

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

19 NOVEMBER 2015

Meeting Status: **Public**

Purpose of Report: For Decision

ACTIVITY REPORT: 1 JULY TO 30 SEPTEMBER 2015

PURPOSE OF REPORT

- 1 This report provides the Corporate Business Committee with a quarterly performance overview for the first quarter of the 2015/16 financial year for each activity published in the 2015-35 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 2015/16 financial year, and reports against year one of the 2015-35 Long Term Plan.
- 4 The first section of this report covers key result highlights across all activities in the first quarter of 2015/16. The second section reports performance across each activity in terms of KPI results. The final section reports progress on significant projects.
- 5 Each of these sections is presented in terms of the four activity cluster groupings that have been used in the 2015-35 Long Term Plan. These are:
 - Infrastructure: Access and Transport; Coastal Management; Solid Waste; Stormwater; Wastewater; and Water.
 - Community Services: Community Facilities and Community Support; Economic Development; Parks and Open Space; Recreation and Leisure.
 - Planning and Regulatory Services: Districtwide Planning; Regulatory Services.
 - Governance and Tāngata Whenua: this is a stand-alone activity.

- 6 Further and more detailed information is included in the following appendices:
- Appendix A provides a status list of our major projects in a new way. Tables 1 and 2 report separately on the status of the key initiatives and major projects from the 2015-35 Long term plan. The remaining major capex and other significant projects included in the activity reports are reported in tables 3 and 4, respectively.
 - Appendix B provides the detailed activity reports which present an overview of the service and financial performance of each of the activities.

CONSIDERATIONS

Section 1: Key Development Highlights

- 7 The information in the following relates to key developments in the first quarter of the 2015/16 financial year.

Infrastructure

- 8 Works have started on the Arawhata Road/Kāpiti Road intersection upgrade.
- 9 The Paekākāriki Seawall gained Council and Paekākāriki Community Board approval to submit a resource consent application to the Greater Wellington Regional Council based on the concept design.
- 10 A final clay cap was constructed on a large area of Otaihanga landfill to accommodate the biosolids composting trial.
- 11 Flood mitigation works were completed in some key locations which were damaged due to May/June 2015 flooding.
- 12 A further opportunity to advance sections of the Waikanae duplicate rising main in conjunction with the construction of the expressway has been identified. The benefits of advancing the rising main installation are being examined
- 13 The Otaihanga landfill has ceased accepting biosolids for landfilling. However the biosolids composting trial at the landfill has been extended to provide an option to accept biosolids for the next six months.

Community Services

- 14 Te Puawaitanga O Ngā Kākano Group organised a Matariki Festival at Nga Purapura facility in Ōtaki funded by the Ministry of Youth Development with Council support. An estimated 1,500 people attended this event.
- 15 Zeal Education Trust (Zeal) was approved the supplier for the Youth Development Centre and the contract was signed on 30 September 2015.
- 16 A video showcasing successful businesses in Kāpiti has been produced as part of promoting moving business to Kāpiti. It was shown at the Electra Business Awards on 9 October 2015.
- 17 Post flooding repairs are being completed on the CWB network.

- 18 Approval has been granted to develop a continuation of the walkway from Barry Hadfield-Nikau Reserve through private land over Bright's Farm along the skyline between Nikau Palm Road and Valley Road.
- 19 A Learning Centre at Paraparaumu Library opened with its first session on 23 July 2015. Ten PCs, a 3D printer and software are available for digital training initiatives, digital clubs and workshops.
- 20 More than 5,415 eBooks have been purchased to date and a total of 3,406 eBooks issued in the first quarter.
- 21 The *SoundSplash* events were very popular with over 290 children in attendance at Coastlands Aquatic Centre and over 140 at Ōtaki Pool.

