

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

13 AUGUST 2015

Meeting Status: **Public**

Purpose of Report: For Decision

ACTIVITY REPORT: 1 APRIL TO 30 JUNE 2015

PURPOSE OF REPORT

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

DELEGATION

- 2 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.

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 first section of this report covers key result highlights across all activities in the fourth quarter of 2014/15. The second section reports performance across each activity, both in terms of KPI results and progress on significant projects.
- 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 latest quarter 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 summary:**
This table provides a summary total for both minor capital expenditure projects (under \$250,000) and major capital expenditure projects (over \$250,000) 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 used in 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; Libraries, Arts and Museums; Parks and Open Space; Economic Development; 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 The information in the following relates to key results achieved in the fourth quarter of the 2014/15 year.

Infrastructure

Access and Transport

- 9 The Otaihanga Road retaining wall construction was completed in early June 2015.
- 10 Work has been completed in Paekākāriki on footpath upgrade sites and other footpath upgrade sites throughout the District were substantially completed by 30 June 2015.
- 11 A one day Transport Forum was held on 22 June 2015, promoting and discussing alternative modes of travel with over 90 attendees.

Coastal Management

- 12 The concept design for the Paekākāriki seawall was presented to the community at the open day on 2 May 2015. Council allocated a budget of \$10.9 million in the 2015 -35 long term plan.
- 13 High level concept designs for the Marine Parade Revetment (Paraparaumu Beach) have been prepared for the ten options under consideration. Cost estimates are being developed for each option.

Solid Waste

- 14 Greater Wellington Regional Council has given approval for the biosolids composting (Biobagga) trial on the Otaihanga landfill site. A testing regime was developed and setting up the trial site is currently underway
- 15 An alternative proposal for gas surveying at the landfill has been presented to Greater Wellington Regional Council to progress with discussions on the final design of the landfill cap with regard to landfill gas venting.

Stormwater Management

- 16 Gained Council approval to award the physical works contract for Ōtaki Beach stormwater upgrade. The land ownership issues have been resolved.
- 17 The Waikākāriki Stream Gravel Extraction project was on hold last year but agreement has now been reached with the landowner and the project can now progress in 2015/16.
- 18 More than 600 flood-related service requests were processed in the fourth quarter.

Wastewater Management

- 19 The 2014/15 wastewater renewals contract was completed in June this year. These works will restore the strength and water tightness of the sewers rehabilitated, improving the performance of our wastewater network in Paraparaumu and Ōtaki.

- 20 The review of the draft Bio Solids Strategy short, medium and long term measures have been completed.

Water Management

- 21 The Waikanae Water Treatment Plant upgrade works were completed this quarter and an official opening ceremony was held on 27 May 2015. The project has renewed aging electrical control equipment, chemical dosing systems, staff facilities, renewed pumps and upgraded the seismic strength of this key water treatment plant.
- 22 Environmental monitoring continues in accordance with Council's obligations under the River Recharge with Groundwater project consents. The completion of compliance reporting, documentation and the 2014/15 annual reporting process will see Kāpiti in a position to discharge ground water into the river in limited amounts.

Community Services

Community Facilities

- 23 A total of 51,322 visits to the Coastlands Aquatic Centre were recorded in the fourth quarter of 2014/15. This is up on the same quarter last year which recorded 50,947 visits.
- 24 A total of 13,426 visits to the Ōtaki Pool were recorded in the fourth quarter. This is up on the same quarter last year which recorded 8,920 visits. There were over 51,000 visits in 2014/15.
- 25 The occupation rate in the Council's Older Person's Housing was 99.61% at the end of June 2015. The waiting list was 88 persons, an 11% increase on the 79 people on the waiting list on 1 July 2014.

Libraries, Arts and Museums

- 26 More than 5,000 eBooks have been purchased to date on our new Axis 360 platform.
- 27 The school holiday programme has been a great success with 261 children and teens, plus their families, enjoying art, craft and story-telling events throughout the district.
- 28 Four WWI commemorative exhibitions were held at our libraries.

