

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

13 NOVEMBER 2014

Meeting Status: **Public**

Purpose of Report: For Decision

ACTIVITY REPORTS: 1 JULY 2014 TO 30 SEPTEMBER 2014

PURPOSE OF REPORT

- 1 This report provides the Corporate Business Committee with a quarterly performance overview for the first quarter of the 2014/15 financial year for each Activity published in the 2012-32 Long Term Plan.

SIGNIFICANCE OF DECISION

- 2 The Council's significance policy is not triggered by this report.

BACKGROUND

- 3 The Corporate Business Committee is responsible for monitoring the Council's performance against the Long Term Plan and related Annual Plans. This report covers the Council's performance during the 2014/15 financial year, and reports against the 2014/15 Annual Plan and Year Three of the 2012-32 Long Term Plan.
- 4 The report includes a section that reports *Key Result Highlights*.
- 5 Further and more detailed information is included in the following appendices:
 - Appendix A provides a status list of the major projects included in the Activity Reports.
 - Appendix B provides the detailed Activity Reports which present an overview of the service and financial performance of each of the Activities.
- 6 The performance results in Appendix B are presented in the following format:
 - **Key Results Highlights:**
These provide an overview of key results for the year to date for each activity.
 - **Key Performance Indicators:**
Report on results for the year against the Levels of Service performance measures and targets set out in the 2012-32 Long Term Plan.
 - **Capital Expenditure Projects \$250,000 and above:**
Provide the status to date and budget of each major project over \$250,000; a comment on the upcoming milestones and critical activities; an explanation of any risks/issues being managed; and notes on any funding details.

- **Additional Significant Projects:**
The status of these additional projects is monitored due to the significant impact they have on the development of the District and community. The expenditure involved may be either operational and/or capital, and does not relate to the \$250,000 capex threshold/policies.
- **Capital Expenditure Projects with a value of less than \$250,000:**
This section provides a summary of smaller capital expenditure for each Activity.
- **Statement of Cost of Activity:**
This table provides a summary of the service delivery cost and funding for each Activity.

CONSIDERATIONS

Section 1: Key Result Highlights

- 7 This section is presented by the four activity cluster groupings that have been agreed for the 2015 Long Term Plan (LTP). The four activity clusters are:
- Infrastructure: Access and Transport; Coastal Management; Solid Waste; Stormwater Management; Wastewater Management; and Water Management.
 - Community Services: Community Facilities; Economic Development; Libraries, Arts and Museums; Parks and Open Space; and Supporting Social Wellbeing.
 - Planning and Regulatory Services: Building Control and Resource Consents; Environmental Protection; Development Management.
 - Governance and Tāngata Whenua: this is a stand-alone activity.
- Note: 'Supporting Environmental Sustainability' is included as a stand-alone activity in this report. It will be embedded across all activities in 2015/16.
- 8 A significant amount of staff time in the first quarter, over all of the following activities, was taken up by development of the Activity Management Plans as part of the Long Term Plan preparation process.

Infrastructure

Access and Transport

- 9 Construction works for the upgrade of the Kāpiti Road/Milne Drive/Te Roto Drive intersections were completed by the revised completion date of end October 2014.
- 10 Minor road safety improvements were completed at Paekākāriki, Paraparaumu, Kāpiti and Te Ra Schools. A range of school safety activities were undertaken at Raumati South and Kena Kena Schools

Coastal Management

- 11 Geotechnical investigations have been undertaken to gain more certainty around pricing of options for the replacement of the Paekākāriki Seawall. The

findings will be reported back to the Paekākāriki Community Board and Community Seawall Design Group in November 2014.

- 12 It has been proposed that the Marine Parade Revetment consent process be deferred to allow for the formation of the Coastal Advisory Group (CAG) as per the recommendation of the Proposed District Plan review.

Solid Waste

- 13 Negotiations with the local kerbside glass collector are on-going to secure (long term) provision of crushed glass to contribute to the construction of a gas venting layer as part of the final cap on the landfill.

Stormwater Management

- 14 Staged Stormwater approval process for the Expressway is on-going with sign-off from Greater Wellington Regional Council happening in conjunction with Kāpiti Coast District Council.
- 15 Water quality treatment devices have been installed for Ōtaki to minimise contaminants discharging into the Mangapouri Stream.

