

SOUTH WAIRARAPA DISTRICT COUNCIL

19 SEPTEMBER 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

Work has been progressing on three key fronts that have the potential to impact us for decades to come, in varying ways

We continue to consider freshwater requirements, both urban and rural, for the future. It is apparent from the climate change work, and Waitua process that availability of water in the future cannot be guaranteed, and this applies to both urban and rural requirements. This discussion goes well beyond primary sector needs, and we need to think and act now to ensure we have a planned path forward to ensure water is available when needed.

The Wairarapa Economic Development Strategy continues to progress well, once adopted this strategy will enable a focussed and considered plan to ensure the best outcomes, not just economically, are achieved for our residents and ratepayers.

Thirdly, we have been participating in a region wide response to the Government's thinking on how best to deliver three waters (wastewater, stormwater, and drinking water). The Government are due to announce the findings of their review next month, and this could signal a significant change to the way these operations are delivered.

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 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.(Year ended 30 June 2016)

2.1 Representation Review

Submissions close 21 September.

Following receipt, these submissions will be heard on the 24 October.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Society Of Local Government Managers (SOLGM)

The annual SOLGM Conference was held in Queenstown 9 to 11 September, attended by around 800 local government managers.

The theme of this year's conference was :

" Know your community, serve your community"

There was a good mix of international and local presenters, key topics included three waters; housing and homelessness; Sustainable coastlines; Local Government Infrastructure Funding; The four Wellbeings through an economists lens; Application of "big data" in a local authority sense.

There were also inspiring presentations about looking at issues and conflict in communities from different perspectives, and the many and varied reasons why people and organisations come into conflict with each other.

3.1.2. Mayoral Forum

One Mayoral forum was held, was held during the reporting period.

Agenda items included Waste Management; Climate change and coastal adaptation; Wellington Regional investment plan (which the Wairarapa plan is a subset of)

3.1.3. Combined Council

The latest Combined Council meeting was hosted by Masterton District Council. Agenda items covered YETE; NZTA, Manawatu Gorge; Destination Wairarapa; and Wairarapa Economic Development Strategy

3.1.4. 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.

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 August / September is included in Appendix 2.

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 1, 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

