

SOUTH WAIRARAPA DISTRICT COUNCIL

20 SEPTEMBER 2017

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

The rush of the Annual Plan has been replaced by the preparation of the Annual Report. The Annual Report is a significant body of work which includes the audit process.

In addition, we have commenced work on the long term plan, and while not due for adoption until 27 June 2018, a lot of work needs to be completed, particularly as we extend our time horizon beyond the 10 year statutory minimum.

An application has been lodged for funding from the Tourism Infrastructure Fund, and we have been advised we meet the criteria for consideration. This will assist in accelerating our coastal programme beyond that which we could fund in the short to medium term, and will enable us to meet current demand, and allow for some growth in activity.

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 Local Government Commission

The Local Government Commission released their "Final Proposal For A Wairarapa District Council" on 18 July.

A valid petition has been received and a binding poll will be held closing midday 12 December 2017. It will be good to have this matter resolved one way or the other.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held; topics included NZTA update; "Smart Seeds" (youth challenge); Civil Defence; Regional Trails; and Regional Strategy.

3.1.2. Mayoral Forum

One Mayoral forum was attended. Topics included Radio New Zealand; Local Government Commission; Regional Trails; National Council update, and Civil Defence update.

3.1.3. Rail

I attended a forum on Wairarapa rail services, which included participants from GWRC, the commuter public, Destination Wairarapa; Transdev; Kiwirail, Wairarapa TLA's.

The forum discussed both passenger rail issues and tourism related matters.

3.1.4. Community Boards

A further round of Community Board meetings were held.

4. Corporate

4.1 Financial Statement

Financial statements are not usually provided for the first couple of meetings of the year.

The Annual Report is coming together; the statutory deadline for completion is 31 October.

A draft will be available around 22 September.

The audit team, usually at least four members, will be onsite 25 Sept to 6 October.

4.2 Occupational Health and Safety

We continue to make good progress on health and safety matters. No matters were reported during the period. A tabled update will be provided.

4.3 Waihinga Centre/Martinborough Town Hall

The project continues as planned, completion as previously advised will be somewhere around May next year.

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.

Mayor Napier and I met with our project manager, David Borman, to discuss potential saving opportunities, with floor coverings; light fittings; plumbing fittings; joinery; and concrete seen as opportunities. These savings will not be able to be quantified until product selection and final joinery design has taken place.

It is pleasing to note that Pain & Kershaw will be supplying most of the standard construction material, "buy local".

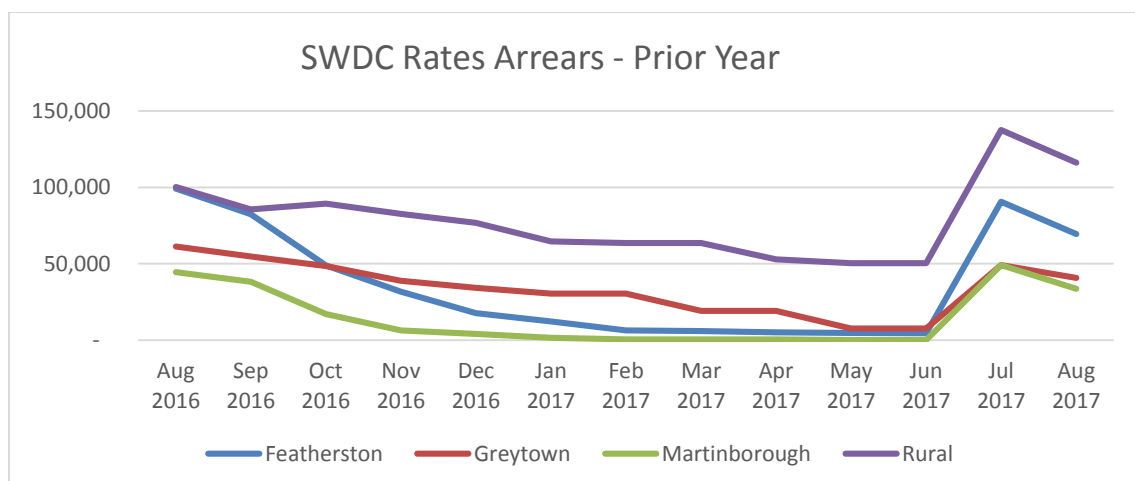
The project is progressing well, and there are no red or even orange flags at this stage.