Wastewater Management

- 16 The Wastewater Treatment Plant replacement drier was installed and commissioning completed in early September 2014 and is now in service. This completes the revitalisation of this critical piece of infrastructure and the management of wastewater sludge for Paraparaumu and Waikanae.
- 17 An alternative contractor was engaged to undertake the recovery of the drilling head at Pehi Kupa Street, Waikanae, which had previously been 'lodged'. This was completed in August 2014.
- 18 A wastewater renewals programme for the year has been prepared and designs and contract documentation is currently being prepared. The scope of this work is being reviewed in light of final costs to complete the Pehi Kupa Street Renewal project.

Water Management

- 19 The construction of the saline monitoring wells for the River Recharge with Groundwater (RRwG) project was substantially complete at the end of September 2014. It was scheduled for completion in October 2014.
- 20 Works on the Waikanae Water Treatment Plant Upgrade and RRwG Project are progressing well. Construction of the discharge structure between the swale and the river has been completed and the 'groundwater normalising' swale is well advanced.
- 21 The rollout phase of water meter installations across the District has now been completed and wide scale installations are no longer being undertaken. All critical meter installations were completed in early September 2014. In excess of 23,400 water meters were installed by the end of September 2014.

- 22 Datacol have completed the first round of district wide water meter invoice readings and commence the next three-monthly round starting in Ōtaki in November 2014.

Community Services

Community Facilities

- 23 A total of 43,000 visits to the Coastlands Aquatic Centre were recorded in the first quarter of 2014/15. This is down on the quarterly average in 2013/14 of around 55,000 visits but this may be attributable to a seasonal effect.
- 24 A total of 9,000 visits to the Ōtaki Pool were recorded in the first quarter. This compares well to the adjusted quarterly average of around 8,800 visits last year, despite the first quarter being largely in winter.
- 25 A total of 774 service requests were received by the property team during this period (there has been an average 729 requests for this period over the previous three years).

Economic Development

- 26 The Draft Economic Development Strategy for 2015-2018 is being developed collaboratively as a result of four sessions with the Economic Development Working Party.
- 27 The Council has secured UCOL as a second tenant for the Ōtaki Innovation Hub and have commenced negotiations with a potential third tenant.
- 28 As an outcome of the Electra Business Forum a series of sector-led workshops have been delivered in partnership with the local food and beverage industry. These workshops are hosted and developed by the Council in conjunction with Horowhenua District Council and Grow Wellington.

Libraries, Arts and Museums

- 29 A nationwide tender to purchase library materials and services is underway. Documentation will be reviewed by the Senior Leadership Team in the next few weeks before the contract is signed.
- 30 Ongoing discussions with the Mahara Gallery Trust have been held to confirm funding and timing of the development project. Further discussions will be held in the second quarter of this financial year.
- 31 The Creative Communities Funding Round was held (August/September), there were 32 applications, with 16 projects funded to a total of \$22,000. The successful applicants included: Holly Jane Ewens; The Academy of Dramatic Arts, Kapiti Chamber Choir Inc, Kakano Films Ltd, Otaki Pottery Club, Mahara Gallery Trust, Kapiti Concert Orchestra, Kapiti Primary School Board of Trustees, and Sharlene Maoate-Davis.
- 32 There was an exhibition of 41 Kāpiti artists and over 90 artworks in Wellington at the Parliament Gallery, Bowen House between 12 August – 26 September.

Parks and Open Spaces

- 33 Submissions on the Draft Reserve Management Plan for the Howarth Block closed in early August 2014. The result of the submission process was reported

to the Paraparaumu/Raumati and Waikanae Community Boards in October 2014 for comment and recommendation to the Council in November 2014.

- 34 Following consultation regarding the redevelopment of the Paraparaumu Domain War Memorial, tenders will be called in October 2014 to complete the restoration and redevelopment of the War Memorial.
- 35 An investigation and related report were completed in October 2014 on the cracking on the ten public netball/tennis courts at Te Ati Awa Park. Staff have been meeting with the Te Ati Awa Management Committee to discuss the findings of the report. A report will be prepared for the Council's consideration outlining remedial works and the future of the courts in this location.