Parks and Open Spaces

- 29 Additional Cycleways, Walkways and Bridleways funding of \$1.57 million was secured through the Government's "Ride and Stride" Urban Cycleways Fund.
- 30 Installation of new play equipment for the Maclean Park play area was delayed due to flooding at the manufacturers business in Wanganui. It was completed on 2 July 2015.
- 31 The three year greenline planting project in association with Transpower was completed along the Waikanae River and Wharemauku Stream.

Economic Development

- 32 Council has prepared a registration of interest to the Ministry of Business, Innovation and Employment for the second stage of the Government's Ultra-Fast Broadband rollout with a particular emphasis on Ōtaki.
- 33 Around 890 participants took part in the local Tech Expo at Coastlands. The expo was part-sponsored by Council and aimed to attract business, investment and talent to Kāpiti.
- 34 Kāpiti Youth Support and the Council have commenced a Youth Pathways to Employment pilot project in Ōtaki. The pilot will run for nine months with the aim of collating information to inform the feasibility of rolling out the programme for the wider district.

Supporting Social Wellbeing

- 35 The Local Approved Products (Psychoactive Substances) Policy was altered in response to feedback from the community to further restrict the area in which these products can be sold. The policy has now been adopted.
- 36 The investigation into the business delivery options for the Youth Development Centre has been completed. The Environment and Community Development committee approved the recommendation to use an established Incorporated Charitable Trust for the business delivery of the centre.

Planning and Regulatory Services

Building Control & Resource Consents

- 37 A total of 971 of 1,006 building consents (96%) were processed within statutory timeframes in the year to date. After a slow start there has been a gradual improvement over the year and this KPI met its 95% target.
- 38 All 1,418 site inspections were completed within time over the fourth quarter (100% of 5,551 over the year). Although all 165 LIMs were processed on time in the fourth quarter the 100% target for the year was not met with two out of a total 756 not processed within time.
- 39 48 of 51 resource consents in the fourth quarter were processed within statutory timeframes. This resulted in a total 196 of 205 (96%) processed within time over the year to date (the target is 100%). This is comparable with the percentage completed within time last year.

Environmental Protection

- 40 Environmental Health KPI targets were impacted strongly by the lack of resourcing in the alcohol licensing area in the first half of the year. Additional resourcing has led to significant gains and resulted in inspection targets being achieved in the food licensing, public pool inspections and other licensed premises areas.

Development Management

- 41 Work has progressed further in the fourth quarter on implementing Option 4 as recommended by the independent reviewers of the Proposed District Plan (PDP), and according to the implementation plan endorsed by the Council. This planning work has included:
- release of the Submitter Engagement Version of the Proposed District Plan on 15 June 2015 as a basis for ongoing discussion with submitters; and
 - start of consultation on the proposed Urban Trees Variation.
- 42 Cost estimates and programme for the implementation of individual projects for Waikanae and Paraparaumu town centres have been accepted by Council through the long term plan process.

Governance and Tāngata Whenua

- 43 Twenty-four Council, Committee and Subcommittee meetings were held in the fourth quarter, along with 16 briefings.
- 44 The Council received 50 requests under the Official Information Act in the fourth quarter, totalling 231 for the year.
- 45 The upgraded and improved Council website went live to the public.

