

SOUTH WAIRARAPA DISTRICT COUNCIL

22 FEBRUARY 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 information.*
2. *Receive the financial statements for the period ended 31 December 2016 and the Financial Report for that period.*

1. Executive Summary

Apparently there was a longish break since the last report; various matters seem to have made this a distant memory.

For “various matters” read progress on a few fronts.

The Waihinga Centre received final approval at \$5.33M which included a \$0.2M contingency. We have now received a schedule of materials and will be approaching various suppliers to ascertain whether they want to participate in this project.

The Local Government Commission continues their work, with various pieces of analysis being reviewed for appropriate input. Their draft proposal is due early March.

Community resilience has become a focus for the government following, in particular, the Kaikoura events. From a local authority perspective, this is around key infrastructure, in particular provision of potable water. There will be additional focus on preparedness and resilience in future, ensuring that we are prepared in the event there is an event.

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 and feedback.

The following table outlines the short / medium term timeline:

Date	What is happening
15 March (TBC)	Draft proposal released and submissions called for
Weekends in April	Public information stands at various locations in the Wairarapa
3 May (TBC)	Submissions close
Tuesday 23 May (confirmed)	Hearings commence in Martinborough – with SWDC at 9am
May onwards	Commissioners consider submissions and decide whether to release a final proposal
July	Commissioners aim to release final proposal (if sufficient community support), or a final decision

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. Matters covered were NZTA Update; Regional Hazards (western LA's only); Regional Resilience; Triennial agreement;

3.1.2. Mayoral Forum

No Mayoral forum was held, the next Mayoral forum is due 31 March

3.1.3. Community Boards

The first round of community board meetings for the year has been completed. Good progress is being made in preparing strategic plans, and there has been quite a high level of community input at the meetings.

3.1.4. Local Government Funding Agency

We now have our entire borrowing portfolio through LGFA. We have completed a break of the BNZ loans, our portfolio has borrowings in the range of 2.33% to 3.53%.

While there is a cost to breaking the BNZ investments, we will recover those costs in about 11 months. From then on we will reap the benefit of the lower interest rates and borrowing flexibility.

Our portfolio has been balanced (in terms of roll over dates) following advice from LGFA.

3.1.5. Shared Services Working Party

One shared services working party was held, the following items were discussed: Rural broadband; Wairarapa Combined District Plan review; Cycle Strategy; combined pound; waste management; flood management; Whaitua; climate change

3.1.6. Health (Fluoridation of Drinking Water) Amendment Bill submission

Submissions for the above closed on 2 February; our submission is included as Appendix 1.

Our submission, which is relatively self-explanatory, supported the Local Government New Zealand submission. LGNZ submission was prepared on the basis of a remit passed at the 2014 LGNZ conference.

3.1.7. Other

Resilience was discussed at a meeting with Steve Waldegrave and Allan Pragnall (representing central/local government initiative). **Development Contribution** levels have been required to be reviewed following receipt of a number of subdivision applications for Greytown. Additional capital is required to cover capacity issues for parts of that network. A considerable amount of officer and Mayoral time was taken up discussing an **unauthorised** fair that was held at the same time as Cruze Martinborough. While all went fairly well, the situation was far from ideal.

4. Corporate

4.1 Financial Statement for the six months ended 31 December 2016

The Financial Statements and Financial Report for the six months ended 31 December 2016 will be tabled, following discussion at the Risk and Audit Working Party.

4.2 Occupational Health and Safety

We continue to make good progress on health and safety matters. No matters were reported during the period. Attached as Appendix 2 is a summary of activities for 1 December 2016 – 31 January 2017.

4.2.1. Waihinga Centre/Martinborough Town Hall

The project has commenced with work in the Town Hall being the initial focus.

A stakeholder meeting was held with all stakeholder groups represented. This meeting was held to ensure all stakeholders are aware of progress and to seek further feedback if required.

