

Urgent Reports Agenda

**Notice is hereby given of
an Environmental Services and Finance
Committee Meeting**

Tuesday 30 July 2019

To follow the Community Services and Development
Committee

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

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REPORTS







9 CORPORATE SERVICES GROUP REPORT

9.3 CORPORATE SERVICES GROUP REPORT

Author: Tina Stevenson, Corporate Services Group Manager

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Attachments:

1. LGOIMA Requests 1 April 2019 to 30 June 2019  
2. LGOIMA Requests Summary YE 30 June 2019  
3. Corporate Services Project Update to 30 June 2019  

PURPOSE

1. To present the Corporate Services Group Management Report to the Environmental Services and Finance Committee.

CORPORATE & SUPPORT SERVICES

Finance Team

2. Pre-Election Report

The Pre-Election Report is a requirement of the Local Government Act 2002. The Report is designed to provide information to promote public discussion about issues facing the Waimate District and to better inform debate for the Local Body Elections. The information in the report is a snapshot of the financial results for 2017 and 2018 and those budgeted for 2019 through to 2023. The responsibility and ownership of the report rests with the Chief Executive and the document must be politically neutral.

The report was completed and published on 9 July 2019, in advance of the 2 August 2019 requirement. The report can be viewed on Council's website. A copy may be obtained from Council Offices as part of the Candidate Information Pack.

3. Insurance Renewals

Council's annual insurance renewals were completed in advance of the 30 June 2019 policy renewal date. Reconciliations of the items on our property schedule to the insurance valuations completed last year were undertaken. We have our Account Manager Jerard Cowburn of Jardine Lloyd Thompson Ltd (Marsh) attending this meeting to provide an overview of the insurance market and resulting effect on our Council.

4. Annual Report

Our usual process of collating and requesting key items of information related to the end of the financial year is underway. We anticipate a tight timeline to adhere to Audit NZ's site visit date being at the beginning of September. A good amount of report formatting has been completed in Magiq Performance in advance to alleviate this anticipated pressure.

Rates

5. First 2019/20 Rates Instalment

Following the adoption of Council's Annual Plan 2019/20 and the commencement of the new financial year, Council's rates were 'struck' accordingly. The first rates instalment for the 2019/20 year is due for payment by 30 August 2019.

Ratepayers who pay regular and periodic payments by automatic payment will have received notification of their revised payment obligation so that they can adjust their payments

accordingly. Ratepayers, who pay by regular direct debit for frequencies other than quarterly, have also been advised of their payment obligations for the year.

6. Rates Rebates

Rates Rebates applications for the 2019/20 year are now available. Recipients of rebates in the prior year have automatically been sent a New Year rebate application. Any ratepayer interested in determining if they may be eligible can contact Council offices. Rates rebate applications for the 2019/20 year are open until 30 June 2020.

Information Technology

7. Customisation of reports to describe cyber-security threats and incidents has progressed and will be presented to the Audit & Risk Committee accordingly.

Internet and email usage policies are also being reviewed to ensure they meet our Council's needs.

Any further work to be considered on the project would require funding and external assistance so is being carefully considered.

8. The Online Resource Booking project is progressing well with investigation into possible product solutions advancing and demonstrations provided at Council Offices with relevant staff. The integration and impact of implementation is to be further considered in conjunction with identification of the areas of most focus, to ensure best results for any investment.
9. Council's Domain Name System (DNS) hosting was moved from Spark to Department of Internal Affairs (DIA) as the DIA has taken control of DNS hosting for .govt.nz domains. This will increase security of DNS records.
10. Refreshing of 5 Desktop Computers (PC's) approaching their end of life has occurred recently and will continue with a further 5-10 PC replacements anticipated shortly.

LGOIMA Requests

11. As an attachment to this report, we provide a summary of the Local Government Official Information and Meetings Act (LGOIMA) requests for the quarter ended 30 June 2019. 20 requests were received during this period, bringing the total requests for the year to 76.

GOVERNANCE

12. Waimate District Civic Awards Committee

A refresh of the Waimate District Civic Awards Committee is presently taking place. At the February 2019 meeting, the Committee resolved that there are two (not one) representatives from the service clubs and community, with the new Committee to consist of:

- The Elected Mayor or Mayoress
- One Council Elected representative
- Two Service Club representatives
- Two Community representatives
- One Iwi representative

We expect to bring the expressions of interest to Council to select the service club and community representatives on 20 August 2019, to be effective from the November meeting.