Planning and Regulatory Services

- 22 At its meeting on 25 August 2015, Te Whakaminenga O Kapiti appointed Te Ohu Taiao to provide iwi input into the PDP.
- 23 The proposed Urban Tree Variation was notified on 2 September. Consultation started then and ran until 30 October 2015.
- 24 2,650 out of 2,785 service requests for regulatory services received in the first quarter of this year (95%) were responded to within corporate standards.
- 25 Regulatory Services has hosted one event this quarter, a developer representative's meeting in September 2015. Several events are planned for the next quarter, including Food Control Plan training and Ōtaki CAB presentation

Governance and Tāngata Whenua

- 26 The Council heard and considered submissions to the Representation Review and issued a final proposal on 27 August 2015 with a one-month period for appeals and objections.
- 27 The Council received 63 requests under the Official Information Act.
- 28 Annual urupā maintenance grants were allocated to the four urupā in the district to assist with the maintenance of these spaces.

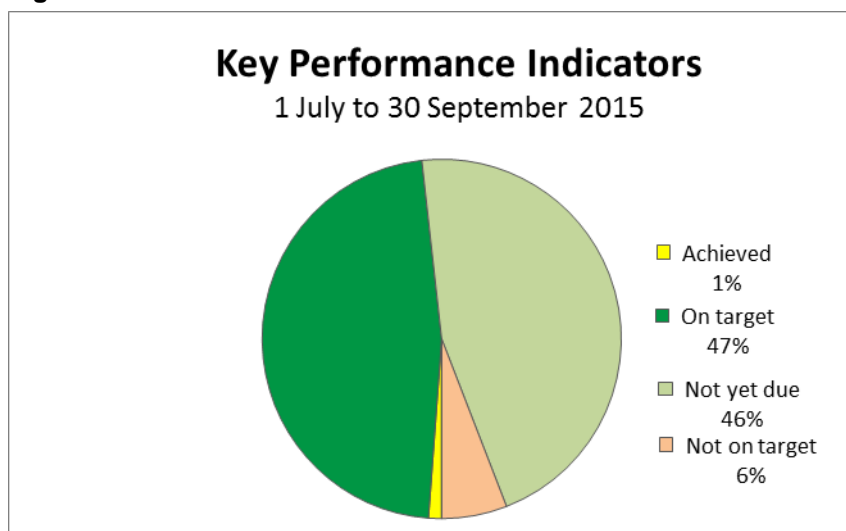
Section 2: Summary of Performance across all Activities

Summary of Key Performance Indicators: Level of Service Measures

- 29 As part of the 2015-35 LTP there was a review of the Key Performance Indicators along with the reorganisation of activities from 16 down to 13. That KPI review resulted in a significant reduction in the total number of KPIs from 101 to 87. Two of these KPIs are for monitoring purposes only at this stage to establish benchmark performance, they do not have targets assigned to them. Figure 1 below reports on the results for the remaining 85 KPIs against their targets.
- 30 To improve the quality of information in the KPI reporting some changes have been made to the achievement categories used for reporting results this year. This includes splitting the Ongoing / on target' category into two ('On target' and 'Not yet due') and adding a 'Not on target' category.

| Category | Description |
|---------------|---|
| Achieved | Reserved for KPIs that have achieved their target for the year as a whole (not just a provisional result that could be overturned later in the year). |
| On target | On target for the year to date. |
| Not yet due | Data is either not yet available or not yet due. |
| Not on target | Self-explanatory – to be modified by explanatory comment if there is a reasonable expectation that the target will be achieved by year end. |
| Not achieved | Not achieved and no prospect that it will be. |

