



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

FINANCE, AUDIT AND RISK COMMITTEE

Agenda

NOTICE OF MEETING

Under the COVID-19 RED traffic light setting, this meeting will be held via video conference on the 16 February 2022 and will commence at 10.00am. All members participating via video conference will count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be live-streamed and will be available to view on our [YouTube channel](#).

The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

MEMBERSHIP OF THE COMMITTEE

Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Brian Jephson, Colin Olds, Brenda West, and Mayor Alex Beijen. Independent member: Kit Nixon

Open Section

Health and Safety Procedures

A1. Apologies

A2. Conflicts of interest

A3. Public participation

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

A4. Actions from public participation

A5. Extraordinary business

A6. Minutes for Confirmation:

Pages 1-8

Proposed Resolution: That the minutes of the Finance, Audit and Risk Committee meeting held on 6 October 2021 are confirmed as a true and correct record.

Proposed Resolution: That the minutes of the Finance, Audit and Risk Committee meeting held on 1 December 2021 are confirmed as a true and correct record.

B. Information and Verbal Reports from Chief Executive and Staff

B1.	Policy and Governance Report	Pages 9-15
B2.	Finance Report	Pages 16-28
B3.	COVID Protection Framework Report	Pages 29-32
B4.	Action Items Reports	Pages 33-36
B5.	Official Information Request Topic Trends 1 July 2021 – 31 December 2021	Pages 37-46

C. Public Excluded Business

C1.	Confirmation of Public Excluded Minutes from 1 December 2021	<i>(attached separately)</i>
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The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Public Excluded Minutes from 1 December 2021	Good reason to withhold exists under section 9(2)(a)(c)(f)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source and is in the public interest that such information should continue to be supplied.	Section 7(2)(c)(i)
The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.	Section 7(2)(c)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or	Section 7(2)(f)(i)

employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	Section 7(2)(f)(i)



FINANCE, AUDIT AND RISK COMMITTEE
Minutes from 6 October 2021

Present:	Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Brenda West, Mayor Alex Beijen, and independent member Kit Nixon.
In Attendance:	Katrina Neems (Chief Financial Officer), Harry Wilson (Chief Executive), Sheil Priest (Communications Manager), and Suzanne Clark (Committee Advisor).
Conduct of Business:	<p>Due to COVID-19 restrictions this meeting was held via video conference and live streamed to Council's YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.</p> <p>The meeting was held in public under the above provisions from 10:00am to 11:45am except where expressly noted.</p>

Open Section

A1. Apologies

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/32) to accept apologies from Cr Vickery.

(Moved Cr Emms/Seconded Mayor Beijen)

Carried

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/33) to accept apologies from Cr Jephson.

(Moved Cr Colenso/Seconded Mayor Beijen)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

There was no extraordinary business.

A6. Minutes for Confirmation

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/34) that the Finance, Audit and Risk Committee minutes from the meeting held on 11 August 2021 are a true and a correct record subject to a correction to show that the correct date for the communication allowance to be paid from is July 2021.

(Moved Cr Hay/Seconded Cr West)

Carried

Secretary note: The new determination is effective from 1 July 2021 (as outlined in the report), however as the first elected member payment is not until August, the minutes are correct and no change to the 11 August 2021 minutes is required.

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/35) that the public excluded Finance, Audit and Risk Committee minutes from the meeting held on 11 August 2021 are a true and correct record.

(Moved Mayor Beijen/Seconded Cr Emms)

Carried

B Information and Verbal Reports from Chief Executive and Staff

B1. Corporate Services Report

Mrs Neems explained that the budget figures had not been loaded to the system due to potential changes and the time involved in undertaking this work.

Mrs Neems advised that it was likely that the adoption of the Annual Report would be delayed until early November and that this met legislative timelines of 31 December.

Members discussed rates arrears, the miscellaneous income amount and offset expenditure item, the forestry valuation, accounting for carbon credits, the high level of developer contributions, internal loans and interest rates and reserve fund transactions, commitments and balances.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/36):

1. To receive the Corporate Services Report.

(Moved Cr West/Seconded Cr Colenso)

Carried

2. Action 479: Send FAR members an email update on what income sources are making up the 'Miscellaneous Income' line item; K Neems
3. Action 480: Share accounting decisions on carbon credits with FAR members; K Neems
4. Action 481: Provide the FAR Committee with a breakdown of all the reserve fund balances and transactions as at 30 June 2021, as well as fund commitments; K Neems

B2. Policy and Governance Report

Members discussed the nature and number of media enquiries with Ms Priest.

Mr Wilson answered member questions regarding the strategic risk register on risk category assessment, and discussed the governance failure and communications risks and possible mitigations with members.

Members requested that the communications failure risk level be lifted and consideration be given to adding reputational risk to the strategic register.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/37):

1. To receive the Policy and Governance Report.
(Moved Cr Colenso/Seconded Mayor Beijen) Carried
2. Action 482: Review the Communications Failure risk with a view to raising the risk level and consider adding reputation risk to the Strategic Risk Register; S Priest

B3. Action Items Report

Members discussed the action items and updates were made.

Mayor Beijen undertook to liaise with Destination Wairarapa to determine what additional statistical information might be useful in order to determine if we have those datasets available.

The Committee asked that an action be created for the Assets and Services Committee regarding waste management and minimisation.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/38):

1. To receive the Action Items Report.
(Moved Cr Hay/Seconded Mayor Beijen) Carried
2. Action 483: Include a list of all policies, their expiry dates, their proposed review dates and an officer comment column with the Policy and Governance Report; K Yates
3. Action 484: (for A&S) Enable waste minimisation measures that encourage ratepayers to deal with their waste responsibly, thereby reducing the waste sent to landfill as well as the cost to Council and ratepayers of landfill disposal; S Corbett

C. Public Excluded Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Minutes from 16 June 2021	Good reason to withhold exists under section 7(2)(a)(c)(f)	Section 48(1)(a)

This resolution (FAR2021/39) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which

would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

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The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.	Section 7(2)(c)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	Section 7(2)(f)(i)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)

(Moved Cr Emms/Seconded Mayor Beijen)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

FINANCE, AUDIT AND RISK COMMITTEE

Minutes from 1 December 2021

Present:	Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Brian Jephson, Brenda West, Mayor Alex Beijen and independent member Kit Nixon.
In Attendance:	Charly Clarke (Finance Manager), Harry Wilson (Chief Executive), Paul Gardner (General Manager HR and Corporate Services) and Suzanne Clark (Committee Advisor).
Conduct of Business:	<p>Due to COVID-19 restrictions this meeting was held via video conference and live streamed to Council's YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.</p> <p>The meeting was held in public under the above provisions from 10:00am to 11:50am except where expressly noted.</p>

Open Section

- A1. Apologies**
There were no apologies.
- A2. Conflicts of Interest**
There were no conflicts of interest declared.
- A3. Public Participation**
There was no public participation.
- A4. Actions from Public Participation**
There were no actions from public participation.
- A5. Extraordinary Business**
There was no extraordinary business.

A6. Minutes for Confirmation

Confirmation of the minutes was deferred until the next meeting due to an administration error resulting in the minutes being in the public facing agenda but not in members' electronic delivery system.

B Information and Verbal Reports from Chief Executive and Staff

B1. Policy and Governance Report

Mr Wilson answered members' questions on the nature and number of LGOIMA requests received, the policy review schedule being prepared, and leave policies and management of large accruals.

Councillors queried membership of the review committee for the Local Alcohol Policy.

Cr Jephson left the meeting at 10:11am.

Cr Jephson returned to the meeting at 10:15am.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/41):

1. To receive the Policy and Governance Report.
(Moved Cr Hay/Seconded Mayor Beijen) Carried
2. Action 586: Advise FAR members whether elected members will be appointed to the committee that is tasked with reviewing the Wairarapa Local Alcohol Policy; H Wilson
3. Action 587: Review reporting of LGOIMA requests to consider whether data can be provided on the number of individual requestors and the scale of work involved for each request, as well as trend analysis; H Wilson

B2. Corporate Services Report

Ms Clarke answered members' questions on the budget surplus and deficits, reporting of reserve funds, seconded staff costs, staff vehicles, payment of the \$1m loan to fund the community gym at Kuranui College, rates arrears and the effect of direct debit payments on the trend analysis, the financial forecasts, contributions income, review of the contribution payment rate, and rates debt write-off and impact on income.

Members requested that a financial analysis be submitted with the next set of financial reports.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/42):

1. To receive the Corporate Services Report.
(Moved Cr Jephson/Seconded Cr Colenso) Carried
2. Action 588: Provide an update to Cr Colenso on the financial deficit once the stimulus funding and other project specific income has been removed; K Neems
3. Action 589: For future rates arrears analysis identify the amount of direct debit affected arrears and include a commentary in the report explaining the direct debit relationship with arrears; K Neems

B3. Action Items Report

Members discussed progress on actions with Mr Wilson.

Members requested clarity be provided on financial information related to the Lake Ferry dripline event.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/43):

1. To receive the Action Items Report.

(Moved Cr Hay/Seconded Cr Emms)

Carried

2. Action 590: Clarify past expenditure at Lake Ferry, new expenditure that is being forecast, and the liability of who should be paying for repairs; S Corbett

D. Public Excluded Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Mid Year Pulse Survey on Staff Engagement	Good reason to withhold exists under section 9(2)(a)(c)(f)	Section 48(1)(a)
Confirmation of Public Excluded Minutes from 6 October 2021	Good reason to withhold exists under section 7(2)(c)(i)(ii)	Section 48(1)(a)

This resolution (FAR2021/44) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

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The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source and is in the public interest that such information should continue to be supplied.	Section 7(2)(c)(i)
The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.	Section 7(2)(c)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or	Section 7(2)(f)(i)

employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	Section 7(2)(f)(i)

(Moved Cr Colenso/Seconded Cr West)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

FINANCE, AUDIT AND RISK COMMITTEE

16 FEBRUARY 2022

AGENDA ITEM B1

POLICY AND GOVERNANCE REPORT

Purpose of Report

To present the Policy and Governance Report for February 2022.