Supporting Environmental Sustainability

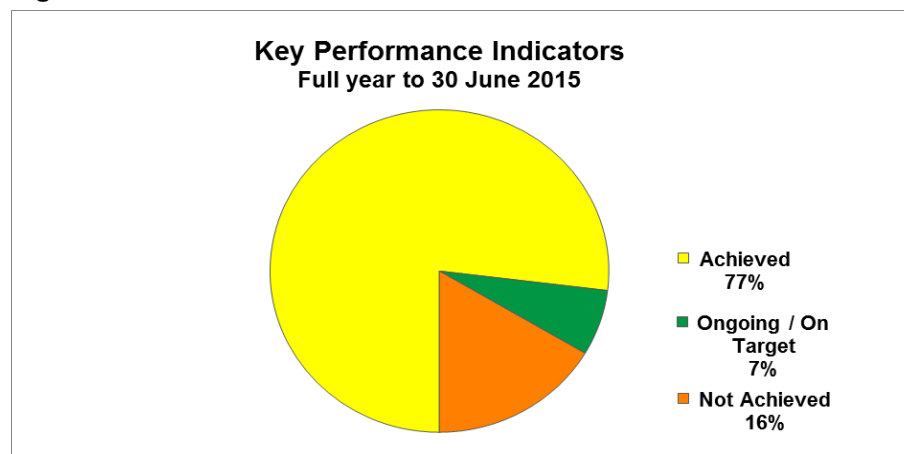
- 46 There have been significant electricity savings for the Council this year due to the installation of water meters reducing demand for water and therefore treatment and pumping energy. Over the first three quarters of 2014/15 an estimated \$56,000 of energy costs for water supply and sewage pumping have been avoided, and 142 tonnes of CO2 emissions saved. Fourth quarter data is not yet available.
- 47 Installation of a 32 kilowatt solar photovoltaic array (PV) at the Paraparaumu Waste Water Treatment Plant has been completed. The average price of electricity produced by the array is cheaper than our electricity supplier and is effectively fixed for the life of the system (25+ years).
- 48 Fifty LED streetlights have been installed in Paekākāriki, bringing the total converted to over a third of those in the village. As well as providing a better quality of light, energy consumption is reduced by 68%.

Section 2: Summary of Performance across all Activities

Summary of Key Performance Indicators: Level of Service Measures

- 49 There were 101 Key Performance Indicators (KPIs) in the 2012 Long Term Plan. Of these 91 KPIs are relevant for the 2014/15 year. Performance of the relevant measures is shown in Figure 1 below:

Figure 1



Achievement Category	Fourth Quarter Outcome 30 June 2015
Achieved	70
Ongoing / On target	6
Not achieved	15
Total Relevant Measures	91
Not relevant this reporting period	10*
Total Level of Service Measures	101**

*Ten KPIs were not relevant in 2014/15 either because circumstances had changed substantially since the 2012 long term plan was approved rendering those measures redundant, or because they are survey measures that were not scheduled to be surveyed this year (see individual activity reports for further detail).

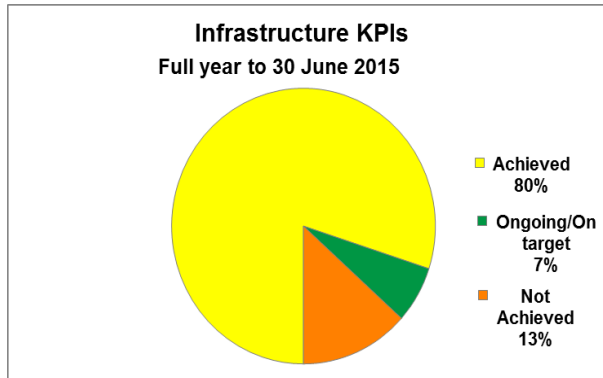
**Solid Waste KPIs were reviewed in 2012/13 and reduced by one following the change in service delivery (cancellation of Council's kerbside pick-up service).

KPI results by Activity Cluster

Infrastructure

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

Figure 2



51 Twenty six of the 30 relevant KPIs (87%) were either achieved or ongoing/on target at the end of year.

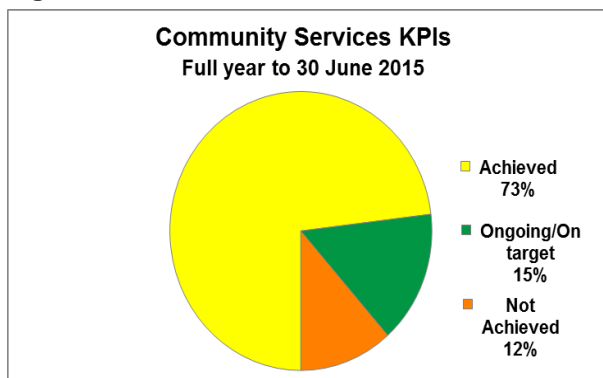
52 Four KPIs were not achieved. Two *not achieved* KPIs fall in the Water Management activity. One is because only 58 of 73 planned interruptions (80%) were resolved in under four hours (the target is 95%). The other was because the Resident Opinion Survey reported that only 51% of residents are satisfied with the quality of the water supply, against a target of 80%.