Supporting Social Wellbeing

- 36 A total of \$30,000 in community grants was awarded between 33 local groups and organisations in the first quarter of 2014/15. Recipients included the Kāpiti Food Bank, Ōtaki MenzShed, Youth Quest Kāpiti, Kāpiti Coast Community Patrol, The Shed Project, and Age Concern Kāpiti.
- 37 The Council and the Kāpiti Youth Employment Stakeholder Group are seeking expressions of interest from organisations and individuals to provide a pilot work skills coordination service for Ōtaki residents between the ages of 16 -24. This pilot is an integral part of the Youth Pathways to Employment project.
- 38 The Community Youth Centre Advisory Group has been re-established to provide community input into the development of the Youth Centre.

Planning and Regulatory Services

Building Control & Resource Consents

- 39 A total of 257 of 277 building consents (92%) were processed within statutory timeframes in the first quarter, against a target of 95%.
- 40 All 1,469 site inspections were completed within time, despite restrictions on staff resources, and all 228 LIMs were processed within the statutory timeframe of 10 working days.
- 41 All 49 resource consents were processed within statutory timeframes (up 25% on the same period last year) against a background of increased resources required to ensure compliance in relation to the expressway projects.

Development Management

- 42 Work has progressed on implementing Option 4 as recommended by the independent reviewers of the Proposed District Plan, and according to the implementation plan endorsed by the Council. This planning work has included: amending the Proposed District Plan rules with immediate legal effect; withdrawal of Coastal Hazard, Priority Areas for Restoration and Hazardous Facilities provisions from the Proposed District Plan; and working with Greater Wellington Regional Council to ensure consistency between the Draft Natural Resource Plan and the Proposed District Plan.
- 43 Public engagement regarding the Town Centre project has continued with community groups, community boards, business and land owners, including two further open days for each town centre. Consultation on preliminary

concept designs for Waikanae town centre, Paraparaumu town centre and Kāpiti Road has taken place.

Environmental Protection

- 44 Environmental Health targets continue to be impacted by the lack of resourcing in the alcohol licensing area.
- 45 Pool inspection work is ongoing, Staff have been concentrating on assisting pool owners reach compliance rather than simply completing the inspection tally.
- 46 In total 97.3% of all known dogs have been registered

Governance and Tāngata Whenua

- 47 A number of Council meetings were live-streamed.
- 48 The Council held the Community and Civic Awards, Electra Business Awards (hosted by the Mayor) and the Shout-Out (Youth) awards.
- 49 The Council received 51 requests under the Official Information Act, including one request from the Office of the Ombudsman in relation to an investigation.
- 50 A further three members of iwi attended training for accreditation as commissioners for the environment this quarter.
- 51 Activities were organised to celebrate Matariki in the District Libraries. Celebrations were launched at Ōtaki Library on the 30 June 2014, with activities concluding on 25 July 2014.

Supporting Environmental Sustainability

- 52 The Council's carbon and energy management work was featured in Radio NZ's 'Our Changing World' programme on 18 September 2014. The piece included discussion of Council's reduction targets, solar energy plans, NABERSNZ¹ energy rating for the Civic Building and community work.
- 53 A staff engagement campaign called 'Let's land the emissions treble', was launched at the all staff briefing at the beginning of August 2014. The objective is to encourage staff to find ways to save energy and greenhouse gas emissions and ensure the council hits its CO₂ emissions reduction target for the third time in a row in 2014/15.
- 54 The provisional emissions result for the Council's corporate carbon footprint in the fourth quarter 2013/14 shows that, for the full 2013/14 year, the Council remains on track for its target of 45% reduction in greenhouse gas emissions by 2014/15 compared to a the baseline year of 2009/10. This result remains to be confirmed by the audit² of this scheme in mid-2014/15.