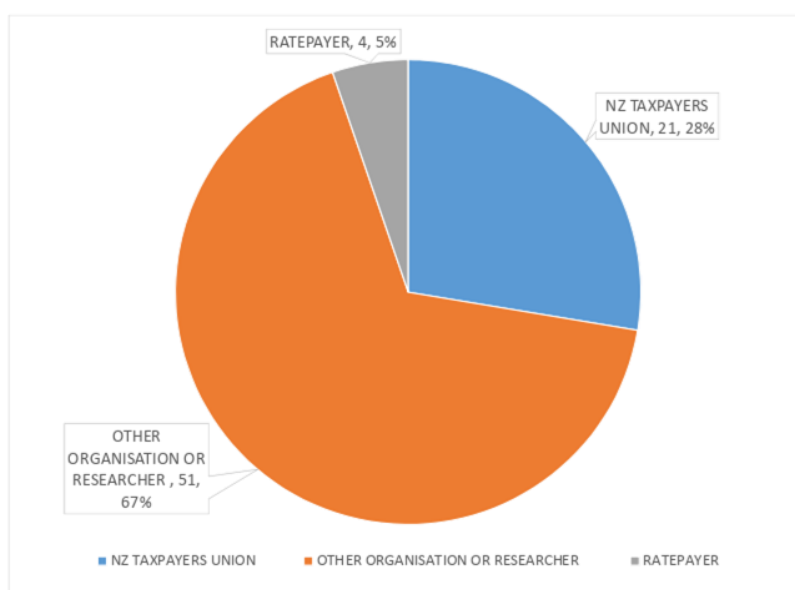
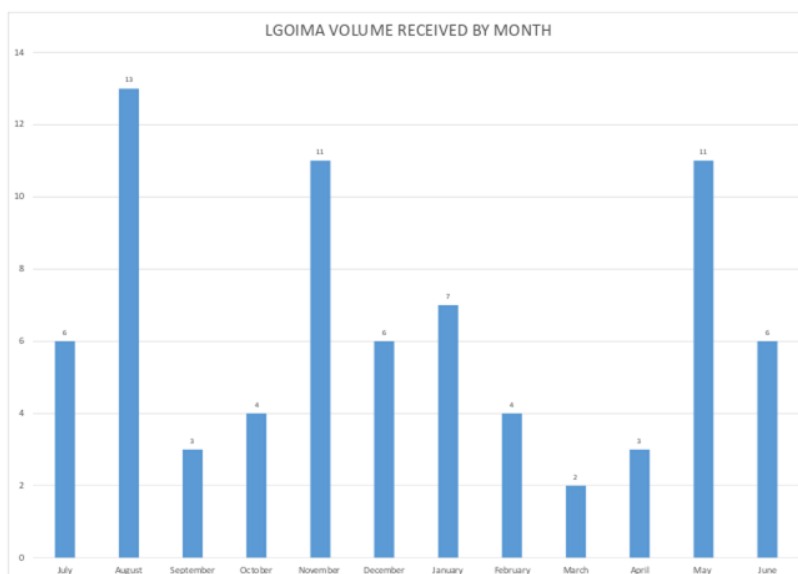
RECOMMENDATION

That the Corporate Services Group Management Report is accepted.

LGOIMA Requests 1 April 2019 to 30 June 2019

LGOIMA number	Date Received	Requestor name	Organisation	Request summary	Status	Date sent	Days to action
375	3.04.19	Luke Warner	Sekisui Rib Loc Ltd	Culvert & Stormwater Assets Renewal / Rehabilitation Needs	Completed	12.04.19	6 days
376	3.04.19	Sally Gep	Private	Cat Controls in Resource Consents	Completed	9.4.19	4 days
377	05.04.19	Richard Beatson	Berica	Recycling of Paper	Completed	11.04.19	2 days
378	06.05.19	Ben Douglas	HBRC	Forestry Questionnaire	Completed	04.06.19	20 days
379	05.05.19	Aina Santos	Powerglide Elevators	Lift Templates	Completed	14.05.19	5 days
380	9.05.19	Responsible Campers	Responsible Campers Association	Freedom Camping Bylaw	Completed	14.05.19	6 days
381	9.05.19	Marie Russell	Dept of Public Health - Otago Uni	Firing Ranges	Completed	21.05.19	7 days
382	10.05.19	Jess Algie	Pactgroup	Waste Management and Recycling	Completed	05.06.19	17 days
383	14.05.19	Laura Dooney	Radio NZ News	Kerbside Collections	Completed	17.05.19	2 days
384	15.05.19	Penelope Kean	AWS Legal	Oeania Dairy Ltd - financial contribution/development contribution RMA Act	Completed	21.05.19	4 days
385	21.05.19	Sonny McMillan	GI Gardner	Building consents issued 2018	Completed	21.05.19	0 days
386	22.05.19	Craig Dunn	Paw Justice Charitable Trust	Dog Registration and Information ** provided info held and requested specific detail for additional info requested to provide be able to advise cost to collate	Completed**	23.05.19	1 day
387	24.05.19	Tabitha Lorck	Taxpayers Union Incorporated	CE's Remuneration	Completed	29.05.19	2 days
388	31.05.19	Janet Lewin	Ministry of Health	Environmental Health Officers Qualifications Regulations	Completed	05.06.19	2 days
389	04.06.19	Alexandra Turcu	Auckland University of Economics	Gambling Policy	Completed	27.06.19	15 days
390	14.06.19	Warren Fitzgerald	Victoria University	Landfill and Recycling Data	Completed	19.06.19	3 days
391	17.06.19	Emma Hatton	Radio NZ	Earthquake prone buildings info	Completed	10.07.19	17 days
392	18.06.19	Jody O'Callaghan	Fairfax Media	Workplace diversity	To be Completed		
393	13.06.19	Luke Redward	Taxpayers Union Incorporated	Payments to David Cunliffe & associated companies	Completed	19.06.19	4 days
394	24.06.19**	Sophie Smyth	Federated Farmers	Animal Control - Cattle ** Amended Request 25.06.19	Completed	27.06.19	3 days