53 Two further *not achieved* KPIs were in Stormwater Management. One is because 320 of 388 urgent requests about flooding were responded to within 24 hours (82.5%), against a target of 98%. The other was because although all 159 flooding requests relating to buildings in the fourth quarter were responded to promptly (out of a total 648) not all were visited within the four week target period. Both of these not achieved results were due to the severity of the flooding events in May and June 2015 and the large number of requests that needed to be dealt with.

Community Services

54 In this cluster there are 28 KPIs, of which 26 are relevant in this financial year.

Figure 3

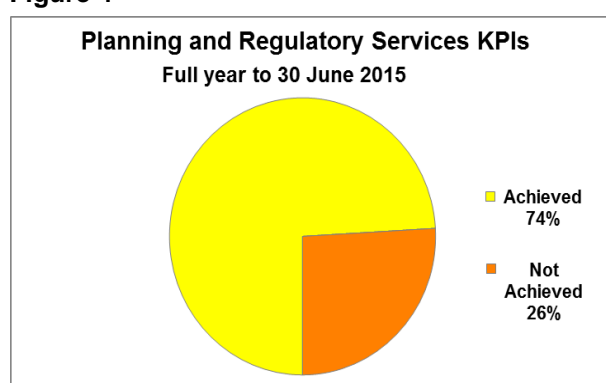


- 55 Twenty-three of the 26 relevant KPIs (88%) were either achieved or ongoing/on target in 2014/15. We are still collecting information on two of the KPIs in the Supporting Social Wellbeing activity currently reported as ongoing/on target, and expect to be able to report final results in the Annual Report.
- 56 Three were not achieved. These were in Community Facilities and had to be reported as not achieved as we did not have the data needed to report on them. Two of the surveys that were needed to assess those measures were not commissioned and the company doing the third survey could not find any suitable respondents willing to be questioned.

Planning and Regulatory

- 57 In this cluster there are 30 KPIs, 27 of which are relevant in the 2014/15 year.

Figure 4



- 58 Twenty of the 27 relevant KPIs (74%) were achieved this year. Seven KPIs were not achieved.
- 59 Four of the not achieved KPIs fall in the Building Control and Resource Consents activity. Most were attributable to the high demand for services in this area. Contract planners were engaged to help deal with the high workload and there was improved performance across most KPIs over the second half of the year. However, three of these KPIs had 100% targets and having slipped below that early in the year, could not be recovered. The fourth not achieved KPI, also a 100% target, was in regard to processing times for notified resource consent applications which had been on target at the end of the third quarter. One application was not processed within time in the fourth quarter.
- 60 Continued improvement in the Environmental Protection activity has meant that only two of 13 KPIs remain not achieved this year. Increased resourcing has allowed a substantial catch up on inspections in the 'other licensed premises' and food premises KPIs, which ended the year on target. One of the two KPIs not achieved was the inspection of private pools which was because the focus remains on working with residents to achieve compliance for their pools, rather than just issuing non-compliance notices. The other KPI not achieved was related to processing of notifiable communicable disease investigations. One investigation was not conducted and reported on within agreed timeframes in the fourth quarter and as this KPI has a 100% target it failed to meet that.
- 61 One Development Management KPI was not achieved. The Resident Opinion Survey reported that 80% of residents are satisfied that town centres have high-quality public spaces and facilities that are safe and functional. Although

this is an improvement on the 70% satisfaction score recorded last year it is still below the target of 85%.

