

SOUTH WAIRARAPA DISTRICT COUNCIL

29 JUNE 2016

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 Statement for the period ended 30 April 2016.*

1. Executive Summary

This period has been dominated by the preparation of the Annual Plan. While the consultation undertaken was not so much about rates increases, the body of work for this process is still substantial for elected members and officers alike.

A number of local authorities did not consult on their 2016/17 Annual Plan; the new legislation allows this choice if there is no material changes to the LTP. The feedback was that this was an excellent result; saving a tremendous amount of time and local authorities should consider this seriously if there is not a substantive change to the LTP.

The proposed rates increase is in line with that forecast some 12 months ago in the long term plan. This signals our planning, forecasting and understanding of requirements into the future is sound.

I had an interesting session with members of Gliding New Zealand. The GNZ AGM was held in Wellington, and about 30 members took the opportunity to come across and visit the Papawai operation. The members recognised the collaborative approach, and that they should pitch gliding to Councils from an economic development and youth perspective, rather than a sporting and amenity perspective. Also, while some gliders are very expensive, the majority are a similar price to a powerboat, or half the price of a large car, so countering the myth that gliding is an elitist sport was important.

Finally, it is always a pleasure to attend the citizenship ceremonies we hold. The enthusiasm of the new (and some not so new) residents is heart warming and reminds us we live in a great country.

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 2015]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE				
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			
		2014/15	RESULTS	COMMENTS
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%	73% (2010/11 survey 75%)	The customer satisfaction survey was carried out during 2014/15. 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	75%	62% (2010/11 survey 55%)	The customer satisfaction survey was carried out during 2014/15. 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	50%	59% (2014 survey 76%)	A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. 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)	78%	64% (2010/11 survey 59%)	The customer satisfaction survey was carried out during 2014/15. 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	90%	Greytown 92% (2014 100%) Featherston 95% (2014: 96%) Martinborough 95% (2014: 95%)	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% (2010/11 survey 52%)	The customer satisfaction survey was carried out during 2014/15. 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	65%	49% (2010/11 survey 50%)	The customer satisfaction survey was carried out during 2014/15. 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	100% applicable applications		Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.

2.1 Local Government Commission

As a reminder, the Commission has a number of workstreams in their general review across the region:

- Water (high level review of operations western part of region)
- Transport
- Spatial planning
- Communities of interest
- Wairarapa

We have generally been involved in the Transport and Wairarapa aspects of this work.

The Commission has commenced public consultation on the various options being considered, with public meetings and drop in sessions in each of the towns over the coming weeks.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

Two CE forums were attended. Matters covered were Local Government Commission on their work streams for the region, NZTA update on key projects, WREDA and Wellington Water (on the need for the member councils to have one approach to H & S policies).

3.1.2. Combined Council

We hosted this meeting at Greytown, topics covered were: "let's get Wellington moving; Wairarapa water use project; Ruamahanga Whaitua update; and Local Government Commission.

3.1.3. Rural and Provincial

Another interesting agenda. The main R & P meeting was preceded by separate CE's and Mayoral forum. The CE forum covered Building Control reforms, metadata standards for infrastructure, social housing, annual plan consultation, health and safety, and EQP buildings.

The main session included presentation from each of the Green, ACT, and New Zealand First parties. Also covered were Tourism, Ministry of Social Development, and Dame Margaret Bazley on ECan progress. The meeting was rounded out by presentations from Statistics Dept (again on data) and the Local Government Commission.

3.1.4. Community Boards

Rounding out the main meeting schedule was the six weekly round of community board meetings

3.2 Financial Statements

Financial Statements for the period ended 30 April are attached as Appendix 1.

3.3 Annual Plan

Another successful annual plan public consultation round has been completed, with 100 submitters raising nearly 500 points for consideration.

