

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

21 FEBRUARY 2019

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 October to 31 December 2018

PURPOSE OF REPORT

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the second quarter of the 2018/19 financial year for each activity published in the 2018-38 Long Term Plan.

DELEGATION

- 2 The Operations and Finance Committee has delegated authority to consider this report under the responsibilities delegated in Section B.2 of *Governance Structure and Delegations*. In particular, it has responsibility to:

“deal with monitoring and decision-making on all broader financial management matters”.

BACKGROUND

- 3 The dashboard graphic on the following page gives a snapshot of performance across all council activities and is intended to highlight at a glance where there might be issues that need attention.
- 4 Section 1 of this report gives an overview of key performance indicator (KPI) results and progress on projects across the council as a whole.
- 5 Section 2 reports on the ‘Across council work programmes’.
- 6 Sections 3 to 6 report on the activity cluster groupings. These sections outline key development highlights as well as providing more detail on KPI performance and progress on projects.
- 7 This report is a summary of work programme and activity reports. Further and more detailed information is included in the following appendices:
 - Appendix A provides a status list of the significant projects. Table 1 shows the status of the major capital expenditure projects (\$250,000 and above) while Table 2 shows the status of the additional significant projects¹.
 - Appendix B provides detailed reports which present an overview of the performance for across council work programmes and performance in each of the thirteen council activities.

¹ 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).

Activity overview dashboard for the second quarter 2018/19

Activity	KPIs			Projects	Capital Spend (\$'000)	Operating Spend (\$'000)	Income (\$'000)
	■ Achieved ■ On target ■ Not on target	■ Not yet due ■ Not achieved	■ On target ■ Not on target ■ Complete	○ Favourable ○ On budget ○ Unfavourable			
INFRASTRUCTURE	Access & Transport	5	4	6	\$1,460	\$6,384	\$6,056
	Coastal Management	2		3	\$407	\$398	
	Solid Waste	3	2		\$58	\$584	\$295
	Stormwater	7		2	\$579	\$2,012	\$1,335
	Wastewater	5		4	\$698	\$4,027	\$3,708
	Water	9		2	\$534	\$3,809	\$4,411
PLACE AND SPACE	Parks & Open Space	2	4	5	\$236	\$3,329	\$645
	Recreation & Leisure	5	2	3	\$425	\$5,578	\$823
	Community Facilities & Community Support	6	8	2	\$358	\$2,413	\$8,548
	Economic Development	3		2	\$464	\$1,297	\$163
PLANNING & REGULATORY	Districtwide Planning	2				\$1,228	
	Regulatory Services	5			\$10	\$4,038	\$2,316
GOVERNANCE & TANGATA WHENUA	Governance & Tāngata Whenua	3			\$11	\$2,368	\$11,546
	Corporate				\$287	\$2,384	\$2,327
					\$5,527	\$39,849	\$42,173

CONSIDERATIONS

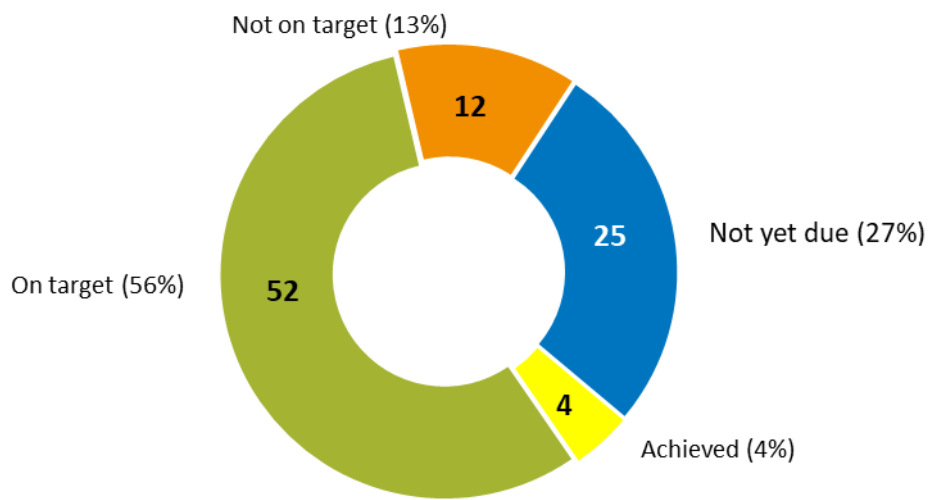
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 93 KPIs which have targets this year. Figure 1 below reports on KPI results against their targets.
- 9 KPI results are expanded on in the activity sections that follow later in this report.