Recommendations

Officers recommend that the Committee:

1. *Receive the Policy and Governance Report.*

1. Executive Summary

Officers present the following updates for consideration by the Finance, Audit and Risk Committee:

- Strategic Risks Register
- Policy Reviews
- Residents' Perception Survey

2. Strategic Risk Register

The Strategic Risk Register is included in Appendix 1. Officers will be commencing work to overhaul the register in the coming months.

3. Policy Review

3.1 Wairarapa Local Alcohol Policy

The review of the Wairarapa Local Alcohol Policy (LAP) is underway with a project team from Masterton and Carterton District Councils. A full update will be reported to the Council meeting on 23 February to provide information on progress to date and seek Council agreement on next steps.

3.2 Smokefree Environments Policy

Work is currently underway through the Wairarapa Policy Working Group to develop a joint smokefree environments policy that would apply across the Wairarapa to enable a consistent approach to be taken.

The Wairarapa Policy Working Group met on 26 January to consider a draft policy and a proposed engagement approach. An update will be reported to an upcoming Council meeting to seek agreement to proceed with the proposed approach.

3.3 Part 12: Beauty Therapy, Tattooing, and Skin Piercing Bylaw Amendment

In June 2019, Masterton District Council (MDC), Carterton District Council (CDC) and South Wairarapa District Council (SWDC) adopted the Wairarapa Consolidated Bylaw 2019. At the same time, the three Wairarapa District Councils resolved to undertake further consultation on two further amendments to Part 12: Beauty Therapy, Tattooing and Skin Piercing. The proposed amendments would:

- prohibit scleral tattooing (permanent colouring of the white part of the eye) in the Masterton and Carterton Districts unless it is carried out by an ophthalmologist; and
- mean that tohunga tā moko (traditional Māori tattooing) would be exempt from the bylaw and instead be referred to consider the Ministry of Health's Customary Tattooing Guidelines for Operators.

These two amendments were raised during the consultation period on the Wairarapa Consolidated Bylaw 2019. As these changes would have an effect on the rights and obligations of the people to whom the bylaw applies, further consultation with the community is required before making a final decision.

We are currently in the scoping and research phase and have formed a project team with staff from Masterton and Carterton Wairarapa District Councils to progress these amendments. Further updates will be reported as the work progresses.

3.4 Policy Review Schedule

The policy review schedule is being finalised with the recent commencement of the SWDC Policy and Governance Manager and will be reported to a future meeting.

4. Residents' Perception Survey

Council have reengaged Key Research to undertake the next wave of the Residents' Perception Survey. The results of the survey will be used to measure performance against the key performance indicators (KPI's) reported in the Annual Report for the year ended June 2022 and to identify and prioritise opportunities for improvement.

4.1 Survey methodology

As with the 2021 survey, a mixed method approach to data collection has been recommended, consisting of a postal invitation to an online survey, with a hard copy survey option as back up. The postal invite will be sent to a random selection of residents aged 18 years or older across the South Wairarapa District. Those who are 65 years and older will also be provided with a paper survey questionnaire.

Sample selection will be based on a random selection from the Electoral Roll. Post data collection the sample will be weighted to align with the known population distributions from the 2018 Census.

4.2 Key project activities and dates

Below are the indicate dates for the 2021/22 survey.



Key Project Activities	Key dates
Questionnaire developed and approved	14 February 2022
Sample received	16 February 2022
Survey open date	7 March 2022
Survey close date	25 April 2022
Draft report	20 May 2022
Final report (TBC)	1 June 2022

5. Appendices

Appendix 1 – Strategic Risk Register

Contact Officers: Steph Frischknecht, Policy and Governance Advisor
Reviewed by: Amanda Bradley, Policy and Governance Advisor

Appendix 1 – Strategic Risk Register

 SOUTH WAIRARAPA DISTRICT COUNCIL Kia Reretahi Tātau		<div>  </div>						STRATEGIC RISK REGISTER as at September 2021	
		A strategic risk is one that may have a significant impact on Council's business planning, processes or delivery such that objectives or outcomes can not be achieved.							
Risk Identification		Risk Level	Risk Management						
Risk Category	Risk and Impact		What are we already doing about it? (mitigating factors)	What more can we do about it?	Timescale	Person Responsible	Reviewed Level of Risk		
Climate Change	The risk relates to failing to adapt to the impacts of climate change on our environment and failing to mitigate council's contributions to greenhouse gas emissions. This may result from the complexity of processes and dependencies that may not adequately consider climate impacts, lack of leadership, knowledge or information or insufficient application of resources. There may be impacts on the environment, health and safety or wellbeing of staff and the community, reputation, operations and finance and strategic goals may not be delivered.	Extreme	With CDC, we appointed a Climate Change Advisor in 2019 and developed a Climate Change carbon reduction strategy and action plan. This involves education and assessing council's performance of Council's activities. We have worked with the Wellington region to develop common climate change assumptions have have used these to carry out a risk assessment of climate change impacts on community wellbeing and our services. We have built contingency into assets plans and LTP budgets and will develop energy audits on key community buildings, provide self-assessment kits, develop a Climate Change Resilience and Risk Strategy and review Council's procurement policy to support sustainability. We will also be advancing planning measures including coastal retreat into our District Plan, currently under review, and working with the Wellington Regional Leaders Committee on combined response.	We will continue implementing the action plan.	Ongoing	Council/CE/PGM			
Financial Sustainability	Risk of over-committing Council to work programmes, excess unbudgeted expenditure, fraud, inaccurate modelling or financial shock. This may impact Council reputation, financial stability and sustainability, legal compliance and ability to deliver strategic goals or meet service levels.	High	Council has some short-term resilience to a financial shock through a combination of cash reserves and loan facilities with LGFA. A significant shock may require Council to review its planned capital and operating spending. Risk is managed through adherence to financial policies and financial delegations and reporting to FAR.		ongoing	FAR/CE/CFO			
Governance failure	This risk involves a failure to implement council's strategic direction; to monitor Council's performance against community outcomes; and to work effectively and cohesively at a governance level resulting in poor decision-making and failure to meet strategic goals. It also includes working effectively with Community Boards. This may impact Council reputation, trust and confidence and the ability to deliver strategic goals or meet service levels.	High	Improved council reporting to enable good decision-making. Council induction training, developpment of new strategic direction and regular opportunities for team-orientated problem solving and decision-making. Held workshop with Community Boards to discuss roles and liaison, improving communications on issues, attendance at Board meetings, involving Boards in project delivery and consultation	Continue providing improvement opportunities.	ongoing	Council/CE/PGM	29/09/2021 from Moderate to High		
Significant government reform	There are number of significant government reforms including changes to the Privacy Act and Residential Tenancies Act, and proposals for climate change, resource management and three waters reform. These changes may impact council's strategic direction and community confidence and may raise challenges in terms of compliance for drinking and wastewater standards. There may be misalignment between government and Council's strategic goals and failure to adapt to changes may affect community wellbeing.	Extreme	We have completed DIA's full RFI on three waters reforms and are working closely with Wellington Water and through regional forum as the reform progresses. We have provided our response to DIA on issues that need to be addressed prior to community engagement. The CE is part of the SOLGM working group on RMA reforms. Regular advice is provided to the council and community on the reforms and their potential impact on council delivery. Training has been provided to staff on legislative updates.	Continue to work with government, build reform response into corporate planning and provide advice.	ongoing	ELT			

People safety and wellbeing	External or internal events or work environment may have a material impact on the health and safety or wellbeing of staff and the community and impact Council reputation and legal compliance.	High	We have employed a full time Health and Safety Advisor who is lead advisor for Emergency Management. We are employing a full time Human Resources Manager. We are strengthening our HR and H&S policies and have carried out a staff engagement survey and reported to FAR. We are implementing an action plan of improvements.	Improve risk management across the organisation and reporting to ELT and FAR. Develop our Business Continuity Plan for non-CDEM events.	ongoing	CE	
Disaster event	Risk relates to a natural or human-induced disaster event impacting the health and safety or wellbeing of staff and the community and service delivery and resulting in financial loss.	Extreme	We are part of the Wellington Region Civil Defence Emergency Management Group which focuses on the 4 Rs'; reduction, readiness, response and recovery of the relevant Civil Defence hazards and risks for the Wellington region, and consults and communicates on these. We participate in the Wellington Regional Leaders Committee which will be developing regional economic response plan. We have staff actively participating in the Wairarapa Emergency Operation Centre (EOC) to provide emergency management for a regional activation and have increased staffing levels during the recent L4 response. The EOC works with agencies (central government agencies, emergency services, etc), to respond to a natural disaster, human-induced event, or other event, such as a resurgence of Covid-19. Covid-19 and other disaster responses have been incorporated to some degree into the 2021-31 LTP. We have inhouse crisis response teams to respond to local events. We engage the community to participate in the Community Emergency Hubs and are working with WREMO to strengthen the community's knowledge and participation of these. We are also working with WREMO on coastal community tsunami response awareness.	Review recent L4 response. Continue to work with the other councils in the region to address impacts on social and cultural wellbeing identified in the Covid-19 response e.g seniors and other vulnerable groups and Maori. Increase staffing level in the EOC. Further develop CDEM related business continuity and improve reporting.	ongoing	CE/HRM/C&EM	
Cybersecurity	There is a continued risk of a cyber attack or data breach with could significantly disrupt service delivery and the integrity of financial services or result in the release of private information. External cyber-attacks are mainly taking the form of phishing and similar campaigns. Internal risk from intentional or unintentional staff activities or lack of training. This may impact the health and safety or wellbeing of staff, Council reputation, service delivery and legal compliance and result in financial loss.	Extreme	Ongoing training for staff and regular updates on how to identify and respond to threats. We are migrating our systems to more secure services e.g. Microsoft 365 and have off-site server back-up. Updated Code of Conduct issued. We have completed a review of our IT infrastructure and security and have completed the RFI process for service provision which includes security enhancements. We will implement the enhancements following fibre-rollout.	Ongoing training for phishing and other external attacks. Develop business continuity plan and improve reporting.	ongoing	CE/CFO	
Significant operational service failure	There is a risk of operational failure that has a material impact on service delivery, including failure of critical assets. This may impact health and safety or wellbeing of staff and the community, council reputation, loss of trust and confidence, not meeting service levels, strategic goals, regulatory or legal requirements and increased costs long term.	Extreme	Revised Infrastructure Strategy for LTP and associated budget proposed for asset planning, condition assessments and bringing maintenance on critical assets forward for water and roading. Wellington Water has appointed a Delivery Manager for SWDC. Improved monitoring and control systems for early warning of issues. Improved supply contingency capabilities for water. Improved communications with affected residents.	Increase resourcing. Develop business continuity plan and improve reporting. Develop targetted communications capabilities.	ongoing	CE/GM-PO	

