

CENTRAL HAWKE'S BAY



I hereby give notice that a Finance and Planning Committee Meeting will be held on:

Date: Thursday, 8 February 2018
Time: At the conclusion of the Council Meeting
Location: Council Chamber
28-32 Ruataniwha Street
Waipawa

A G E N D A

Finance and Planning Committee Meeting

8 February 2018

Monique Davidson
Chief Executive

Order Of Business

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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Notice is hereby given that a meeting of the Finance and Planning Committee will be held in the Council Chamber, 32 Ruataniwha Street, Waipawa on **Thursday, 8 February 2018** commencing at **the conclusion of the Council Meeting.**

PRESENT: Councillor I G S Sharp (Chairman)
Councillors T H Aitken, K R Annand, S M Burne-Field, T R Chote,
G A Minehan, B W Muggeridge, D N Tennent and Her Worship the
Mayor Walker

IN ATTENDANCE: M R Davidson [Chief Executive]
P S McKinley [Land Transport Manager]
J Lloyd [Group Manager, Infrastructure and
Development]
B M Smith [Group Manager, Corporate Support and
Services]
S J Thrush [Technical Services Manager]
L G Harrison [Organisation Transformation Lead]

Roger C A Maaka [Maori Consultative Committee Representative]

1 APOLOGIES

2 DECLARATIONS OF CONFLICTS OF INTEREST

3 STANDING ORDERS

RECOMMENDATION

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

RECOMMENDATION

THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

4 CONFIRMATION OF MINUTES

5 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

RECOMMENDATION

THAT Council has read the reports associated with items 6.1, 6.2, 6.3, 6.4 , 6.5 and 7.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting

6 REPORT SECTION**6.1 QUARTERLY ACTIVITY REPORTING - SEPTEMBER TO DECEMBER 2017****File Number:** ANN1-202**Author:** Monique Davidson, Chief Executive**Authoriser:** Monique Davidson, Chief Executive

Attachments:

1. 1. Leadership, Governance and Consultation
2. 2. Economic and Social Development
3. 3. District Planning
4. 4. Land Use and Subdivision Consents
5. 5. Building Control
6. 6. Public Health
7. 7. Animal Control
8. 8. Emergency Management and Bylaws
9. 9. Land Transport
10. 10. Solid Waste
11. 11. Water Supplies
12. 12. Wastewater
13. Wastewater
14. 13. Stormwater
15. 14. Parks, Reserves and Pools
16. 15. Public Toilets
17. 16. Retirement Housing
18. 17. Libraries
19. 18. Theatres, Halls and Museums
20. 19. Cemeteries
21. 20. Properties and Buildings
22. Health and Safety

PURPOSE

Provide Council with a summary of Council's quarter activity reporting for period of 1 September to 31 December 2017.

RECOMMENDATION

THAT the quarterly activity reporting from 1 September to 31 December 2017 be received.

BACKGROUND

This report is to supply Council with a summary of Council activities for the quarter from 1 September – 31 December 2017.

These reports will be reviewed in the future to ensure they align with aspirations of elected members and must appropriately report to our community on progress against performance measures.

ASSESSMENT OF OPTIONS**Option 1**

THAT the quarterly activity reporting from 1 September to 31 December 2017 be received.

STATUTORY IMPLICATIONS

The recommendation meets all statutory requirements as set out in the Local Government Act 2002 Amendment 2012.

STRATEGIC LINKS

- LTP 2015/2025

Central Hawke’s Bay District Council			Quarterly Report: October to December 2018	
1. Leadership, Governance and Consultation				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Advocate on local, regional and national issues for the Central Hawke’s Bay District	Advocacy on appropriate Central Hawke’s Bay Community issues	Number of formal submissions to Central Government, Local Government NZ and similar advocacy institutions	5 submissions	No submissions made during the quarter No submissions made year to date.
Develop Policy and make decisions for the benefit of the Central Hawke’s Bay Community	Council and Committee meetings	Number of annual meetings	16	Council meetings were held on 18 October, 1 November and 14 December, a Bylaw Review Submission hearing was held on 30 November and a Class 4 Gambling Submission Hearing was held on 14 December. Community Development Committee - 18 October Environment and Regulatory Committee - 30 November Finance and Planning Committee - 18 October and 30 November

				<p>Risk and Audit Committee - 5 October and 18 October</p> <p>CE Employment and Performance Committee - 6 December</p> <p>21 meetings held year to date.</p>
Communicate and consult with the Central Hawke's Bay Community on key issues	Statements of Proposal requiring consultation using Special Consultative Procedures to be made available on the Council website, at Council libraries and offices, and to be discussed in public meetings	Meet statutory requirements	100% compliance	Public consultation was undertaken for the Bylaw Review and the Class 4 Gambling processes.
Meet Local Government Act 2002 statutory reporting requirements	Production of Annual Plans, Annual Reports and Long Term Plans	Meet statutory deadlines	100% compliance	No statutory deadlines in this quarter.

Central Hawke's Bay District Council

Quarterly Report: 1 October - 31 December 2017

2. Economic and Social Development

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
CHB Promotions fulfils its contract obligations	Funding for CHB Promotions	Contractual objectives are met including: <ul style="list-style-type: none"> • Linking activities with HB Tourism Regional Strategy • Increase visitor spend annually • Running three successful events annually • Increase the availability of visitor information 	Activities are aligned to the HB Tourism Regional Strategy Increase in the annually reported visitor spend Three successful events held over Spring, Christmas and Easter Information is available in five different mediums additional to the information centre	At the time of preparing this report the 6 monthly report had not been received by CHB Promotions.
Community Development projects completed	Oversight of project	Project plan milestones including: <ul style="list-style-type: none"> • Implement the Central Hawke's Bay Economic Development Strategy • Implement the Positive Ageing Strategy • Implement the Youth Strategy for Central 	Milestones meet	Progress to date: Positive Ageing Strategy has been incorporated as an Action Plan within the Community Wellbeing Strategy. Youth Strategy has been incorporated as an Action Plan within the Community Wellbeing Strategy.

		<div>Hawke’s Bay</div> <ul style="list-style-type: none">Developing the Council / Taiwhenua relationship		
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Key achievements / activities for the last quarter

Safe Communities Precinct at CHB A & P Show - Following on from the success of 2016, Safer CHB was present at the CHB A & P show on Saturday 11th November 2017. Fourteen coalition partner organisations, including over 40 volunteers, were involved in the event. The objectives of the precinct for 2017 were to::

- showcase and raise the profile of the Safer CHB coalition and the work of the group
- promote injury prevention, safety and wellbeing messages
- provide information to the public
- inform the public what services are available in CHB and provide information on how to access these.
- provide a fun, interactive way to engage with the public
- promote inter agency collaboration.

All objectives for the event were met as evidenced by feedback forms from the public and member organisations. Sponsorship of prizes from the HBDHB, RoadSafer HB and HB Red Cross enabled us to run a competition within the precinct with 4 local winners and ensuing media coverage.

CHB Disability Reference Group - the inaugural meeting of this group was held at CHB District Council on 31st October 2017 and was attended by 24 members of the community and disability sector organisations. The group has written its Terms of Reference, had input into the CHBDC Community Wellbeing Disability Action Plan and developed their work plan for 2018.

Community Wellbeing Strategy - This strategy has been completed along with draft action plans that sit alongside the document. Community consultation was held with interested groups and organisations on both the strategy and action plans

Out and About Hawkes Bay Christmas Shoebox Appeal - building on the relationship established with Gabby Allen and the winter "Jammies for June" campaign, Central Hawkes Bay were recipients of the Xmas Shoebox Appeal coordinated through the Out and About HB facebook page. We were gifted over 100 parcels of Xmas gifts which were distributed through the CHB Xmas Spirit group. We will continue to link in with Out and About HB and both the Jammies for June and Xmas Shoebox Appeal, both as recipients of these resources and promoting the campaigns to CHB residents as a way of giving to their community..

What did we say we would do in the last quarter

Hawkes Bay Tools for the Teenage Years- this resource has been completed and Health Promotion Agency funding accountability submitted.

Safer CHB Recreditation - the draft application has been submitted to Safe Communities Foundation of New Zealand (SCFNZ) for feedback. Completion of final application continues.

Establish CHB Disability Reference Group - This group has been established.- see above for details

Community Wellbeing Strategy - This strategy was adopted by the CHB District Council on 14 December 2017.

Our key focus for the next quarter

Complete and submit final Safer CHB Reaccreditation application to SCFNZ.

Plan for Safer CHB reaccreditation ceremony.

Complete the 4 action plans associated with the Community Wellbeing Strategy..

Establish Community Reference Group

Central Hawke's Bay District Council

Quarterly Report: October - December 2017

3. District Planning

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Full review of the District Plan	District Plan reviewed within required timeframes	Milestones met to complete new plan for notification	New plan notified in 2016/17	Progress to date: The review of the Urban Environment is now complete. These reviewed sections of the Plan, including two new chapters were presented to and adopted by the Subcommittee on November 29th. Work is now progressing on the Rural Environment Review.
Ongoing monitoring of the Plan	Compliance Effectiveness of revised Plan Updates for new issues	Modifications, updates carried out as required	Modifications, updates carried out as required	Target relevant after District Plan review notified and adopted by Council.
Tukituki Catchment Proposal (RWSS)	Certify management plans	Certification of management plans provided within approved timeframes	Within 20 working days	N/A

	Participation in and or contribution to advisory boards/ groups	Participation in preparation of additional management plans	All milestones met	N/A
	Compliance with consent conditions	Monitoring against the consent conditions	Conditions monitored and reported on commencement of the building of the RWSS	N/A

Key achievements / activities for the last quarter

During the period the following activities have been achieved;

- Complete review of the Urban Environment Zone. This body of work is the first zone to be reviewed as part of the District Plan review and includes the following specific activities;
- review and assessment of the provisions of the Residential and Business I & II Zones in the Operative District Plan;
- review and assessment of the provisions of the Rural Townships provisions of the Operative District Plan;
- review and appraisal of the Urban Growth Strategy in the light of the RWSS not proceeding in the immediate future;
- preparation of two new chapters to include in the Urban Environment on (i) Sustainable Subdivision and Building and (ii) Housing and Business Growth;
- field trip for Subcommittee to view proposed urban growth areas;
- preparation of GIS maps to reflect proposed urban growth areas
- peer review of the proposed new Urban Environment Chapters for the draft Plan
- proposed new definitions to reflect new/amended activities introduced into or clarified in the Operative Plan.

Other activities undertaken to support the next phase of the review (the Rural Environment Review) include;

- preparation and review of draft Report on Assessment of the Rural Zone in relation to protection of elite soils (Land Vision) including a workshop and field trip for Subcommittee members to view LUC Classes I, II and IIIe;
- review of draft Acoustic Report from Marsahll Day;
- review of and provision of support information for report on Areas of Significant Nature Conservation
- preparation of revised schedule of Archaeological sites and site of significance to tangata whenua

What did we say we would do in the last quarter

Commence and complete the Urban Environment Zone review of the District Plan;
Commence the Rural Environment Zone Review of the Plan.

Our key focus for the next quarter

Completion of the Rural Environment Zone review in March 2018.
Commence the review of both the Coastal and Subdivision sections of the Plan.

Central Hawke's Bay District Council

Quarterly Report: October - December 2017

4. Land Use and Subdivision Consents

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Legislative timeframes and other requirements are fulfilled	Processing of planning and resource consents	Completion of resource consents and other development applications within statutory timeframes	100% compliance with statutory timeframes	24 resource consents processed this quarter. 48 resource consents processed year to date. 100% of resource consents processed within timeframes this quarter. 100% of resource consents processed within timeframes year to date. Type of consents processed this quarter. 18 subdivision 6 relocation 0 other
Planning complaints are responded to efficiently and effectively in a manner that is fair to all parties	Response rate to complaints	Response times to complaints	All complaints responded to within 10 working days	0 complaints received during the quarter 4 complaints received year to date 100% of complaints responded to within 10

				working days year to date
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Key achievements / activities for the last quarter

A new Senior Planner has been appointed with the role commencing on 29th January 2018.
Customer and Consents Lead has also been appointed with the role commencing on 26th February 2018.

What did we say we would do in the last quarter

Continue focus on monitoring existing resource consents, ongoing work on the development of a monitoring and enforcement strategy.

Our key focus for the next quarter

Reviewing processes and procedures for Resource Consenting and general enquiries.

Central Hawke's Bay District Council

Quarterly Report: October-December 2017

5. Building Control

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Process PIMs, LIMs, CCCs and building consents in an efficient and timely manner	Processing of PIMs, LIMs, CCCs and building consents	All of PIMs, LIMs, CCCs and building consents issued within statutory timeframes	100% compliance with statutory timeframes	<p>100% of PIMs issued within statutory timeframes for the quarter</p> <p>100% of PIMs issued within statutory timeframes year to date</p> <p>100% of LIMs issued within statutory timeframes for the quarter</p> <p>100% of LIMs issued within statutory timeframes year to date</p> <p>100% of CCCs issued within statutory timeframes for the quarter</p> <p>94.23% of CCCs issued within statutory timeframes year to date</p> <p>100% of building consents issued within statutory timeframes for the quarter</p> <p>97.10% of building consents issued within</p>

				statutory timeframes year to date
Ensure the safety of buildings through the BWOFF regime	Monitor buildings for which the BWOFF regime applies	Advice to owners (or their agents) of BWOFF liability issues	Advise within one month of BWOFF expiry of non compliance	0 owners advised of non compliance of BWOFF this quarter 0 owners advised of non compliance of BWOFF year to date
Carry out building inspections in a compliant manner	Site inspections of buildings	Audit of inspection records against the inspection regime	95% compliance	30 audits of inspection records carried out this quarter 100% compliance against inspection regime this quarter 48 audits of inspection records carried out year to date 100% compliance against inspection regime year to date
Provide advice and education on building matters	Respond to building enquiries and provision of relevant information through Council's website and offices	Customer satisfaction survey (annual survey of building consent applicants)	90% satisfaction	88% satisfaction level achieved in the annual survey

Comments																																																													
	<p>Building Consents Processed:</p> <p>63 this quarter. 133 year to date.</p> <p>\$8,108,000 value of consents this quarter.</p> <p>\$14,967,801 value of consents year to date.</p> <p>Comparison with same period last year:</p> <p>60 this quarter. 135 year to date.</p> <p>\$5,367,938 value of consents this quarter.</p> <p>\$12,555,109 value of consents year to date.</p> <table> <tr> <th>Type of consent</th><th>Quantity</th></tr> <tr> <td>New (& prebuilt) House, Unit, Bach, Crib</td><td>14</td></tr> <tr> <td>New Hostels – Other eg barracks</td><td>0</td></tr> <tr> <td>New Kindergartens and Playcentres</td><td>0</td></tr> <tr> <td>New Shops</td><td>0</td></tr> <tr> <td>New Warehouses</td><td>0</td></tr> <tr> <td>New Farm Buildings – Other</td><td>4</td></tr> <tr> <td>New Other Buildings</td><td>0</td></tr> <tr> <td>New Multi-purpose Bldg - Other</td><td>0</td></tr> <tr> <td>Dwelling – Alterations and additions</td><td>15</td></tr> <tr> <td>Domestic Fireplaces</td><td>2</td></tr> <tr> <td>Resited Home</td><td>2</td></tr> <tr> <td>Domestic only – garages</td><td>12</td></tr> <tr> <td>Domestic only – carports</td><td>0</td></tr> <tr> <td>Domestic re-roofing</td><td>0</td></tr> <tr> <td>Conservatories</td><td>0</td></tr> <tr> <td>Other outbuildings eg shed, workshop</td><td>0</td></tr> <tr> <td>Education Buildings – alterations and additions</td><td>2</td></tr> <tr> <td>Shops, restaurants – alterations and additions</td><td>2</td></tr> <tr> <td>Alterations and additions – office/admin</td><td>0</td></tr> <tr> <td>Farm Buildings – alterations and additions</td><td>1</td></tr> <tr> <td>Other Buildings – alterations and additions</td><td>3</td></tr> <tr> <td>Multi-purpose building alterations and additions</td><td>0</td></tr> <tr> <td>Swimming Pools and Spa Pools</td><td>4</td></tr> <tr> <td>Reservoirs</td><td>0</td></tr> <tr> <td>Bulk Tanks / Silos</td><td>0</td></tr> <tr> <td>Retaining Walls</td><td>1</td></tr> <tr> <td>Fences</td><td>0</td></tr> <tr> <td>Other Construction eg signs, pergolas</td><td>1</td></tr> <tr> <td>Total for month</td><td>63</td></tr> </table>	Type of consent	Quantity	New (& prebuilt) House, Unit, Bach, Crib	14	New Hostels – Other eg barracks	0	New Kindergartens and Playcentres	0	New Shops	0	New Warehouses	0	New Farm Buildings – Other	4	New Other Buildings	0	New Multi-purpose Bldg - Other	0	Dwelling – Alterations and additions	15	Domestic Fireplaces	2	Resited Home	2	Domestic only – garages	12	Domestic only – carports	0	Domestic re-roofing	0	Conservatories	0	Other outbuildings eg shed, workshop	0	Education Buildings – alterations and additions	2	Shops, restaurants – alterations and additions	2	Alterations and additions – office/admin	0	Farm Buildings – alterations and additions	1	Other Buildings – alterations and additions	3	Multi-purpose building alterations and additions	0	Swimming Pools and Spa Pools	4	Reservoirs	0	Bulk Tanks / Silos	0	Retaining Walls	1	Fences	0	Other Construction eg signs, pergolas	1	Total for month	63
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	<p>23 historical CCC's processed during the quarter</p> <p>40 historical CCC's processed year to date</p> <p>761 historical CCC's outstanding</p>
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Key achievements / activities for the last quarter

Review of BCA Quality Management System and Technical Manual, policies and procedures continues. Due to the Building Team Leader stepping down to a Senior Building Consent Officer (BCO) positions, and another BCO resigning, there was a need to prioritise work loads with a focus on processing and inspections. This review will continue in 2018.