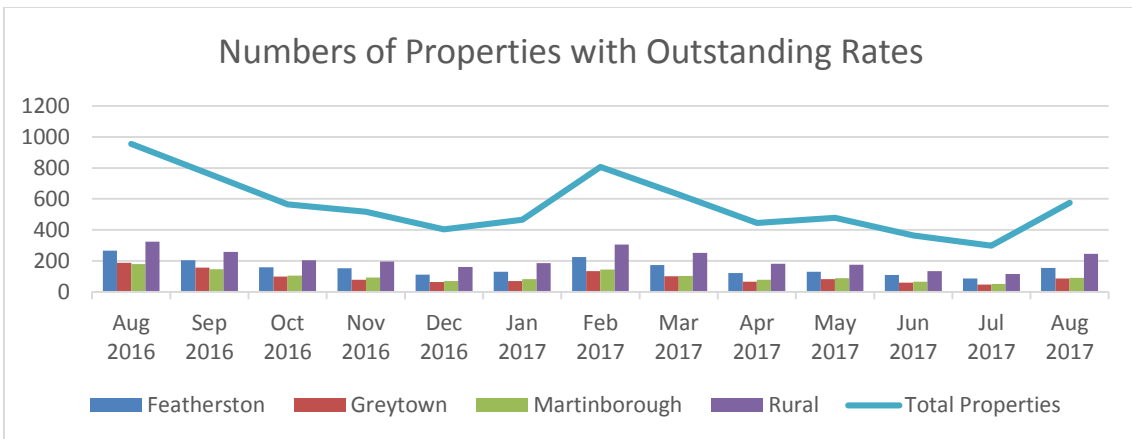
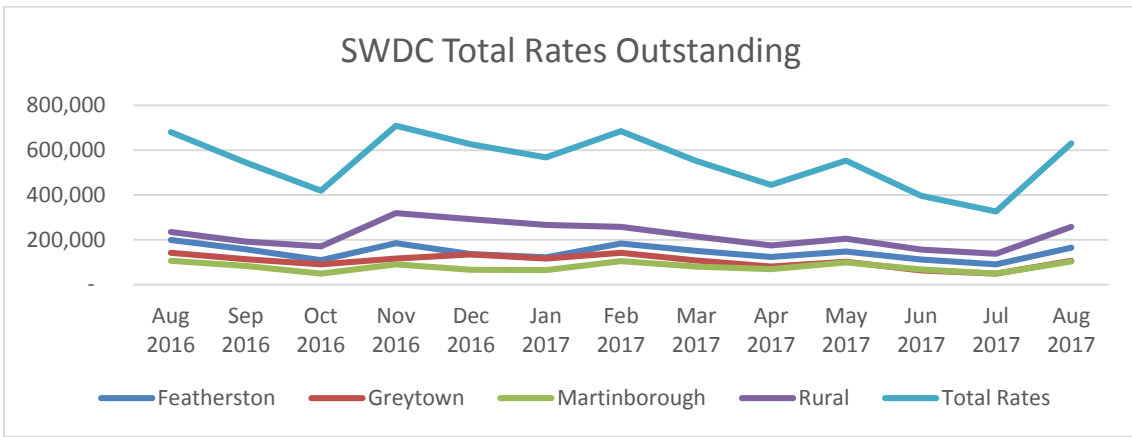
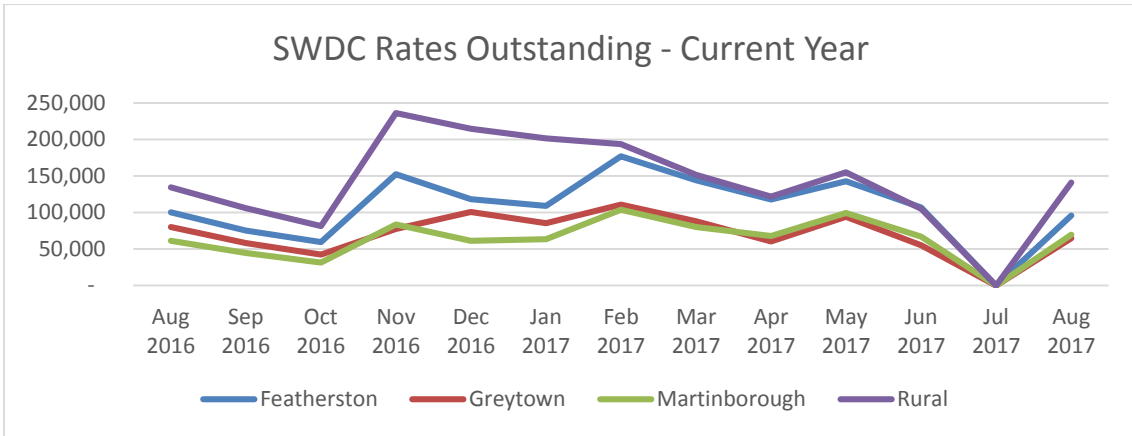
4.4 Rates Arrears (Incl. GST)