¹ The National Australian Building Energy Rating Scheme New Zealand

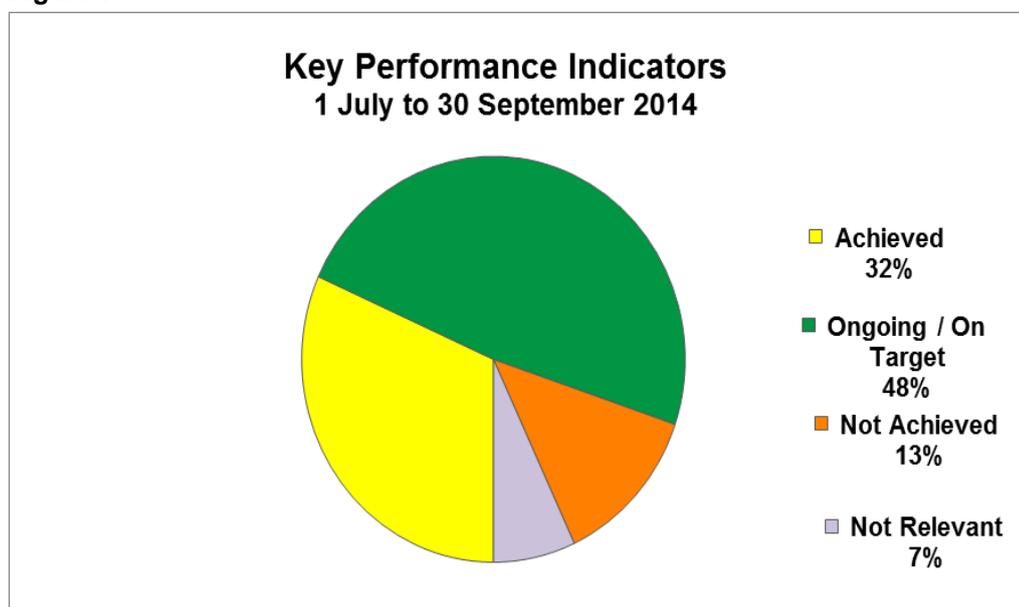
² The carbon audit is carried out by Enviromark Solutions

Section 2: Summary of Performance across all Activities

Summary of Key Performance Indicators: Level of Service Measures

55 There are 101 Key Performance Indicators (KPIs) for the 2014/15 year. Performance is shown in Figure 1 below:

Figure 1



Achievement Category	First Quarter Outcome 30 September 2014
Achieved	32
Ongoing / On target	49
Not achieved	13
Total Relevant Measures	94
Not relevant this reporting period	7*
Total Level of Service Measures	101**

*One KPI is not relevant in this reporting period due to the changes around the PDP (see the Development Management Activity Report). Another is not relevant due to changes in the strategy around tenanting the Innovation Hub (see Economic Development Activity Report). Five others are not relevant as they are not programmed to be surveyed this year (see individual activity reports).

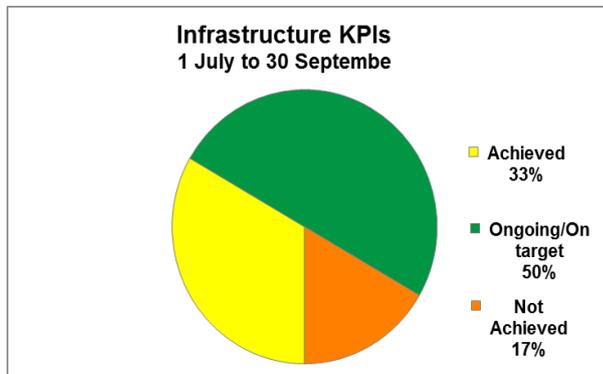
**Solid Waste KPIs were reviewed in 2012/13 and reduced by one following the change in service delivery (cancellation of Council's kerbside pick-up service).

KPI results by Activity Cluster

Infrastructure

56 In this cluster there are 34 KPIs. Only 30 of these are relevant in the 2014/15 financial year.

Figure 2



57 25 of the 30 relevant KPIs (83%) were either achieved or ongoing/on target in the first quarter 2014/15.

58 Five KPIs were not achieved in the first quarter. Two of the not achieved KPIs are in the Solid Waste activity and are attributed to issues with the KPI measure which will be addressed during the 2015 LTP process.

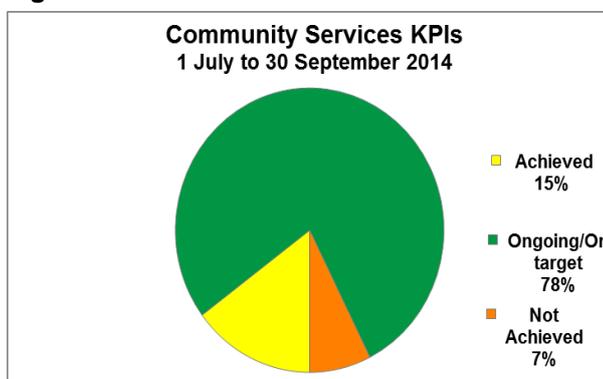
59 A further two not achieved KPIs fall in the Water Management activity. One is due to a higher unplanned interruptions resulting from the water meter installation project (which has now finished) and one is due to three of 34 planned interruptions taking longer than four hours to resolve.