Establishment of stakeholders group deferred until a full compliment BCA structure is in place.

Go Shift, version 5.12 upgrade to GoGet completed and goes live in January 2018. This is the first stage to enable GoShift online applications to be received. Go Shift is programmed to go live at the end of February.

All BCA personnel completed training in Trapeze.

What did we say we would do in the last quarter

Complete review of the BCA Quality Management System, Technical Manual, policies, procedures and application forms.

Establish a representative group of stakeholders from the building industry to assist in determining the theme of future stakeholder events, and providing a forum for representative view to be brought to the attention of the BCA and Council

Progressing GoShift to a 'go live' phase, enabling clients to submit building consent applications online.

Train all BCA personnel in use of Trapeze and 'go live' by mid-November.

Our key focus for the next quarter

Continuing review of BCA QMS and Technical Manuals

Appointment of personel to current vacancies in the BCA Team

Progressing implementation of GoShift to enable receipt of online applications for building consents.

Complete competency assessments for all BCA BCO's

Central Hawke's Bay District Council

Quarterly Report: October-December 2017

6. Public Health

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Provide an assurance that premises supplying food and licensed premises selling/supplying liquor, meet required standards	Environmental health monitoring programme – safe food, sanitary standards, liquor licensing conditions	Annual inspection programme for compliance with Food Act 2014 and follow up procedures for non compliant premises	100% completion	<p>20 environmental health inspections completed during the quarter</p> <p>50 environmental health inspections completed year to date.</p> <p>50% of environmental health inspections completed year to date.</p> <p>3 liquor inspections completed during the quarter</p> <p>7 liquor inspections completed year to date.</p> <p>60% of liquor inspections completed year to date.</p>
Provide advice on environmental health matters and respond to complaints	Requests for advice/investigations and responses to complaints	Responses to complaints	All complaints responded to within 5 working days	<p>6 environmental health complaints and 0 liquor complaints received during the quarter</p> <p>6 environmental health and 0 liquor complaints received year to date</p> <p>100% of environmental health and % of liquor complaints</p>

				responded to within 5 working days year to date
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Key achievements / activities for the last quarter

Up to date on all verifications and inspections for businesses registered by the Council. All complaints have been dealt with in timely manner with a 100% success rate. Always providing an excellent customer service be it with complaints received by the public or for advice in relation to food licensing etc. Noise meter has been calibrated as required. The child care centres in Central Hawkes Bay do not require to be registered under the Food Act based on the information we have been provided with.

Liquor - Farriers Arms (under new ownership therefore application to suspend licence and managers certificate was withdrawn).

Local Alcohol Policy- At the hearing before ARLA a Consent Order was issued by the Authority directing the council to reconsider element 2.4.4 of the Policy which the council has accepted and awaiting decision from ARLA regarding public notification of the local policy.

What did we say we would do in the last quarter

Implementation of the Food Act 2014. Next transition sector deadline is 20th June 2018 - Ensure we have made all businesses that fit this criteria aware of their obligations. Continue with providing an excellent customer service and advise and education for the services this department provides for this district.

Our key focus for the next quarter

Our focus is to ensure implementation of the Food Act continues smoothly .

Approach the rest homes in the district and advise them on their obligations under the Food Act 2014.

Continue with providing an excellent customer service to the businesses and ratepayers in relation to registration of business or any complaints received.

Central Hawke's Bay District Council

Quarterly Report: October to December 2017

7. Animal Control

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Provide education and advice on dog control to the community	Education and advice to ensure owners of animals keep their pets registered and under control	Number of dogs registered	>95% of known dogs registered	99% of known dogs registered
Control of stock on roads and public places	By responding to stock on roads causing a hazard to traffic and managing roadside stock grazing	Response to all complaints and requests within 24 hours	100% response rate	2 complaints received during the quarter 4 complaints received year to date 100% of complaints and requests responded to within 24 hours year to date

	<p>29 dogs impounded this quarter</p> <p>66 dogs impounded year to date</p> <p>131 infringement notices issued this quarter</p> <p>131 infringement notices issued year to date</p>
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Key achievements / activities for the last quarter

Infringement Notices were issued for 131 unregistered dogs. These Infringement are waived if the registration fee is paid before they are lodged with the Court. Twenty Six Infringements are still active as at the end of this period. Some of these owners we are still working with to achieve a resolution before being sent to Court. Seven owners with five dogs are paying the registration off. Nineteen Complaints were dealt with over the Christmas break.

What did we say we would do in the last quarter

Interviews took place with five on the short list from the 21 applicants for the position of Animal Control Officer. Karen Mooney from Otane was the successful person and starts on the 8th January 2018.

Our key focus for the next quarter

Mentoring the new Animal Control Officer. Continue the 24/7 service for stock and dog complaints.

Central Hawke's Bay District Council

Quarterly Report: Oct. - Dec. 2017

8. Emergency Management and Bylaws

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Emergency responders are suitably trained and equipped to respond to disaster	Rural Fire – annual exercise, volunteer training programme	Rural fire teams training levels	Rural fire teams meet industry standards	Progress to date includes: Rural Fire control moved from Council as the Rural Fire Authority to Fire and Emergency NZ on July 1 2017. Council now has no involvement with Rural Fire with any enquiries being forwarded to the new organisation
Enforcement – through education – of Councils bylaws and related legislations	Enforcement of regulated activities with the least possible intervention on private lives	Response to all complaints and requests within 5 working days	100% compliance	64 complaints received during the quarter 160 complaints received year to date 99% of complaints and requests responded to within 24 hours year to date

Key achievements / activities for the last quarter

Assumed duties a 'stand-in' CDEM Officer after departure of Graham Howse. Attend all monthly CDEM Group EMO meeting in Hastings at GECC.

Man the CDEM stand at the CHB Show on Nov. 11 as part of the 'Safer Communities Precinct'.

Inspect 12 properties for 'annual long grass fire danger' under Section 183 Local Govt. Act. Issue 9 '30 day' notices to clear section end of November.

Quarterly CHB Emergency Services Committee held in Council Chamber beginning December attended as secretary of group.

Pourerere Beach freedom camping application received and site allocations made - site opermnits all sent out early November. Portaloos put in place on beach fromt mid December.

Daily inspections of freedom camping areas at Te Paerahi, Aramoana, Pourerere and Kairakau Beaches carried out over summer holiday period (Except Christmas Day!)

All Bylaws required to have been reviewed have been put forward for 'public consultation'

CDEM Group staff start weekly attendance and work in CHB in November.

What did we say we would do in the last quarter

Installing a new CDEM Officer via the HB CDEM Management Group.

Continuing to develop the resource consent monitoring process.

Our key focus for the next quarter

Starting to develop Community Resilience Plan for Porangahau and Te Paerahi Beach communities with CDEM Group staff.

Central Hawke's Bay District Council

Quarterly Report: October - December 2017

9. Land Transport

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Road Safety Roads that are increasingly safer	Inspections, monitoring and improvements as required	By using the NZTA accident reporting system to produce an annual report	A reducing trend in the annual number of fatalities and serious injuries where road factors (not weather) were a contributing factor.	Fatalities – 2016/17 Fatalities this quarter 1 Fatalities year to date - 2017/18 1 Serious injury crashes this quarter 0 Serious injury crashes – 2016/17 4 Serious injury crashes year to date - 2017/18 1
Road Condition The average quality of ride on a sealed local road network, measured by smooth travel exposure	Road surface repairs and renewals	By annually determining the smooth travel exposure	To show results within the requirements of the One Road Network Classification system	
Road Maintenance The percentage of the sealed local road network that is resurfaced	A programme of reseals based on the requirements as noted in the field and the forward work programme	By dividing the number of km sealed by the number of km of sealed road	To reseal at least 7% of the sealed road network	30.24 km of reseal for the quarter 30.24 km of reseal year to date 42% of reseal year to date

Footpaths The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).	Inspections, monitoring and a programme of repairs and renewals	By reviewing the footpath inventory annually and assessing its condition	At least 20% of the footpaths in excellent condition and no more than 10% of the footpaths in poor condition measured annually	Total kilometres of footpaths: 68km 74.7% excellent & 6.4% poor condition
Response to service requests The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the timeframe specified in the long term plan	Timely response to public enquiries	Monthly reporting from the Request for Service system	To respond to 85% of the service requests within 15 days	29 service requests received during the quarter 47 service requests received year to date 91.5% of service requests responded to within 15 days year to date

Key achievements / activities for the last quarter

Completed round 2 of the business case for the next 3 year funding allotment
Asset management plan has been updated to include the latest growth figures
All flood repair work has been completed
The Area Wide Pavement Treatment contract is in its final stages of completion and will be advertised in the next quarter
Work is continuing on the preparation of the next professional services contract
The reseal contract has started and is approximately 40 percent complete

What did we say we would do in the last quarter

Complete with NZTA's assistance round 2 of the business case and funding submission (fine tuning the words)
Complete asset management plan review to include the latest growth figures
Complete remaining flood repair work
Prepare and advertise an Area Wide Pavement Treatment contract
Investigate and prepare the next professional tender which may spill over into quarter 3
17/18 reseals programme will be started. • Finalise the NZTA year-end claim and get approval for the carry forwards

Our key focus for the next quarter

Ensure the professional services contract is completed and advertised
Advertise and award the Peel Street Area Wide Pavement Treatment contract
Complete the reseal programme for the 17/18 fiscal year

Central Hawke's Bay District Council

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10. Solid Waste

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Provide reliable and responsive kerbside collection services	Kerbside collection services completed on the designated day at a regular time	Number of complaints about the service	Less than 2 missed collections per month recorded in the Request For Service system	1 missed collections this quarter 3 missed collections year to date
Ensure that the community are very satisfied with Council's Solid Waste services and facilities	Provide services and facilities that the community want and that the majority of the community are satisfied with	Through Council's biennial community satisfaction survey	More than 90% of survey respondents are satisfied or very satisfied with Council's Solid Waste services and facilities	NA% of survey respondents were satisfied or very satisfied No survey in 2017/2018 year.
CHB waste to be diverted from landfill through provision of reuse, recycling and compost programmes	Operation of transfer station with green waste disposal options, and recycling centres	Achieve waste diversion targets	Volume of waste from transfer stations to landfill <2500 tonnes per year	534.82 tonnes of waste from transfer stations to landfill this quarter 964.72 tonnes of waste from transfer stations to landfill year to date
Environmental effects reduced through compliance with Resource Consents for the landfill	Compliance with Resource Consents for the landfill	Compliance with Resource Consents for the landfill	100% compliance	100% compliance with resource consents for the landfill

<p>This Quarter</p> <p>534.82 tons of waste from transfer stations to landfill this quarter</p> <p>964.72 tons of waste from transfer stations to landfill year to date</p> <p>2,521.10 tons of waste disposed to landfill this quarter</p> <p>5055.44 tons of waste disposed to landfill year to date</p> <p>1,161.98 tons of waste from outside CHB this quarter</p> <p>2234.58 tons of waste from outside CHB year to date</p> <p>121.44 tons of recycling received this quarter</p> <p>497.86 tons of recycling received year to date</p> <p>450 m³ of green waste received this quarter</p> <p>450 m³ of green waste received year to date</p>	<p>Comparison with same period last year</p> <p>478.58 tons of waste from transfer stations to landfill this quarter</p> <p>1013.40 tons of waste from transfer stations to landfill year to date</p> <p>2919.44 tons of waste disposed to landfill this quarter</p> <p>5060.62 tons of waste disposed to landfill year to date</p> <p>1025.36 tons of waste from outside CHB this quarter</p> <p>2188.46 tons of waste from outside CHB year to date</p> <p>tons of recycling received this quarter</p> <p>tons of recycling received year to date</p> <p>m³ of green waste received this quarter</p> <p>m³ of green waste received year to date</p>
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Key achievements / activities for the last quarter

Consent work continuing

What did we say we would do in the last quarter

Continue to work on the change of consent applications for the closed landfills and leachate

Continue working on budgets for the next LTP.

Our key focus for the next quarter

Continue consent work, submitting the final submission to the HBRC for the closed landfills.

