
Short Term Deposits				17,061,097.68		
Investments - Current Assets				-		
Investments - Non-Current Assets				376,639.90		
				17,437,737.58		

Appendix 2 – Waihinga Centre Finances

Appendix 3 – Health and Safety Report

South Wairarapa District Council Health and Safety Report

1 June 2018 – 10 July 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:

- Looked at how the team can keep health and safety alive through contributing in team meetings and having providing messages to team mates in the health and safety newsletter.
- Continued the review of our hazard register to ensure that we have captured all risks and our controls are effective.
- Endorsed our lone/remote worker monitoring procedure for rollout across council.
- Endorsed our working with volunteer's guidelines and tools for rollout across council.

Near Miss reports

No near misses reported in the period 1 June 2018 – 10 July 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 continue to engage with contractors through pre-start meetings, inductions and safety audits, promoting Councils health and safety expectations.
- Five safety audits were undertaken in the period 1 June to 10 July 2018. Five did not meet audit requirements, all undertook remedial action.
- No contractor incidents reported.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

Three new non-injury incidents reported during the period 1 June to 10 July 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 are put in place.

RISK MANAGEMENT

Work on hazard registers is ongoing, controls are currently being 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 added to the audit checklists 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>Consideration to be given to having vehicles 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>Garmin InReach remote contact device currently being used 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>A second Garmin device has been purchased for use by the remainder of staff who work in lone/remote situations. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed by H&S contractor and Bylaws team, for implementation across council.</p> <p>Emergency Action Plans developed.</p> <p>Training in the use of the device, monitoring, and emergency procedures developed and endorsed by the health and safety at work team for roll out to all staff who work alone or remotely.</p>