Communications failure	This risk involves ongoing failure to effectively communicate or engage with the community on strategic, governance or operational matters, and includes risks associated with an ineffective media relationship. This may impact the ability to meet community outcomes and strategic goals, loss of trust and confidence, council reputation and operational delivery. Significant and ongoing failure may undermine Council's purpose and impact participation in, or effective conduct of, local democracy.	Moderate	Timely, fact-based responses to media enquiries; proactive information sharing via website, social media and print media; proactive media releases on important news from Council; regular general communications on relevant topics using multiple channels; targeted communications with affected communities, e.g. Hinekura Road residents; improved connection between service delivery teams and comms team; improved website content on strategic or important topics, e.g. rates, 3waters; regular comms via Rates newsletters, full page print advertorials, mayoral columns.	Develop a communications strategy that includes social media, media management and public relations strategies.	Ongoing	CE/C&EM	New risk 29/09/2021
Shortage of resources/capability	There is a shortage of resources and materials in the country and this impacts on potential development and infrastructure, particularly water and roading. We propose an ambitious capital works programme in the LTP and Audit NZ has identified the risk of non-delivery. The impacts would be on council reputation, loss of trust and confidence, not meeting service levels, strategic goals or regulatory requirements and increased costs long term.	Extreme	Wellington Water has appointed a Delivery Manager, is using Consultation and Contractor panels to secure capacity and is undertaking an internal external capability review to ensure the business is sized appropriately. Also shared work programme with contractors.	Develop contingency plan for constrained materials	ongoing	CE/GM-PO/CFO	
Liability from consenting and compliance activities	Risk relates to the failure to identify and address deficiencies in consents or the consenting process or ineffective compliance monitoring activities which may expose Council to liability claims. Risk may result from complexity of processes, lack of processes, training and supervision. Impact may be on Council reputation and result in financial loss.	High	Peer review has been strengthened.	Process improvements and training	ongoing	CE/CFO/PGM	

FINANCE, AUDIT AND RISK COMMITTEE

16 FEBRUARY 2022

AGENDA ITEM B2

FINANCE REPORT

Purpose of Report

To present the Finance Report for February 2021.

Recommendations

Officers recommend that the Committee:

1. *Receive the Corporate Services Report.*

1. Executive Summary

Officers present the following Reports for review by the Finance, Audit and Risk Committee:

- Financial Report for the six months from 1st July 2021 to 31 December 2021
- Treasury Report
- Rates arrears report to 31 December 2021

2. Financial and Other Reports

2.1 Financial Report

2.1.1. Purpose

The purpose of this report is to provide Council with a commentary on:

- Year to date budget vs actual financial results.
- Commentary on material variances.
- Full year risks (if any) for each significant activity.

2.1.2. Overall Performance



Operating Surplus		
Actual	Budget	Variance
504,376	264,978	239,398
190%		

Operating Income		
Actual	Budget	Variance
14,120,427	12,501,544	1,618,883
113%		

Operating Expenditure		
Actual	Budget	Variance
13,616,050	12,236,566	(1,379,484)
111%		

Operating surplus for the first quarter to 31st December 2021 is \$504K against a forecast surplus of \$265K.

2.1.3. Operating Income

Operating income is favourable by \$1.6M.

This includes one-off unbudgeted income from stimulus funding for the Three Water Reform programme as well as Mayor's Taskforce for Jobs, Provincial Growth Fund, and NZLPP (Libraries). Removing these items totalling \$1.3M adjusts the operating income to \$300K favourable.

Increased income is largely due to building consenting fee income being higher than forecast.

NZTA operating subsidies are unfavourable by \$86K however this is due to phasing of the budget and is expected to be on budget by the end of the year.

2.1.4. Operating Expenditure

Operating expenditure is unfavourable by \$1,380K.

Corporate Services - Increasing costs to upgrade IT systems to support business continuity means spend in this area is higher than budgeted. This upward trend is expected to continue with an end of year forecast at \$200k overbudget.

Professional Services - Unfavourable by \$46k. This is due to increased Consultants costs.

Governance, Leadership & Advocacy - Favourable due to a delay in recruiting for the Iwi representative role.

Public Protection – Increased costs due to higher-than-expected building consenting costs. All other areas tracking well to budget.

Resource Management – Favourable to budget by \$71K

Economic, Cultural and Community Development – Unfavourable to budget by \$248K however this is due to timing of PGF and Mayoral Task Force for Jobs project. Costs are offset by increased income.

Amenities (including Libraries) - Overall, Amenities is unfavourable by \$95k.

- Libraries are unfavourable by \$129k however this is mainly made up of \$154k personnel costs offset by the NZLPP Grant income.
- Other variances due to timing of budget phasing and contractor availability.

Solid Waste – on budget

Land Transport - Favourable by \$171k. This is due to phasing of the work programme.

Water Supply – Unfavourable by \$506K. This is partly offset by the stimulus funding income however unforeseen breakages in the network is putting pressure on budgets. WWL are forecasting higher than expected end of year spend. Staff are actively working with WWL to fully understand the reasons and impacts on future years operational costs.

Wastewater - Unfavourable by \$473K. This is partly offset by the stimulus funding income however unforeseen breakages in the network is putting pressure on budgets. WWL are forecasting higher than expected end of year spend. Staff are actively working with WWL to fully understand the reasons and impacts on future years operational costs.

Stormwater - Unfavourable by \$108K. This is offset by the stimulus funding income .

2.1.5. Other Non-Operating Income

Non-operating income includes the Waka Kotahi capex subsidy, financial contributions received from developers, assets vested in council, and other capex related grants and subsidies received.

Income to date is favourable by \$1,453K. This is due to higher than anticipated developers contributions and the water stimulus funding received. Waka Kotahi capex subsidies are unfavourable to budget due to a delayed work programme however are expected to be on track by end of year.

Note: Budgets have been phased based on last year's actual spend. Some variances are due to actual spending patterns being different between years.

2.2 Treasury

2.2.1. Working Capital

Working Capital, which expresses the ability of council to meet its short-term obligations, is strong with a ratio of 5.0 times (June 2021 2.7 times), and a total value of \$11,288 (30 June 2021 \$9,144k).

2.2.2. Investments

SWDC's investment policy provides that financial investments should be spread around a number of financial institutions to reduce the risk of loss to Council.

Clause 2 of the Investment policy covers the 50% rule:

- *The maximum amount to be invested with any one approved institution is 50% of Council's total investments.*
- *Occasional and short-term exceedances of the 50% rule are allowed, such exceedances are to be reported to the Audit and Risk Working Party [Finance, Audit and Risk Committee].*

Date	Exceedances	Percent if exceeded
October 2021	No exceedances	
November 2021	No exceedances	
December 2021	No exceedances	

2.2.3. Public Debt

Current debt \$24,400k, at 2.63% average borrowing rate.

No changes to debt have occurred between 1 July 2021 and 31 December 2021.

2.3 Reserves

	1 JULY 2021 OPENING BALANCE \$,000	Additional Contributions to budget	Additional Expenditure to budget	Forecast balance 30/06/2022	10 YEAR TRANSFERS IN \$,000	10 YEAR TRANSFERS OUT \$,000	30 JUNE 2021 CLOSING BALANCE \$,000
Discretionary Reserves							
To be used for town centre development, road protection schemes & seal extensions, and capital gains from the sale of Council assets that have been realised over time	183				10,500	8,337	2,346
Disaster Recovery	-				100	-	100
Community Board Reserves							
Community Board funds carried over:	96				-	-	96
Restricted Reserves							
To provide for the acquisition and development of reserves and open spaces in response to the needs arising from subdivision and development, to protect conservation values, To provide opportunities for public access to and along water bodies, to provide recreational opportunities near water bodies	1,253	230		883	6,512	1,150	6,614
Water Race Reserves							
Longwood	(59)				996	996	(59)
Moroa	214				1,075	1,075	214
Trusts							
Campground Memorial	7				-	-	7
Pain Farm - maintaining and improving the Borough's parks, sports grounds, camping ground, swimming baths, providing, equipping and maintaining sports facilities and a children's playground.	162				316	-	479
Infrastructure Contributions							
To provide a potable water supply, to safeguard the health of inhabitants and protect the natural environment for inappropriate disposal of sewage, to prevent damage to property or amenity from the indiscriminate and uncontrolled runoff of Stormwater, to ensure sufficient water is available for fire fighting purposes. To provide for the safe and convenient movement on roads of motor vehicles, bicycles and pedestrians within and through the Wairarapa.	2,674	833	226	3,547	9,636	11,290	1,020
Combined District Plan and Spatial Plan Reserve							
To spread the costs of the District Plan over the life of the plan.	26				1,265	1,296	(6)
Maintenance Reserve							
To spread the costs of building maintenance.	(10)				820	1,412	(602)
Rural Roding Reserve							
To fund shortfall in Special Purpose Road NZTA funding.	1,190				3,000	-	4,190
Housing for Seniors Reserve							
To fund shortfall in capital works on Council Housing for Seniors	(121)				605	391	94
Wastewater							
To spread the cost of wastewater to land projects	67				-	-	67
Loan Redemption Reserves							
Internal loans	290				-	290	-
External loans	6,200				17,703	6,147	17,757
Depreciation Reserves							
To fund new capital projects	15,192				57,463	32,873	39,783
TOTAL SPECIAL AND SEPARATE FUNDS	27,365				109,991	65,256	72,100