3.4 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February	\$521	558	73	\$422
30 March	\$651	531	27	\$527
2 May	\$489	428	72	\$396
2 June	\$699	769	12	\$566

Arrears are further analysed in the table below:

Arrears analysis as at 01/06/2016 12 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	224	\$12,449.94	\$193,160.83	\$205,610.77
	Commercial	11	\$ 1,202.14	\$ 17,520.85	\$ 18,722.99
Greytown	Urban	118	\$21,023.97	\$ 88,195.51	\$109,219.48
	Commercial	12	\$ -	\$ 11,485.30	\$ 11,485.30
Martinborough	Urban	113	\$ 7,926.40	\$ 91,260.85	\$ 99,187.25
	Commercial	11	\$ -	\$ 6,077.09	\$ 6,077.09
Rural		280	\$46,625.38	\$202,091.07	\$248,716.45
TOTAL		769	\$89,227.83	\$609,791.50	\$699,019.33

This report is quite close to the installment date and so the usual increase is noted as a number of ratepayers miss the installment.

Since the above report was prepared, we have sent out reminder letters to the 769 ratepayers, indicating that their account is in arrears and that should this situation remain we will make formal demand on their mortgage holder, or commence legal proceedings. While these letters are quite clear in outlining the next steps, they are toned in a way that should not be offensive.

Following these letters, we have received \$127K in payments from 174 ratepayers, leaving \$572K owing from 595 properties.

4. Corporate

4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters, assisted by Major Consulting.

The health and safety committee has been meeting regularly and producing a string of recommendations for consideration. This group is to be commended for their attitude in tackling their tasks.

The 4wd driver training course was held and very successful. It is intended to run other driver training courses in the near future.

Attached as Appendix 2 is the latest H & S report covering the period 1 March to 31 May 2016.

4.2 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Councillor who has served longest	Cr Viv Napier
Payments made for IWI Consultation in each of past two years	None
Litter infringements	Details provided
Details of numbers of unmarked graves in district	Details being collected and requester advised of progress
Colony Cage farming application details	No applications are current or have been processed by Council relating to this method of egg production
Is Council is conducting sustainability reporting on council activities (printing, transport, water/energy usage)	
Papawai Soaring Centre Noise complaints	
Pain Farm - details of legal/judicial reviews for past 5 years. Details of annual accounts past 7 Years	No reviews but legal opinion sought in respect of bequest but details withheld. Accounts provided.
76 Tilsons Road, Greytown- details of land leased and the use of those areas /conditions etc.	
Has Wairarapa Water requested funding from SWDC? Does any elected council members have a declared or undeclared pecuniary conflict of interest	