Figure 1



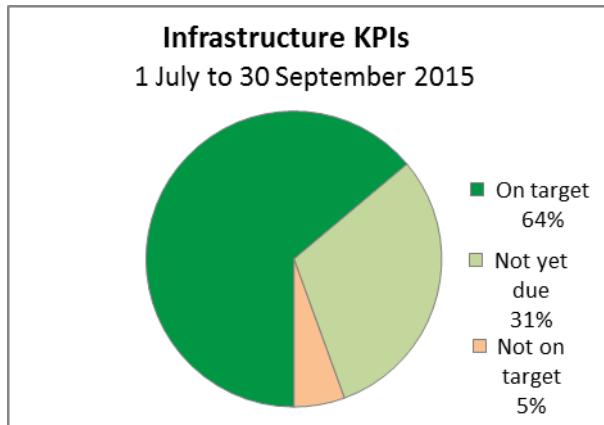
| Achievement Category | First Quarter Outcome 30 September 2015 |
|--|--|
| Achieved | 1 |
| On target | 40 |
| Not yet due | 39 |
| Not on target | 5 |
| Not achieved | 0 |
| Total Level of Service Measures | 85 |

KPI results by Activity Cluster

Infrastructure

31 In this cluster there are 38 KPIs. Two of those have been established for monitoring purposes only at this stage, leaving 36 KPIs with assigned targets.

Figure 2



32 Twenty three of the 36 KPIs (64%) were on target at the end of the first quarter.

33 A further 11 KPIs (31%) are not due to be reported on until later in the financial year.

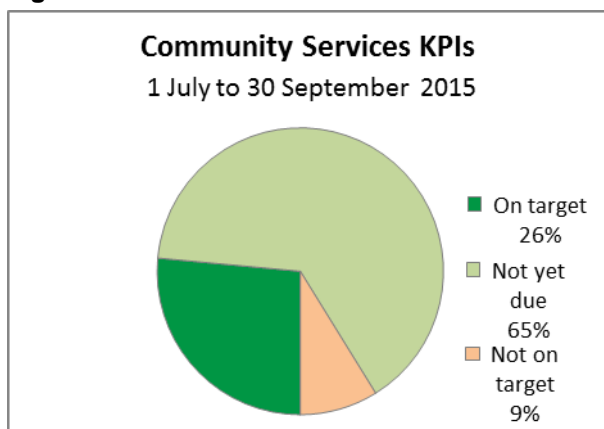
34 Two KPIs (5%) are not on target.

- A Solid Waste KPI requiring illegally dumped waste to be removed within two working days achieved 80% against a target of 85%. Performance over the remainder of the year is expected to bring this measure back on track, particularly following improvements to the way data is entered into the service request system.
- A Stormwater KPI with a target of less than 10 complaints per thousand connections to the stormwater system had already recorded 7.5 complaints per thousand connections in the first quarter. This is a provisional result at present and work is being done to audit the data.

Community Services

35 In this cluster there are 34 KPIs.

Figure 3

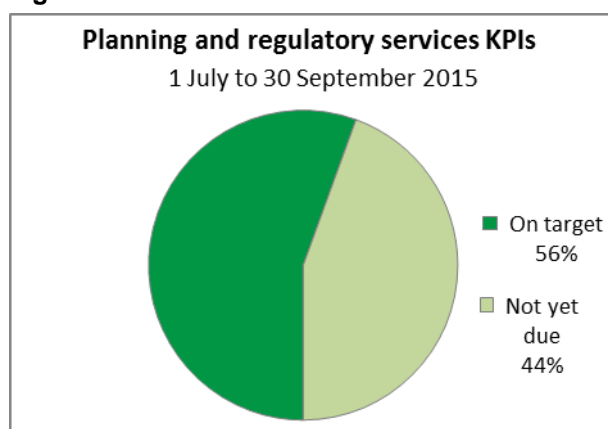


- 36 Nine of the 34 KPIs (26%) were on target at the end of the first quarter.
- 37 Twenty-two KPIs are not due to be reported on until later in the financial year.
- 38 Three KPIs are not on target:
- One of these is in Parks and Open Space and measures the extent to which *sportsgrounds are open* when they are due to be. The target is 85% and the result for the first quarter was 82%. This is due to the wet winter and is expected to get back on track over spring and summer.
 - Two KPIs in Recreation and Leisure (Aquatics) were not on target in the first quarter with the number of visits to pools and number of learn to swim registrations both being below figures for the same quarter in 2014/15. Promotion of the facilities, services and programmes, including targeted marketing, will continue in order to achieve these KPIs and a project to better understand why people aren't using the facilities as much as they were will be undertaken.