Work on the Solid Waste Management and Minimisation Plan

Central Hawke's Bay District Council

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11. Water Supply

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Compliance with Drinking Water Standard (DWS)	Upgrading all water systems to ensure compliance with DWS Monitoring and testing of supplied water to ensure DWS compliance	Compliance with DWS as set out by the DHB	100% continued compliance with regard to sampling and monitoring	Results of monitoring and testing of water supplies complied the DWS. Exceptions were: None
Safety of drinking water	Council's drinking water supply complies with Part 4 of the drinking water standards (bacteria compliance criteria) by 2017 Council's drinking water supply complies with Part 5 of the drinking water standards (protozoal compliance criteria) by 2020	The extent of which the local authorities drinking water supply complies with: a) Part 4 of the drinking water standards (bacteria compliance criteria) b) Part 5 of the drinking water standards (protozoal compliance criteria)	Bacteria compliance criteria by 2017 Protozoal compliance criteria by 2020	Work is continuing to achieve Bacterial compliance by December 2017. Work is continuing to achieve Protozoal compliance by December 2020.
Ensure compliance with resource consents and the sustainable management of the water takes	Ongoing monitoring and compliance Manage the water takes in periods of low flow in the	Number of resource consent breaches	No more than minor breaches (ie not sufficient to attract a fine) of consent conditions	There were no breaches this quarter There were no breaches year to date.

	districts rivers			
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Demand Management An agreed direction with the community and HBRC on managing water usage	Have in place an approved Water Management and Conservation Strategy	The average consumption of drinking water per day per resident within the district.	The average consumption of drinking water per day per water connection is less than 1.80m ³	1.99 average consumption of drinking water per day per connection for the quarter 1.67 average consumption of drinking water per day per connection year to date
Continuity of supply	Work with our contractor to ensure a continuous improvement in outages caused through leaks/breaks/pump failure	Outages caused through leaks, breaks, pump failures, etc are repaired within contractual time frames and recorded for analysis in monthly reports	95% of faults fixed within timeframes	163 faults reported during the quarter 92.63% of faults repaired within timeframes this quarter 90.5% of faults repaired within timeframes year to date
Fault Response Times	Where the local authority attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured	<p>a) Attendance for urgent call outs: from the time that the Local Authority receives notification to the time the service personnel reaches the site</p> <p>b) Resolution of urgent call outs: from the time that the Local Authority receives notification to the time the service personnel confirm resolution of the fault or interruption</p> <p>c) Attendance for non-urgent call outs: from the time that the Local</p>	<p>Target response time to an urgent callout ≤ 2 hours</p> <p>Target resolution time to an urgent callout ≤ 12 hours</p> <p>Target response time to an non-urgent callout ≤ 6 hours</p> <p>Target resolution time to an non-urgent callout ≤ 72 hours</p>	<p>7 urgent call outs for the quarter</p> <p>2 urgent call outs responded to within ≤ 2 hours for the quarter</p> <p>6 urgent call outs responded to within ≤ 2 hours year to date</p> <p>0 urgent call outs resolved ≤ 12 hours for the quarter</p> <p>4 urgent call outs resolved ≤ 12 hours year to date</p> <p>156 non urgent call outs for the quarter</p> <p>35 non urgent call outs responded to within ≤ 6</p>

		<p>Authority receives notification to the time the service personnel reaches the site</p> <p>d) Resolution of non-urgent call outs: from the time that the Local Authority receives notification to the time the service personnel confirm resolution of the fault or interruption</p>		<p>hours for the quarter</p> <p>52 non urgent call outs responded to within ≤ 6 hours year to date</p> <p>151 non urgent call outs resolved ≤ 72 hours for the quarter</p> <p>254 non urgent call outs resolved ≤ 72 hours year to date</p>
Customer Satisfaction	Drinking water that tastes and looks satisfactory	<p>The total number of complaints received by the local authority about any of the following:</p> <p>a) Drinking water clarity</p> <p>b) Drinking water taste</p> <p>c) Drinking water odour</p> <p>d) Drinking water pressure or flow</p> <p>e) Continuity of supply</p> <p>f) The local authority's response to any of these issues</p>	Number of complaints relating to drinking water received per annum ≤ 5 per 1000 connections to the local authority's networked reticulation system	<p>There are currently 4053 water connections to the networked reticulation system</p> <p>0 complaints received during the quarter</p> <p>0 complaints received year to date</p> <p>0 of complaints per 1000 connections</p>

Key achievements / activities for the last quarter

Waipukurau UV treatment room - the room has been built, the roof is on, the floor has been laid and painting has begun.

There were no water related issues over the Christmas break.

The Acuflo tobies and water meter installations programme continues.

What did we say we would do in the last quarter

Continue work on the Waipukurau UVtreatment room.

Trial a UF filter with the media filter at Porangahau

Waipukurau - the Porritt Place watermain upgrade was postponed until next quarter

Porangahau - the water filter trial has been expanded to include ultra filtration and this should take place during next quarter. We are currently waiting for the new ultra filtration filters.

Continue the installations of Boundary Backflow Preventers.

Our key focus for the next quarter

Waipukurau UV treatment room - continue towards completing the building and installing the UV equipment.

Waipukurau - Porritt Place watermain upgrade - the tender process has begun and the contract will be awarded shortly.

Porangahau - the water filter trial has been expanded to include ultra filtration. The new UF filters have just arrived and this trial will commence in the near future.

Boundary Backflow Preventers - installation has commenced on boundary BFP on council properties and this will continue over this quarter.

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12. Wastewater

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Ensure compliance with resource consents	<p>Compliance with the territorial authorities resource consents for discharge from the wastewater treatment plants measured by the number of:</p> <ul style="list-style-type: none"> a) Abatement notices b) Infringement notices c) Enforcement orders d) Convictions <p>Received in relation to these resource consents</p>	<p>Number of abatement notices received each month</p> <p>Number of infringement notices received each month</p> <p>Number of enforcement orders received each month</p> <p>Number of convictions received each month</p> <p>Number of abatement notices received in the year</p> <p>Number of infringement notices received in the year</p> <p>Number of enforcement orders received in the year</p> <p>Number of convictions received in the year</p>	<p>Number of abatement notices received each month: 0</p> <p>Number of infringement notices received each month: 0</p> <p>Number of enforcement orders received each month: 0</p> <p>Number of convictions received each month: 0</p> <p>Number of abatement notices received in the year: 0</p> <p>Number of infringement notices received in the year: 0</p> <p>Number of enforcement orders received in the year: 0</p> <p>Number of convictions received in the year: 0</p>	<p>Number of abatement notices received for the quarter: 0</p> <p>Number of infringement notices received for the quarter: 0</p> <p>Number of enforcement orders received for the quarter: 0</p> <p>Number of convictions received for the quarter: 0</p> <p>Number of abatement notices received year to date: 0</p> <p>Number of infringement notices received year to date: 0</p> <p>Number of enforcement orders received year to date: 0</p> <p>Number of convictions received year to date: 0</p>

Continuity of service	Ongoing inspection, maintenance, upgrade and renewal	The number of dry weather and total sewerage overflows from the Council's sewerage systems	<p>Less than 100 total overflows per annum per 1000 sewerage connections to the total sewerage systems</p> <p>Less than 30 dry weather overflows per annum per 1000 sewerage connections to the total sewerage systems</p>	<p>There are currently 3463 sewerage connections to the total sewerage systems</p> <p>7 sewerage overflows for the quarter</p> <p>12 sewerage overflows year to date</p> <p>3.47 sewerage overflows per 1000 connections</p> <p>6 dry weather sewerage overflows for the quarter</p> <p>9 dry weather sewerage overflows year to date</p> <p>2.6 dry weather sewerage overflows per 1000 connections</p>
	Where Council attends to sewage overflows resulting from a blockage or other fault in the Council sewerage systems, the following median response times measured	<p>a) Attendance time: from the time that Council receives notification to the time that service personnel reach the site</p> <p>b) Resolution time: from the time that Council receives notification to the time that service personnel confirm resolution of the</p>	<p>Target response time to a callout:</p> <p>Sewerage Blockage: ≤ 1 hour</p> <p>Other sewerage faults: ≤ 1 hour</p> <p>Target resolution time to a callout:</p> <p>Sewerage Blockage: ≤ 4 hours</p>	<p>7 sewerage blockages for the quarter</p> <p>5 sewerage blockages attended within ≤ 1 hour for the quarter</p> <p>7 sewerage blockages attended within ≤ 1 hour year to date</p> <p>6 sewerage blockages resolved ≤ 4 hours for the quarter</p>

		blockage or other fault	Other sewerage faults: \leq 24 hours	<p>9 sewerage blockages resolved \leq 4 hours year to date</p> <p>0 other sewerage faults for the quarter</p> <p>0 other sewerage faults attended within \leq 4 hour for the quarter</p> <p>1 other sewerage faults attended within \leq 4 hour year to date</p> <p>0 other sewerage faults resolved \leq 24 hours for the quarter</p> <p>1 other sewerage faults resolved \leq 24 hours year to date</p>
Customer satisfaction	A sewerage system that can be taken for granted by customers	<p>The total number of complaints received by Council about any of the following:</p> <ul style="list-style-type: none"> a) Sewerage odour b) Sewerage system faults c) Sewerage system blockages d) Council's response to issues with its sewerage system 	Number of complaints received per annum \leq 10 per 1000 sewerage connections to the total sewerage systems	<p>There are currently 3463 sewerage connections to the networked reticulation system</p> <p>60 complaints received during the quarter</p> <p>279 complaints received year to date</p> <p>80.56 of complaints per 1000 connections</p>

Key achievements / activities for the last quarter

Installation of the misting system around the Waipukurau Stormwater Balance Pond in December 2017 resulting the number of odour complaints received.

Increased aeration at the Waipukurau Wastewater Treatment Plant.

Significant involvement in #thebigwaterstory Expo and AMP show

What did we say we would do in the last quarter

CCTV of the catchment around the Svenson Road Pump Station to investigate points of infiltration. This has been deferred because of the requirement to investigate blockages and pipe locations during the quarter.

Continue to implement improvement options for the Waipukurau Treatment Plant.

Implement the conditions of the new Otane Resource Consent.

Continue to carry out the sampling requirement for the Waipawa Review.

Complete CCTV projects already in the system which have been deferred because of the focus on odour sources.

Receive reports from Consultants on treatment options for Waipukurau and Waipawa treatment plants.

Our key focus for the next quarter

CCTV of the catchment around the Svenson Road Pump Station to investigate points of infiltration.

Continue to implement improvement options for the Waipukurau Treatment Plant.

Implement the conditions of the new Otane Resource Consent.

Continue to carry out the sampling requirement for the Waipawa Review.

Complete CCTV projects already in the system which have been deferred because of the focus on odour sources.

Quarterly Activity Reporting

Wastewater Treatment Quality Results for the Quarter to 31 December 2017

Showing number of exceedances in 6 months of sampling.

5 exceedances are allowed in 12 months.

	pH	cBoD ₅	SS	E.Coli	SRP		Ammonia	
Waipawa	0	0	4	1	0	✓	13	X
Waipukurau	0	1	5	1	2	✓	13	X
Otane	0	1	0	✓				
Porangahau	0	0	0	✓				
Te Paerahi	0	0	0	✓				
Takapau	0	0	0	✓				

Wastewater Treatment Quality Results for the rolling 12 months to 31 December 2017

Showing number of exceedances in 12 months of sampling.

5 exceedances are allowed in 12 months.

	pH	cBoD ₅	SS	E.Coli	SRP		Ammonia	SS	
Waipawa	0	0	5	2	1	✓	25		X
Waipukurau	0	1		4	3	✓	26	8	X
Otane	0	1	0	✓					
Porangahau	0	0	0	✓					
Te Paerahi	0	0	0	✓					
Takapau	0	0	0	✓					

Wastewater Flow Volumes for the rolling 12 months to 31 December 2017

	FLOW			
	Limit	Exceedances Allowed	Result	
Waipawa	1,500 m ³ per day	36 days	41 days	X
Waipukurau	4,000 m ³ per day	36 days	20 days	✓
Otane	225 m ³ per day	36 days	37days	X
Porangahau	415 m ³ per day	18 days	26 days	X
Te Paerahi	87 m ³ per day	18 days	10 days	✓
Takapau	216 m ³ per day	No limit	136 days	✓

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13. Stormwater

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Maintain storm water systems to design levels	Ongoing inspection, maintenance, upgrades and renewal	Number of reported incidences of surface ponding, or flooding of properties each year	No more than 5 incidences in a 1 in 5 year rainfall event for residential areas, as a result of the stormwater network	0 incidences of surface ponding or flooding of residential areas this quarter 0 incidences of surface ponding or flooding of residential areas year to date
		Number of premises flooded due to direct failure of council network	No premises flooded due to direct failure of council network	0 incidences of premises flooded this quarter 0 incidences of premises flooded year to date
Fault Response Times	Where Council attends to flooding events resulting from a Council storm water systems, the following median response times measured	Attendance time: from the time that Council receives notification to the time that service personnel reach the site	Target response time to an urgent callout ≤2 hours	0 urgent call outs for the quarter 0 urgent call outs responded to within ≤2 hours for the quarter 0 urgent call outs responded to within ≤2 hours year to date

Meet customer requests in a timely and efficient manner	Respond to customer queries and complaints	All blockages and other faults repaired within contract timeframes	100% of faults fixed within timeframes	<p>4 faults reported during the quarter</p> <p>75% of faults fixed within timeframes during the quarter</p> <p>85.7% of faults fixed within timeframes year to date</p>
Customer Satisfaction	A storm water system that can be taken for granted by customers	The total number of complaints received by Council about the performance of the storm water systems	Number of complaints received per annum ≤ 5 per 1000 storm water connections to the total storm water systems	<p>There are currently 2979 storm water connections to the networked reticulation system</p> <p>0 complaints received during the quarter</p> <p>0 complaints received year to date</p> <p>0 of complaints per 1000 connections</p>

Key achievements / activities for the last quarter

We have received some of the CCTV results and are currently waiting on the remainder.

We have had a meeting with one of the concerned business owners located at the bottom of Ruataniwha St, Waipukurau. He was concerned about council's approach to the problem but was satisfied after our meeting.

What did we say we would do in the last quarter

Continue work on the stormwater modelling report.

The stormwater network from Windsor Rd to Church St in Waipawa - this is a complicated upgrade and has been temporarily delayed to overcome some localised problems.

Our key focus for the next quarter

To complete the CCTV'ing and clarify the stormwater modelling anomalies.

Windsor Road to Church Street stormwater main upgrade.

The helocore pipe in Francis Drake St is corroded. We will be investigating to what extent and what is need to rectify.

Central Hawke's Bay District Council

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14. Parks, Reserves and Pools

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Parks (including sports grounds) war memorials and pools are well maintained	Contractors will be employed to manage these facilities	Independent audit of management contract – twice per year	Contractors are meeting requirements	Inspections due November 2017 Independent audit of management contract completed in June 2017
		All requests for service are completed within timeframes	100% of requests for service completed within timeframes	2 requests for service received during the quarter 100% of requests for service completed within timeframes during the quarter 100% of requests for service completed within timeframes year to date
Residents and visitors have access to affordable beach accommodation	Provision of camp grounds under lease agreements	Current lease agreements	Lease arrangements met	All leased
Swimming Pool facilities are available to the community	Suitable range of opening hours to maintain community access	Opening hours	Facilities are open for advertised or contracted hours	Facilities were open for 0 hours during the quarter Facilities were contracted to be open for 0 hours

				during the quarter
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Key achievements / activities for the last quarter

The lighting for Field 2, Russell Pk has been completed and is adequate for night use.

The Blackhead Campground Ablution Block upgrade has been completed and the non-compliant electrical issues have been rectified.

Installed free WiFi in Madge Hunter Pk, Waipawa, Russell Pk, Waipukurau, Otane Hall and Takapau Hall.

What did we say we would do in the last quarter

Repair the lighting at Russell Pk

Complete the paths by the Skate Park.

Install free WiFi in Madge Hunter Pk, Waipawa, Russell Pk, Waipukurau, Otane Hall and Takapau Hall.

Repaint the Waipawa Pool, prepare the pool for opening in December.

Complete the garden area by AW Parsons Stadium.

Our key focus for the next quarter

Complete the garden area by AW Parsons Stadium.

Ongoing maintenance.

Remain within budget.

Central Hawke's Bay District Council

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15. Public Toilets

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Clean facilities provided to the public	Provision of facilities and regular cleaning of facilities in key locations	Independent audit of management contract – twice per year	Contractors are meeting requirements	Due again in November Independent audit of management contract completed in June 2017
		All requests for service completed within timeframes	100% of requests for service completed within timeframes	2 requests for service received during the quarter 100% of requests for service completed within timeframes during the quarter 100% of requests for service completed within timeframes year to date
Public toilets are well maintained	Maintenance and upgrades carried out as needed	Upgrades carried out as required	Activity completed	Upgrades completed this quarter include Ongaonga. 2 upgrades completed year to date.

Key achievements / activities for the last quarter

Completion of the water tank and supply to the OngaOnga public toilet.
Completion of the tiling work at the Blackhead toilet.

What did we say we would do in the last quarter

Completion of the water tank and supply to the OngaOnga public toilet.
Completion of the tiling work at the Blackhead toilet..

Our key focus for the next quarter

Ongoing maintenance
Remain within budget.

Central Hawke's Bay District Council

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16. Retirement Housing

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Units are fully occupied	Units meet demand	Occupancy rates	95% occupancy	100% occupancy rate for the quarter 100% occupancy rate year to date 48 out of 48 units are occupied 5 people on the waiting list for Waipukurau 3 people on the waiting list for Waipawa
Quality units are provided for tenants	Provision of housing units	6 monthly inspection completed	Ensure that both parties meet their obligations under the Residential Tenancies Act 1986	Latest six monthly inspection completed in December 2017.

Key achievements / activities for the last quarter

Continuation of the outside window frame painting.