60 The final not achieved KPI was in the Wastewater Management activity. 19 out of 20 reported service interruptions (95%) were addressed on time. One was not. This KPI has a strict 100% target.

Community Services

61 In this cluster there are 28 KPIs, of which 27 are relevant in this financial year.

Figure 3



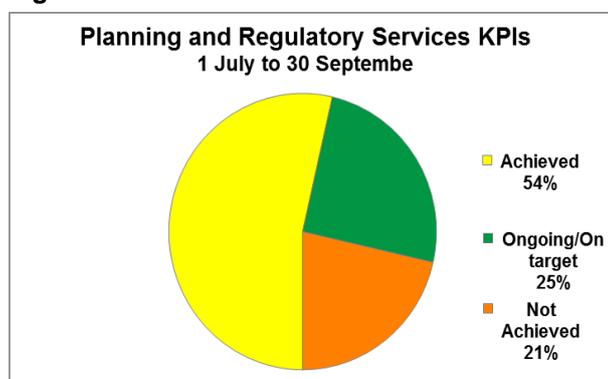
62 25 of the 27 relevant KPIs (93%) were either achieved or ongoing/on target in the first quarter.

- 63 Two KPIs were not achieved in the first quarter. These were both in the Libraries, Arts and Museums activity. These are discussed in the activity report.

Planning and Regulatory

- 64 In this cluster there are 30 KPIs, 28 of which are relevant in the 2014/15 year.

Figure 4



- 65 22 of the 28 relevant KPIs (76%) were either achieved or ongoing/on target in the first quarter.
- 66 Six KPIs were not achieved in the first quarter. Three of these KPIs fall in the Building Control and Resource Consents activity. All are attributable to the continuing high demand for services in this area.
- 67 The other three not achieved KPIs fall in the Environmental Protection activity. Two of these were due to the ongoing impact of administration for the implementation of the Sale and Supply of Alcohol Act 2012. The third was the inspection of private pools KPI which was not achieved because the focus remains on working with residents to achieve compliance for their pools, rather than just issuing non-compliance notices.

Governance and Tāngata Whenua

- 68 There are four KPIs in this stand-alone activity. All four were either achieved or ongoing/on target in the first quarter.

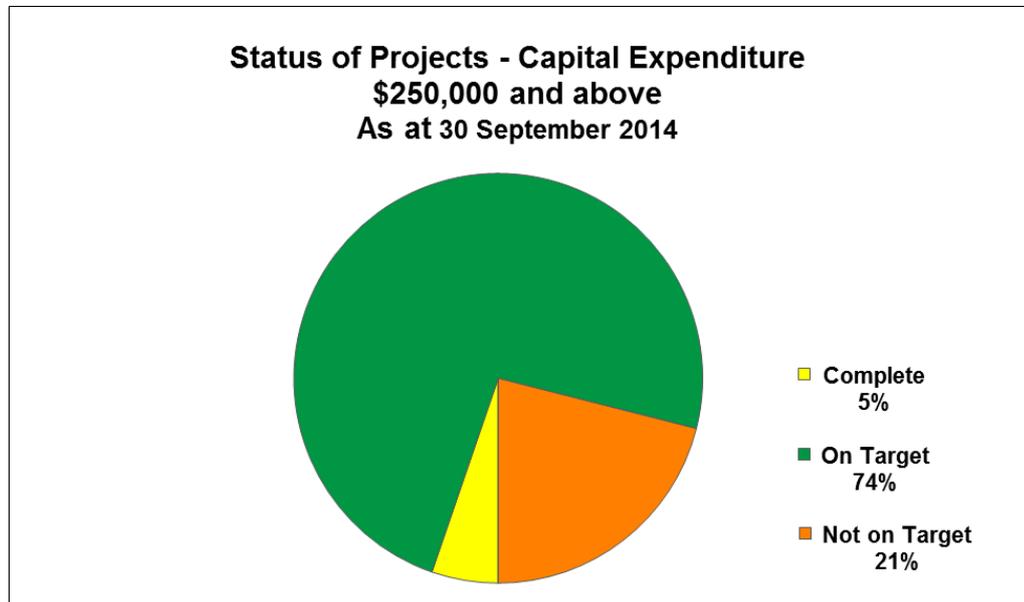
Supporting Environmental Sustainability

- 69 There are five KPIs in this activity, which is to be embedded across the organisation under the new structure from 2015/16. All five were either achieved or ongoing/on target in the first quarter.