- Infrastructure Reserve - Unbudgeted additional expenditure of \$226,000 relates has been approved for a new footpath to connect 5 Rivers Medical Centre in Greytown to the town network. The balance in the reserve, once additional financial contributions are included is forecast to be \$3.5M at 30 June 2022

2.4 Capital Expenditure

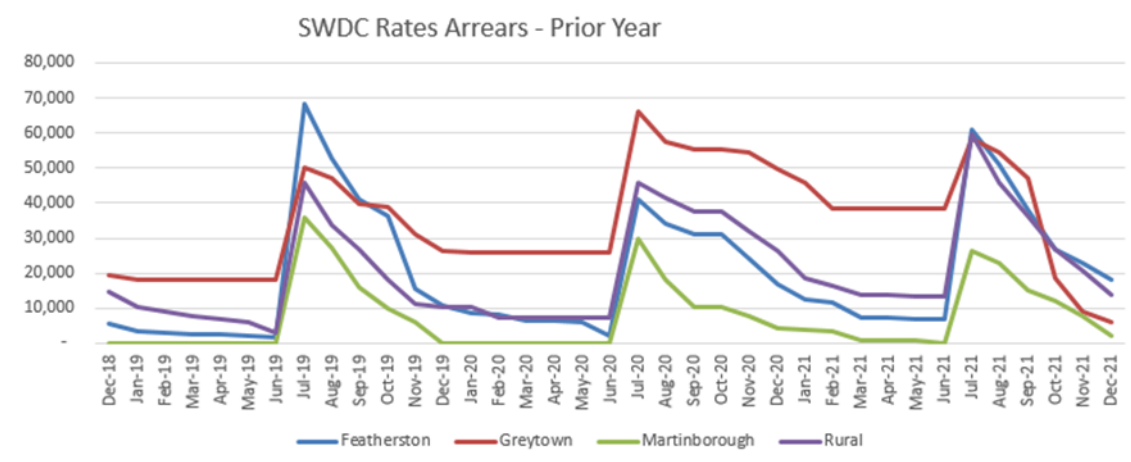
A summary of major project and infrastructure capital expenditure shows most activities are tracking below target. There are increasing delays due to supply chain constraints and contractor availability.

Key CAPEX Projects Dec 2021

Mapping	Project	Carried forward	2021/22 Budget	Total Available Budget	21/22 YTD Actuals December	Remaining	Full Year Forecast	Variance to Forecast
IT software	Information management system	-	60,000	60,000	-	60,000	-	60,000
Motor vehicles	Motor vehicles	-	140,000	140,000	-	140,000	140,000	-
Intangible	Rebrand rollout	-	20,000	20,000	-	20,000	-	20,000
Spatial Plan	Spatial Plan	-	265,000	265,000	-	265,000	150,000	115,000
Combined District Plan	Combined District Plan	-	200,000	200,000	-	200,000	200,000	-
Liquifaction modelling	Provide for liquefaction in planning/building rules	100,000	140,000	240,000	4,935	235,065	70,000	170,000
Dog pound	Dog pound decision/initiate	240,000	100,000	340,000	-	340,000	100,000	240,000
Cemeteries	FTN Cemetery - build natural burial site	-	75,000	75,000	8,802	66,198	75,000	-
	GTN Cemetery Additions	10,000	200,000	210,000	99,170	110,830	210,000	-
Community buildings	Carkeek Observatory implementation of conservation plan	-	100,000	100,000	6,800	93,200	50,000	50,000
	Greytown n sports facility upgrade / extension	-	1,000,000	1,000,000	10,755	989,245	500,000	500,000
	Greytown n New Open space Development	-	330,000	330,000	-	330,000	165,000	165,000
Land Transport	Land Transport	447,000	3,405,585	3,852,585	643,113	3,209,472	3,852,585	-
	New footpath kerb & channel	-	400,000	400,000		400,000	400,000	-
	Otauirā reserve reseal carpark	-	60,000	60,000		60,000	60,000	-
		447,000	3,865,585	4,312,585	643,113	3,669,472	4,312,585	-
Water Supply	Water Supply	100,000	2,516,239	2,616,239	1,292,384	1,323,855	2,689,268	- 73,029
Waste Water	Waste Water	729,717	589,600	1,319,317	470,642	848,675	626,690	692,627
	FSTN WWTP Upgrades and Consent	-	480,000	480,000	194,837	285,163	645,628	- 165,628
	MTB Pnot Grove WW Upgrade	-	-	-	38,352	38,352	117,300	- 117,300
	GTN Papaw ai Rd WW Upgrade	180,000	2,148,235	2,328,235	1,863,150	465,085	1,879,793	448,442
Stormwater	Stormwater	-	77,170	77,170	74,051	3,119	41,321	35,849
		1,009,717	5,811,244	6,820,961	3,933,416	2,887,545	6,000,000	820,961

2.5 Rates Arrears

The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2019/20).

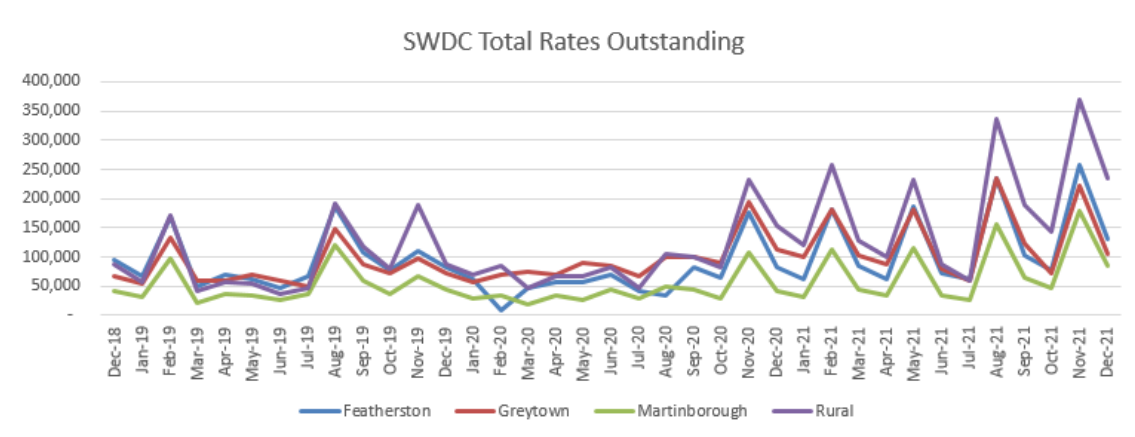


Prior year's arrears have decreased \$57 K (41%) from the same time last year. For December 2021 there was a total of \$40K arrears over 31 properties. This is made up as follows:

Row Labels	Sum of Arrears Total	Count of Key
FSTN COMM	\$ 2,659.73	1
FSTN URBAN	\$ 15,356.06	11
GTWN URBAN	\$ 6,017.63	3
MTNB URBAN	\$ 1,972.66	1
RURAL	\$ 13,992.14	15
Grand Total	\$ 39,998.22	31

Row Labels	Sum of Arrears Total	Count of Key
Bankrupt - Legal	\$ 5,881.40	1
Legal	\$ 13,682.33	8
Mortgagee	\$ 9,586.92	6
Possible Maoriland	\$ 3,301.27	1
Repayment Plan	\$ 7,135.73	7
under \$150.00	\$ 410.57	8
Grand Total	\$ 39,998.22	31

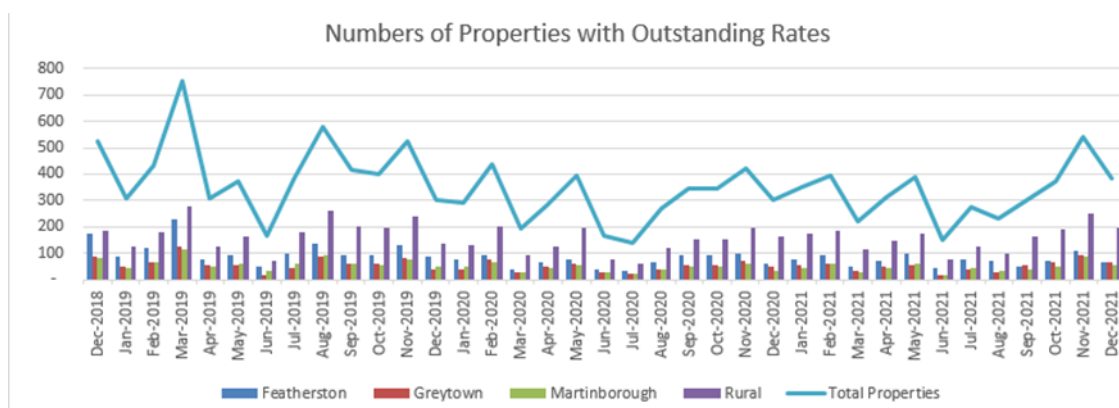
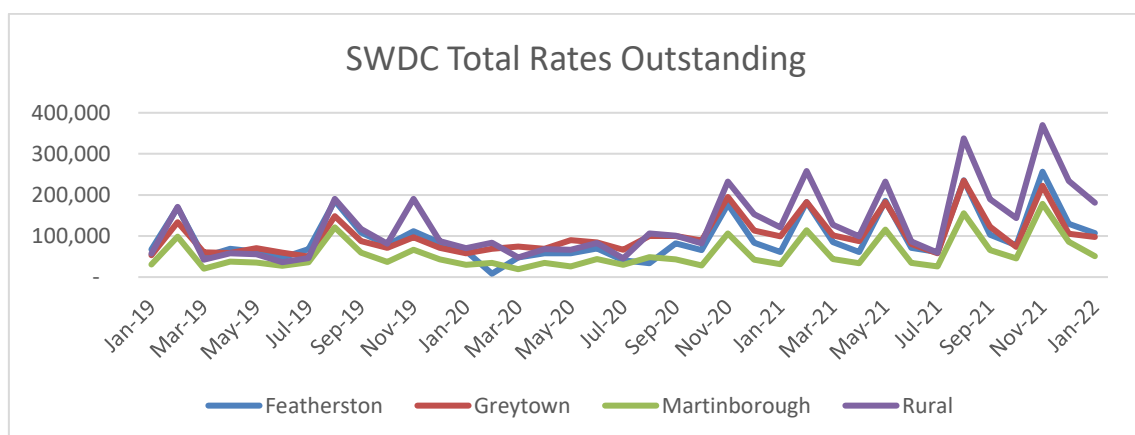
There were still 6 properties awaiting for payment from the Mortgagee totalling \$9.5K. Payments were due in January. There were also 7 properties that had repayment plans set up prior to 30/06/21 for \$7.1K, of which 5 (for \$4.8K) are set up for direct debit payments. This leaves 18 properties (for \$23K) that are unpaid and action being taken of which 8 properties have arrears debt of under \$150.00.