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 is slightly down on the same period last year.

Arrears jumped on 1 July, this is due to the "current year" outstanding as at 30 June 2017 changing to "arrears" on 1 July 2017. Current year outstanding dropped to nil as at 1 July 2017 for the same reason.





4.5 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
8 August 17	Documents relating to management of select segments of the population in emergencies e.g. homeless, assisted living, social housing etc.	WREMO to advise
8 August 17	Details of local associations.	Information that is held by council provided.
30 August 17	Details of consents for neighbours shed.	

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 Financial Summary

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Waihinga Centre Financial Summary

SWDC
Waiinga Centre
Project forecast - Actuals to July 2017

Per Council decision 18.1.2017

\$ 5,132,010

<u>Made up as follows:</u>	Budget	Invoiced to 31.7.2017	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	415,164	3,808,545	4,223,709
Rigg Zschokke Agreed Variations*		34,383	13,500	47,883
		<u>449,547</u>	<u>3,822,045</u>	<u>4,271,592</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		26,446	21,054	
Warren and Mahoney - Site Monitoring		18,483	16,517	
Warren and Mahoney - Variations*		11,578		
		<u>56,507</u>	<u>37,570</u>	<u>94,078</u>
Development & Design Variations**		69,504	7,530	77,034
QS Services to completion	50,000			
Venture Consulting		5,000	25,000	
Clendon Burns & Park		13,438	3,562	
		<u>18,438</u>	<u>28,562</u>	<u>47,000</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			136,494
Overall budget	\$ 5,332,010	<u>1,371,797</u>	<u>3,895,707</u>	\$ 5,268,504

***Construction Variations to date:**

	Invoiced to 31.7.2017	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 well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room		2,500	
Temporary structural support		9,500	
Concrete under existing foundation		1,000	
Remove plaster and steel support for overlay wall		5,000	
Supper room framing connection to external wall		1,000	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
	<u>34,383</u>	<u>13,500</u>	<u>47,883</u>

Warren and Mahoney

Alternative cladding product (Rodeca)	10,678		
Revision re additional toilet	900		<u>11,578</u>

JNL and Other Savings To be confirmed

****Development & Design Variations:**

SGL	5,500		
Engeo Geotech	11,460	1,380	
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		
	<u>69,504</u>	<u>7,530</u>	<u>77,034</u>

Net cost/(savings) from Variations:

136,494