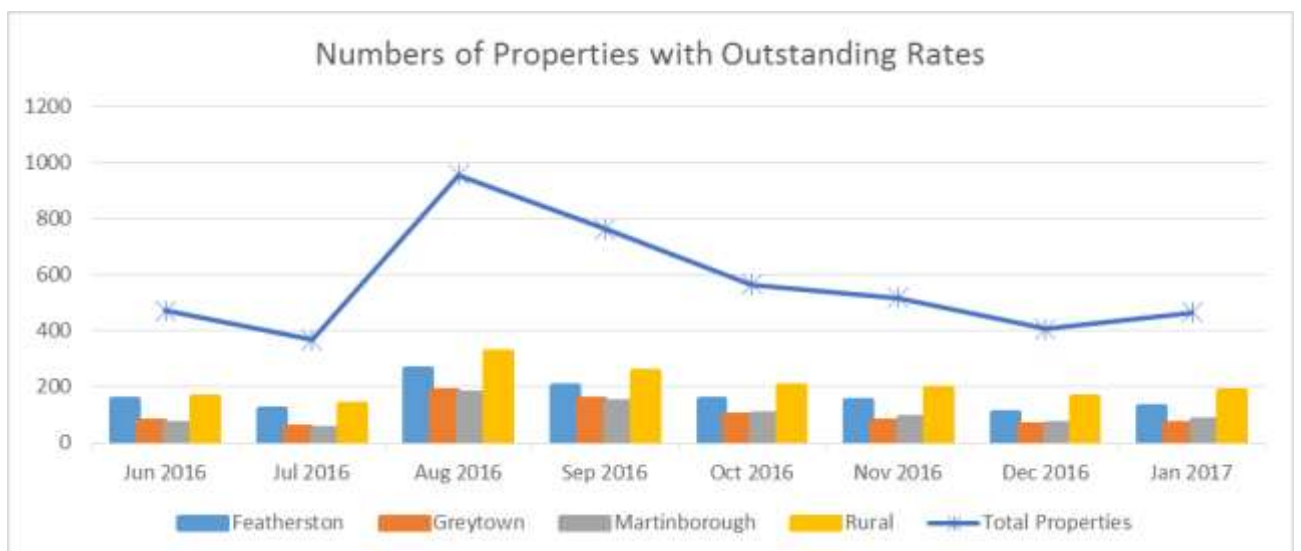
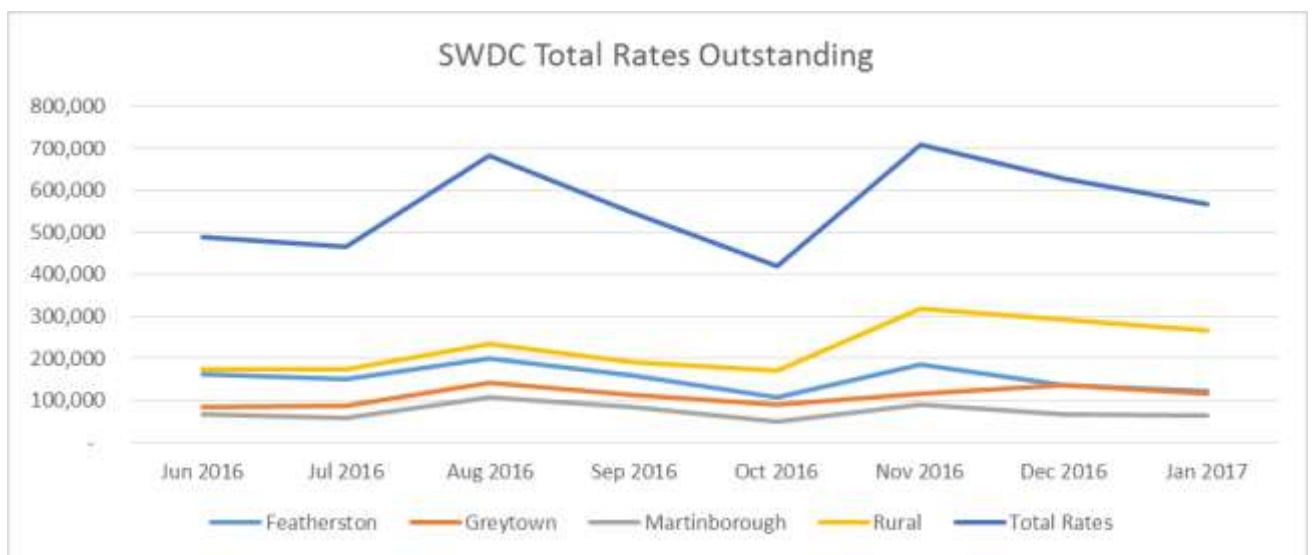
As construction progresses further stakeholder meetings will be held to ensure any issues that may arise are able to be resolved.