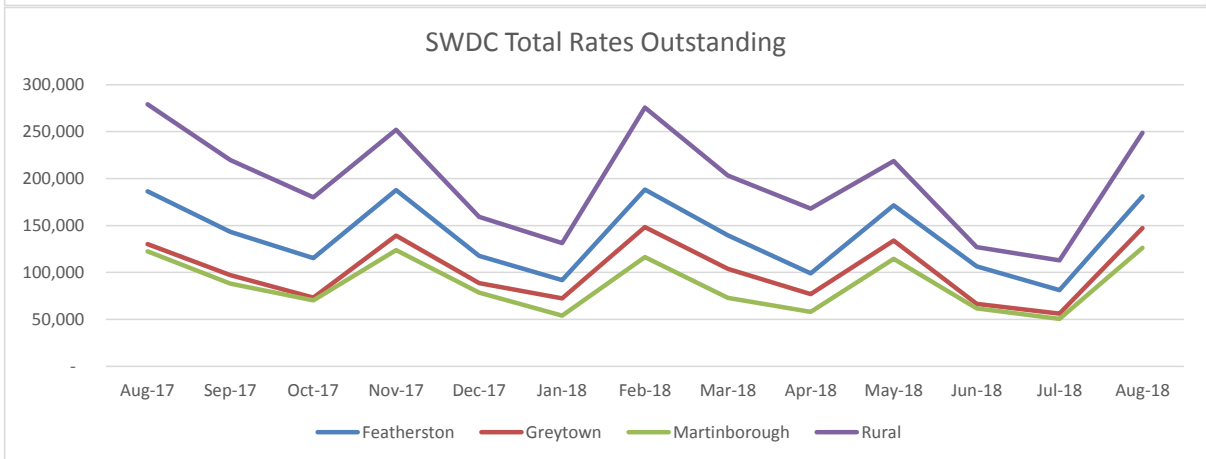
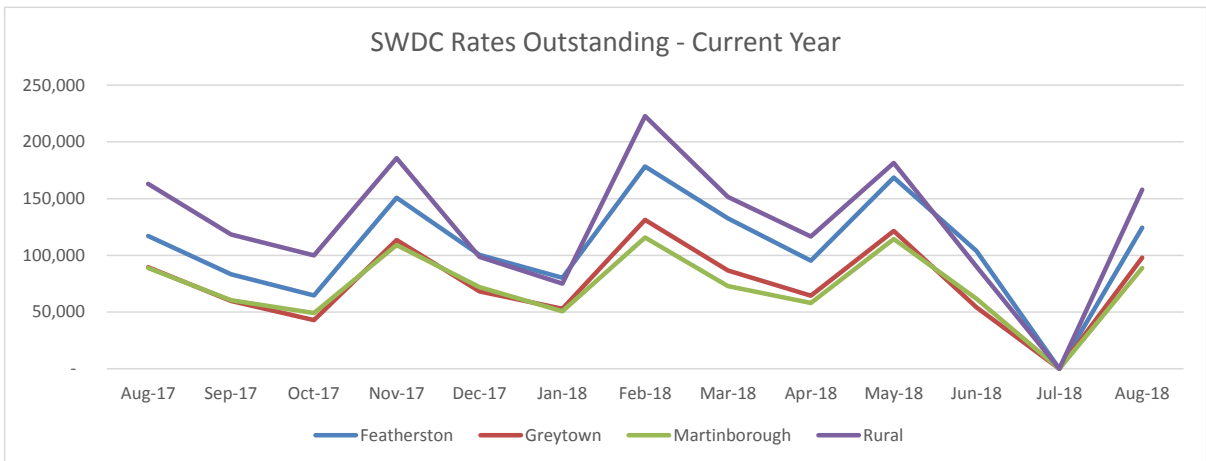
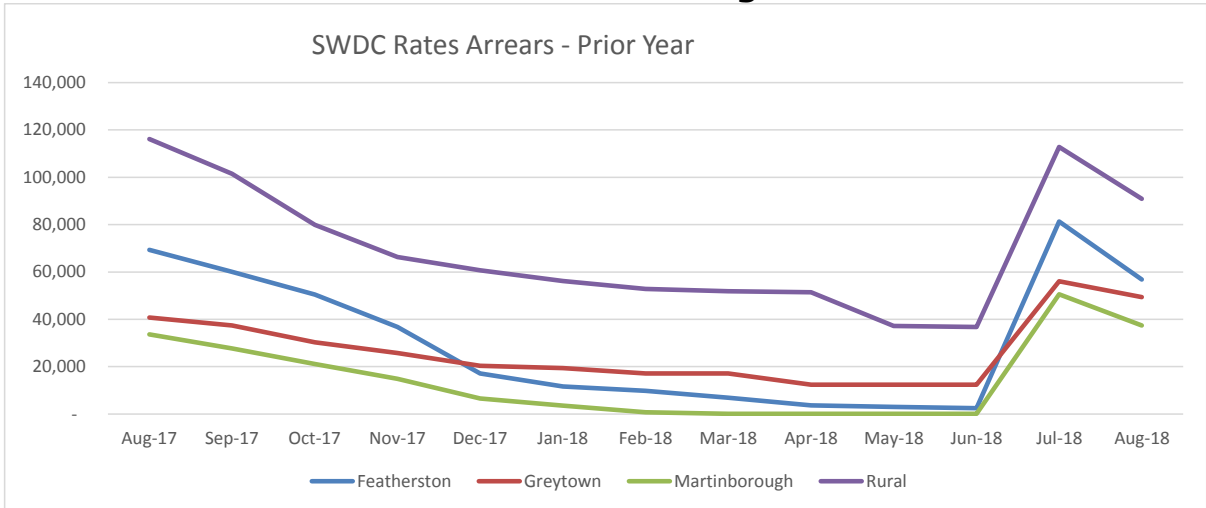
The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

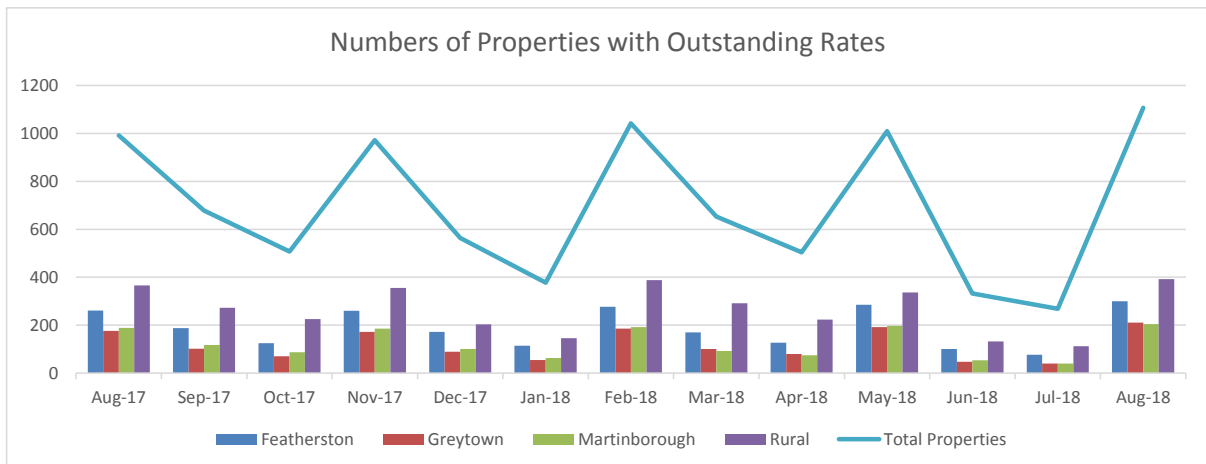
Total rates outstanding are at a slightly lower level to the same period last year.