At the end of December 2021, the current years amount was \$515K (66%) higher than the same time last year. Of this, \$15K (7%) was due to timing of direct debits, so the true current year outstanding rates were \$500K.

Total rates outstanding have increased by \$138K (40%) from the same month last year.

Outstanding rates were \$555K in December 2021 to \$391K December 2020.



The total number of properties with outstanding rates has increased by 77 in December (304).

Total number of Repayment plans at 31 December 2021 were 18 compared to 22 as at 30 June 2021 and 8 as at 31 December 2020. The repayment plans tend to be because of COVID rather than the 2021/22 rates increase.

3. Appendices

Appendix 1 – Financial Statements for the six months from 1st July 2021 to 31st December 2021

Contact Officers: Katrina Neems, General Manager Finance

Reviewed by: Harry Wilson, Chief Executive Officer

Appendix 1 – Financial Statements for the period ended 31st December 2021

South Wairarapa District Council
Statement of Financial Performance
For the Period End 31 December 2021

Last Year		Current Year			Full Year		Full Year	
Actual		Actual	Budget	Variance	Budget	%	Forecast	Change from budget
Operating Income								
7,750,098	Rates	9,876,447	9,960,386	(83,939)	19,920,770	49.6%	19,836,831	-0.4%
49,907	Rates Penalty	69,985	70,000	(15)	120,000	58.3%	119,985	0.0%
135,875	Interest	191,419	54,384	137,035	109,205	165.6%	246,240	125.5%
983,048	Fees & Licences	1,121,213	841,264	279,949	1,528,000	73.4%	1,807,949	18.3%
255,101	User Levies	364,209	380,946	(16,737)	764,950	47.6%	748,213	-2.2%
39,166	Commissions	41,665	38,844	2,821	78,000	53.4%	80,821	3.6%
838,111	NZ Transport Agency Subsidy	701,738	726,540	(24,802)	1,458,921	48.1%	1,434,119	-1.7%
50,854	Petrol Tax	42,292	42,330	(38)	85,000	49.8%	84,962	0.0%
1,929,365	Grants, Donations & Subsidies	1,316,443	46,962	1,269,481	94,300	231.4%	2,146,172	2175.9%
333,084	Rental / Hire	395,016	339,888	55,128	682,500	57.9%	737,628	8.1%
12,364,609		14,120,427	12,501,544	1,618,883	24,841,646	56.8%	27,242,920	9.7%
Operating Expenditure								
1,486,117	Corporate Services	1,603,555	1,405,790	(197,765)	2,802,878	57.2%	3,000,643	7.1%
288,960	Professional Services	120,413	74,636	(45,777)	147,835	81.5%	193,612	31.0%
341,890	Governance, Leadership & Advocacy	553,521	663,982	110,461	1,316,348	42.0%	1,105,887	-16.0%
877,085	Public Protection	977,563	924,378	(53,185)	1,854,863	52.7%	2,108,048	13.6%
414,708	Resource Management	379,015	450,580	71,565	903,724	41.9%	832,159	-7.9%
284,211	Economic, Cultural & Community Development	585,851	337,782	(248,069)	678,288	86.4%	678,288	0.0%
1,584,312	Amenities	2,052,446	1,957,836	(94,610)	3,671,754	55.9%	3,766,364	2.6%
790,195	Solid Waste Management	860,136	858,138	(1,998)	1,723,125	49.9%	1,675,123	-2.8%
2,798,710	Land Transport	2,614,171	2,785,404	171,233	5,593,152	46.7%	5,593,152	0.0%
1,646,864	Water Supply	2,100,414	1,594,458	(505,956)	3,201,721	52.0%	4,207,677	31.4%
1,032,550	Wastewater	1,468,481	995,244	(473,237)	1,998,479	59.5%	2,734,107	36.8%
238,346	Stormwater Drainage	287,030	178,338	(108,692)	358,114	94.0%	486,806	35.9%
10,688	Rate Debtors Written Off	11,866	10,000	(1,866)	20,000	59.3%	21,866	9.3%
2,087	Bad Debts	-	-	0	-	0.0%	-	-
-	Loss on Sale of Assets	1,588	-	(1,588)	-	0.0%	1,588	-
11,796,722		13,616,050	12,236,566	(1,379,484)	24,270,281	56.1%	26,405,320	8.8%
567,887	Operating Surplus/(Deficit)	504,376	264,978	239,398	571,365	88.3%	837,599	46.6%
Other Income								
593,758	NZTA CAPEX Subsidy	582,606	1,128,720	(546,114)	2,266,500	25.7%	2,266,500	0.0%
140,000	Grants, Donations & Subsidies	922,629	-	922,629	-	100.0%	1,083,418	-
1,672,409	Contributions	1,718,777	645,906	1,072,871	1,297,000	132.5%	2,169,871	67.3%
1,739	Assets Vesting in Council	3,870	-	3,870	-	100.0%	3,870	-
-	Gain on Asset Revaluations	-	-	-	417,327	0.0%	417,327	0.0%
2,407,906		3,227,881	1,774,626	1,453,255	3,980,827	81.1%	5,940,985	67%
2,975,793	Total Surplus/(Deficit)	3,732,257	2,039,604	1,692,653	4,552,192	82.0%	6,778,584	48.9%
Included in the operating expenditure is:								
4,120,224	Depreciation	2,873,030	2,284,140	(588,890)	4,586,603	62.6%	-	-
566,657	Interest Expense	325,360	305,706	(19,654)	613,870	53.0%	-	-

South Wairarapa District Council

Statement of Financial Position

As at 31 December 2021

	December 2021	June 2021	Movement
Assets			
Current Assets			
Cash and Bank	3,823,382	1,425,297	2,398,085
Short Term Deposits	7,929,492	9,615,548	(1,686,056)
Prepayments and Receivables	2,282,309	3,331,788	(1,049,479)
Inventories	50,775	46,284	4,491
	<u>14,085,958</u>	<u>14,418,916</u>	<u>(332,958)</u>
Non-Current Assets			
Intangible Assets	70,752	73,250	(2,497)
Investment Properties	14,322,000	14,322,000	-
Investments	760,168	725,168	35,000
Property Plant and Equipment	510,858,076	507,812,469	3,045,607
	<u>526,010,997</u>	<u>522,932,887</u>	<u>3,078,110</u>
Total Assets	<u><u>540,096,955</u></u>	<u><u>537,351,803</u></u>	<u><u>2,745,152</u></u>
Liabilities			
Current Liabilities			
Payables and Accruals	2,261,083	4,795,242	2,534,159
Employee Entitlements	502,922	467,661	(35,261)
Provisions - Current Portion	34,220	34,220	-
	<u>2,798,225</u>	<u>5,297,123</u>	<u>2,498,898</u>
Non-Current Liabilities			
Public Debt - Non Current Portion	24,400,000	24,400,000	-
Provisions - Non Current Portion	381,267	381,267	-
	<u>24,781,267</u>	<u>24,781,267</u>	<u>-</u>
Equity			
Public Equity	163,670,004	158,425,954	(5,244,051)
Special Separate and Trust Funds	28,057,825	28,057,825	-
Asset Revaluation Reserve	320,789,389	320,789,389	-
Other Reserves	245	245	-
	<u>512,517,463</u>	<u>507,273,413</u>	<u>(5,244,051)</u>
Total Liabilities & Equity	<u><u>540,096,955</u></u>	<u><u>537,351,803</u></u>	<u><u>(2,745,152)</u></u>
	-	-	-

SOUTH WAIRARAPA DISTRICT COUNCIL
Statement of cashflows
AS AT 31 DECEMBER 2021

	31 December 2021	30-Dec-2020	30-Jun-2021
OPERATING ACTIVITIES			
Cash was provided from:			
Rates	10,345,188	8,993,059	19,966,552
Grants & Subsidies	4,444,709	1,985,453	5,906,751
Petrol Tax	44,418	46,520	66,451
Other Income	3,918,461	4,895,532	5,310,440
Interest on Investments	94,563	178,664	304,346
Total Operating Cash Inflow	18,847,338	16,099,229	31,554,540
Cash was applied to:			
Payments to Suppliers & Employees	11,602,150	10,819,672	25,344,398
Interest Paid	580,431	300,593	465,971
Total Operating Cash Outflow	12,182,580	11,120,266	25,810,369
Net Cashflow from Operating Activities	6,664,758	4,978,963	5,744,171
INVESTING ACTIVITIES			
Cash was provided from:			
Sale of Property, Plant & Equipment	-	-	250
Term Investments, Shares & Advances	2,667,412	2,669,000	18,580,015
Total Investing Cash Inflow	2,667,412	2,669,000	18,580,265
Cash was applied to:			
Purchase of Property, Plant & Equipment	5,973,540	4,992,660	10,901,361
Term Investments, Shares & Advances	2,669,000	2,669,000	14,674,709
Total Investing Cash Outflow	8,642,540	7,661,660	25,576,069
Net Cashflow from Investing Activities	(5,975,126)	(4,992,658)	(6,995,803)
FINANCING ACTIVITIES			
Cash was provided from:			
Public Debt	-	-	8,200,000
Total Financing Cash Inflow	-	-	8,200,000
Cash was applied to:			
Repayment of Public Debt	-	-	5,700,000
Total Financing Cash Outflow	-	-	5,700,000
Net Cash Flow from Financing Activities	-	-	2,500,000
NET INCREASE / (DECREASE) IN CASH	689,631	(13,695)	1,248,369
31 December 2020	11,063,245	13,812,085	2,203,316
31 December 2021	\$ 11,752,876	\$ 13,798,390	\$ 3,451,683
REPRESENTED BY:			
Cash and Cash equivalents	11,752,876	13,798,390	3,451,682
	-	-	-
	\$ 11,752,876	\$ 13,798,390	\$ 3,451,682
Variance	\$ -	\$ -0	\$ 1