5. Appendix

Appendix 1 – Financial Statements for the 10 Months Ended 30 April 2016

Appendix 2 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

**Appendix 1 – Financial
Statements for the 10
Months Ended 30 April 2016**

SOUTH WAIRARAPA DISTRICT COUNCIL

MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 APRIL 2016

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 30 APRIL 2016

2015		YTD			2016	
LYTD Actual		Actual	Budget	Variance	Budget	% of Budget
<u>OPERATING INCOME</u>						
11,858,439	Rates	12,250,886	12,258,405	(7,519)	12,258,405	100%
188,066	Rates Penalty	148,485	100,046	48,439	126,728	117%
267,301	Interest	200,824	186,410	14,414	223,688	90%
31,237	Internal Interest Loans	31,442	31,250	192	37,505	84%
708,547	Fees & Licences	731,233	680,820	50,413	788,000	93%
452,092	User Levies	566,028	326,070	239,958	541,261	105%
55,806	Commissions	50,067	49,830	237	59,804	84%
796,588	NZ Transport Agency Subsidy	801,380	908,342	(106,962)	2,599,735	31%
69,257	Petrol Tax	69,493	66,670	2,823	80,000	87%
14,624	Grants, Donations & Subsidies	9,451	12,100	(2,649)	14,526	65%
334,779	Rental / Hire	432,044	446,920	(14,876)	540,947	80%
174	Profit on Sale of Assets	1,922	-	1,922	-	0%
221,041	Miscellaneous Income	244,542	267,490	(22,948)	318,955	77%
14,997,951	Total Operating Income	15,537,797	15,334,353	203,443	17,589,554	
<u>OPERATING EXPENDITURE</u>						
1,337,164	Corporate Services	1,370,525	1,481,670	111,145	1,778,009	77%
584,678	In-House Professional Services	684,148	670,860	(13,288)	805,037	85%
284,975	Governance, Leadership & Advocacy	331,274	327,558	(3,716)	392,585	84%
906,649	Public Protection	1,154,733	1,088,066	(66,667)	1,302,274	89%
291,011	Resource Management	282,730	302,780	20,050	363,316	78%
256,127	Economic, Cultural & Community Development	247,237	239,230	(8,007)	261,174	95%
1,900,149	Amenities	1,981,473	1,898,298	(83,175)	2,229,829	89%
4,302,498	Land Transport	4,248,836	3,944,304	(304,532)	4,730,733	90%
1,790,650	Water Supply	1,690,073	1,718,234	28,161	2,046,015	83%
1,042,996	Solid Waste Management	1,037,269	1,013,028	(24,241)	1,213,107	86%
1,114,333	Sewerage	1,236,268	1,351,068	114,800	1,613,679	77%
134,168	Stormwater Drainage	127,228	121,286	(5,942)	143,859	88%
19,757	Rate Debtors Written Off	17,597	40,000	22,403	40,000	44%
-	Bad Debts	-	-	-	-	0%
-	Loss on Sale of Assets	-	-	-	-	0%
13,965,155	Total Operating Expenditure	14,409,390	14,196,382	(213,008)	16,919,617	
1,032,796	Operating Surplus/(Deficit)	1,128,407	1,137,971	(9,564)	669,937	
<u>CAPITAL EXPENDITURE INCOME</u>						
883,580	NZ Transport Agency Subsidy	1,109,959	1,258,108	(148,149)	-	0%
276,605	Grants, Donations & Subsidies	-	-	-	2,000,000	0%
397,617	Contributions	391,621	269,220	122,401	325,032	120%
1,557,802	Total Capital Expenditure Income	1,501,580	1,527,328	(25,748)	2,325,032	
<u>OTHER INCOME</u>						
-	Assets Vesting in Council	-	-	-	-	0%
-	Gain on Asset Revaluations	-	-	-	48,615	0%
-	Total Other Income	-	-	-	48,615	
\$ 2,590,598	TOTAL SURPLUS / (DEFICIT)	\$ 2,629,987	\$ 2,665,299	\$ (35,312)	\$ 3,043,584	

Included in the operating expenditure is:

3,523,177	Depreciation	3,349,940	3,299,030	50,910	4,489,653	75%
633,097	Interest	680,753	800,430	(119,677)	827,500	82%

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF FINANCIAL POSITION

AS AT 30 APRIL 2016

30 APRIL 2015	30 APRIL 2016	30 JUNE 2015	MOVEMENT
ASSETS			
<u>Current Assets</u>			
508,952	191,844	84,683	107,161
7,183,369	7,432,086	7,543,573	(111,487)
-	-	457,904	(457,904)
6,085,264	4,776,864	1,931,979	2,844,885
36,428	35,448	36,325	(877)
-	-	-	-
-	-	-	-
13,814,013	12,436,242	10,054,463	2,381,779
<u>Non-Current Assets</u>			
74,235	78,892	78,892	-
9,723,000	9,979,000	9,979,000	-
192,594	194,734	189,968	4,765
388,274,333	377,361,556	377,724,541	(362,985)
-	-	-	-
398,264,162	387,614,182	387,972,402	(358,220)
\$ 412,078,174	\$ 400,050,424	\$ 398,026,865	2,023,560
LIABILITIES			
<u>Current Liabilities</u>			
-	-	-	-
-	-	-	-
2,869,206	2,606,175	2,982,280	(376,105)
262,772	271,895	295,172	(23,277)
-	-	1,737,651	(1,737,651)
-	-	-	-
-	33,144	33,144	-
-	-	-	-
3,131,979	2,911,214	5,048,247	(2,137,034)
<u>Non-Current Liabilities</u>			
12,189,770	14,510,790	12,980,181	1,530,608
-	-	-	-
411,051	381,671	381,671	-
12,600,821	14,892,461	13,361,852	1,530,608
EQUITY			
-	-	-	-
145,011,370	148,021,691	145,391,707	2,629,984
17,604,046	18,045,415	18,045,415	-
231,390,228	216,176,753	216,176,753	-
2,337,182	-	-	-
2,548	2,891	2,891	-
-	-	-	-
396,345,372	382,246,749	379,616,765	2,629,983
\$ 412,078,174	\$ 400,050,424	\$ 398,026,865	2,023,558