Planning and Regulatory

- 39 In this cluster there are 9 KPIs.

Figure 4

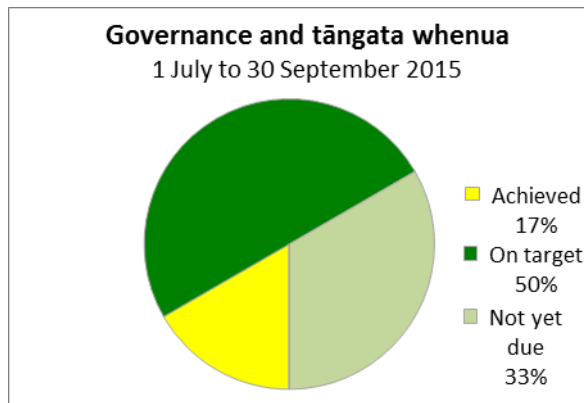


- 40 Five of the nine KPIs (56%) were on target in the first quarter. The remaining four are not due to be reported on until later in the year.
- 41 Regulatory services continue to report performance against their management Key Performance Indicators to the Regulatory Management Committee.

Governance and Tāngata Whenua

42 There are six KPIs in this stand-alone activity.

Figure 5



43 One of these KPIs has been achieved and three are on target as at the end of the first quarter (67%).

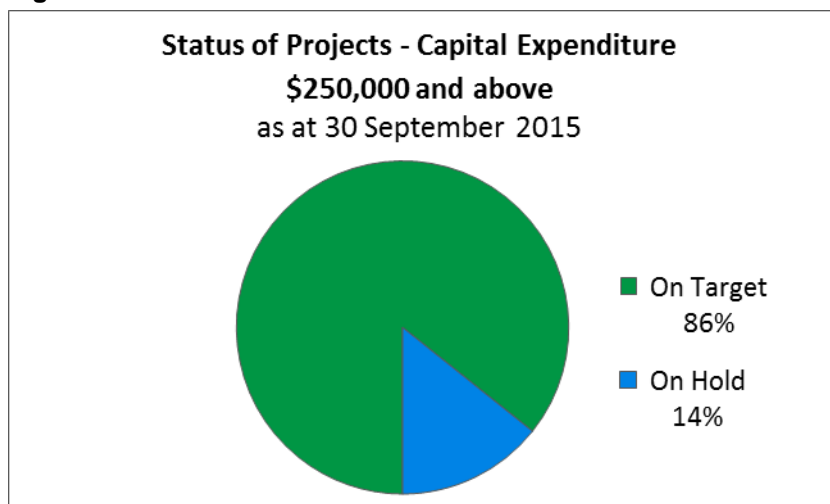
44 Two KPIs are determined by surveys that are not due to be undertaken until later in the year.

Section 3: Summary of Project Performance

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

45 There are 21 Capital Expenditure Projects with a value of \$250,000 and above in 2015/16. Figure 6 below provides a performance summary of these projects as at 30 September 2015.

Figure 6



46 Of the 21 projects, 18 were on target (86%) at the end of the first quarter. Three wastewater management projects are on hold for reasons discussed in the infrastructure cluster below.