What did we say we would do in the last quarter

The repainting for the outside window frames is currently underway and will be completed by the end of March 2018.

Our key focus for the next quarter

Continuation of the outside window frame painting.

No other major work is planned but this is dependent on current tenants remaining. There are a number of flats that will require internal redecoration when the tenants leave.

There are a number of stoves and water cylinders that are getting to the point where they will require replacing.

Central Hawke's Bay District CouncilQuarterly Report: October-December
2017**17. Libraries**

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Availability of Library Services	Libraries will be open specified hours to the public and through the Council website	Opening hours	Minimum of 3950 hours per annum	Libraries open 1405 hours during the quarter Libraries open 2470 hours year to date
Quality, safe and up to date library facilities and materials provided	Carry out a work program which ensure library fitouts and assets are adequately maintained Buying and providing up to date publications and databases	User satisfaction surveys – biennial	90% satisfaction levels	100% satisfaction level achieved in survey
Provide active education/recreational programs and other services	Children's holiday programs and other reader services	Number of holiday and other programs	Four provided annually	28 programs this quarter including: 41 programs year to date.

86 e books issued during the quarter
30171 books issued during the quarter

Key achievements / activities for the last quarter

Mental Health Week display
Civil Defence Week display
School holiday craft sessions 2 in each library
Recognizing and managing risks in a library environment workshop
December Have a reading Christmas
Coding workshops
Planning for summer reading
Rhyme time
Outreach
Adult reading challenge - 'Book your summer'
Numerous school visits to the libraries
Participated in the year 9 CHB College 'Amazing Race'
Pukehou School did a Treasure Hunt which included the Waipukurau Library
Te Aute College continue to use the Waipawa Library
Community Library at Porangahau provided by CHB Libraries

What did we say we would do in the last quarter

17A Review
'Have a Reading Christmas' library event
Continue and extend the Coding Clubs
Preparation and registration for Summer Reading - 'Wild about Reading' and iRead for older children
A summer adult reading challenge
Recognizing and managing risks within the libraries - workshop
Planning Christmas and Summer reading crafts and events

Our key focus for the next quarter

17A waiting for the review from the consultant which should contribute to future direction

Summer Reading Finale

Visit to Palmerston North Library with iRead children (Year 7-8) which will include a session in the Youth Space talking about what Youth Space does, then back at Central where there will be a VR (virtual reality) and Laser Cutting station set up so the kids can have a go on VR and make a sticker using the laser cutter. The visit will finish off with Robots and the iRead kids can have a play with controlling them and then take part in some robot battles.

We will have an author visit by Mark Vette and one of his dogs.

There will be a regional summer reading debrief.

Coding will resume.

We will start outreach and library visits with the Paul Hunter Centre and Pukeora

Lego clubs

In light of the gaps in NZ children's literacy, we are currently rated 33rd of 50 countries, in 1970 we were number one! This year will be a year with the focus on literacy and reading not only for children but also in the wider community. We will be working with other public libraries in the lower North Island to design and deliver programmes and activities/challenges. This will ensure that we keep the momentum going between the successful established reading and literacy programmes and events we already run.

Readers advisory.

Start investigating STEM principles (Science, technology, engineering and mathematics) related programming this will include MAKER opportunities. This would enable us to set up a project plan.

Central Hawke's Bay District Council

Quarterly Report: October - December 2017

18. Theatres, Halls and Museums

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Theatres and halls provide a community focus and promote their heritage	Communities are managing their own facilities	Proportion of community halls managed by community hall committees	100%	100% of community halls managed by hall committees
Theatres, halls and CHB Settler's Museum provide safe places for the community	Building inspections	Monthly Building Warrant of Fitness (BWOFF) checks are carried out	All Council owned facilities have current BWOFF	3 monthly BWOFF checks carried out this quarter 10 of 10 council owned facilities have a current BWOFF

3472 film / conference and meeting attendance this quarter at the Civic Theatre
6070 film / conference and meeting attendance year to date at the Civic Theatre

290 films sessions screened at the Civic Theatre during the quarter
563 films sessions screened at the Civic Theatre year to date

1084 visitors to the CHB Settler's Museum this quarter
2245 visitors to the CHB Settlers' Museum year to date

Key achievements / activities for the last quarter

Roof repairs are completed at Otane Hall.
Water filter and UV system for the OngaOnga and Elsthorpe Halls have been installed.

What did we say we would do in the last quarter

Ground work still to be completed at the Memorial Hall. There is no budget allocated for this work.
Work on replacing the guttering at the OngaOnga Hall is still be completed.

Our key focus for the next quarter

Tendering of the Makaretu cladding repairs.
We are currently requesting Expressions of Interest for the Memorial Hall, Waipukurau and will have completed the lease and management process.

Central Hawke's Bay District Council

Quarterly Report: October to December 2017

19. Cemeteries

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Well maintained and attractive facilities provided to the public	Maintenance of lawn plots and grounds to contract specifications, with capital work programs to maintain the assets	Independent audit of management contract – twice per year	Contractors are meeting their requirements	Audit scheduled in November Independent audit of management contract completed in June 2017.
		All requests for service completed within timeframes	100% of requests for service are completed within timeframes	15 requests for service received during the quarter 100% of requests for service completed within quarter 100% of requests for service completed within timeframes year to date
Accurate and complete historical records available to the public	Burial records will be maintained on the internet	All burial records available to be viewed on the internet	100%	100% of burial records available to be viewed on the internet

16 internments during the quarter
36 internments year to date
2 plots sold during the quarter
37 plots sold year to date

Key achievements / activities for the last quarter

The Makaretu Cemetery memorial wall repair work is complete.
The signage for the History of the Pourerere Cemetery is now complete and has been erected.

What did we say we would do in the last quarter

Continue to develop the CHB District Cemetery.
Look to improve the fencing at the Otane Cemetery (this is on hold until we have contacted NZTA in regards to widening the entrance).

Our key focus for the next quarter

To complete our 6 monthly inspections of all Cemeteries in the District.
Removal of some of the damaged concrete footpaths at the Waipawa Cemetery is underway and will continue over a period of time as it is weather dependent.

Central Hawke's Bay District Council

Quarterly Report: October - December 2017

20. Properties and Buildings

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Ensure safe buildings for public use	Building inspections	Monthly Building Warrant of Fitness (BWOFF) checks are carried out	All Council buildings have a current BWOFF	15 monthly BWOFF checks carried out this month 17 of 17 Council buildings have a current BWOFF
Affordable services	All properties not required for Council or community use will be leased where possible	Lease income	Achieve 4% of the total funding required	\$1127 lease income received this month \$5457 lease income received year to date 2.3% of the total funding required

Key achievements / activities for the last quarter

Received final offers for the lease of the St John building.

What did we say we would do in the last quarter

Re-lease the St Johns Building

Get quotes for the community rooms repaint

Work with DOC on the surplus property sales

Our key focus for the next quarter

Finalise a lease agreement for the St John building.

Renew the taps in the Waipawa campground

To keep within budget, only the windows of the Community rooms will be painted and the outside of the building will be washed.

Central Hawke's Bay District CouncilQuarterly Report: Oct-Dec
2017**Health and Safety****Activities**

5 number of incidents/accidents this quarter
 5 number of incidents/accidents year to date
 3 number of near misses the quarter
 9 number of near misses year to date

Key achievements / activities for the last quarter

Processes to accompany Lone Worker procedure to be addressed - completed excluding information around the type of device we will procure for high risk employees.

Site visits with Utilities/Tech Services personnel to complete risk assessment of high risk tasks yet to commence.

Safety Plans for identified risks for 'PeopleSafe' continuing to be populated.

PeopleSafe software showing increased use by employees.

Test of trial lone worker device by several staff to check connectivity in remoter areas.

Oversight of Regs Team (excluding BCA) from December until new appointment made following resignation of Te Aroha Cook.

Coordinated with Christine Renata the 'Staff Lockout' session as part of Mental Health Awareness month.

Attended LegalSafe Health & Safety Conference in Wellington.

What did we say we would do in the last quarter

Review Hazards/Risks for high risk activities

Complete Safety Plans in PeopleSafe - not completed in previous quarter. Waiting for guidance from PeopleSafe on correct format to capture the right information.

Complete the Alcohol, Drug and Substance Impairment Procedure review for final sign-off and release

Review Safe Driving and Smoke Free procedures

Our key focus for the next quarter

New Hazards/Risk registers to be completed for all council sites and activities

Complete Safety Plans in PeopleSafe - not completed in previous quarter.

Present to ELT under advice the revised Alcohol, Drug and Substance Impairment Procedure, which has been renamed as 'Fit for Work procedure' for further feedback from staff and subsequent release.

Updated Safe Driving and Smoke Free procedures to be reviewed and approved by ELT.

6.2 DECEMBER 2017 QUARTER FINANCIAL REPORT**File Number:** COU1-1410**Author:** Bronda Smith, Chief Financial Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. December 2017 Quarter Financial Report**EXECUTIVE SUMMARY**

Provide Council with a summary of Council's Second Quarter financial performance for the 2017/18 financial year

RECOMMENDATION

THAT the report on Council's Second Quarter financial performance for the 2017/18 financial year be received.

BACKGROUND

This report is to supply Council with a summary of the financial performance of Council and highlights the key financials for the Second Quarter for the year ended 30 June 2018.

The report contains a Financial Overview for Whole of Council and the Groups of Activities, Treasury Report and Rates Debt Information.

This Financial Report is for the first 6 months to 31 December 2017. Overall the Surplus for Operational Funding is ahead \$609k which includes a revenue increase in Fees and Charges of \$269k, Finance Costs below budget by \$95k. Employment Costs are \$120k over budget due to unbudgeted costs and allocation of costs to employment that were budgeted as operational.

FURTHER ANALYSIS

Further analysis on the total expected Opex and Capex expenditure for Wastewater is currently underway and will be brought to the March Finance and Planning committee. This allows time to determine the life of the current enforcement order and the resulting financial impacts of the Court Ordered review and any other associated costs, in particular the actions taken at Waipukurau Wastewater Treatment Plant. Our expectation at this stage is that this budgeted will be exceeded.

ASSESSMENT OF OPTIONS**Option 1**

That the report on Council's Second Quarter financial performance for the 2017/18 financial year be received.

CONSULTATION**Internal**

Council Staff

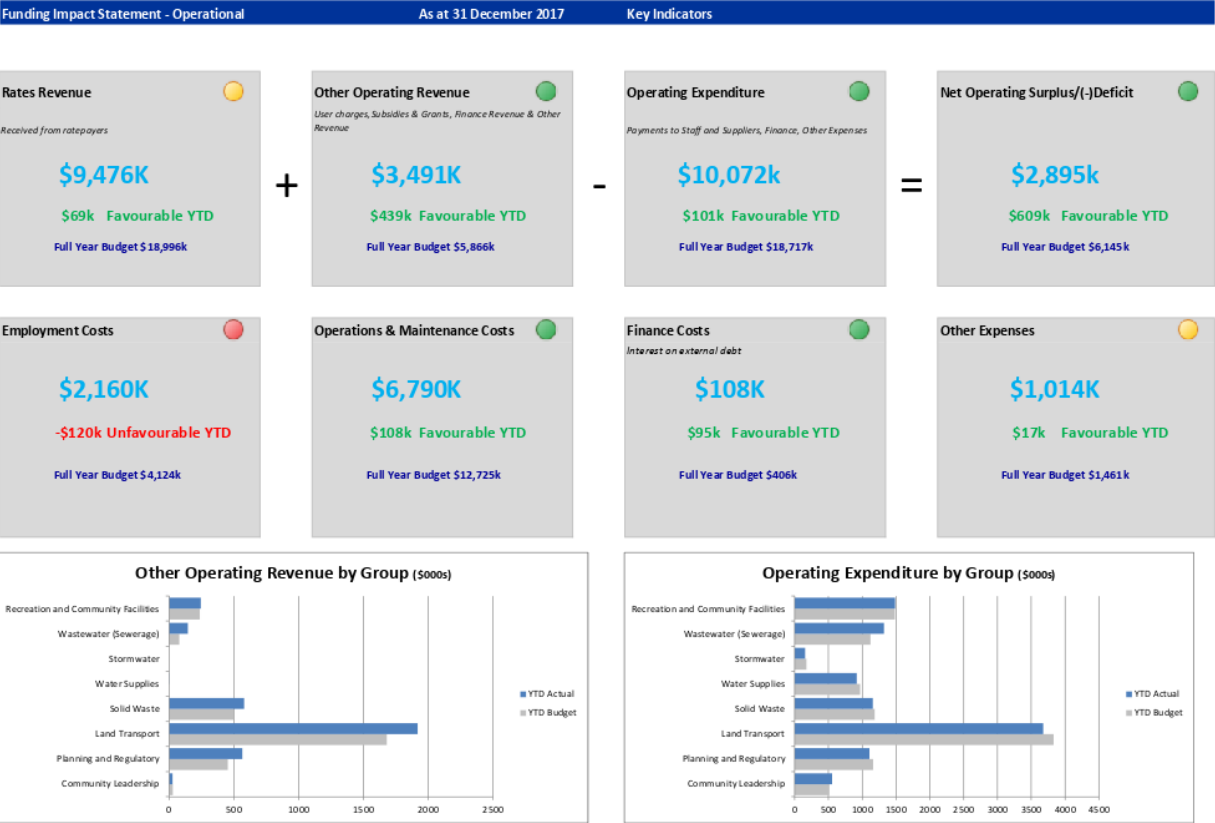
FINANCIAL

Costs of preparing the report are met within existing budgets

STRATEGIC LINKS

Annual Plan 2017/18

Central Hawke's Bay District Council - Whole of Council





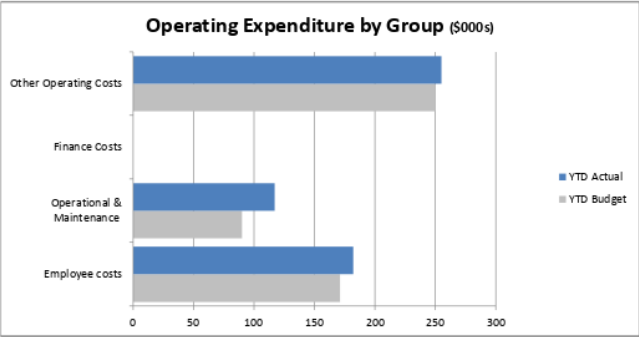
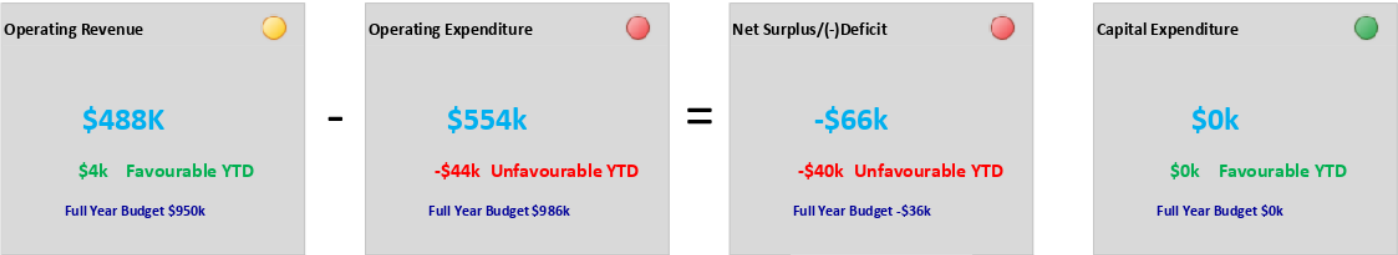
Central Hawke's Bay District Council: Funding impact statement 2017/18