Governance and Tāngata Whenua

62 There are four KPIs in this stand-alone activity. All four were achieved in 2014/15.

Supporting Environmental Sustainability

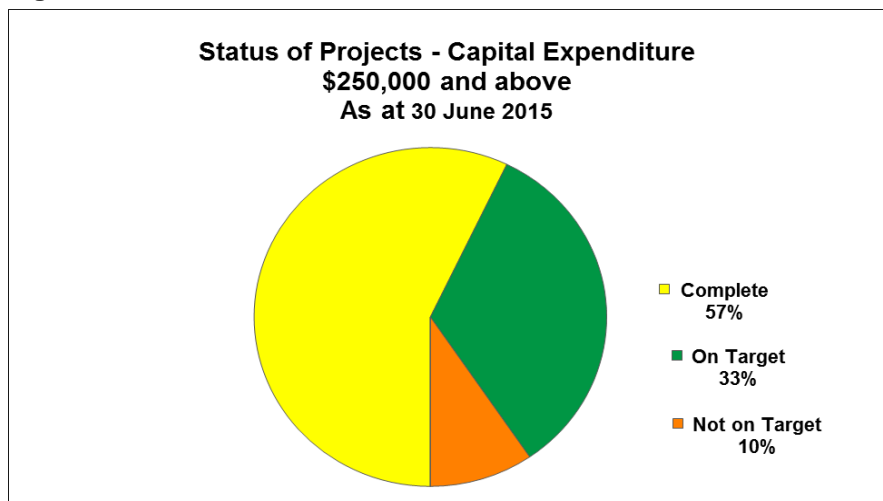
63 There are five KPIs in this activity, four of which were relevant this year. Three of the relevant KPIs were achieved this year. One KPI, the carbon emissions reduction target, is not on target.

Section 3: Summary of Project Performance

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

64 There are 21 Capital Expenditure Projects with a value of \$250,000 and above in 2014/15. The graph at Figure 5 below provides a performance summary of these projects as at 30 June 2015.

Figure 5

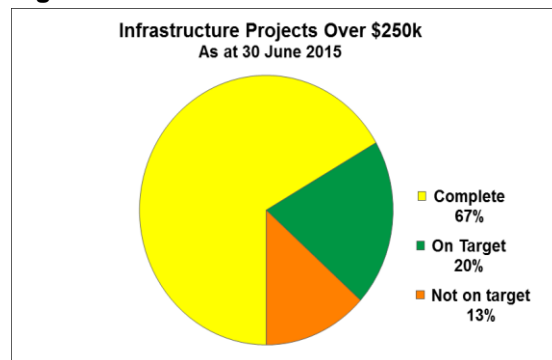


65 Of the 21 projects, 12 are complete and seven are on target (90%). Two are not on target. The status of projects is discussed in more detail below by activity cluster.

Infrastructure

66 There are 15 Infrastructure projects with a value of \$250,000 and above.

Figure 6



67 Ten of the 15 projects are complete and three are on target (87%).

68 Two projects are not on target. One of these (Waikākāriki Stream Gravel Extraction) has been delayed by protracted access negotiations with the property owner. An agreement was reached in the fourth quarter and this project can proceed in 2015/16.

69 The second project is the Ōtaki Beach Pump station project. There was a significant delay in the start date due to changes in key personnel in this activity area in the first half of the year and further delays with resolution of land ownership issues. The latter have been resolved and construction commenced on site in mid-July 2015.

Community Services

70 There are three Community Services projects with a value of \$250,000 and above. These projects are the Libraries Reconfiguration Project, the Otaraua Park Development in Otaihanga East, and the Kāpiti Youth Development Centre. The Libraries project is substantially complete and the other two are on target.

Planning and Regulatory Services Projects

71 There are two Planning and Regulatory Services projects with a value of \$250,000 and above. Both projects are on target. These projects are the Town Centre Development project, which is progressing well, and the Strategic Land Purchase project which will only become active when a strategically significant property comes onto the market.