- 47 The 18 projects on target include the following key initiatives and major projects from the 2015-35 Long term Plan (see Appendix A, Tables 1 and 2):

Key Initiatives

- Paraparaumu and Waikanae Town Centres
- Te Ātiawa Park netball/tennis court rebuild
- Ōtaki Pool rebuild and splash pad

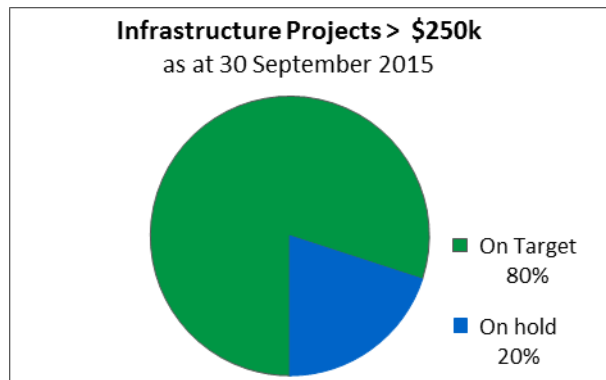
Major projects

- Coastal Protection Paekākāriki
- Kāpiti Youth development centre

Infrastructure

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

Figure 7

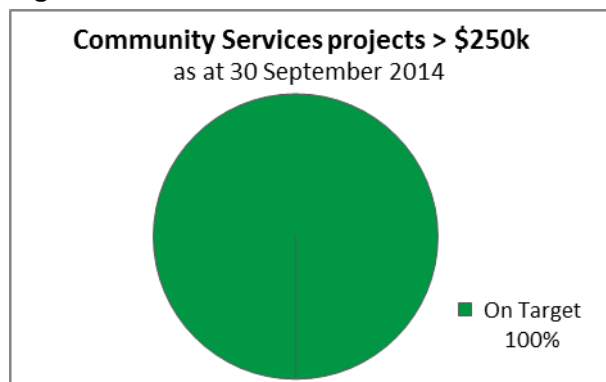


- 49 Twelve of the 15 projects were on target (80%) at the end of the first quarter.
- 50 Three Wastewater projects are currently on hold awaiting a decision on whether to reallocate funding from those projects in 2015/16 to take advantage of an opportunity to progress the Waikanae duplicate rising main in synergy with development of the Expressway.

Community Services

- 51 There are six Community Services projects with a value of \$250,000 and above.

Figure 7

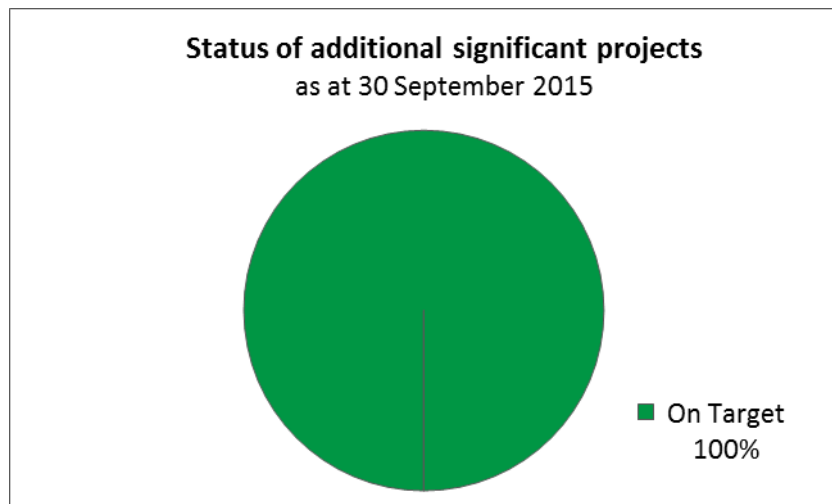


- 52 All six projects were on target at the end of the first quarter.

Summary of Projects – Additional Significant

- 53 An Additional Significant Project is a project that has a significant impact on community interests or has significant interest from a governance perspective, but has a capital expenditure budget of less than \$250,000 (although it may have a higher operational expenditure budget).
- 54 There are 11 additional significant projects in 2015/16 Figure 8 below is a summary of performance for these projects as at 30 September 2015.

Figure 8



- 55 All 11 projects were on target at the end of the first quarter. This includes three major projects from the 2015-35 Long term plan (see appendix A, Table 2):
- Otara Park Development
 - Earthquake prone building assessments
 - Waikanae Library and Mahara Gallery upgrade

Financial Considerations

- 56 A summary (as at 30 September 2015) of budget details for each activity is provided in the activity reports attached as Appendix B to this Report SP-15-1741.