Figure 1: Key Performance Indicators

as at 31 December 2018



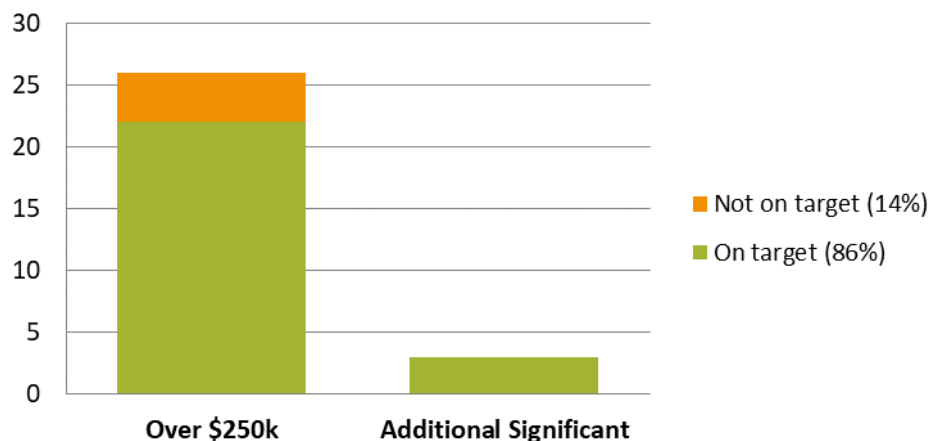
- 10 Eleven KPIs were not on target, these are discussed in paragraphs 35, 45, 56 and 71.

Summary of Projects

- 11 There are 29 significant projects being undertaken by Council in 2018/19 (up from 26 last year). Of these, 26 are Capital Expenditure Projects with a value of \$250,000 and above and three are additional significant projects.
- 12 Figure 2 below provides a performance summary of these projects.

Figure 2: Summary of Projects

as at 31 December 2018



- 13 Four projects are not on target. These are summarised in paras 30 and 67 below, and detailed in the individual activity reports in Appendix B.

Section 2: Across Council Work Programmes

- 14 There are three programmes of work that cross a number of activities. These are the Open for Business – Caring, Dynamic and Effective programme (which includes Business Improvement work), the work developing Provincial Growth Fund applications, and the Carbon and Energy Management programme.

Provincial Growth Fund

Key developments

- 15 Council hosted public meetings and workshops for the community to hear from and discuss issues with members of the Provincial Development Unit (administrators of the Provincial Growth Fund).
- 16 A Regional Advisory Group was established by the Provincial Development Unit.

Open for Business – Caring, Dynamic and Effective work programme

Key developments

- 17 The Chief Executive confirmed a new Senior Leadership structure. The new structure is designed to maximise the capability that currently exists, provide more effective alignment with work streams and strengthen opportunities for wider collaboration across all teams.
- 18 The Business Improvement Team continued to work on a range of projects to place the organisation in a better position to understand our customers, our communities and their needs, be well-positioned for growth, get financially sustainable, and work together more effectively.

Carbon and energy management

Key developments

- 19 The Council's greenhouse gas emissions in 2017/18 were 3017 tonnes on a CO₂ equivalent basis (tCO₂e). This is 105 tonnes below the previous year and is a 75.9% reduction on the 2009/10 baseline year (last year we reported a 75.1% reduction).
- 20 The relatively modest gains achieved over the previous year came from reductions in Aquatic facilities (down 57 tonnes) and Access and transport (down 41 tonnes), contributing 98 tonnes of the 105 tonne year-on-year reduction.
- i). the reduction in emissions from Aquatic facilities was due to a reduction in consumption of natural gas (which fell by 60 tCO₂e) offset by a small increase in electricity use.
 - ii). the reduction in emissions from Access and transport came from the impact of the LED streetlight conversion project. As this project is continuing to run through the current year the full impact on emissions won't be seen until 2019/20, but could be additional savings of 140 - 160 tCO₂e.