SUMMARY OF INVESTMENTS AS AT 31 DECEMBER 2021

ORGANISATION	INTEREST RATE	INVESTED DATE	MATURITY DATE	Term	TOTAL INVESTED	INVESTED FUNDS %	AUTHORISED FUNDS %
SHORT TERM FUNDS							
ASB Bank							
Term Deposit	0.60%	0-Jan-00	0-Jan-00	0 days	\$0.00		
					\$0.00	0%	50%
ANZ Bank							
Term Deposit	1.45%	9-Sep-21	9-Sep-22	365 days	\$3,000,000.00		
Term Deposit	0.75%	9-Sep-21	6-Feb-22	150 days	\$1,000,000.00		
Term Deposit	0.00%	0-Jan-00	0-Jan-00	0 days	\$0.00		
					\$4,000,000.00	49%	50%
BNZ Bank							
Term Deposit	2.00%	25-Nov-21	27-Nov-22	367 days	\$1,037,042.02		
Term Deposit	1.30%	8-Sep-21	5-Jun-22	270 days	\$0.00		
Term Deposit	0.10%	24-Dec-21	22-Feb-22	31 days	\$500,000.00		
Term Deposit	0.50%	24-Dec-21	23-Jan-22	32 days	\$1,500,000.00		
					\$3,037,042.02	37%	50%
Wairarapa Building Society							
Term Deposit	1.85%	21-Nov-21	21-Nov-22	365 days	\$206,312.64		
Term Deposit	1.99%	24-Nov-21	24-Nov-22	365 days	\$199,749.30		
Term Deposit	1.10%	21-Dec-20	21-Dec-21	365 days	\$160,049.82		
					\$566,111.76	7%	10%
Westpac Bank							
					\$0.00	0%	50%
TOTAL					\$7,603,153.78		
INVESTMENTS							
LGFA Borrower Bonds	3.01%	20-Jun-16	15-Apr-23		\$28,800.00		
LGFA Borrower Bonds	1.29%	15-Apr-20	15-Apr-25		\$80,000.00		
LGFA Borrower Bonds	2.03%	15-Mar-19	15-Nov-21		\$22,400.00		
LGFA Borrower Bonds	2.07%	15-Mar-19	14-Apr-22		\$32,000.00		
LGFA Borrower Bonds	2.98%	21-Aug-17	15-May-22		\$40,000.00		
LGFA Borrower Bonds	3.08%	19-Feb-18	15-Apr-23		\$24,000.00		
LGFA Borrower Bonds	1.09%	15-Apr-20	15-Apr-24		\$32,000.00		
LGFA Borrower Bonds	1.38%	17-May-21	15-Apr-26		\$37,500.00		
LGFA Borrower Bonds	2.32%	17-May-21	15-May-31		\$167,500.00		
LGFA Borrower Bonds	2.40%	15-Nov-21	15-Nov-31		\$35,000.00		
					\$499,200.00	6%	
FORESTRY							
Plantation - Hurupi Stock					\$9,305.00		
					\$9,305.00	0%	
SHARES							
Farmlands					\$1,159.00		
NZ Local Government Insurance Company					\$81,434.30		
Wellington Water Limited					\$50,000.00		
					\$132,593.30	2%	
TOTAL INVESTMENTS					\$8,244,252.08	100%	

FINANCE, AUDIT AND RISK COMMITTEE

16 FEBRUARY 2022

AGENDA ITEM B3

COVID-19 PROTECTION FRAMEWORK MITIGATIONS

Purpose of Report

To outline the measures undertaken by South Wairarapa District Council in response to Covid-19 and the Covid Protection Framework.

1. *To receive the COVID-19 Protection Framework Mitigations Report.*

1. Background

The Covid Protection Framework (aka Traffic Light System) came into effect in December 2021. The framework allows organisations to operate with less restrictions than the previous Alert Level system and includes a three-level system with sets of restrictions for premises where vaccine passes are not used, and minimal restrictions where vaccine passes are used. The three levels (Green, Orange, Red) are changed in response to Covid-19 case numbers, and the strain on the health system. Wellington entered the system in Orange and moved to Red with the rest of the country on 23rd January 2022.

The reduction in prescribed restrictions requires organisations to develop plans specific to their own circumstance to ensure their legal, ethical & moral obligations are met: e.g. Health and Safety at Work Act 2015 obligations, providing community leadership and supporting the controls of the pandemic.

Local Government have obligations to ensure the continuance of essential services to the community. Tairuarā (LGNZ) have provided guidance on business continuity planning for councils, focusing on essential services.

In addition to the Covid Protection Framework, the three phase Omicron response plan was introduced on 26th January 2022, with each phase having different requirements for testing, contact tracing, isolation/ quarantine and health/ social support. New Zealand is currently in Phase One.

2. Risk Summary

Covid-19 presents a serious and very real risk to SWDC workers, as well as those that interact with staff, those accessing SWDC's services, and to our communities at large. The Omicron strain is less severe in terms of symptoms than Delta, but far more transmissible, however people with medical vulnerabilities may suffer serious effects. The long term effects of Covid-19 are not fully understood.

The reduced severity of Omicron symptoms (compared to Delta) has the potential to result in a reduction of the perception of risk by the public, thus resulting in a reduction of adherence to the pandemic controls.

Community and economic risks can stem from business disruption due to preventative restrictions, disruption due to isolation after exposure, etc.

South Wairarapa District Council's main Covid health risks stem from the potential for transmission between workers and public, and between workers and other workers. Business continuity risks are through exposed workers needing to isolate, sites where exposures occur needing to be isolated and deep cleaned. New Zealand businesses have been advised to expect up to 25% of staff to get sick or need to isolate at any one time.

2.1 Preventative Controls

Management controls

- An operational business continuity plan has been developed by Council's ELT and is intended to ensure continuance and protection of essential services. Core services continuance has been prioritised as far as practicable while protecting essential services, and worker and public safety.
- Weekly Covid Response team meetings sponsored by General Manager – HR & Corporate Services have been implemented to monitor the Covid-19 situation and adjust plans as needed.
- Workers have been designated as either "Essential" or "Core".
- A role based risk assessment has been completed for all Council staff
- Essential workers who occupy roles that have been identified by central government as being required for the purposes of public safety, and functions identified by SWDC that would significantly impact the community have been actively managed.
 - Essential functions are defined as: roading, burials, dangerous dog control, water contract management, solid waste contract management, public toilet contract management (servicing major transport routes), alcohol licencing.

Permanent Covid Protection Framework Level Red controls

- The Executive Leadership Team have recognised that there is a need to spread the risk in order for us to meet organisational business continuity. The response has been to implement a roster to rotate members of the ELT to ensure continued visibility of leadership for teams who are still present in the workplace while minimising the risk of cross infection.
- Active management of an adherence to the Ministry of Health guidelines: stay home if sick, call health line, wear masks, hand & surface hygiene, record keeping (scan/sign in).
- Organisational compliance with the Covid protection framework rules.
- Implementation of the SWDC Covid policy: SWDC high risk worker vaccine mandate, non-public visitor vaccine requirement.
- SWDC locations with high numbers of public visitors require vaccine passes for entry (libraries & pools). Standalone Greytown Building dept office requires vaccine passes
- Essential workers are working remotely, with appropriate support to prevent workplace transmission opportunities.
- Remote working: Kitchener St core staff have been split into two rotating bubbles to prevent cross-infection.
- Library staff are moving to location-based staff bubbles from 14th February 2022
- Flexible working: staff encouraged to further reduce exposure risk by working at home frequently.
- Face-to-face meetings with public not available in CPF red. Public can access service centres, but cannot meet with specific departments in person (e.g. planning, rates, building, alcohol licencing interviews).
- Guidance for staff on business meetings has been produced which prioritises virtual methods, and avoids face to face meetings in CPF Red. Some types of interaction are not permitted: e.g. sharing a vehicle with non-SWDC workers, meetings in Cafes.
- Vehicles are cleaned internally after use

Situational controls

As the Omicron situation develops, additional controls will be used. These may be triggered by changes in the government's Omicron Phases, or other situation developments in the district/region.

- Rapid Antigen Tests. There is a national shortage of rapid antigen tests. We have a small amount designated for reactionary use to give certainty in a potential exposure event. We have more tests on order and may be able to use them for monitoring of key roles, depending on further availability. Due to the limits of rapid antigen test accuracy, training will be delivered to those supervising testing, and Ministry of Health guidance will be followed for their use.
- Critical worker isolation exemptions. On February 10th central government announced an isolation exemption plan for critical workers in Phases 2 & 3. Further information is expected from Taituarā within the next week on which roles within, and controlled by, local government will qualify for this.
- Controls on access to SWDC Kitchener St, libraries, and pools to public. When cases increase in our district, The Chief Executive may need to review our current response, and with engagement with Council, undertake further restrictions in order to protect staff, and ensure the continuance of services that don't require public access.
- Cross functional training is being undertaken to ensure staff are able to continue delivering on key functions should workers be unable to perform them.

2.2 Post event controls & response

Should there be an infection event that has the ability to impact upon council services, plans are in place to ensure essential services are maintained.

- Temporarily reduced core services
- Adequate technology for remote work for high business continuity at risk roles
- An exploration of potential MoU's with other councils for role cover

3. Conclusion

SWDC will continue to adapt to the changing omicron situation. We have processes in place to ensure the safety of our people and the public, and to ensure appropriate business continuity. Further changes to our operation may be required that include temporary reduction in or suspension of some service areas.