4.3 Audit & Risk Working Party

The audit and risk working party meeting was held Thursday 16 February, a verbal update will be provided.

4.4 Rates Arrears (Incl. GST)

As discussed at the previous meeting, rates debt will now be shown in graphical form, from which it is easier to ascertain trends.



4.5 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	RESPONSE
11 January 17	Data on OFF licences issued by South Wairarapa District Council to businesses who can retail liquor to general public.	
12 January 17	Noise complaint history re: neighbours property (Taureka Estate).	
13 January 17	Ratepayer funded professional development courses facilitated by Local Government New Zealand and its subsidiaries (including "Equip").	
16 January 17	Colony Cage Egg Farm Applications and notification decisions in process.	
19 January 17	Quality of drinking water.	
19 January 17	Details of the lease with Sandy Bay.	
19 January 17	Pain Estate legal opinion.	
20 January 17	Are there any operating commercial piggeries in your area and if so, where are they located.	
24 January 17	Animal Control Officer role	Information Supplied
25 January 17	Funding Application research	

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 – Submission – Health (Fluoridation of Drinking Water)

Appendix 2 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

**Appendix 1 – Submission –
Health (Fluoridation of
Drinking Water) Amendment
Bill**

31 January 2017

Committee Secretariat
Health
Private Bag 18 888
Parliament Buildings
Wellington 6011

Health (Fluoridation of Drinking Water) Amendment Bill

South Wairarapa District Council opposes the **Health (Fluoridation of Drinking Water) Amendment Bill as drafted.**

South Wairarapa District Council supports the submission of Local Government New Zealand (LGNZ) in relation to this Bill.

Removing decision-making on fluoridation in drinking water from territorial authorities, as per the Government's stated policy direction is supported. At LGNZ's Annual General Meeting (AGM) in 2014 a remit was passed that:

"LGNZ urges the Government to amend the appropriate legislation so that the addition of fluoride to drinking water supplies is not a decision that is left to the local authority and instead should be made by the Director General of Health."

However, the Bill in its current form falls short of the remit endorsed by the membership of LGNZ, nor does it meet the Government's stated policy direction. Consequently the Bill, as drafted, is opposed.

Specific points

1. In order for the Government's objectives for fluoride to be met the decision-maker on fluoride should be the Director General of Health. As drafted, District Health Boards (DHB) are empowered (not required) to consider and make a decision on fluoridation.
2. Under the Bill accountability for adding fluoride is not clear and councils may continue to be held responsible for fluoridation where a DHB chooses not to exercise its authority.
3. The Bill creates a situation where territorial authorities may be forced to bear the costs of fluoridation and pass these onto ratepayers without having any control of the decision.

4. The Bill provides that the penalty provisions of the Health Act 1956 will apply where an offence is committed. The penalty provisions are significant and appear to cover periods where maintenance work is being undertaken.
5. There is no requirement for DHBs to either consult with affected communities prior to making a decision to fluoridate a water supply, or to inform them (and the relevant council) prior to a decision to fluoridate.

Recommendations

1. Amend the Bill to remove obligations for DHBs and instead require the Director General of Health to decide on the issue of fluoridation of drinking water supplies.
2. Confirm that the costs of fluoridation will rest with the decision-maker.
3. Amend the Bill so the penalty provisions in section 69ZZV of the Health Act 1956 do not apply when a plant is required to be shut down for maintenance purposes.
4. Amend the Bill to require the decision-maker to at least inform councils and communities that it is considering fluoridation and seek comments on any such proposal.

South Wairarapa District Council does not wish to be heard in relation to this submission.