Whole of Council

At 31 December 2017

	Full Year Actuals 2017 \$000	Annual Plan 2018 \$000	Total Operating Budget 2018 \$000	YTD Operating Budget 2018 \$000	YTD Actuals 2018 \$000	YTD Variance 2018 \$000	YTD Variance % 2018
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	12,306	12,592	12,592	6,284	6,281	(3)	0%
Targeted rates	6,214	6,404	6,404	3,123	3,195	72	2%
Subsidies and grants for operating purposes	3,347	2,052	3,293	1,664	1,843	178	11%
Fees, charges	2,740	2,252	2,252	1,224	1,493	269	22%
Interest and dividends from investments	173	162	162	81	72	(9)	-11%
Local authorities fuel tax, fines, infringement fees and other receipt	175	159	159	82	83	1	1%
Total operating funding	24,955	23,621	24,862	12,458	12,967	508	
Applications of operating funding							
Payments to staff and suppliers	17,340	15,670	18,311	9,969	9,964	6	0%
Finance costs	149	406	406	203	108	95	47%
Other operating funding applications	0	0	0	0	0	0	0%
Total applications of operating funding	17,489	16,076	18,717	10,172	10,072	101	
Surplus (deficit) of operating funding	7,466	7,545	6,145	2,286	2,895	609	
Sources of capital funding							
Subsidies and grants for capital expenditure	3,657	4,501	4,580	2,865	2,476	(389)	-14%
Development and financial contributions	45	22	22	11	44	33	300%
Increase (decrease) in debt	(667)	66	425	66	0	(66)	-100%
Gross proceeds from sale of assets	75	48	48	24	96	72	300%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	3,110	4,637	5,075	2,966	2,616	(350)	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	3,921	1,260	1,937	534	470	64	12%
to replace existing assets	7,539	9,969	10,596	5,851	4,839	1,012	17%
Increase (decrease) in reserves	(284)	0	(2,246)	(1,700)	(2,249)	549	-32%
Increase (decrease) of investments	(600)	933	933	(196)	207	(403)	206%
Total application of capital funding	10,576	12,182	11,220	4,489	3,267	1,222	
Surplus (deficit) of capital funding	(7,466)	(7,545)	(6,145)	(1,523)	(651)	(1,572)	
Funding balance	0	0	0	763	2,244	(963)	

Community Leadership
At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18
Community Leadership
At 31 December 2017

	Full Year Actuals	Annual Plan	Total Operating Budget	YTD Operating Budget	YTD Actuals	YTD Variance	YTD Variance %
	2017 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	874	888	888	444	449	5	1%
Targeted rates	26	27	27	13	13	0	0%
Subsidies and grants for operating purposes	36	25	35	28	26	(1)	-4%
Fees, charges	40	0	0	0	0	0	0%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0	0	0	0	0%
Total operating funding	976	940	950	485	488	4	
Applications of operating funding							
Payments to staff and suppliers	1,071	703	734	385	418	(34)	-9%
Finance costs	0	0	0	0	0	0	0%
Other operating funding applications	250	252	252	126	136	(10)	-8%
Total applications of operating funding	1,321	955	986	511	554	(44)	
Surplus (deficit) of operating funding	(345)	(15)	(36)	(26)	(66)	(40)	
Sources of capital funding							
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0%
Development and financial contributions	0	0	0	0	0	0	0%
Increase (decrease) in debt	0	0	0	0	0	0	0%
Gross proceeds from sale of assets	0	0	0	0	0	0	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	0	0	0	0	0	0	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	0	0	0	0	0	0	0%
to replace existing assets	17	0	0	0	0	0	0%
Increase (decrease) in reserves	(361)	(15)	(37)	(37)	(22)	(15)	41%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	(344)	(15)	(37)	(37)	(22)	(15)	
Surplus (deficit) of capital funding	344	15	37	37	22	15	
Funding balance	(1)	0	1	11	(44)	(25)	

Explanation of changes between Annual Plan and Total Operating Budget

Addition of both funding and expenditure for MYD Partnership not previously budgeted (\$10K)

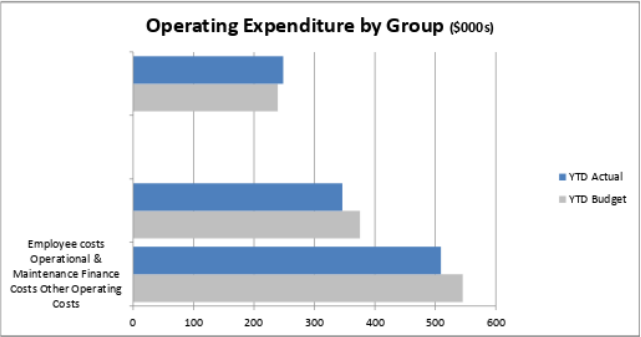
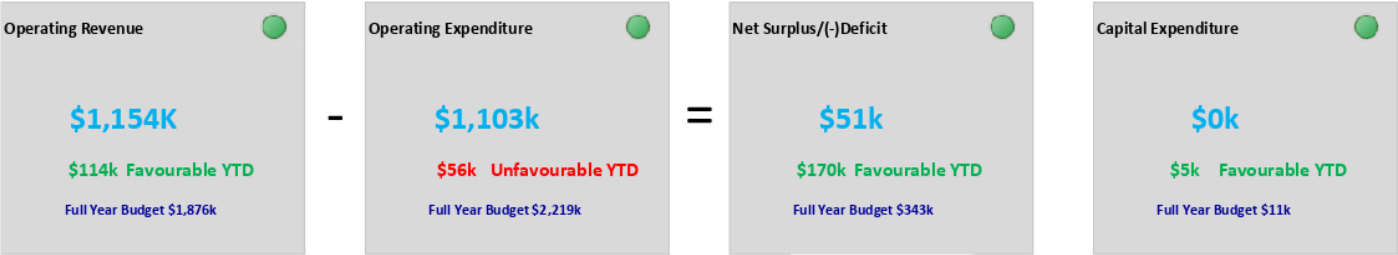
Inclusion of the funding and expenditure for Tamatea Trails funded from ward funds by resolution of Council (\$21K).

Explanation of Variance to YTD Budget

The unfavourable variance in Payment to Staff and Suppliers includes:

Social and Economic Development Staff and economic development costs are higher than budgeted (\$21k)

Planning and Regulatory
At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18
Planning and Regulatory
At 31 December 2017

	Full Year Actuals	Annual Plan	Total Operating Budget	YTD Operating Budget	YTD Actuals	YTD Variance	YTD Variance %
	2017 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	1,167	1,171	1,171	586	589	3	1%
Targeted rates	0	0	0	0	0	0	0%
Subsidies and grants for operating purposes	0	0	0	0	0	0	0%
Fees, charges	855	695	695	443	552	109	25%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	15	10	10	10	13	2	20%
Total operating funding	2,037	1,876	1,876	1,039	1,154	114	
Applications of operating funding							
Payments to staff and suppliers	1,376	1,488	1,841	970	900	70	7%
Finance costs	0	0	0	0	0	0	0%
Other operating funding applications	375	378	378	189	203	(14)	-7%
Total applications of operating funding	1,751	1,866	2,219	1,159	1,103	56	
Surplus (deficit) of operating funding	286	10	(343)	(120)	51	170	
Sources of capital funding							
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0%
Development and financial contributions	0	0	0	0	0	0	0%
Increase (decrease) in debt	0	0	0	0	0	0	0%
Gross proceeds from sale of assets	0	0	0	0	0	0	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	0	0	0	0	0	0	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	0	0	0	0	0	0	0%
to replace existing assets	9	11	11	5	0	5	100%
Increase (decrease) in reserves	277	0	(353)	(159)	(413)	254	-160%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	286	11	(342)	(154)	(413)	259	
Surplus (deficit) of capital funding	(286)	(11)	342	154	413	(259)	
Funding balance	0	(1)	(1)	34	464	(89)	

Explanation of changes between Annual Plan and Total Operating Budget

To account for the inclusion of the Carry Forwards approved by Council that will be spent this year (\$353k).

Explanation of Variance to YTD Budget

The favourable variance in Fees and Charges includes:

Extra Building Fees (\$114k)

Extra Liquor Fees (\$14k)

Reduction in Dog Fees (-\$9k)

Reduction in Land Use Fees (-\$22k)

The favourable variance in Payment to Staff and Suppliers includes:

Under budget

District Planning timing of expenditure (\$34k)

Fire Control Savings (\$47k) which will be a permanent savings.

Civil Defence Savings (\$23k) Expected to be an overall savings of \$37k.

Land Use Savings (\$10k) so far. Likely to be spent before year end

Animal Control timing (\$21k)

Overbudget

BC Legacy Costs issues unfavorable variance (\$34k)

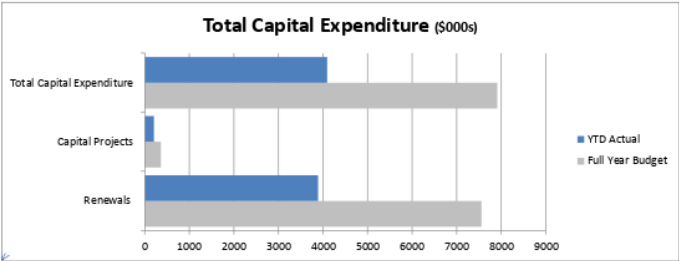
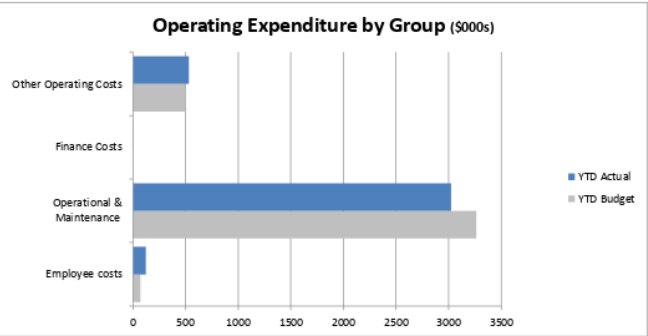
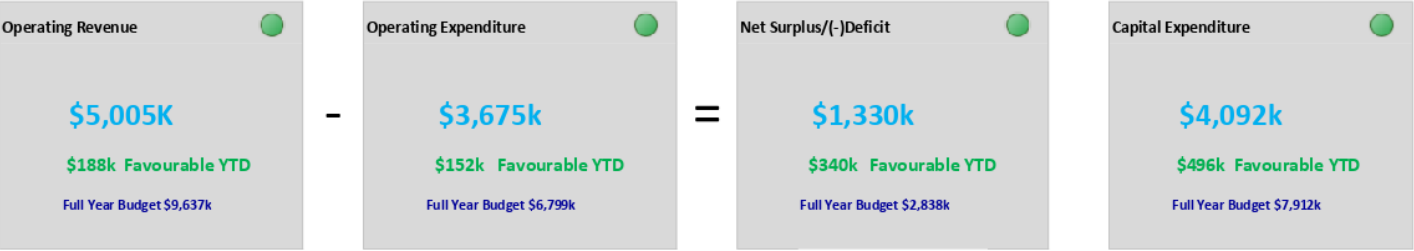
BCA GoGet and processing extra costs recovered from Fees (\$49k)

Public Health timing (\$6k)

The favourable variance in Applications of Capital Funding

Expected savings from Fire Control \$11k for the year.

Land Transport
At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18

Land Transport

At 31 December 2017

	Full Year Actuals 2017 \$000	Annual Plan 2018 \$000	Total Operating Budget 2018 \$000	YTD Operating Budget 2018 \$000	YTD Actuals 2018 \$000	YTD Variance 2018 \$000	YTD Variance % 2018
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	6,254	6,231	6,231	3,115	3,122	6	0%
Targeted rates	49	50	50	25	25	0	0%
Subsidies and grants for operating purposes	3,238	1,969	3,199	1,599	1,777	178	11%
Fees, charges	19	15	15	7	12	5	71%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	139	142	142	71	69	(1)	-1%
Total operating funding	9,699	8,407	9,637	4,817	5,005	188	
Applications of operating funding							
Payments to staff and suppliers	5,617	3,730	5,824	3,340	3,151	189	6%
Finance costs	7	3	3	1	1	0	0%
Other operating funding applications	964	972	972	486	523	(37)	-8%
Total applications of operating funding	6,588	4,705	6,799	3,827	3,675	152	
Surplus (deficit) of operating funding	3,111	3,702	2,838	990	1,330	340	
Sources of capital funding							
Subsidies and grants for capital expenditure	3,366	4,501	4,580	2,865	2,476	(389)	-14%
Development and financial contributions	8	3	3	2	0	(1)	-50%
Increase (decrease) in debt	(63)	(47)	(47)	(23)	(23)	0	0%
Gross proceeds from sale of assets	6	0	0	0	80	80	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	3,317	4,457	4,536	2,844	2,533	(310)	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	312	299	360	180	203	(22)	-12%
to replace existing assets	5,770	7,657	7,552	4,408	3,889	518	12%
Increase (decrease) in reserves	346	203	(538)	(647)	(781)	134	-21%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	6,428	8,159	7,374	3,941	3,311	630	
Surplus (deficit) of capital funding	(3,111)	(3,702)	(2,838)	(1,097)	(778)	(940)	
Funding balance	0	0	0	(107)	552	(600)	

Explanation of changes between Annual Plan and Total Operating Budget

Changes between Annual Plan and Total Operation Budget include:
Operating Funding

Increase in Subsidies from NZTA for Storm Event (\$1.149m)
Increase in Subsidies from NZTA to account for the agreed Carry Forward expenses (\$158k)

Movement from Capital to Operational approved by NZTA of \$1.075m for the following
Removal of Dangerous Trees not able to be capitalised (\$300k)
Increase in Asset Management Costs against Annual Plan as Annual Plan was based on NZTA requirements (\$350k)
Increase in operational contract rates (\$425k)

Movement from Capital to Operational for Footpath Maintenance (\$125k)

Increase in Opex for the storm event (\$567k)
Increase in Capex Expenditure for the storm event (\$1.117m)

Increase in Opex for Carry forward Expenses as agreed with NZTA (\$264k)
Increase in Carpark Renewals from Carry Forwards as agreed by Council (\$50k)

Explanation of Variance to YTD Budget

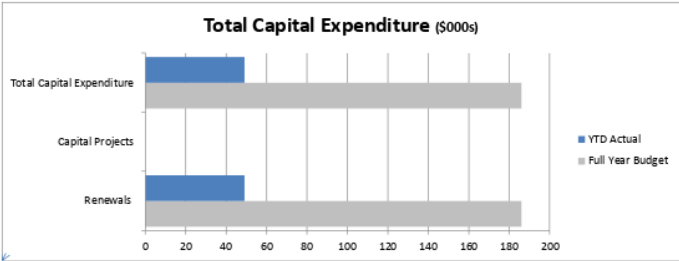
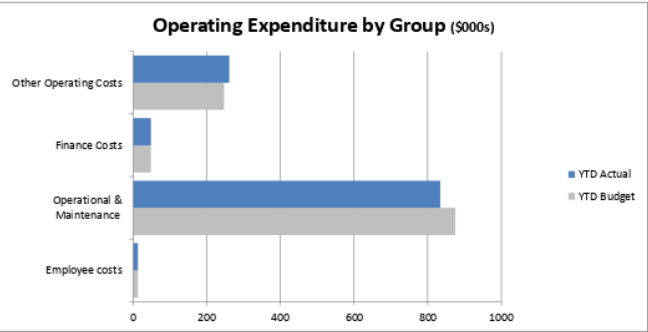
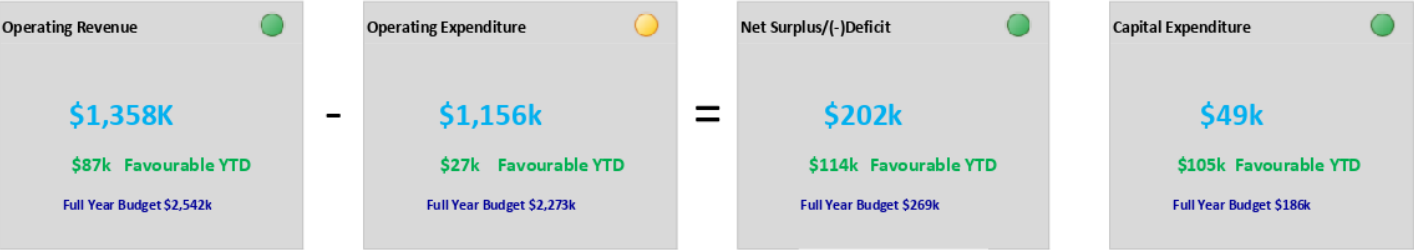
The overall variance of the subsidy is phasing of the budgets and the timing of expenditure. This is expected to be on budget for the year.