Contact Officer: Nigel Carter, Health, Safety & Emergency Management Advisor

Reviewed By: Paul Gardner- General Manager – HR & Corporate Services

FINANCE AUDIT AND RISK COMMITTEE

16 FEBRUARY 2022

AGENDA ITEM B3

ACTION ITEMS REPORT

Purpose of Report

To present the Committee with updates on actions and resolutions.

Recommendations

Officers recommend that the Committee:

1. *Receive the Finance Audit and Risk Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Committee for information. The Chair may ask the Chief Financial Officer for comment and all members may ask the Chief Financial Officer for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

2. Appendices

Appendix 1 – Action items to 16 February 2022

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Katrina Neems, Finance Manager

Appendix 1 – Action Items to 16 February 2022

Number	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
248	11-Dec-19	Action	Stefan		<p>Find out the background to the Bonny Glen landfill risk and update FAR Committee members</p> <p>Assess the risk to Council of central government mandated increases to solid waste levies and the ability of Council to change processes to manage landfill contracts, expenditure and revenue alongside promotion of waste minimisation</p>	Open	<p>14/8/20 Bonnie Glen is owned by Waste Management and Environmental Services and charges are climbing outside of regular pricing for waste disposal due to a monopoly and limited future capacity at the site.</p> <p>We have a contract for service to use Bonnie Glen which ends shortly. Alternative avenues to dispose of refuse will be researched prior to the contract ending.</p> <p>24/2/20: Action updated by FAR 01/10/2021 We have a 20 year contract for service to use Bonnie Glen landfill. There are no capacity issues.</p>
249	11-Dec-19	Action	Amanda	Steph	Review the Sensitive Expenditure Policy in March 2020 to ensure best practice guidelines are followed	Open	<p>16/4/21: Will be considered as part of policy review programme</p> <p>23/11/21: Timeline to be reported to the next FAR meeting once the policy review programme is finalised (part of the Procurement and Contract Management Policy)</p>
250	11-Dec-19	Action	Amanda	Steph	Review the Procurement and Contract Management Policy in March 2020 to ensure it covers all procurement and management activities	Open	<p>16/4/21: Will be considered as part of policy review programme following review of CDC's policy for sustainability matters</p> <p>23/11/21: Timeline to be reported to the next FAR meeting once the policy review programme is finalised</p>
259	16-Jun-21	Action	Amanda	Steph	To review what data, sourced from subscription databases, could be made available to Destination Wairarapa for the purposes of tourism planning	Open	6/8/21: To be completed as time allows
482	6-Oct-21	Action	Sheil		Review the Communications Failure risk with a view to raising the risk level and consider	Open	24/11/21: Will be considered by ELT on 30 Nov

Number	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
					adding reputation risk to the Strategic Risk Register		
483	6-Oct-21	Action	Amanda	Steph	Include a list of all policies, their expiry dates, their proposed review dates and an officer comment column with the Policy and Governance Report	Open	23/11/21: To be reported to the next FAR meeting once the policy review programme is finalised.
587	1-Dec-21	Action	Amanda	Zoya	Review reporting of LGOIMA requests to consider whether data can be provided on the number of individual requestors and the scale of work involved for each request, and trend analysis	Open	11/2/22- Report included in Feb 22 agenda.
588	1-Dec-21	Action	Katrina	Charly	Provide an update to Cr Colenso on the financial deficit once the stimulus funding and other project specific income has been removed	Actioned	11/02/2022 – included in February report
589	1-Dec-21	Action	Katrina	Charly	For future rates arrears analysis identify the amount of direct debit affected arrears and include a commentary in the report explaining the direct debit relationship with arrears	Actioned	11/02/2022 – included in February report
590	1-Dec-21	Action	Stefan		Clarify past expenditure at Lake Ferry, new expenditure that is being forecast, and the liability of who should be paying for repairs	Open	

OFFICIAL INFORMATION REQUEST TOPIC TRENDS 1 JULY 2021 – 31 DECEMBER 2021

Purpose of Report

To update the Financial Audit and Risk Committee of topic and request trends under the Local Government Official Information and Meetings Act 1987.

Recommendations

Officers recommend that the Financial Audit and Risk Committee:

1. *Receive the Official Information Request Topic Trends Report.*
2. *Note that official Information Request Topic Trends reports are to be produced quarterly.*

1. Executive Summary

To provide an analysis of official information requests we have received between 1 July 2021 and 31 December 2021. Specifically looking at the trends in topics and time taken to process these requests. This report identifies the functions within Council that attract official information requests and what these requests refer to.

2. Background

Between 01 July 2021 and 31 December 2021 South Wairarapa District Council received a total of 135 requests for information under the Local Government Official Information and Meetings Act 1987. At times we receive requests which present the need of being treated under the Privacy Act 2020. This occurs when the requested information affects an individual's Privacy or information that is sensitive to the Organisation.

This total number of requests exceeds the total number of requests we received for the previous 12-month period and reflects the high demand for information that has occurred during this 5-month period. This has applied pressure to Council Officers across the organisation. During this period, we have required extensions for a total of 30 requests with 105 requests being sent within the 20-working day timeframe. Our normal process of extending a request is always through communication with our requestor. If required we extend the request by one week (5 working days) in the first instance, and if a further extension is required, we advise the requestor. We always provide an estimated date of

release. At times we do not require use of the full extension period so therefore release the information as soon as reasonably practicable.

The requests we have received between 01 July and 31 December 2021 have been across the organisation. Some departments being more targeted than others. These departments have included Finance, Governance and Policy, Roading, Animal Control/Bylaws, and Water Infrastructure. Occasionally some requests are sent to multiple councils for the purpose of nationwide data collection research. A list of the requests that we have received during this period are tabled below, names of the requestors have been withheld under Section 7(2)(a) to protect the privacy of natural persons.

Request Topic	Date Received	Date due	Date sent	Timing
Stats NZ Population predictions	02 July 2021	30 July 2021	30 July 2021	On Time
Innovating Streets	05 July 2021	02 August 2021	08 July 2021	On Time
Remote Rural Ratepayers	07 July 2021	04 August 2021	08 July 2021	On Time
Mayor's Comments in the Martinborough Star	12 July 2021	09 August 2021	27 August 2021	Extension Required
Featherston Town Square	13 July 2021	10 August 2021	28 July 2021	On Time
Hinekura Road	14 July 2021	11 August 2021	20 September 2021	Extension required
Rates increases	15 July 2021	12 August 2021	21 July 2021	On Time
Featherston Longwood Water Race surveys	15 July 2021	12 August 2021	13 August 2021	Extension required
Rates Increases	21 July 2021	18 August 2021	22 July 2021	On Time
Rates Increases	21 July 2021	18 August 2021	22 July 2021	On Time
Rates increases	21 July 2021	18 August 2021	22 July 2021	On Time
General Rates & UAGC Charge	21 July 2021	18 August 2021	18 August 2021	On Time
Rates Increases	21 July 2021	18 August 2021	22 July 2021	On Time
Rates Increases	21 July 2021	18 August 2021	22 July 2021	On Time
Rates Increases	21 July 2021	18 August 2021	22 July 2021	On Time
Rates Increases	21 July 2021	18 August 2021	22 July 2021	On Time

Request Topic	Date Received	Date due	Date sent	Timing
Rates Increases	22 July 2021	18 August 2021	22 July 2021	On Time
Rates Increases	22 July 2021	18 August 2021	18 August 2021	On Time
Rates Increases	22 July 2021	19 August 2021	26 July 2021	On Time
Rates Increases	22 July 2021	19 August 2021	19 August 2021	On Time
Rates Increases	22 July 2021	19 August 2021	22 July 2021	On Time
Rates Increases	22 July 2021	19 August 2021	23 July 2021	On Time
Rates Increases	22 July 2021	19 August 2021	23 July 2021	On Time
Rates increases and Services Provided	22 July 2021	19 August 2021	26 July 2021	On Time
Innovating Streets – Project Budget	23 July 2021	20 August 2021	20 August 2021	On Time
Rates Increases	23 July 2021	20 August 2021	23 July 2021	On Time
Rates Increases	23 July 2021	20 August 2021	23 July 2021	On Time
Rateable Units	26 July 2021	23 August 2021	23 August 2021	On Time
Setting of Rates	26 July 2021	23 August 2021	23 August 2021	On Time
Rates Increases	26 July 2021	23 August 2021	26 July 2021	On Time
Rates Increases	26 July 2021	23 August 2021	26 July 2021	On Time
Rates Increases	27 July 2021	24 August 2021	29 July 2021	On Time
Rates Increases	27 July 2021	24 August 2021	27 July 2021	On Time
Rates Increases	27 July 2021	24 August 2021	27 July 2021	On Time
Rates Increases	28 July 2021	25 August 2021	06 August 2021	On Time
Rates Increases	28 July 2021	25 August 2021	06 August 2021	On Time
Rates Increases	02 August 2021	30 August 2021	30 August 2021	On Time
Employee numbers & Rateable unit numbers 2016 - 2021	02 August 2021	30 August 2021	27 August 2021	On Time
SWDC Finances, including: Statement of Comprehensive Revenue, Statement if	02 August 2021	30 August 2021	13 September	Extension Required