Summary of Projects – Capital Expenditure \$250,000 and above

70 There were 19 Capital Expenditure Projects with a value of \$250,000 and above scheduled for the 2014/15 financial year (down from 27 last year). The graph at Figure 5 below provides a performance summary of these projects to the end of the 2013/14 year.

Figure 5

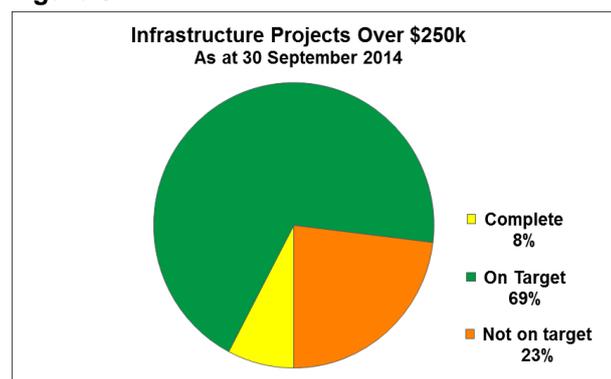


71 Of the 19 projects, one is complete and fourteen are on target (79%). Four are not on target. The status of projects is discussed in more detail below by activity cluster.

Infrastructure

72 There are 13 Infrastructure projects with a value of \$250,000 and above.

Figure 6



73 One of these projects is complete and nine are on target (77%).

74 The remaining three projects are not on target. One of these is an Access and Transport project (Kāpiti Road/Milne Drive/Te Roto Drive Intersection) which has had its scope of works increased to tie in with the MacKays to Peka Peka works on Kāpiti Road. Time extensions were granted to contractors, and it was completed at the revised contract date of 30 October 2014.

- 75 The second is a Stormwater Management project (Waikākāriki Stream Gravel Extraction) which has been delayed by protracted access negotiations with the property owner.
- 76 The third is a Wastewater Management project (Pehi Kupa Street Renewal) that was held up by technical issues last year but with the engagement of a new contractor Stage 1 has now been completed.

Community Services

- 77 There are three Community Services projects with a value of \$250,000 and above. All three projects are on target.

Planning and Regulatory Services Projects

- 78 There are two Planning and Regulatory Services projects with a value of \$250,000 and above. Both projects are on target.