Section 3: Place & Space

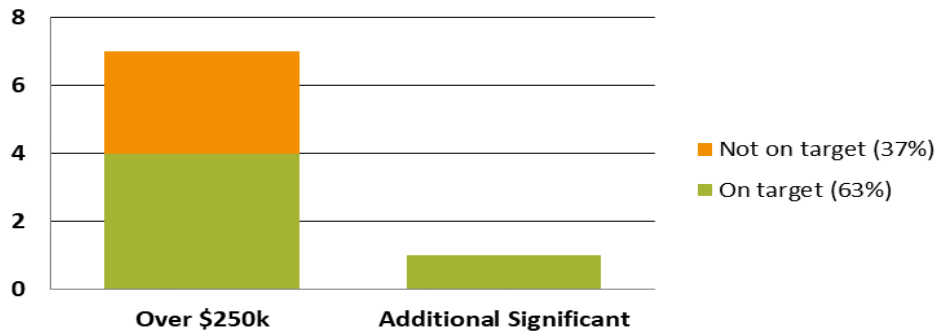
Key development highlights

- 21 The first part of stage one of development at Maclean Park has been completed with the filling in and grassing of the southern end of the pond following the removal of the kiosk.
- 22 Council co-hosted a seven-week basketball competition with the Kapiti Basketball Association, with seven schools attending and a total of 17 teams.
- 23 Waikanae library was closed indefinitely in late November 2018 after the discovery of toxic mould in the building. An interim pop-up library service was started on 21 December.
- 24 The 2018 Kāpiti Arts Trail ran for two weekends in late October/early November. All internal KPIs were achieved. The visitor feedback is being reviewed and feedback will be incorporated in the next activity report.
- 25 Total pool visits were down by nearly 2,300 in the second quarter (-2.9%) compared to last year as a result of Waikanae Pool attendance being down by 3,412 (16%) between those same quarters due to the weather.
- 26 Two workshops with stakeholders were held in November 2018 to progress the Economic Development Strategy refresh.
- 27 Five applications for the 2018/19 Major Events Fund were approved to receive funding.
- 28 Kāpiti featured in a four-page story in Air New Zealand's *Kia Ora* magazine. We hosted an Air NZ journalist again in the second quarter and that story is due to feature in the February/March 2019 issue.
- 29 Council completed full interior renewals on five Housing for Older Persons units in the second quarter taking the total to eight for the year to date. All units have been re-let.
- 30 A contract has been awarded to install the supplied toilet facility at the Ōtaki River Mouth Entrance. All consents have been obtained and work is due to start in the first half of the third quarter.
- 31 Three year contracts are in place with outcomes being met for Age Concern Kāpiti, Energise Ōtaki, Volunteer Kāpiti, Kāpiti Impact Trust (Challenge for Change), Māoriland Charitable Trust and Kapiti Youth Support. These organisations were selected through the social investment procurement process for funding.
- 32 Council has supported CAB Ōtaki, CAB Kāpiti and WellAble to help develop income streams and to strengthen their organisational capabilities. A Safe Kāpiti were also offered expert support and will be offered additional support in early 2019.

Projects

33 There are eight Place and Space projects, seven of which are capital expenditure over \$250,000 projects and one is an additional significant project.

Figure 5: Place & Space Projects
as at 31 December 2018



34 Five projects are currently on target.

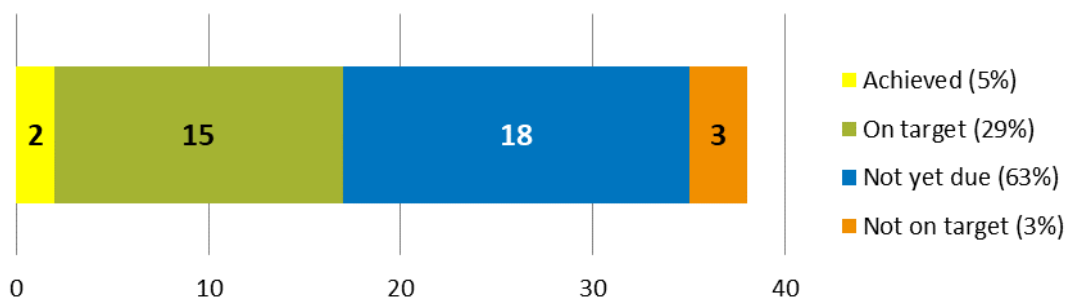
35 Three projects are not on target:

- i). The Maclean Park development project is running on time but is projected to exceed the project budget for the work planned for this year. Staff are looking at what can be done to reduce those costs and any remaining overspend will be offset by underspends elsewhere in the Parks capex budget.
- ii). The Waikanae Library Building upgrade has encountered significant problems with the discovery of toxic mould. Options are under consideration.
- iii). Renewals of older persons housing units undertaken in the first two quarters have used most of the budget for the year. As noted last quarter additional budget will be needed to deal with any further renewals that are required.