Request Topic	Date Received	Date due	Date sent	Timing
Cashflows, Statement of Financial Position				
Rates Increases	02 August 2021	30 August 2021	02 August 2021	On Time
Rates Increases	03 August 2021	31 August 2021	05 August 2021	On Time
Rates Increases	04 August 2021	01 September 2021	06 August 2021	On Time
Demographic Information - Population	04 August 2021	01 September 2021	01 September 2021	On Time
Abandonment of the Innovating Streets Project	05 August 2021	02 September 2021	31 August 2021	On Time
Breakdown of rates on property	05 August 2021	02 September 2021	02 September 2021	On Time
Letter Addressed to the Chairman of the Water Race sub-committee	06 August 2021	03 September 2021	03 September 2021	On Time
Water Race Sub-committee meeting 02 June 2021	06 August 2021	03 September 2021	03 September 2021	On Time
Wood burner smoke – Health Act 1956	09 August 2021	06 September 2021	06 September 2021	On Time
Roadway Application – Te Awaiti Station	10 August 2021	07 September 2021	13 September 2021	Extension Required
Rates Increase – LTP Decision	11 August 2021	08 September 2021	08 September 2021	On Time
Human Resources strategy & Human resources policies	12 August 2021	09 September 2021	09 September 2021	On Time
Distribution of Rates and Land Value increases	13 August 2021	10 September 2021	17 September 2021	Extension Required
Public Meetings	16 August 2021	13 September	20 August 2021	On Time
Underhill Road Quarry	17 August 2021	14 September 2021	24 September 2021	Extension Required
Payment Data	18 August 2021	15 September 2021	09 September 2021	On Time

Request Topic	Date Received	Date due	Date sent	Timing
District or Regional Plan Complaints	19 August 2021	16 September 2021	16 September 2021	On Time
Confidentiality of Complaint	20 August 2021	17 September 2021	17 September 2021	On Time
Three Waters Position	20 August 2021	17 September 2021	25 August 2021	On Time
Setting of Rates	20 August 2021	17 September 2021	20 September 2021	Extension Required
Road Access Way	23 August 2021	20 September 2021	20 September 2021	On Time
Greytown Wheels Park	23 August 2021	08 October 2021	22 October 2021	Extension Required
Misleading Rates Examples	2 August 2021	20 September 2021	30 September 2021	Extension Required
Mayoral Task Force (MTF)	25 August 2021	22 September 2021	23 September 2021	Extension Required
Payment of Infringements	25 August 2021	22 September 2021	06 September 2021	On Time
Correspondence between Water Race Sub-Committee Chair and Wellington Water	26 August 2021	23 September 2021	20 September 2021	On Time
South Wairarapa District Bridges	27 August 2021	24 September 2021	24 September 2021	On Time
Aggressive and Obstructive Manner – Water Race Sub-Committee	29 August 2021	24 September 2021	24 September 2021	On Time
LGOIMA Request numbers	30 August 2021	27 September 2021	27 September 2021	On Time
Perception survey Results & Cost	30 August 2021	27 September 2021	29 September 2021	Extension Required
Longwood water race survey - further information request	30 August 2021	27 September 2021	13 September 2021	On Time
Assets and Services meeting minutes	31 August 2021	28 September 2021	31 August 2021	On Time
Illegal Vegetation Clearance	01 September 2021	29 September 2021	09 September 2021	On Time

Request Topic	Date Received	Date due	Date sent	Timing
Building Consents	02 September 2021	30 September 2021	09 September 2021	On Time
Monitoring the Exercise of Resource Consents	06 September 2021	04 October 2021	16 September 2021	On Time
CEO Expenses	06 September 2021	04 October 2021	28 September 2021	On Time
Mayor's Expenses	06 September 2021	04 October 2021	28 September 2021	On Time
Papawai Road Wastewater upgrade	07 September 2021	05 October 2021	29 September 2021	On Time
Wellington Water Secondment	07 September 2021	05 October 2021	16 September 2021	On Time
Funding question on Rating Review	08 September 2021	06 October 2021	06 October 2021	On Time
Drinking water quality data	13 September 2021	11 October 2021	Answered by Wellington Water – Date unknown	
Grants Sub-Committee	13 September 2021	11 October 2021	11 October 2021	On Time
Council workshops	14 September 2021	12 October 2021	13 October 2021	Extension Required
Council Mileage Policy/Practice	16 September 2021	14 October 2021	13 October 2021	On Time
Rates Increases – further information request	17 September 2021	15 October 2021	29 October 2021	Extension Required
Rates and land values – further information request	20 September 2021	18 October 2021	29 October 2021	Extension Required
Harrison Street East Development	21 September 2021	19 October 2021	01 November 2021	Extension Required
Council Minutes 07 April 2021	23 September 2021	21 October 2021	30 September 2021	On Time
Follow up on letters to the Water Race Sub Committee Chair	24 September 2021	22 October 2021	04 October 2021	On Time
Waihinga Centre – Project Review Cost	29 September 2021	28 October 2021	29 September 2021	On Time

Request Topic	Date Received	Date due	Date sent	Timing
Healthy homes Assessment Kits – Library usage	01 October 2021	01 November 2021	01 October 2021	On Time
South Wairarapa District Bridges – Consent Details	01 October 2021	01 November 2021	01 November 2021	On Time
Underhill Road Quarry	05 October 2021	03 November 2021	03 November 2021	On Time
Animal Management Service – Survey	05 October 2021	03 November 2021	12 October 2021	On Time
Vehicle GPS	07 October 2021	05 November 2021	27 October 2021	On Time
Funding of the Rating Review – Further information Request	08 October 2021	08 November 2021	08 November 2021	Extension Required
Fossil Fuel use in Councils	13 October 2021	11 November 2021	02 November 2021	On Time
Proposed Walkway – Ferry Road	14 October 2021	12 November 2021	19 November 2021	Extension Required
Legal Advice for Campground Closure	15 October 2021	15 November 2021	15 November 2021	On Time
Tora Camping ground closure	18 October 2021	16 November 2021	18 November 2021	Extension Required
Camping Ground Closure and Legal Advice	19 October 2021	17 November 2021	18 November 2021	Extension Required
Travel Mileage – Elected Members	19 October 2021	17 November 2021	02 November 2021	On Time
Clarification of items from Martinborough Community Board Meeting	20 October 2021	18 November 2021	01 December 2021	Extension Required
Wards Line Burn off	21 October 2021	19 November 2021	19 November 2021	On Time
Trees – 41 Kuratawhiti Street, Greytown	21 October 2021	19 November 2021	16 November 2021	On Time
Annual Report & LTP Financials	21 October 2021	19 November 2021	20 December 2021	Extension Required
Public Meetings Questions	22 October 2021	22 November 2021	26 October 2021	On Time

Request Topic	Date Received	Date due	Date sent	Timing
Council Art Collections	27 October 2021	24 November 2021	29 October 2021	On Time
Cost saving Comments	28 October 2021	25 November 2021	20 December 2021	Extension Required
Greytown Trees Arborist Report	28 October 2021	25 November 2021	01 November 2021	On Time
Representation Review	28 October 2021	25 November 2021	08 November 2021	On Time
Public Spaces Cameras	28 October 2021	25 November 2021	02 November 2021	On Time
Email, spreadsheets, Meeting notes – Rates increase	01 November 2021	29 November 2021	22 December 2021	Extension Required
Removal of Elm Trees on Wood Street, Greytown	01 November 2021	29 November 2021	01 November 2021	On Time
Development Contributions and Financial Contributions Policy	01 November 2021	29 November 2021	20 December 2021	Extension Required
Increase in wages 2019-2020, 2020-2021	02 November 2021	30 November 2021	Part responded – response was placed on hold until the Annual Report was released.	On Time
Ratepayers Survey	02 November 2021	30 November 2021	16 November 2021	On Time
Ratepayers Survey	04 November 2021	02 December 2021	16 November 2021	On Time
Perception Survey Results	04 November 2021	02 December 2021	10 November 2021	On Time
Cycle Trails Route Length (km)	05 November 2021	03 December 2021	06 December 2021	Extension required
Ratepayer surveys, Current and historical	05 November 2021	03 December 2021	06 December 2021	Extension required
Resource consent information – 32 Kempton Street, Greytown	08 November 2021	06 December 2021	06 December 2021	On Time
Distribution of rates and Land Value increases	08 November 2021	06 December 2021	08 November 2021	On Time

Request Topic	Date Received	Date due	Date sent	Timing
2021/22 Detailed Budget	09 November 2021	07 December 2021	22 December 2021	Extension Required
LTP and Consultation Questions	16 November 2021	14 December 2021	22 December 2021	Extension Required
Rifle Ranges	23 November 2021	12 January 2022	01 December 2021	On Time
Staff Engagement Survey	26 November 2021	17 January 2022	17 January 2022	On Time
SWDC Pool Upgrades	29 November 2021	18 January 2022	23 December 2021	On Time
Access to Community Amenities	29 November 2021	18 January 2022	18 January 2022	On Time
Rates for Vaccination mandated amenities	03 December 2021	24 January 2022	21 January 2022	On Time
Wood street Tree removal	07 December 2021	26 January 2022	26 January 2022	On Time
Water Races	09 December 2021	28 January 2022	Transferred to Wellington Water on 23 December 2021	
Cycle Trails Route Length (km) – further information request	09 December 2021	28 January 2022	21 December 2021	On Time
Wellbeing Frameworks	13 December 2021	01 February 2022	Still in process – as at 03 Feb 2022	Extension Required
Office Furniture	15 December 2021	03 February 2022	13 January 2022	On Time
Declined Resource Consent Application	20 December 2021	08 February 2022	23 December 2021	On Time

2.1 Requestors

Information was requested from 94 individuals. Fourteen requestors have asked for information more than once. These separate requests were not always reacted to topics they had asked about previously.

Tabled below are the department (topic) trends which have occurred in the last five months.

LGOIMA Department (Topic) Trends, 01 Jul – 31 Dec 2021	
Topic	Number of Requests
Statistics	3
Innovating Streets	2
Rates	46
Communications	1
Financial	14
Roading	11
Water Rates	5
Governance	14
Environmental Health	4
Policy	4
Planning	4
Confidentiality	1
Water	2
Parks	1
Governance/Financial	2
Building	2
Wastewater	1
Employment	1
Planning/Roading	2
Climate Change	2
Animal Control	1
Public Facilities	6
Leases	1
Communications	1
Assets	1
Human Resources	1
Communications/Financial	1
Tree Maintenance	1
Total	135

3. Conclusion

This report has provided an overview of all requests that SWDC has received for the period 01 July to 31 December 2021. This is for the purpose of providing the Finance Audit and Risk Committee with numbers of how many requests we are processing.

Contact Officer: Zoya Huxford, Information Officer

Reviewed By: Amanda Bradley, Policy and Governance Manager