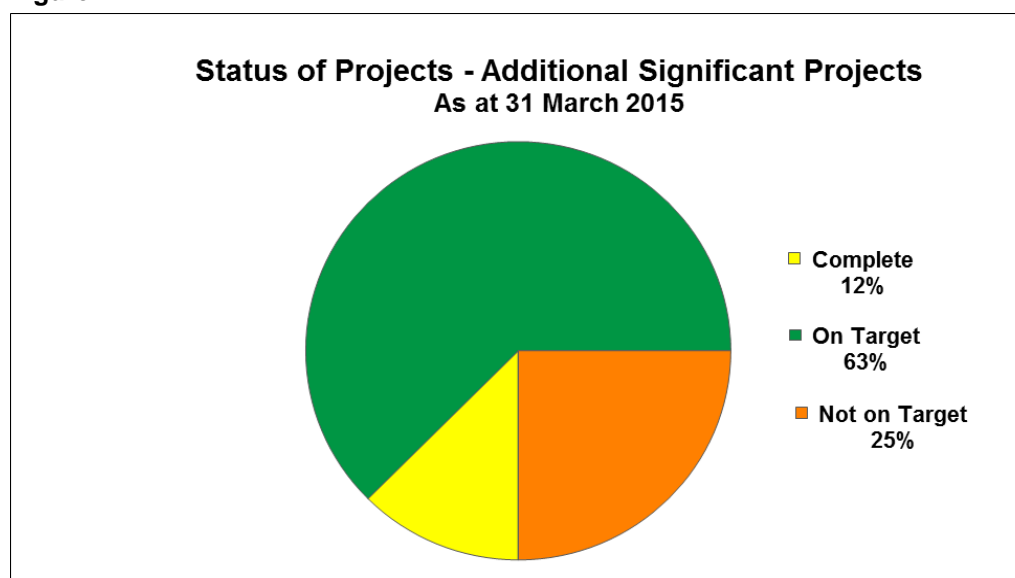
Governance and Tāngata Whenua

72 There is one Corporate support project with a value of \$250,000 and above. This project (Software Systems Upgrade) was completed in the fourth quarter. It covered a number of different sub-projects including the Three Waters Asset Management system and the new HR Kiosk.

Summary of Projects – Additional Significant

- 73 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.
- 74 Figure 7 below is a summary of performance as at 31 March 2015 for the eight Additional Significant Projects (down from nine last year).

Figure 7



- 75 Of these eight projects, one is complete and five are on target (75%).
- 76 Two projects are not on target. One of these is a Parks and Open Space project (Pharazyn Reserve). The review of the Reserve Management Plan was delayed due to lack of resources. The file has been reassigned and will be progressed during the first quarter of 2015/16.
- 77 The second project not on target is a Supporting Environmental Sustainability project on Energy Efficiency. A significant proportion of this project has been postponed indefinitely.

Financial Considerations

- 78 A summary (as at 30 June 2015) of budget details for each activity is provided in the Activity Reports attached as Appendix B to this Report SP-15-1568.

Legal Considerations

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

SIGNIFICANCE AND ENGAGEMENT

- 80 This matter has a low level of significance under Council policy.

RECOMMENDATION

81 That the Corporate Business Committee notes the performance results for the 2014/15 financial year contained in the Activity Reports attached as Appendix B to this Report SP-15-1568.

Report prepared by	Approved for submission	Approved for submission
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Terry Creighton

Stephen McArthur

Wayne Maxwell

**Corporate
Monitoring Officer**

**Group Manager
Strategy and Planning**

**Group Manager
Corporate Services**

ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports

Appendix A - Summary List of Projects

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	Yellow
	Major Bridge Repairs (NZTA)	Yellow
	Sealed Road Resurfacing	Yellow
Coastal Management	Coastal Protection Paekākāriki	Green
Development Management	Strategic Land Purchase	Green
	Town Centre Development	Green
Governance and Tāngata Whenua	Software Systems	Yellow
Libraries, Arts and Museums	Library Reconfiguration	Yellow
Parks and Open Space	Otaraua Park	Green
Solid Waste	Otaihanga Landfill Capping	Green
Stormwater Management	Tilley Road Upgrade	Green
	Waikākāriki Stream Gravel Extraction	Orange
	Ōtaki Beach Pump Station	Orange
Supporting Social Wellbeing	Kāpiti Youth Centre	Green
Wastewater Management	Pehi Kupa Street Renewal	Yellow
	Paraparaumu Wastewater Treatment Plant Drier replacement	Yellow
	Milne Drive Wastewater Pumping Station Upgrade	Yellow
	Ōtaki Wastewater Treatment Plant oxidation lagoon desludging	Yellow
Water Management	Additional Water Supply – Recharge River with Groundwater (RRwG)	Yellow
	Water Treatment Plant Renewal	Yellow
	Water Main Renewals	Yellow

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