Key performance indicators

36 In this cluster there are 38 KPIs.

Figure 6: Place and Space KPIs
as at 30 September 2018



37 Two KPIs are already achieved for this year.

38 Fifteen KPIs were on target at the end of the second quarter.

39 Eighteen KPIs rely on information that is not due until later in the year.

- 40 Three Recreation and leisure KPIs were not on target:
- i) *Visits to swimming pools* was marginally below target on a pro-rata basis, reporting 133,076 swims for the first half year against a target of 290,000 for the full year. Swim visits are typically slightly higher in the second half of the year due to seasonal factors and the full year target may yet be achieved with good attendance figures over the hotter summer months.
 - ii) *Learn to swim registrations* were also below target on a pro-rata basis, reporting 1,268 registrations for the first half year against a target of 3,200 for the full year. This measure should get closer to target over the remainder of the year but is less likely than i) above to achieve the target given its performance over the year to date.
 - iii) *Total visits to libraries* was marginally below target on a pro rata basis, in large part due to the closure of Waikanae Library in November 2018 and its temporary replacement by a pop-up library three weeks later. This KPI and other Library KPIs (*Number of items borrowed* and *Satisfaction with library services*) are likely to be affected by the Waikanae Library situation until this issue is satisfactorily resolved.



Section 4: Regulatory Services

Key development highlights

- 41 In regard to District Plan appeals six consent orders have been finalised by the Environment Court, fully resolving three appeals and partially resolving two others. These have immediate legal effect and can be viewed on the Council's District Plan Review appeals web page.
- 42 The High Court released its decision on 13 December 2018 granting the strike out application in regard to the Judicial Review on the Private Plan Change 84 Airport Zone. As a result, the changes sought through this plan change will proceed, with the removal of two (out of four) previously prohibited activities in the Airport Zones, and provision for these to be considered by Council on a case-by-case basis.
- 43 The building consents team processed and issued 282 building consents in the second quarter, up from 230 in the same period last year. In addition, 229 code compliance certificates were issued (211 in Q1 last year) and 1,454 building inspections undertaken.
- 44 The resource consents team issued 51 consents in the second quarter, compared to 68 in the same quarter last year. The team also processed 11 permitted boundary activities and 13 certificates for subdivision (22 in the same quarter last year), relating to a total of 34 new allotments.

Projects

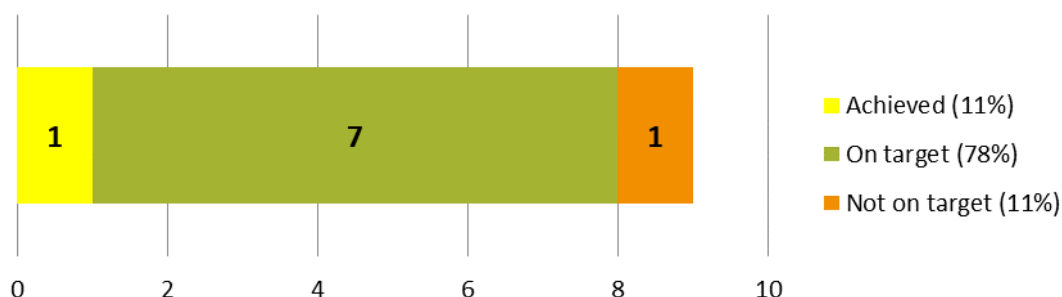
- 45 There are no capital expenditure projects over \$250,000 in this cluster.
- 46 There are two additional significant projects, the Earthquake-prone building assessments project and the District Plan review project, and these multi-year projects were both on target at the end of the first quarter.

Key performance indicators

47 In this cluster there are nine KPIs.

Figure 7: Regulatory Services KPIs

as at 31 December 2018



48 One KPI has already been achieved as at the end of the first quarter as Building Consent Authority accreditation was granted in October 2017 and is not required to be assessed again until 2019/20.

49 Seven KPIs were on target at the end of the second quarter.

50 One KPI is just below target: The ratio of compliments to complaints for the year to date is 3:1 (39 compliments and 13 complaints), whereas the target is for that ratio to be greater than 3:1. Four of the 13 complaints have been upheld.



Section 5: Governance and tāngata whenua

Key development highlights

51 Council approved an appeal against the decision of Greater Wellington Regional Council on its final proposal for the representation arrangements for the 2019 local elections

52 There were two citizenship ceremonies on 17 October and 28 November 2018, which conferred citizenship upon 73 applicants.

53 The Council received 51 requests under the Local Government Official Information and Meetings Act in the second quarter compared to 56 in the second quarter last year.