The other variance is based on timing differences. At present this is expected to be on budget.

Central Hawke's Bay District Council: Renewal Update 2017/18**Land Transport****At 31 December 2017**

	Full Year Actuals 2017 \$000	Annual Plan 2018 \$000	Total Operating Budget 2018 \$000	YTD Operating Budget 2018 \$000	YTD Actuals 2018 \$000	YTD Variance 2018 \$000	Comments
	6,077,099	7,955,628	7,911,494	4,587,870	4,091,857	496,013	
Subsidised MINOR EVENTS	411,603	300,000	300,000	150,000	153,909	-3,909	This activity is weather dependent and expenditure will not be known until June 30th - the rates portion will be carried forward for future events if not spent
Subsidised EMERGENCY REINSTATEMENT	0	0	1,133,156	1,133,156	968,789	164,367	This will be on budget
Subsidised UNSEALED ROAD METALLING	418,504	870,771	445,771	222,884	353,090	-130,206	This will be on budget
Subsidised SEALED ROAD RESURFACING	1,662,412	1,879,166	1,659,166	851,582	825,187	26,395	Reseals a/c started with 42% of the work being completed so we are on track for the budget to be spent with work being completed by the end of March
Subsidised DRAINAGE RENEWAL	1,199,126	1,147,648	687,648	389,822	239,346	150,476	Will be within budget at end of year
Subsidised SEALED ROAD REHAB	894,606	2,053,499	1,746,115	873,056	822,422	50,634	As this is a carry over item with a 2 year contract the expenditure was planned and funded will be within the budget
Subsidised STRUCTURES RENEWAL	765,274	682,821	957,821	451,412	311,514	139,898	Work scheduled later in year and all work will fall within budget
Subsidised ENVIRONMENTAL RENEWAL	50,577	962	20,962	8,480	0	8,480	
Subsidised TRAFFIC SERVICES RENEWALS	228,929	268,391	248,391	126,196	66,687	59,509	This work done later in year and will be within budget
Subsidised PREVENTATIVE MAINTENANCE	13,251	0	0	0			
Subsidised MINOR CAP IMPVTS	277,326	298,958	300,571	151,091	193,466	-42,375	Although expenditure is higher than YTD we will be on budget at the end of the year
Subsidised CAPITAL RENEWAL	-497,454	0	24,331	24,331	40,020	-15,689	Purchase of a new vehicle funded from vehicle reserves
Unsubsidised ROAD LEGALISATION COSTS	40,249	0	0	0	21,654	-21,654	Work completed as required offset by income
Unsubsidised ANNUAL EMERGENCY REINST RENEWAL	0	147,513	147,513	73,758	0	73,758	Council Funding for Emergency work, used as required
Unsubsidised FOOTPATH CAPITAL RENEWAL	270,851	305,899	180,899	102,952	62,292	40,660	Budget decrease of \$125K to fund minor footpath maintenance
Unsubsidised NEW FOOTPATHS	0	0	50,000	20,000	0	20,000	Budget to be spent later in year
Unsubsidised WALKING & CYCLING	29,407	0	9,150	9,150	9,150	0	Funded from development contributions
Unsubsidised CARPARK RENEWAL	312,437	0	0	0	24,331	-24,331	Carry over of contracted expenditure from approved 2016/17 works

Solid Waste
At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18**Solid Waste****At 31 December 2017**

	Full Year Actuals 2017 \$000	Annual Plan 2018 \$000	Total Operating Budget 2018 \$000	YTD Operating Budget 2018 \$000	YTD Actuals 2018 \$000	YTD Variance 2018 \$000	YTD Variance % 2018
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	1,215	1,312	1,312	656	660	4	1%
Targeted rates	235	239	239	120	120	0	0%
Subsidies and grants for operating purposes	51	43	43	22	26	5	23%
Fees, charges	1,081	948	948	474	552	78	16%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0	0	0	0	0%
Total operating funding	2,582	2,542	2,542	1,272	1,358	87	
Applications of operating funding							
Payments to staff and suppliers	1,755	1,878	1,889	989	952	38	4%
Finance costs	101	95	95	48	48	0	0%
Other operating funding applications	287	289	289	145	156	(11)	-8%
Total applications of operating funding	2,143	2,262	2,273	1,182	1,156	27	
Surplus (deficit) of operating funding	439	280	269	90	202	114	
Sources of capital funding							
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0%
Development and financial contributions	0	0	0	0	0	0	0%
Increase (decrease) in debt	(92)	(97)	(97)	(49)	(49)	0	0%
Gross proceeds from sale of assets	0	0	0	0	0	0	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	(92)	(97)	(97)	(49)	(49)	0	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	0	0	0	0	0	0	0%
to replace existing assets	44	96	186	154	49	105	68%
Increase (decrease) in reserves	305	87	(14)	(100)	(100)	0	0%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	349	183	172	54	(51)	105	
Surplus (deficit) of capital funding	(441)	(280)	(269)	(103)	2	(105)	
Funding balance	(2)	0	0	(13)	204	9	

Explanation of changes between Annual Plan and Total Operating Budget

Changes between Annual Plan and Operation Budget are to account for the inclusion of the Carry Forwards approved by Council that will be spent this year (\$100k).

Explanation of Variance to YTD Budget

The favourable variance in Fees and Charges includes:

Extra Out of District Income (\$67k)

Additional Transfer Station Income (\$16k)

The favourable variance in Payment to Staff and Suppliers includes

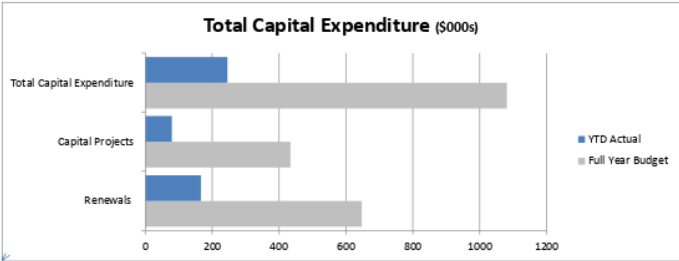
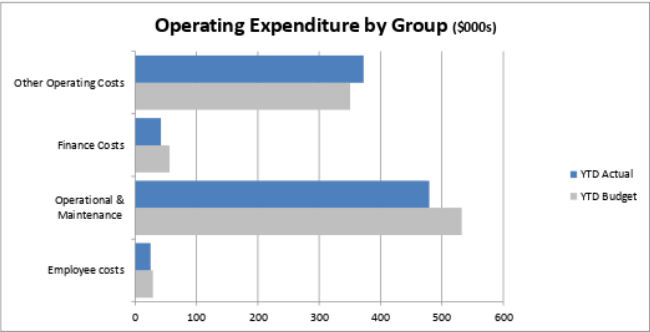
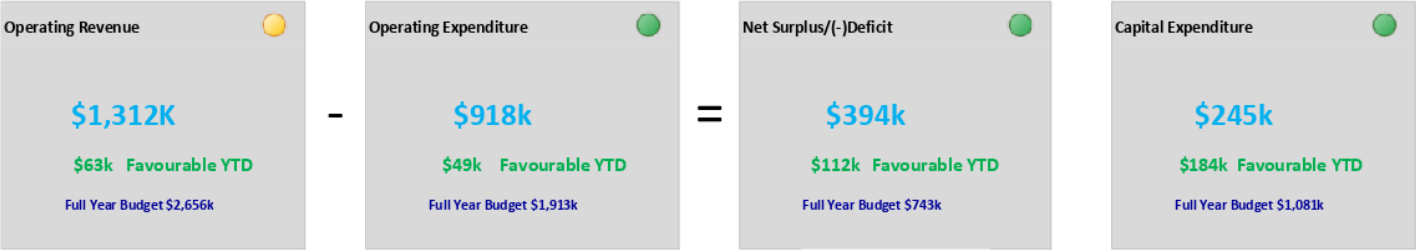
Additional costs related to increased landfill income (\$28k)

Offset by timing of other expenses.

The favourable variance in Applications of Capital Funding is based on

timing of capital expenditure (\$105K).

Water Supplies
 At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18

Water Supplies

At 31 December 2017

	Full Year Actuals	Annual Plan	Total Operating Budget	YTD Operating Budget	YTD Actuals	YTD Variance	YTD Variance %
	2017 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	0	0	0	0	0	0	0%
Targeted rates	2,619	2,656	2,656	1,249	1,310	61	5%
Subsidies and grants for operating purposes	0	0	0	0	0	0	0%
Fees, charges	2	0	0	0	2	2	0%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0	0	0	0	0%
Total operating funding	2,621	2,656	2,656	1,249	1,312	63	
Applications of operating funding							
Payments to staff and suppliers	1,137	1,180	1,212	616	559	57	9%
Finance costs	99	112	112	56	42	14	25%
Other operating funding applications	584	589	589	295	317	(22)	-7%
Total applications of operating funding	1,820	1,881	1,913	967	918	49	
Surplus (deficit) of operating funding	801	775	743	282	394	112	
Sources of capital funding							
Subsidies and grants for capital expenditure	291	0	0	0	0	0	0%
Development and financial contributions	16	5	5	2	22	20	1000%
Increase (decrease) in debt	(252)	(234)	46	(117)	(110)	7	-6%
Gross proceeds from sale of assets	0	0	0	0	0	0	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	55	(229)	51	(115)	(88)	27	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	400	0	434	112	79	32	29%
to replace existing assets	126	590	647	318	166	152	48%
Increase (decrease) in reserves	329	(45)	(288)	(147)	(243)	96	-65%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	855	545	793	283	2	280	
Surplus (deficit) of capital funding	(800)	(774)	(742)	(398)	(90)	(253)	
Funding balance	1	1	1	(116)	304	(141)	

Explanation of changes between Annual Plan and Total Operating Budget

Changes between Annual Plan and Operation Budget are to account for the inclusion of the Carry Forwards approved by Council that will be spent this year (\$242k).

Additional capital costs and debt for the Otane development project (\$130k) and Waipukurau second supply (\$150k).

Explanation of Variance to YTD Budget

The favourable variance in Targeted Rates is for increased revenue for Water Metered Rates (\$55K)

The favourable variance in Payment to Staff and Suppliers is based on timing differences. This is expected to be on budget. (\$57K)

Application of capital funding

The favourable variance in Capital Expenditure is based on timing of capital expenditure (\$162K). This includes the Otane upgrade of \$130k, unspent to date.

It is likely that there will be renewal money to carry forward for application against projects identified for 2018 LTP. This will be assessed during the year. Currently this is considered to be \$200K from this year's renewals and \$215k for Carry Forward.

Central Hawke's Bay District Council: Project Update 2017/18

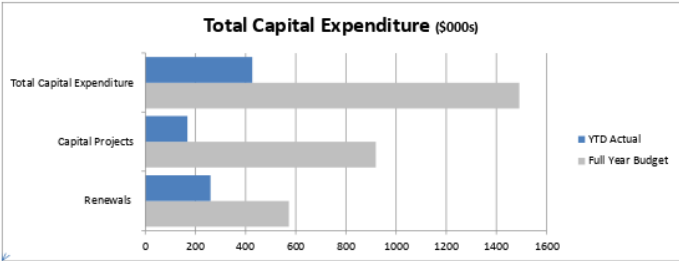
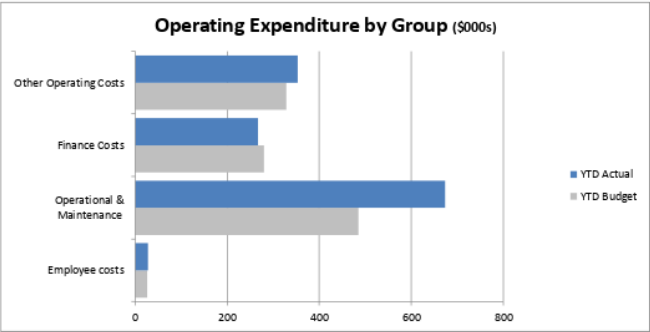
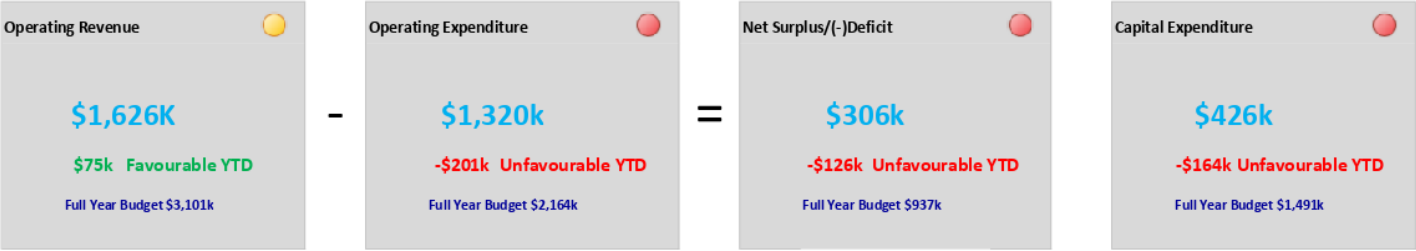
Water Supply

At 31 December 2017

Project	LTP Project Budget \$000	Reforecast Budget \$000	Total Cost to Date 2018 \$000	This Year Actual 2018 \$000	Status	Comments or Risks
WS 16 Waipukurau UV Treatment SH2	326	461	257	79	On track	This project will be finished by the end of the financial year.
WS 17 Waipukurau SH2 Pump Station Upgrade	308	308	19	0	May not be met	Land purchase has been agreed. May be delayed due to Reserve status needing to be transferred. May go over into 2018/19
WS 17 Porangahau Treatment Plant Upgrade	0	220	5	0	Deferred	This project will be deferred until year 2 of the LTP
WS 18 Waipukurau Second Supply	410	150	0	0	On track	Investigative work for Second Supply anticipated in LTP 2018-28. Consultants have been contracted. This loan was reported to Council as not being required however in anticipation of the LTP this work has been started. The rate funding is included in the Annual Plan.
WS 18 Otane Land Development	155	155	0	0	On track	Likely to be completed by the end of the financial year.

- Achieved
- On track
- May not be met
- Deferred

Wastewater
At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18

Wastewater

At 31 December 2017

	Full Year Actuals 2017 \$000	Annual Plan 2018 \$000	Total Operating Budget 2018 \$000	YTD Operating Budget 2018 \$000	YTD Actuals 2018 \$000	YTD Variance 2018 \$000	YTD Variance % 2018
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	0	0	0	0	0	0	0%
Targeted rates	2,813	2,944	2,944	1,472	1,481	9	1%
Subsidies and grants for operating purposes	0	0	0	0	0	0	0%
Fees, charges	266	157	157	78	145	66	85%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0	0	0	0	0%
Total operating funding	3,079	3,101	3,101	1,550	1,626	75	
Applications of operating funding							
Payments to staff and suppliers	1,155	1,116	1,116	596	791	(195)	-33%
Finance costs	503	560	560	280	267	13	5%
Other operating funding applications	483	488	488	244	262	(19)	-8%
Total applications of operating funding	2,141	2,164	2,164	1,120	1,320	(201)	
Surplus (deficit) of operating funding	938	937	937	430	306	(126)	
Sources of capital funding							
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0%
Development and financial contributions	19	10	10	5	21	16	320%
Increase (decrease) in debt	1,380	348	428	(194)	(188)	6	-3%
Gross proceeds from sale of assets	0	0	0	0	0	0	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	1,399	358	438	(189)	(167)	22	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	1,986	736	919	130	167	(38)	-29%
to replace existing assets	590	548	572	133	259	(126)	-95%
Increase (decrease) in reserves	(240)	10	(117)	(127)	(127)	0	0%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	2,336	1,294	1,374	136	299	(164)	
Surplus (deficit) of capital funding	(937)	(936)	(936)	(325)	(466)	186	
Funding balance	1	1	1	105	(160)	60	

Explanation of changes between Annual Plan and Total Operating Budget

Changes between Annual Plan and Operation Budget are Inclusion of the Carry Forwards approved by Council that will be spent this year (\$126k). Additional capital costs and debt for the Otane development project (\$80k)

Explanation of Variance to YTD Budget

The favorable variance in Fees and Charges is due to increased trade waste income. (\$66k) To be used to offset increased operating costs.