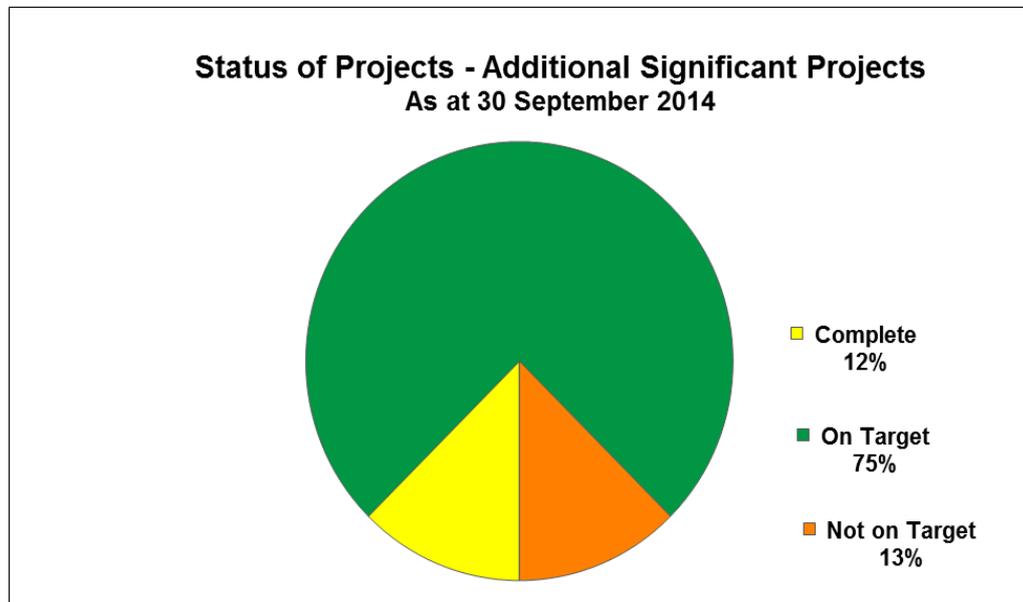
Governance and Tāngata Whenua

- 79 There is one Governance and Tāngata Whenua project with a value of \$250,000 and above.
- 80 This project (Software Systems Upgrade) is not on target. Priority was given to other more urgent projects (Water Meters and the Windows 7 rollout) that absorbed staff resources last year. This resulted in delays to the implementation of both the chris21 Kiosk and Infonet. The chris21 Kiosk rollout was completed in the first quarter 204/15, as was Stage 1 of Infonet.

Summary of Projects – Additional Significant

- 81 An Additional Significant Project is a project that has a significant impact on community interests, but has a budget of less than \$250,000 which may be comprised of capital expenditure and/or operating expenditure.
- 82 The graph at Figure 7 below is a summary of performance as at 30 September for the eight Additional Significant Projects (down from nine last year).

Figure 7



- 83 Of these eight projects, one is complete and six are on target (87%).
- 84 One project is not on target. This is a Parks and Open Space project (Pharazyn Reserve). The review of the reserve management plan was delayed due to lack of resources. Work has recommenced.

Financial Considerations

- 85 A summary (as at 30 September 2014) of budget details for each Activity is provided in the Activity Reports attached as Appendix B to this Report SP-14-1384.

Legal Considerations

- 86 Under the Local Government Act 2002, the Council has a legislative responsibility to monitor and report on the Council's organisational performance.

Delegation

87 The Corporate Business Committee has delegated authority to consider this report under the following two delegations in the Governance Structure:

Section B.3.7:

Annual Planning

7.3 Authority to monitor Annual Plan implementation

Financial and Asset Management

7.5 Authority to monitor performance of the Council's financial activities, including income, operating and capital expenditure against budgets, remissions, key financial indicators and investment and debt/borrowings management.

RECOMMENDATION

88 That the Corporate Business Committee notes the performance results for the first quarter of 2014/15 contained in the Activity Reports attached as Appendix B to this Report SP-14-1384.

Report prepared by:

Approved for submission by:

Terry Creighton

Stephen McArthur

Wayne Maxwell

**Corporate Monitoring
Officer**

**Group Manager
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ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports

Appendix A - Summary List of Projects

First Quarter 2014/15 Projects – Capital Expenditure \$250,000 and above		
Activity	Project Name	Status Category
Access and Transport	Kāpiti Road at Milne Drive, Te Roto Drive Intersection	Orange
	Major Bridge Repairs (NZTA)	Green
	Sealed Road Resurfacing	Green
Building Control and Resource Consent	None	
Coastal Management	Coastal Protection Paekākāriki	Green
Community Facilities	None	
Development Management	Strategic Land Purchase	Green
	Town Centre Development	Green
Economic Development	None	
Governance and Tāngata Whenua	Software Systems	Orange
Libraries, Arts and Museums	Library Reconfiguration	Green
Parks and Open Space	Howarth Block Development	Green
Stormwater Management	Tilley Road Upgrade	Green
	Waikākāriki Stream Gravel Extraction	Orange
	Ōtaki Beach Pump Station	Green
Supporting Social Wellbeing	Kāpiti Youth Centre	Green
Wastewater Management	Pehi Kupa Street Renewal	Orange
	Paraparaumu Wastewater Treatment Plant Drier replacement	Yellow
	Milne Drive Wastewater Pumping Station Upgrade	Green
	Ōtaki Wastewater Treatment Plant oxidation lagoon desludging	Green
Water Management	Additional Water Supply – Recharge River with Groundwater (RRwG)	Green
	Water Treatment Plant Renewal	Green

Status Category	
YELLOW	Project complete
GREEN	Project on target
ORANGE	Project not on target ⁽¹⁾
RED	Project has failed
BLUE	Project on hold

⁽¹⁾ Note these are reporting against the 2012 Long Term Plan and the interruption of many of the projects is due or partly due to deliberately slowing down projects and not attempting to reach targeted timelines to reduce the impact on the 2014/15 financial year.