SOUTH WAIRARAPA DISTRICT COUNCIL

STATEMENT OF CASHFLOWS AS AT 30 APRIL 2016

	30 April 2016	31 JANUARY 2015	30 JUNE 2015
<u>OPERATING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Rates	9,977,549	6,582,785	14,904,231
Government Grants & Subsidies	2,068,125	1,185,531	3,285,916
Petrol Tax	60,902	38,493	80,950
Other Income	2,709,777	1,819,701	2,890,528
Interest on Investments	206,676	176,051	323,677
Total Operating Cash Inflow	15,023,030	9,802,560	21,485,302
<u>Cash was applied to:</u>			
Payments to Suppliers & Employees	11,606,399	7,688,975	14,399,338
Interest Paid	680,096	455,018	766,743
Total Operating Cash Outflow	12,286,495	8,143,994	15,166,081
Net Cashflow from Operating Activities	2,736,534	1,658,567	6,319,222
<u>INVESTING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Sale of Property, Plant & Equipment	-	-	(249)
Term Investments, Shares & Advances	457,904	439,603	440,000
Investments in Loan Redemption & Sinking Funds	-	-	-
Total Investing Cash Inflow	457,904	439,603	439,751
<u>Cash was applied to:</u>			
Purchase of Property, Plant & Equipment	2,991,720	2,139,060	9,159,675
Term Investments, Shares & Advances	-	-	446,731
Investments in Loan Redemption & Sinking Funds	-	-	11,574
Total Investing Cash Outflow	2,991,720	2,139,060	9,617,980
Net Cashflow from Investing Activities	(2,533,816)	(1,699,457)	(9,178,229)
<u>FINANCING ACTIVITIES</u>			
<u>Cash was provided from:</u>			
Public Debt	-	-	4,959,000
Total Financing Cash Inflow	-	-	4,959,000
<u>Cash was applied to:</u>			
Repayment of Public Debt	207,043	61,703	2,515,710
Total Financing Cash Outflow	207,043	61,703	2,515,710
Net Cash Flow from Financing Activities	(207,043)	(61,703)	2,443,290
NET INCREASE / (DECREASE) IN CASH	(4,325)	(102,592)	(415,717)
OPENING CASH BALANCE	1 JULY 2015	7,628,256	8,043,972
CLOSING CASH BALANCE	30 April 2016	\$ 7,623,931	\$ 7,628,256
<u>REPRESENTED BY:</u>			
Cash and Cash equivalents	191,845	51,795	84,683
Short Term Deposits	7,432,086	7,889,584	7,543,573
Investments	-	-	-
Total	\$ 7,623,931	\$ 7,941,379	\$ 7,628,256