The unfavourable variance in Payment to Staff and Suppliers includes Costs for the review of the Waipawa and Waipukurau Wastewater (\$53k)

Extra sampling charges for review (\$37k)

Extra operational charges for Waipukurau (\$97k) and for Waipawa (\$84k)

These are offset by savings as expenses are managed.

Additional Capital Spending has been required for the Waipukurau and Waipawa ponds (\$164k)

Further analysis to be completed and brought to the Financial and Planning Committee in March.

Central Hawke's Bay District Council: Project Update 2017/18

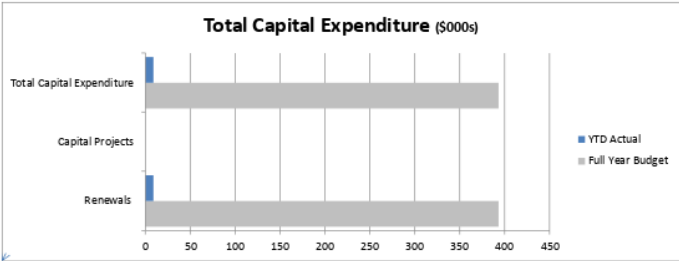
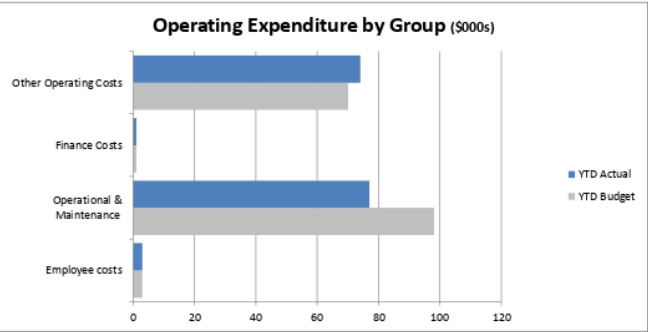
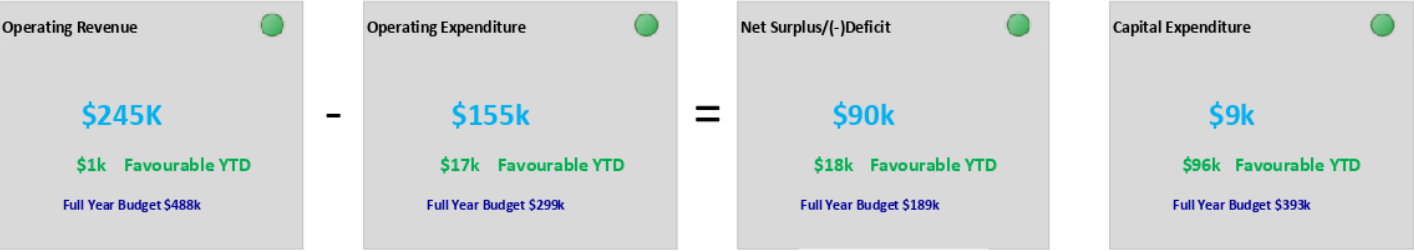
Wastewater

At 31 December 2017

Project	LTP Project Budget \$000	Reforeca st Budget \$000	Total Cost to Date 2018 \$000	This Year Actual 2018 \$000	Status	Comments or Risks
WW 18 Otane Treatment Plant Upgrade	841	841	10	2	●	Working on tender documents for Upgrade construction
WW 17 Waipawa Great North Road Stage 2	272	120	0	0	●	Is programmed to be done however may be delayed based on outcome of the Waipawa Review
WW 18 Takapau Resource Consent	105	105	14	12	●	Environmental assessment underway. Progressing.
WW 18 Otane Land Development	200	200	0	0	●	Likely to be completed by the end of the financial year.
WW 18 Waipukurau Stormwater Aeration Project	0	240	229	171	●	Work based on short term actions from the Review. Will be completed this year.

- Achieved
- On track
- May not be met
- Deferred

Stormwater
At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18

Stormwater

At 31 December 2017

	Full Year Actuals 2017 \$000	Annual Plan 2018 \$000	Total Operating Budget 2018 \$000	YTD Operating Budget 2018 \$000	YTD Actuals 2018 \$000	YTD Variance 2018 \$000	YTD Variance % 2018
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	0	0	0	0	0	0	0%
Targeted rates	473	488	488	244	245	1	0%
Subsidies and grants for operating purposes	0	0	0	0	0	0	0%
Fees, charges	0	0	0	0	0	0	0%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0	0	0	0	0%
Total operating funding	473	488	488	244	245	1	
Applications of operating funding							
Payments to staff and suppliers	82	163	192	119	98	21	18%
Finance costs	3	3	3	1	1	0	0%
Other operating funding applications	103	104	104	52	56	(4)	-8%
Total applications of operating funding	188	270	299	172	155	17	
Surplus (deficit) of operating funding	285	218	189	72	90	18	
Sources of capital funding							
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0%
Development and financial contributions	0	0	0	0	0	0	0%
Increase (decrease) in debt	(7)	(8)	(8)	(4)	(4)	0	0%
Gross proceeds from sale of assets	0	0	0	0	0	0	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	(7)	(8)	(8)	(4)	(4)	0	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	0	0	0	0	0	0	0%
to replace existing assets	123	210	393	105	9	96	91%
Increase (decrease) in reserves	154	0	(212)	(212)	(212)	0	0%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	277	210	181	(107)	(203)	96	
Surplus (deficit) of capital funding	(284)	(218)	(189)	103	199	(96)	
Funding balance	1	0	0	175	289	(78)	

Explanation of changes between Annual Plan and Total Operating Budget

Changes between Annual Plan and Operation Budget are to account for the inclusion of the Carry Forwards approved by Council that will be spent this year (\$212k).

Explanation of Variance to YTD Budget

The favourable variance in Payment to Staff and Suppliers is based on timing differences. This is expected to be on budget.

The favourable variance in Capital Expenditure is unlikely to be spent as resource consent requirements and modelling is yet to be finalised. This will be Carry Forward for completion of projects next year that result from this work.

Central Hawke's Bay District Council: Project Update 2017/18

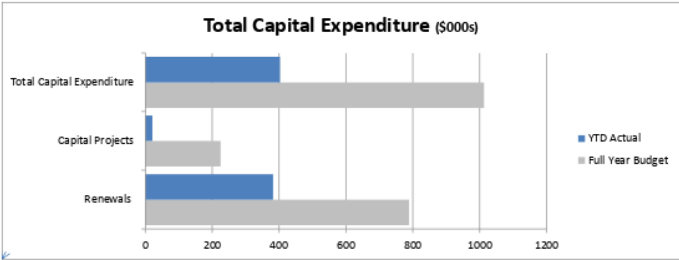
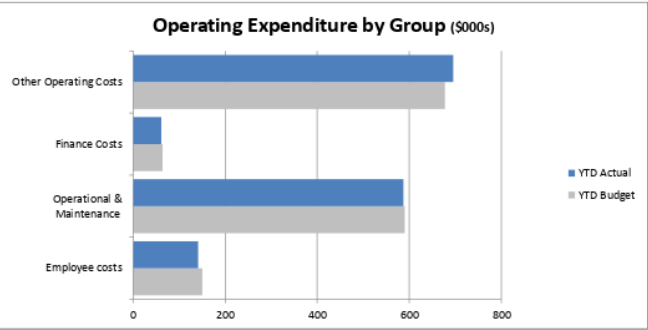
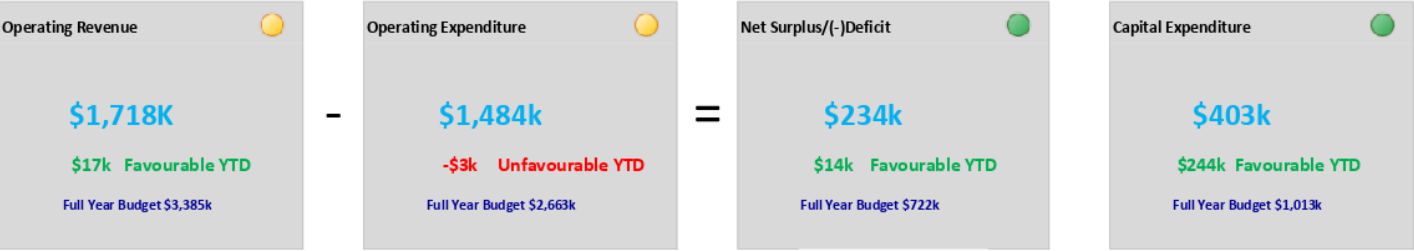
Stormwater

At 31 December 2017

Project	LTP Project Budget	Reforeca st Budget	Total Cost to Date 2018	This Year Actual 2018	Status	Comments or Risks
	\$000	\$000	\$000	\$000		
ST 17 Waipukurau Nelson Gaisford Catchment Pit	0	100	0	0	●	On hold pending further investigation

- Achieved
- On track
- May not be met
- Deferred

Recreation and Community Facilities
At 31 December 2017



Central Hawke's Bay District Council: Funding impact statement 2017/18
Recreation and Community Facilities
At 31 December 2017

	Full Year Actuals	Annual Plan	Total Operating Budget	YTD Operating Budget	YTD Actuals	YTD Variance	YTD Variance %
	2017 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000	2018 \$000
Sources of operating funding							
General rates, uniform annual general charges and rates penalties	2,768	2,926	2,926	1,463	1,474	11	1%
Targeted rates	0	0	0	0	0	0	0%
Subsidies and grants for operating purposes	22	16	16	16	13	(3)	-19%
Fees, charges	478	438	438	221	231	9	4%
Interest and dividends from investments	0	0	0	0	0	0	0%
Local authorities fuel tax, fines, infringement fees and other receipts	17	5	5	0	0	0	0%
Total operating funding	3,285	3,385	3,385	1,700	1,718	17	
Applications of operating funding							
Payments to staff and suppliers	2,021	2,070	2,080	1,191	1,179	11	1%
Finance costs	106	129	129	64	61	3	5%
Other operating funding applications	450	454	454	227	244	(17)	-7%
Total applications of operating funding	2,577	2,653	2,663	1,482	1,484	(3)	
Surplus (deficit) of operating funding	708	732	722	218	234	14	
Sources of capital funding							
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0%
Development and financial contributions	2	4	4	2	1	(1)	-50%
Increase (decrease) in debt	629	104	104	(61)	(59)	2	-3%
Gross proceeds from sale of assets	0	0	0	0	0	0	0%
Lump sum contributions	0	0	0	0	0	0	0%
Total sources of capital funding	631	108	108	(59)	(58)	1	
Applications of capital funding							
Capital expenditure							
to meet additional demand	0	0	0	0	0	0	0%
to improve the level of service	1,222	225	225	112	21	92	82%
to replace existing assets	627	572	788	533	382	152	29%
Increase (decrease) in reserves	(510)	44	(175)	(157)	(246)	89	-57%
Increase (decrease) of investments	0	0	0	0	0	0	0%
Total application of capital funding	1,339	841	838	488	157	333	
Surplus (deficit) of capital funding	(708)	(733)	(730)	(547)	(215)	(332)	
Funding balance	0	(1)	(8)	(329)	19	(318)	

Explanation of changes between Annual Plan and Total Operating Budget

Changes included in the Applications of Operating include transfer from reserves for funding a library report (\$10k)

Changes included in Applications of Capital are to account for the inclusion of the Carry Forwards approved by Council that will be spent this year in Capital Expenditure (\$216k).
 Transfer from retirement housing renewal fund to cover additional work that needs to be completed (\$20k) - this will be replaced at year end with the activity surplus.

Explanation of Variance to YTD Budget

The favourable variance in Capital Expenditure is based on timing of the capital expenditure including the following:

\$172k budgeted for projects associated with the multi sports turf. These will be completed based on timing of this project. (\$86K)
 \$50k for the cycleways with projects being reviewed in conjunction with Land Transport. (\$25K)
 \$50k for minor renewals in the Council Chambers (\$50K)

Carry Forwards of \$71k for the CHB Municipal Theatre heating and cooling is on hold based on scoping and assessment of the requirements.

Treasury Report**As at 31 December 2017****Cash and Cash Investment Balance**

	Full Year Actuals 2016/17 \$000	Total Annual Plan Budget 2017/18 \$000	YTD Actual \$000	YTD Variance \$000
Cash and Cash Equivalents	2,453	2,896	3,278	382
Bonds and Stock	2,180	4,415	2,328	(2,088)
Total	4,633	7,311	5,606	(1,705)

The Bonds and Stock net movements for this quarter increased our holdings with favourable interest rates negotiated and secured. We continue to retain liquid cash to meet operational and capital spending requirements for the near future.

Debt Position

	Full Year Actuals 2016/17 \$000	Total Annual Plan Budget 2017/18 \$000	YTD Actual \$000	YTD Variance \$000
Secured Loans - Less than 12 months	2,043	705	37	(668)
Secured Loans - Greater than 12 months	729	5,024	2,928	(2,095)
Total	2,772	5,729	2,965	(2,764)





Borrowing continues to be kept to a minimum as we manage our short and long term cash facilities.

Finance Costs

	Full Year Actuals 2016/17 \$000	Total Annual Plan Budget 2017/18 \$000	YTD Actual \$000	YTD Variance \$000
Finance Costs	149	406	108	(298)

Below budget due to low borrowings.

Compliance with Liability Management Policy

Item	Limit	Actual	Policy
External term debt + committed bank facilities + unencumbered cash/cash equivalents to existing external debt	>130%	340%	
Net Interest on External Debt / Total Revenue	<10%	0.23%	
Net Interest on External Debt / Annual Rates Income	<20%	0.37%	
Total debt per head of population	\$2,000	\$223	

Council is within policy in all areas.

Reserve Funds

Special Funds	Full Year Actuals 2016/17 \$000	YTD Actual \$000	Movement YTD \$000
Reserves held for Emergency Purposes	3,258	3,258	0
Reserves held for Future Asset Purchases	2,089	2,061	(28)
Reserves held for Future Operational Purposes	770	760	(10)
Reserves held for Other Funds	47	47	0
Total	6,162	6,125	(38)

Within the Reserves held for Future Asset Purchases Funds, the following YTD Balances are:

Capital Projects Fund (\$79,970)
 Ruahine Ward \$630,198
 Ruataniwha Ward \$81,173
 Aramoana Ward \$227,763

Reserves held for Future Asset Purchases

Funding for the Tamatea Trails (\$21k) has been transferred to activities.

Net funding for the purchase of a vehicle (\$7k) has been transferred from Land Transport Vehicle Reserve.

Reserves held for Future Operational Purposes

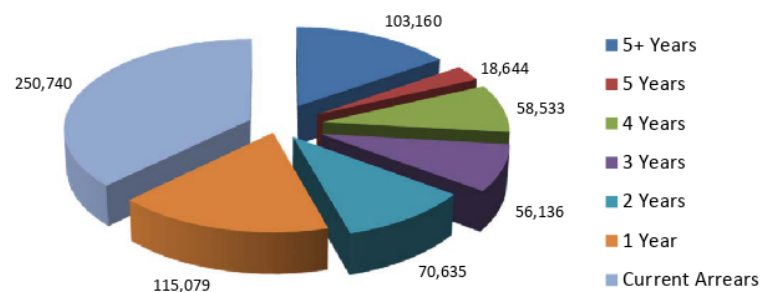
External review of the future direction of the Library (\$10k)

Central Hawke's Bay District Council Rates Debt Information At 31 December 2017

	Jun-17	Dec-17	Movement
5+ Years	76,763	103,160	26,397
5 Years	34,598	18,644	-15,954
4 Years	21,596	58,533	36,937
3 Years	68,147	56,136	-12,011
2 Years	62,062	70,635	8,573
1 Year	87,058	115,079	28,021
Current Arrears	355,559	250,740	-104,819
Total	705,783	672,927	-32,856

There are total rates arrears outstanding of \$672,927 across all years, of which \$250,740 (37.3%) relates to the current 2017-18 year. The balance of the outstanding amount, \$422,184 (62.7%), has been formally acknowledged in our debt management system with details of how these are managed shown in the next chart.