Summary of LGOIMA requests 1 July 2018 to 30 June 2019



Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
Corporate Services								
2018/19	EDRMS - Phase 2	Embed Sharepoint as the main document management tool for Council	Internal Resourcing	\$1,957	10%			Phase 2 of EDRMS project is to review the application of Sharepoint to each Council Group and Activity and roll out Council-wide. The structure is presently being confirmed with the set-up to be followed by training of all staff. Additionally, this project will involve reorganisation of historic electronic documents. Some good progress has been made in specific areas with reference documents being prepared to assist with education of the end users. Related sharepoint software tools have also been updated.
2017/18	PABX upgrade	Update telephone system server hardware	\$15,000	\$0	10%			Upgrade transferred to 2019/20 as per LTP. Following preliminary investigations, it has been decided to upgrade our phone system to a Mitel PABX system. In anticipation, an upgrade of the Uninterrupted Power Supply (UPS) to double capacity (as was planned last year) and a new internet connection has been installed for the new phone system. Next steps include re-patch of the IT cabinet and installation of the phone system. Installation is planned for September/October and user training will take place.
2018/19	Magiq Upgrades	Provision for Upgrades to Magiq Software	\$10,000	\$0	0%			Budget provided for Magiq Software Upgrades. The next upgrades have been tentatively scheduled for the 2019/20 financial year so this budget will be rolled over. We have requested that an upgrade to Magiq Performance Version 5 take place in late October 2019 and Enterprise Version 4.26 in February/March 2020.
2018/19 - 2019/20	Cyber Security	To improve Councils protection from Cyber Threats to recommended maturity levels	\$10,000	\$0	50%			As part of a South Island shared service programme, cyber security was identified as an area of risk and selected for review by those Councils who chose to participate. The review was undertaken by Deloitte and the resulting assessment was reported through Council's Audit and Risk Committee. The Cyber Security Plan was approved by the Audit and Risk Committee at the December 2018 meeting. A budget has been provided for in the 2019/20 year for assistance with policy, plans and protocols documentation, required to achieve the recommended maturity levels. Any further work to be considered on the project, would require financing and external assistance so is being carefully considered.
2018/19	Delegations Review	Review of Council Delegations	Internal Resourcing	\$0	75%			The Delegations Policy was due for Review by June 2018, however amendments have been made in the interim. A revised completion date of August 2019 has been indicated. The review of Delegations requires extensive work which impacts all departments of Council. The Leadership team provided their comments, amendments or suggestions to the Policy Analyst to incorporate into a draft Policy for further collective consideration. The Review was discussed with Council through a Council Workshop forum on 14 May 2019 and a legal opinion has been sought for consideration before presentation of an updated Delegations Policy for approval by Council.
2018/19 - 2019/20	Council Meeting Structure Review	Review of Council Meeting structure and frequency.	Internal Resourcing	\$0	0%			A review of Council's meetings structure to be undertaken with the current Council, including considerations of delegations. This will be presented to a Council Workshop.
2018/19 - 2019/20	District Tours	To arrange for tours of the District for Councillors and relevant staff.	\$1,000	\$0	0%			Historically Council has considered operating tours on an 'on demand' basis, generally following elections. The nature of the tours may be dependent on the quantity of any new Councillors elected, in conjunction with new staff, or a particular area of interest. The timing of this project will be ascertained with consideration to these factors. The budget allowed forms part of the Governance Training budget.
2018/19	Pre-Election Report	To prepare a Pre-Election Report as required under statute.	Internal Resourcing	\$0	100%			A Pre-Election report must be prepared as per the requirements of the Local Government Act 2002. The report is required to be published no later than the day that is 2 weeks before the nomination day for a triennial general election of members of a local authority under the Local Electoral Act 2001. The report was completed and published on the 9th of July 2019, in advance of the 2nd August 2019 requirement. The report is able to be viewed on Council's website. A copy may be obtained from Council Offices as part of the Candidate Information Pack.

Status Key:

On track with time/budget for completion within the plan year

High risk (budget and/or timeframe)

Some risk (budget and/or timeframe) - highlight issues in comments

Not started/external to Council