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF CAPITAL EXPENDITURE FOR THE PERIOD ENDED 30 APRIL 2016

<u>DESCRIPTION</u>	Year to Date		Annual
	Actual	Budget	Budget
<u>Amenities</u>			
Playgrounds	-	25,550	30,660
Parks & Reserves	6,590	60,970	73,168
Featherston Town Centre Development	90,478	-	-
Campgrounds	24,504	8,520	10,220
Swimming Pools	1,570	4,260	5,110
Toilets	38,590	39,180	47,012
Cemeteries	1,041	38,500	46,194
Libraries	-	-	-
Rental Properties	-	-	-
Community Housing	2,443	20,870	25,039
Community Buildings	40,864	136,270	163,520
ANZAC Town Hall	243,251	-	-
Greytown Town Hall	-	7,240	8,687
Martinborough Town Hall	-	-	-
Martinborough Town Hall investigation	18,451	-	-
Featherston Town Centre	-	8,520	10,220
Greytown Town Centre	1,698	8,520	10,220
Martinborough Town Centre	-	8,520	10,220
Library Books	21,634	25,550	30,660
Library Books	25,766	25,550	30,660
Library Books	31,887	25,550	30,660
Cycle Trail	165,015	-	-
	<u>713,781</u>	<u>443,570</u>	<u>532,250</u>
<u>Water Supply</u>			
Water Supply	83,438	459,450	551,340
Water Races	-	-	-
Plant & Bores	-	-	-
FSTN Supplementary water supply	565,789	-	-
Reservoirs	-	-	-
Water Supply (Misc.)	-	-	-
	<u>649,226</u>	<u>459,450</u>	<u>551,340</u>
<u>Solid Waste Management</u>			
Solid Waste Management	-	1,670	24,576
Solid Waste Management (Miscellaneous)	-	20,480	2,000
	-	<u>22,150</u>	<u>26,576</u>
<u>Stormwater Reticulation</u>			
Stormwater Reticulation	-	42,540	51,050
	-	<u>42,540</u>	<u>51,050</u>
<u>Sewerage</u>			
Sewerage	79,976	295,880	355,053
Sewerage (Lake Ferry)	1,904	-	-
Oxidation Ponds	-	-	-
Sewerage (Miscellaneous)	3,660	-	-
Alternative Disposal System (GTN)	114,851	326,300	391,554
Alternative Disposal System (MBA)	32,837	29,780	35,735
Alternative Disposal System (FSTN)	120,718	51,050	61,260
	<u>356,818</u>	<u>703,010</u>	<u>843,602</u>
<u>Land Transport</u>			
New St. Lighting (Other Roads) - 222	19,746	-	-
New St. Lighting (SPRs) - 222	7,900	-	-
Signs/Guardrails (Other Roads) - 222	296	35,250	42,298
Signs/Guardrails (SPRs) - 222	-	-	-
New Bridges (Other Roads) - 215	-	21,150	25,379
Structures Renewal (SPR) -215	-	-	-

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF CAPITAL EXPENDITURE FOR THE PERIOD ENDED 30 APRIL 2016

<u>DESCRIPTION</u>	Year to Date		Annual
	Actual	Budget	Budget
Seal Extensions	105,073	100,000	120,000
Seal Extensions (SPRs)	-	-	-
Reseals (Other Roads) - 212	403,799	352,520	423,022
Reseals (SPRs) - 212	67,791	78,610	94,328
Rehabilitation (Other Roads) - 214	26,904	211,520	253,819
Rehabilitation (SPRs) - 214	38,900	63,830	76,597
New Footpaths	616	121,670	146,000
Footpath Renewals	60,380	36,800	44,160
Drain Renewal (Other Roads) - 213	59,846	63,460	76,147
Drainage Renewal (SPR) - 213	2,946	9,450	11,345
Minor Safety Works (Other) - 341	33,997	116,540	139,853
Erosion Control (SPRs) - 141	25,379	-	-
Land Transport (Misc.)	-	-	-
New Bridges (SPRs)	-	-	-
Minor Safety Works (SPRs) - 341	-	14,260	17,115
Road metalling (renewal) other - 211	100,217	197,410	236,890
Road metalling (renewal) (SPR) - 211	1,283	17,730	21,271
Resilience Improvements - 357	-	470,250	564,303
Asso Improvments (Other) - 231	-	-	-
Asso Improvements (SPR) - 231	-	-	-
Traffic Services Renewal (SPR)	-	4,730	5,672
Erosion Control (SPR)	-	-	-
Preventative Maintenance (SPR)14/15 - 241	-	-	-
Improve-expand-replace - 322	-	-	-
Emergency Work (SPR)11/12 - 141	73,238	-	-
Preventative Maintenance (SPR) 13/14 - 241	-	-	-
Preventative Maintenance - Tora Te Awaite	-	-	-
Preventative Maintenance - Tuturumuri	-	-	-
	<hr/> 1,028,310	<hr/> 1,915,180	<hr/> 2,298,199
<u>Information Technology</u>			
IT Hardware	32,475	37,510	45,012
IT Software	20,102	27,280	32,736
Geographical information system	-	8,530	10,230
	<hr/> 52,577	<hr/> 73,320	<hr/> 87,978
<u>Council Property</u>			
Council Offices	10,800	8,530	10,230
Office Equipment & Furniture	16,408	35,770	42,921
Other Equipment	4,737	-	-
Motor Vehicles	51,747	41,670	50,000
	<hr/> 83,692	<hr/> 85,970	<hr/> 103,151
	<hr/> \$ 2,884,405	<hr/> \$ 3,745,190	<hr/> \$ 4,494,146