Rates Balances as at 31 December 2017



	Jun-17	Dec-17	Movement
With Bank	130,003	11,182	-118,821
With Baycorp	126,661	87,714	-38,947
Under Arrangement	72,177	56,388	-15,789
Remaining Arrears	127,108	31,678	-95,430
Maori Land	249,834	235,123	-14,711
Total	705,783	422,085	-283,698

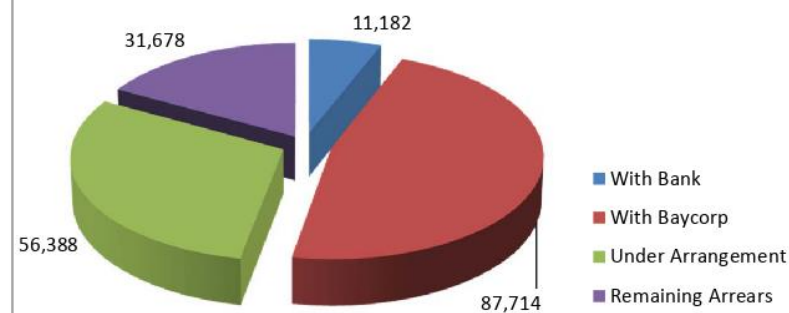
Since 1 July 2017 the previous year's rates arrears amount has reduced by \$283,698.

Other Rates Information

Rates emailed to ratepayers 13% (12% Jun 17)

Ratepayers on direct debit 39% (39% Jun 17)

What are we doing about it? As at 31 December 2017



6.3 DRINKING WATER UPDATE

File Number: COU1-1410/SER4-100
Author: Harry Robinson, Utilities Engineer
Authoriser: Monique Davidson, Chief Executive
Attachments: Nil

PURPOSE

Update Council on the supply of drinking water and an overview of how we are achieving the recommendations from the Havelock North enquiry.

RECOMMENDATION

THAT the Drinking Water Update be received.

BACKGROUND

Council supplies drinking water to the communities of Otane, Waipawa, Waipukurau, Takapau, Porangahau, Te Paerahi and Kairakau.

Central Hawke's Bay District Council (CHBDC) is responsible for providing drinking water to the community that meets the 2008 Drinking Water Standards (DWS) and the various Resource Consents. The Hawke's Bay District Health Board (HBDHB) are responsible for ensuring that CHBDC meet the DWS and the Hawke's Bay Regional Council (HBRC) are responsible for ensuring that CHBDC achieve the Resource Consent.

The Havelock North Water Enquiry Stage 2 findings have been published and it is expected that all the government's recommendations will be adopted. This will mean significant requirements for all parties involved in the supply of compliant potable water.

DELIVERY OF POTABLE (DRINKING) WATER

CHBDC has always had a good reputation for water quality, because most of our water networks take water from river galleries which have an inherent natural filtering effect through the river gravels. Also because the potable water produced and supplied from all our water networks is chlorinated.

The crisis in Havelock North has affected CHBDC in the areas below in no particular order of importance.

COOPERATION/COMMUNICATION

Quarterly meetings between HBDHB and CHBDC have been organised to discuss relevant drinking water issues and the first of these meetings was held on 27th July 2017.

The following topics were discussed:

General discussion - staff training: Higgins contractors are in the process of training their staff to attain the National Certificate in Water Treatment, which is a requirement of the Drinking Water Standards.

Water Safety Plans (WSP) - the state of play at present, which is:

Waipukurau WSP - assessed as adequate on the 21/01/15

Waipawa WSP – was sent to the DHB in March 2017 and was assessed as

being 'not adequate'. The required improvements have been made and the WSP

has been updated and is about to be sent back to the DHB for approval.

Takapau WSP - assessed as adequate on the 8/04/16.

Porangahau and Kairakau - because of the population size, WSPs are not required for these supplies. However, because they are a useful tool in protecting both the consumer and the supply, we are currently in the process of writing a plan for each. (We believe that WSP's will probably be required for these supplies after the outcome of the second enquiry into the Havelock North water issue).

The Annual Survey: There was a discussion on what criterion CHBDC would use to demonstrate:

- a. bacterial compliance with the drinking water standards during the previous compliance year, which ran from the beginning of July to the end of June.
- b. UV compliance for Tikokino Rd and Johnson St. for the same period.

On the 10th October officers met with the Hawke's Bay District Health Board and officers presented the water compliance templates they had compiled and other than a few technical alterations the DHB were very impressed.

The DHB introduced Critical Control Points (CCPs) into the water compliance requirements and we are in the process of incorporating them into all our monitoring procedures.

The DHB have asked for a Catchment Risk Assessment (CRA) to be carried out on the Porangahau bore water as part of the compilation WSP. It is almost complete and should be finished by the end of January 2018.

INCREASED BORE SECURITY

All our bores have above surface protective concrete aprons around them as a defence against ingress of surface contamination. These aprons have been refurbished and increased in size, where necessary, to a distance of 1.5m from the bore heads and the bore heads have been sealed to the aprons. Documented weekly checks are performed on the integrity of overall bore security. CHBDC is in the process of installing security fences around all bores where they don't exist, at present. We have documented these and reported the information to the HBRC.

Council has been negotiating the purchase of some land at the Waipukurau pump station to facilitate the erection of stock proof fences around the present bores, thus increasing the bore water security.

The other advantage of the extra land is that we will be able to configure a more efficient layout for the bore pump pipes which combine to form the rising main to Pukeora reservoir, as part of the water pump station upgrade.

The HBDHB has accepted an offer of \$10,000 for the paddock beside the Waipukurau pump station. A Sale and Purchase agreement has been signed and we are awaiting the transfer of ownership.

CATCHMENT AREA PROTECTION

Catchment Area (the land areas surrounding our water bores) is an area of concern that was already covered in our Water Safety Plans but after the Havelock incident, we were advised by the HBDHB to revisit our catchment areas again, by requesting HBRC to notify us of all events or activities within our catchment area, which may have an effect on our water supply bores. This is happening and monitoring is continuing. HBRC have been very pro-active in forwarding all information requested and this partnership has been working very well, to date. There seems to be a real desire between the HBDHB and HBRC to work with individual Councils such as ourselves to protect our bore source water.

There have been no further activities that might affect our bore source water supplies reported by the HBRC but HBDHB have requested a 'catchment risk assessment' for Porangahau bore as part

of the compliance criteria. Consultants have been contacted and we are currently in the process of getting this done.

TREATMENT PLANT MANUALS

Previously Council has relied on our very experienced plant operators to run the treatment plants, with minimal direction and different sets of manufacturer's manuals. We have decided that this is no longer acceptable and are in the process of writing Site Specific treatment plant manuals. This will be ongoing work and completed over a period of time.

WATER SAFETY PLANS

Water Safety Plans (WSPs) were originally called Public Health Risk Management Plans and have been around for a number of years. CHBDC has six potable water supplies and all have WSPs in various stages of development. Since the Havelock crisis, these have taken on a greater importance and urgency and are now a requirement for compliance for the Drinking Water Standards NZ. We are working with the HBDHB on an agreed schedule, but expect that all of the outstanding water safety plans will be submitted for initial approval to the HBDHB by the end of the 2017/2018 financial year.

We now must incorporate Critical Control Points into all our WSPs. The Waipawa WSP will be the first as it is the one that is currently under review.

BACK FLOW PREVENTERS

Back flow preventers (BFP) are a device that stops water syphoning back into the water network. These have now become a very important area of concern to water suppliers, because of the possible risk of water, back flowing (syphoning) from a contaminated source, back into Council's water network. This occurrence can be prevented by the installation of a testable BFP within the property, which, in the past, we as Council have relied on the property owner to install, maintain and test annually by a qualified IQP tester. Any lapses or breaches to be picked up through the Building Warrant of Fitness certification process, which is a requirement of the Building Act. It has been identified that there could be possible gaps in this area; we are now working on identifying what BFP are in place in CHB and the high risk customers that should have a Boundary BFP, and any gaps. Letters have been sent to customers with BFP from Council's records. We have commenced the installation of boundary BFPs to those Council properties that are identified as requiring one eg. The Civic Theatre in Waipukurau, under the Drinking Water Health Amendment Act.

For those properties not owned by Council, a paper was presented to Council to acquire a decision on how the devices would be funded and it was decided that customers would pay for the installation, maintenance, testing and replacement.

SECOND SUPPLY TO WAIPUKURAU

CHBDC met with HBRC on the 25th September to discuss the conditions around the Resource Consent that we, as a Council, require to take water from the Mt Herbert Rd area of Waipukurau. It is a complicated procedure, but under certain conditions there is spare capacity to take water. At this stage, there is no guarantee, but we are working with hydrologist engineers to find the best suited areas to drill test bores.

We will have a first stage report by the end of January 2018.

PUKEORA WTP UPDATE

The UV treatment plant room has been built, doors fitted and the ceiling and walls painted. Installation of the UV equipment will be commencing soon. The floor will be painted after the installation is complete.

#THE BIG WATER STORY

On Sunday 5th, Thursday 9th, Friday 10th and Saturday 11th November, The Mayor, Councillors and staff went out to the people of CHB to gain their reaction to our vision of the Three Waters Infrastructure Growth, based on the information gained through 'Project Thrive'.

The response to the initiative was very positive and Council staff are currently engaged in looking at how the three waters infrastructure growth can be achieved throughout the required areas of the District.

OPTIONS**Option 1**

THAT the Drinking Water Update be received.

STRATEGIC LINKS

- LTP 2015-2025

6.4 DISTRICT PLAN REVIEW UPDATE**File Number:** COU1-1410/PLN1-109**Author:** Helen O'Shaughnessy, Senior Planner**Authoriser:** Monique Davidson, Chief Executive**Attachments:** Nil**PURPOSE**

Update the Committee on the District Plan Review.

RECOMMENDATION

THAT the report on the update of the District Plan is received.

BACKGROUND

The review of the District Plan commenced in August 2017 and is now well under way with significant progress being made on this project. To date all milestone reporting dates have been achieved and the project schedule is in line with the timelines applying to the review.

The review of the Urban Environment is now complete and has been peer reviewed. The completed review of the Urban Environment was presented to and adopted at a Subcommittee Workshop on 29th November 2017.

Work is now well progressed on the Rural Environment which is the second phase of the review. At a Workshop on 8th November 2017 the Subcommittee were introduced to the Rural Zone provisions in the Operative District Plan. This Workshop identified the existing issues, objectives and policies applying to the single Rural zone in Central Hawkes Bay.

The Workshop also discussed other provisions of the Rural Zone relating to the Coastal Margin Area and Areas of Nature Conservation Significance. The Rural Environment Review is due to be presented to the Subcommittee in late March 2018.

In addition the third phase of the review began on February 7th with an introduction to the Coastal Environment and the Subdivision Rules to the Subcommittee. These two areas of the review are due to be completed in late May 2018.

This report details the specific and most significant areas of progress that have been made with the review in the period covered by this report.

Areas of progress include;

- (A)** One of the most significant issues identified in the Rural Environment Review is the level of protection provided to the elite and potentially productive soils of the District. These soils occur predominantly on the Ruataniwha Plains but also occur in other parts of the District.
- (B)** To assist Council with the assessment of this natural resource and how it should be provide for in the review Council has engaged Lachie Grant of Land Vision to provide expert opinion on the options Council may wish to consider in protecting this natural resource for future generations.

- (C) Mr Grant has prepared a draft Report; Assessment on the need for a new rural zone for subdivision in the Central Hawkes Bay District, and presented this to the Subcommittee on December 6th 2017. The presentation was followed by a field trip to Mr Greer's property on Tikokino Road to demonstrate different Land Use Capability Class soils and discuss the characteristics of these soils.
- (D) Since this field trip staff have been working closely with Land Vision providing comment on the draft report and assisting with consideration of different options relating to the introduction of a new zone to provide for elite soils of the district. The draft report is now largely complete and provides the evidential base for reworking the rural zone of the Plan.
- (E) As part of the Rural Environment Review a draft report by Kessels Ecology titled; An Assessment of Natural Heritage for the Review of the Central Hawkes Bay District Plan was presented to a meeting of the Subcommittee on 31st January 2018. Kessels Ecology makes a number of recommendations in the report relating to the protection of significant natural areas in Central Hawkes Bay.
- (F) Marshall Day has now completed the report on Acoustic Issues in the District and this is being assessed as part of the Rural Environment Review.

ASSESSMENT OF OPTIONS

Option 1 is the preferred option.

Option 1

THAT the report on the update of the District Plan is received.

SIGNIFICANCE AND CONSULTATION

External

Taiwhenua O Tamatea

Commissioner Lester

Internal

Chief Executive

District Plan Subcommittee Working Party

6.5 WASTEWATER UPDATE

File Number: COU1-1410/SER2-103, 104
Author: Steve Thrush, Technical Services Manager
Authoriser: Monique Davidson, Chief Executive
Attachments: Nil

PURPOSE

Update Council on the District wastewater treatment.

RECOMMENDATION

THAT the wastewater treatment update be received.

TREATMENT PLANT CONFORMANCE

All of the treatment plants are meeting their quality consent requirements except for Waipawa and Waipukurau, where the ammonia limits are not being met. Suspended solids levels at Waipawa and Waipukurau have also been high, which is due to low pond levels and high alum levels at Waipawa, and high alum levels at Waipukurau. Recent retuning of some of the filter parameters has brought these results back to consent limits.

OTANE TREATMENT PLANT

Cardno engineering consultants have been engaged to run the design, tendering and contract administration for the new treatment plant for Otane. At present completion of the plant is programmed for September 2018. The final commissioning date stated in the consent is 31 March 2019.

TAKAPAU CONSENT RENEWAL

The Regional Council has agreed in principle to receive a consent application which includes a three year consent period, continuation of existing conditions, and the requirement to investigate alternative treatment options including land based disposal for this site. This application has to be submitted by 28th February.

An initial meeting was held on site with iwi, and a more formal meeting is planned for February. Information pamphlets and requests for comment have been distributed to the wider Takapau community.

WAIPAWA REVIEW

Sampling and monitoring is continuing to be carried out as required for the review of the Waipawa Treatment Plant.

WAIPUKURAU ODOUR AND TREATMENT

The odour neutraliser misting system was installed before Christmas. This has reduced the number of complaints about odour to a minimum. In late January the anaerobic pond started to produce the results expected of it, with recent tests showing reductions in BoD of 80% through this pond. Quantities of gas are now apparent under the pond cover caused billowing of the pond cover.

At the same time the stormwater balancing pond now has dissolved oxygen (DO) levels in excess of the recommended 1.0mg/L per litre recommended by our advisors. The target suggested by our

advisors was DO levels of more than 1.0 to stop the odour problems. The pond is also an emerald green colour which indicates high algal content and a healthy treatment process. Algae produce oxygen which raises the DO levels in the pond. Two extra aerators are due to be installed in February to help keep DO levels high.

FILTER PLANT OPERATION

The Council employed filter plant operator has resigned. Higgins Contractors, Council's Facilities Management contractor, have now provided a person to maintain the two filter plants. Mr Thrush is training this person up to take over operating and maintenance of the filters.

OPTIONS

Option 1

THAT the wastewater treatment update be received.

STRATEGIC LINKS

LTP 2015-2025, LTP 2018-28

7 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - PROFESSIONAL SERVICES CONTRACT PROCUREMENT APPROACH	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

8 DATE OF NEXT MEETING**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 22 March 2018.

9 TIME OF CLOSURE