We have the usual spike at this time of year, however the spike is a bit lower in dollar terms compared to last year.

In terms of number of properties, this is a little higher, but still around the 1,000 mark.

SWDC Rates arrears – 31 August 2018





4.5 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Pensioner Housing	Information supplied.
Domestic and international travel and associated costs for the financial year 2017/18.	Information supplied.
Audit Information	
The Provincial Growth Fund.	
Lists of LGOIMAS and time taken	
Prayers and Karakias at meetings	Information supplied.
Mayor's vehicle and associated costs.	Information supplied.
Staff numbers over years. Dog registration mandate. Staff 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 – Waihinga Centre Finances

Appendix 2 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Waihinga Centre Finances

SWDC
Waihinga Centre
Project forecast - Actuals to July 2018

DRAFT

Per Council decision 18.1.2017

\$ 5,132,010

	Budget	Invoiced to 31.07.2018	Invoices to come	Forecast spend
Made up as follows:				
Rigg Zschokke Construction Contract	4,223,709	2,828,838	1,374,871	4,203,709
Rigg Zschokke Agreed Variations*		27,387	10,204	37,591
		2,856,225	1,385,075	4,241,300
Insurance		24,522	2,920	27,442
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)		38,000		
SGL		230,343		
		268,343	-	268,343
Architect & Engineer construction monitoring	80,000			
Holmes Consulting - Construction Monitoring		47,500		
Warren and Mahoney - Site Monitoring		35,235		
Warren and Mahoney - Variations*		11,578		
		94,312	-	94,312
Development & Design Variations**		108,853	3,175	112,028
QS Services to completion	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438		
		35,938	7,500	43,438
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			188,639
Overall budget	\$ 5,332,010	3,897,653	1,398,670	\$ 5,320,649

***Construction Variations to date:**

	Invoiced to 31.07.2018	Invoices to come	Forecast spend
Rigg Zschokke			
Removal of asbestos	7,310		
Insurance obtained directly	(20,000)		
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	9,500		
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	3,500	1,500	
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		
Materials supply savings	(5,000)		
Foundation beam kitchen	3,885		
	27,387	10,204	37,591
Warren and Mahoney			
Alternative cladding product + Addl Toilet	11,578	0	11,578
Additional Insurance	24,522	2,920	27,442
**Development & Design Variations:			
SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	7,990	675	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	45,158		
Holmes Consulting - Construction Monitoring	23,015	2,500	
	108,853	3,175	112,028
Net cost/(savings) from Variations:			188,639

SWDC
Waihinga Centre
Project forecast - Actuals to August 2018

DRAFT

Per Council decision 18.1.2017

\$ 5,132,010

Made up as follows:	Budget	Invoiced to 31.08.2018	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	3,079,547	1,124,162	4,203,709
Rigg Zschokke Agreed Variations*		27,387	10,204	37,591
		3,106,934	1,134,366	4,241,300
Insurance		27,442	-	27,442
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			
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SGL		230,343		
		268,343	-	268,343
Architect & Engineer construction monitoring	80,000			
Holmes Consulting - Construction Monitoring		47,500		
Warren and Mahoney - Site Monitoring		35,235		
Warren and Mahoney - Variations*		11,578		
		94,312	-	94,312
Development & Design Variations**		111,353	675	112,028
QS Services to completion	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438		
		35,938	7,500	43,438
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			188,639
Overall budget	\$ 5,332,010	4,153,782	1,142,541	\$ 5,320,649

***Construction Variations to date:**

	Invoiced to 31.08.2018	Invoices to come	Forecast spend
Rigg Zschokke			
Removal of asbestos	7,310		
Insurance obtained directly	(20,000)		
Concrete Foundation to supper room well	6,965		
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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	3,500	1,500	
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)	
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Additional Insurance	27,442		27,442
**Development & Design Variations:			
SGL	5,500		
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HVAC Design	7,990	675	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	45,158		
Holmes Consulting - Construction Monitoring	25,515		
	111,353	675	112,028
Net cost/(savings) from Variations:			188,639

Appendix 2 – Health and Safety Report

South Wairarapa District Council Health and Safety Report 11 July 2018 – 7 September 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.

8 staff recently attended Assertiveness training.

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.
- Discussed content for health and safety notice boards
- Continued review of the hazard register
- Reviewed job safety checks for teams to trial.

Near Miss reports

No near misses reported in the period 11 July 2018 – 7 September 2018.

Wellness

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

Working with our Contractors

1 Contractor audits undertaken (there was no Roding activity requiring auditing this month)	1 Contractor audits met expectations	0 Did not meet expectations	0 Remedial actions taken
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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.
- No contractor incidents reported.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

1 incident requiring first aid reported during the period 11 July to 7 September 2018.

1 non-injury incident reported during the period 11 July to 7 September 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. Device currently being trialled by Roading team. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed and implemented by Bylaws and Roading teams.</p> <p>Training in the use of the device, monitoring, and emergency procedures rolled out to Managers, Bylaws and Roading team. Emergency Action Plans developed.</p>