SOUTH WAIRARAPA DISTRICT COUNCIL

SCHEDULE OF INVESTMENTS AS AT 30 APRIL 2016

<u>ORGANISATION</u>		<u>INTEREST RATE</u>	<u>DATE INVESTED</u>	<u>DATE MATURES</u>	<u>TOTAL INVESTED</u>	<u>INVESTED FUNDS %</u>	<u>AUTHORISED FUNDS %</u>
SHORT TERM DEPOSITS							
Registered Banks							
ASB Term Deposits	99182811	3.11%	1-Mar-16	30-May-16	\$726,299.52		
ASB Term Deposits	99182811	2.26%	29-Apr-16	20-May-16	\$1,000,000.00		
					\$1,726,299.52	23%	30%
ANZ Call Account	99182813	3.00%	30-Apr-16	On Call	\$52,524.36		
ANZ Term Deposit	99182813	2.70%	29-Apr-16	20-May-16	\$300,000.00		
					\$352,524.36	5%	30%
BNZ Autocall Account	99182812	3.00%	30-Apr-16	On Call	\$200,915.64		
BNZ Reserves Fund	99182812	2.75%	4-Mar-16	2-Jun-16	\$805,774.34		
BNZ Reserves Fund	99182812	2.75%	4-Mar-16	2-Jun-16	\$1,121,442.04		
					\$2,128,132.02	28%	30%
Kiwibank Reserves Fund	99182819	3.18%	24-Feb-16	24-May-16	\$2,250,046.59		
					\$2,250,046.59	30%	30%
Other							
WBS (21220)	99182816	3.70%	6-Dec-15	3-Jun-16	166,229.87		
WBS (21220)	99182816	3.65%	15-Mar-16	15-Sep-16	\$134,098.70		
WBS (21220)	99182816	3.60%	2-Mar-16	29-Aug-16	\$173,117.65		
WBS (21220)	99182816		31-Mar-16	On Call	\$364.87		
					\$473,811.09	6%	10%
Westpac Term Deposit		2.75%	24-Feb-16	5-May-16	\$500,000.00		
Westpac Online Call Account		2.75%	30-Apr-16	On Call	\$1,272.40		
					\$501,272.40	7%	30%
TOTAL					<u>7,432,085.98</u>	100%	100%
SHARES							
NZ Local Govt Insurance Co Limited	99283823				\$64,716.00		
Airtel Limited	99283824				\$7,791.00		
Farmlands Trading Society Limited	99283825				\$1,159.00		
					\$73,666.00		
TOTAL					<u>\$73,666.00</u>		
FORESTRY							
Plantation - Hurupi Stock	99283827				\$5,226.00		
					\$5,226.00		
TOTAL					<u>\$5,226.00</u>		
TOTAL INVESTMENTS					<u>\$7,510,977.98</u>		
REPRESENTED BY:							
Short Term Deposits					7,432,086		
Investments - Current Assets					-		
Investments - Non-Current Assets					78,892		
					<u>\$7,510,977.98</u>		

Appendix 2 – Health and Safety Report

South Wairarapa District Council Health and Safety report 1 March – 31 May 2016

Health and Safety – driving continuous improvement (Lead indicators)