Yours sincerely



Paul Crimp
Chief Executive Officer

Appendix 2 – Health and Safety Report

South Wairarapa District Council Health and Safety report 1 December 2016 – 31 January 2017

Health and Safety – driving continuous improvement (Lead indicators)

Health and Safety inductions <ul style="list-style-type: none">•No health and safety inductions this period.	Health and Safety training <ul style="list-style-type: none">•All staff attended conflict de-escalation training.•Staff who deal with people in the field, libraries, and front counter attended personal safety training.•Staff who handle cash attended cash handling and coping in a robbery training.•2 staff attended workstation set up training.	Near miss and new hazards reported <ul style="list-style-type: none">•Lundia shelves rolling during earthquake.
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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 <ul style="list-style-type: none">•No non-injury incidents reported this period.	Injuries requiring first aid, medical treatment (incl first aid register) <ul style="list-style-type: none">•Hit head on barbed wire at pound. Minor injury to head.	Number lost time injuries <ul style="list-style-type: none">•Injured back when stepping out of vehicle.	Our learnings <ul style="list-style-type: none">•Care when stepping out of vehicle on uneven terrain.
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Health and Safety strategy

Progress on Health and Safety work plan

- Work continues with contractor management systems, engaging with our contractors to ensure they have effective health and safety systems in place and their people are competent to work safely
- See appendix one, health and safety achievements 2016.

Engaging with our people

Health and Safety at Work Team continue to work hard and have made great progress since their forming late 2015, they have continued to work on:

- Recommending and implementing controls
- Reviewing incidents to understand learnings
- Reviewing hazard register to ensure controls are put in place, and are effective in managing council health and safety risks
- Mechanisms to promote health and safety with their teams.

Team reviewed health and safety achievements for 2016 (attached).

Staff meetings

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

Working with our contractors

Contractors written to and asked to complete health and safety questionnaire and provide details of their health and safety systems for review. Contractors currently tendering for work with Council

asked to demonstrate they understand all the risks associated with the work and have effective controls in place, are competent to complete the work and have effective health and safety systems.

Council walk around and learnings

Mayor and Councillors attended an education session on 14th December on H&S at Work Act, role of governance, SWDC H&S strategy, asbestos, and general workplace management regulations.

Appendix 1.

Health and safety – achievements for 2016:

Health and safety strategy

Health and safety work plan

Health and safety vision

Engaging with our people

- Health and safety at Work team established. Team charter agreed and regular committee meetings held.
- Ran health and safety education sessions:
 - All staff – H&S at Work Act, what it means for council, H&S strategy and work plan
 - H&S Committee – H&S at Work Act, H&S strategy, implementing H&S work plan, hazard system
 - Managers – H&S progress, H&S system, reporting accident & incidents, housekeeping checklists, putting H&S on team agendas, celebrating success, contractor management.
- Health and safety discussions in team meetings.
- Regular health and safety reporting.
- Health and safety tips for staff.
- External provider training sessions:
 - Accident and incident investigation
 - First Aid
 - Four-wheel drive training
 - Workstation set up
 - Manual handling for librarians
 - Dealing with conflict, personal safety, cash handling and coping after a robbery.

Flowcharts for:

- Health and safety at SWDC
- Accident and incident reporting process
- Hazard reporting process

Forms for:

- Accident and incident reporting and investigation
- Hazard identification
- Housekeeping checklist
- Contractor health and safety questionnaire
- Contractor health and safety check.

Developed and approved hazard registers, and working on controls for:

- Council offices
- Library and off-site.

Health and safety handbook - reviewed by H&S at Work team for rollout.

Education sessions ran with Mayor and Councillors.

Engaging with our community

- Education session run with contractors
- Currently communicating with contractors on their H&S systems.

Engaged MCG to undertake a security review of Council office and service centres.

What are we working on now:

Continuing work on engaging with contractors on their H&S systems.

Further education and training sessions for staff.

Continuing recommending, evaluating, and implementing controls.

Rollout of H&S handbook.

Completing safe operating procedures.

H&S emergency procedures.

Developing hazard registers for swimming pools and holiday parks.