Legal Considerations

- 57 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

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

RECOMMENDATION

59 That the Corporate Business Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the first quarter of 2015/16 contained in the Activity Reports attached as Appendix B to this Report SP-15-1741.

Report prepared by **Approved for submission** **Approved for submission**

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ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports

Appendix A - Summary List of Projects


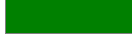



| Table 1: Our Key Initiatives from the 2015-35 Long term plan | | |
|--|--|-------------------------|
| Activity | Key Initiative | Status Category |
| Economic development | Paraparaumu and Waikanae Town Centres (<i>Town centre major connectors</i>) | |
| Parks and open space | Te Ātiawa Park netball/tennis courts rebuild | |
| Recreation and leisure | Ōtaki Pool rebuild and splash pad | |
| | Performing arts facility (at Kāpiti College) ¹ | Due to start in 2016/17 |

1. Not included in the activity reports as project hasn't started yet.

| Table 2: Major planned projects from the 2015-35 Long term plan | | |
|---|--|-------------------------------------|
| Activity | Major project | Status Category |
| Coastal management | Coastal Protection Paekākāriki | |
| Parks and open space | Otaraua Park development | |
| Community facilities and support | Kāpiti youth development centre | |
| Regulatory services | Earthquake prone building assessments | |
| Recreation and leisure | Waikanae Library and Mahara Gallery upgrade ² | Final consultation phase in 2016/17 |
| Parks and open space | Redevelop Raumati Pool building ³ | Final consultation phase in 2018/19 |






2. Included in Recreation and leisure activity report as preliminary work is underway.

3. Not included in the activity reports as project hasn't started yet.

| Status Category | |
|---|-----------------------|
|  | Project complete |
|  | Project on target |
|  | Project not on target |
|  | Project has failed |
|  | Project on hold |

| Table 3: Other Capital Expenditure projects \$250,000 and above | | |
|---|--|-------------------|
| Activity | Project Name | Status Category |
| Access and transport | Major connector upgrades – Smithfield Road | Project on target |
| | Major connector upgrades – Arawhata intersection | Project on target |
| | Sealed Road Resurfacing | Project on target |
| | Cycleways, Walkways, Bridleways Implementation | Project on target |
| Solid waste | Otaihanga landfill capping | Project on target |
| Stormwater management | Tilley Road Upgrade | Project on target |
| | Waikākāriki Stream Gravel Extraction | Project on target |
| | Ōtaki Beach Pump Station | Project on target |
| Wastewater management | Waikanae duplicate rising main | Project on target |
| | Wastewater treatment plant dissolved air flotation | Project on hold |
| | Ōtaki WWTP consent upgrades | Project on target |
| | O,W,P,R reticulation renewals | Project on hold |
| | Paraparaumu north wastewater network reconfiguration | Project on hold |
| Water management | Pipe renewals | Project on target |
| | RRwG – Post construction compliance monitoring | Project on target |
| Economic development | Town centre major connectors | Project on target |
| | Strategic land purchase | Project on target |

| Table 4: Other Significant Projects | | |
|-------------------------------------|--|-------------------|
| Activity | Project Name | Status Category |
| Access and transport | Major bridge repairs | Project on target |
| | Footpath renewal | Project on target |
| Wastewater | Paraparaumu WWTP consent renewal | Project on target |
| Water management | Waikanae WTP – Stage 2 Planning and Risk study | Project on target |
| Economic development | Strategy for supporting economic development | Project on target |
| Districtwide planning | District plan review | Project on target |
| Governance and Tāngata Whenua | Website updates | Project on target |
| | EDRMS renewal | Project on target |

| Status Category | |
|---|-----------------------|
|  | Project complete |
|  | Project on target |
|  | Project not on target |
|  | Project has failed |
|  | Project on hold |