Health and Safety inductions	Health and Safety training	Near miss and new hazards reported	Catching our people doing the right thing
<ul style="list-style-type: none"> •Shane Sykes •Kereana Sims 	<ul style="list-style-type: none"> •1 H&S at Work Team member and 1 Team Leader attended Accident & Incident reporting and investigation training. •15 staff attended 4 wheel drive defensive driver training. •3 staff from libraries attended Red Cross Essential First Aid training. 	<ul style="list-style-type: none"> •Contractor grinding window surrounds in close proximity to staff. Contractor was not wearing safety goggles or ear protection. •Floor mats and slippery linoleum in reception. 	<ul style="list-style-type: none"> •Staff member stopped a contractor from working who was not wearing the correct PPE for the job.

Health and Wellness programme

HealthCare benefit

Some have used the money to take up swimming, gym memberships, massage, tramping boots, dancing shoes, golf clubs.

Staff member 1: "I used mine to buy a bike and some weights. I go for a bike ride before I come to work. I use the weights to do weight exercises I learnt from the gym. Definitely worth it, really worth having. You can put the money towards something healthy – even if it is just a pair of sneakers or a gym membership".

Staff member 2: "I used to buy boring shoes, but my most recent purchase was a fishing rod. I love it, my husband taught me how to fish and I have successfully learnt how to fish – I've caught around 20 or more".

Health and Safety incidents (Lag indicators)

Non-injury incidents	Injuries requiring first aid, medical treatment (incl first aid register)	Number lost time injuries	Our learnings
<ul style="list-style-type: none"> •Vehicle collision resulting in damage to vehicle. No injury to staff member. •Fire at Featherston Green waste plant. EarthCare working on site at time fire broke out. No injuries. EarthCare undertaken incident investigation and providing SWDC with an incident report. 	<ul style="list-style-type: none"> •Staff member sprained knees while catching stock wandering on roads. Doctors visit and medication prescribed. 	<ul style="list-style-type: none"> •No lost time injuries. 	<ul style="list-style-type: none"> •Need to increase staff awareness of road code changes and extra care required at intersections. •Identify hazardous roads and intersections in South Wairarapa district.

Health and Safety strategy

Progress on Health and Safety work plan

- Reporting system set up for hazards, near miss incidents, accidents and incidents.
- Baseline hazard identification exercise completed, risks assessed and controls identified.
- First aid register information being recorded.
- Health and safety policy approved and rolled out to managers.
- Health and safety policies and staff handbook drafted and reviewed by H&S at Work Team.
- Staff all given one page Health and Safety at SWDC, outlining what they need to know and their roles.
- Meeting held with Managers to talk through leading health and safety at SWDC, hazard management and accident and incident management systems and their roles.
- Project undertaken by Major Consulting Group to look at security in Service centres.

Engaging with our people

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

- The Health and Safety at Work Team Charter and vision
- Our Health and Safety Policy
- Compiling our hazard register, assessing risk and recommending controls
- Putting in place controls
- Checking out H&S training options
- Investigating incidents
- Reviewing our H&S documentation, processes and check sheets
- Keeping us on track with our health and safety work plan.

Staff

Staff meetings

Staff have attended training session on changes to the Health and Safety at Work Act and what it means for Council.

Staff attended a health and safety update on progress council has made on delivery of our Health and Safety strategy, and understanding their roles. All staff have H&S on a page for display in their work areas.

Managers attended a meeting to talk about how we embed health and safety in our business, progress we have made and their roles as leaders in health and safety.

Housekeeping checks

Health and Safety at Work Team have undertaken 2 housekeeping checks of Council offices, Martinborough. Some areas identified to work on, however overall an improvement from the first housekeeping check.

Working with our contractors

Health and Safety information session held with 18 contractors on H&S at Work Act, their obligations, and working with Council. Paul introduced the session and Mark, Helen and Julie presented and Council staff who work with contractors attended. The session was well received.

Council walk around and learnings

No walk arounds to report.