54 Te Whakaminenga o Kāpiti (TWOK) met once in this quarter.

55 Considerable work was put into preparing for Waitangi day celebrations.

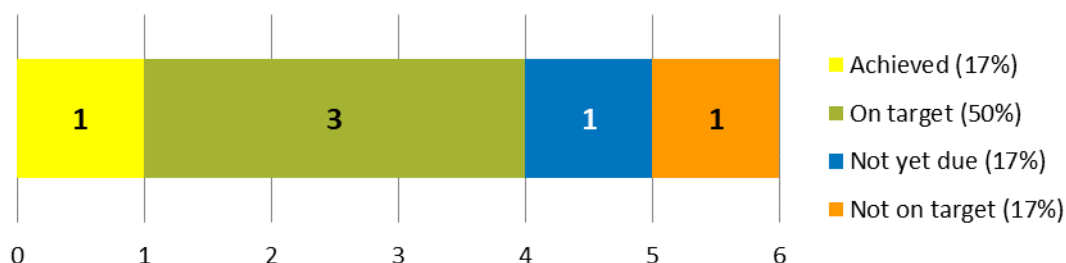
Projects

56 There are no significant projects in this activity.

Key performance indicators

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

Figure 8: Governance & Tāngata Whenua KPIs
as at 31 December 2018



58 One KPI has been achieved (*The memorandum of partnership is renewed each triennium*).

59 Three KPIs were on target at the end of the second quarter.

60 One KPI is not yet due as it relies on an end year survey.

61 One KPI is not on target – the Resident Opinion Survey gave a provisional result for the *Number of households that have an emergency plan and kit sufficient for three days* of 69%, just under the target of 70%.



Section 6: Infrastructure

Key development highlights

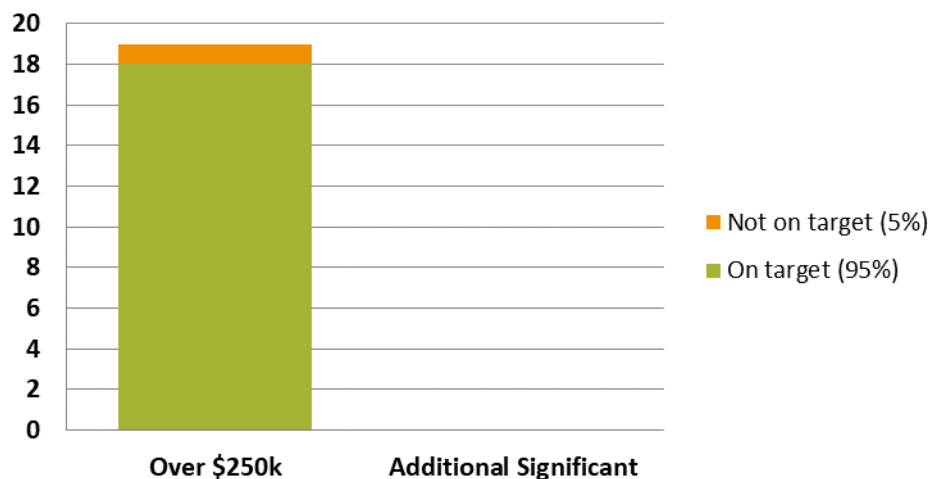
- 62 The Resident Opinion Survey shows below target provisional results for the first two quarters for both ‘*Council roads allow for easy movement around the district*’ and satisfaction with ‘*The condition of Council roads*’. Comments by respondents suggest this was largely due to dissatisfaction with the seal failures in early 2018
- 63 The failed seal on Mazengarb Road and Guildford Drive is being resurfaced with asphalt.
- 64 Construction of the shared path on Ngaio Road, Waikanae, started in December 2018 and is expected to be completed within three months.
- 65 Continued with the detailed designs of the Paekākāriki seawal, which are due to be completed by end June this year, and continued to explore options for resolving the Old Coach Route access issue to enable strengthening of the Wharemauku block wall.
- 66 Manually ‘cleaned’ approximately 3.8 kilometre of open drains in the second quarter, bringing the total cleaned in the year to date to 4.8 km.
- 67 Wastewater network pipe renewals were substantially complete in the second quarter.
- 68 The second replacement blower for the Paraparaumu Wastewater Treatment plant was commissioned and a major power distribution board has been successfully replaced.
- 69 The third Ongoing Mitigation Plan (OMP), of four, for the river recharge scheme was approved by GWRC this quarter. The remaining OMP is being progressed but in the interim a monitoring programme has been agreed with GWRC.

Projects

- 70 There are 19 Infrastructure projects, all of which are capital expenditure over \$250,000 projects.

Figure 3: Infrastructure Projects

as at 31 December 2018



- 71 Eighteen projects are currently on target.

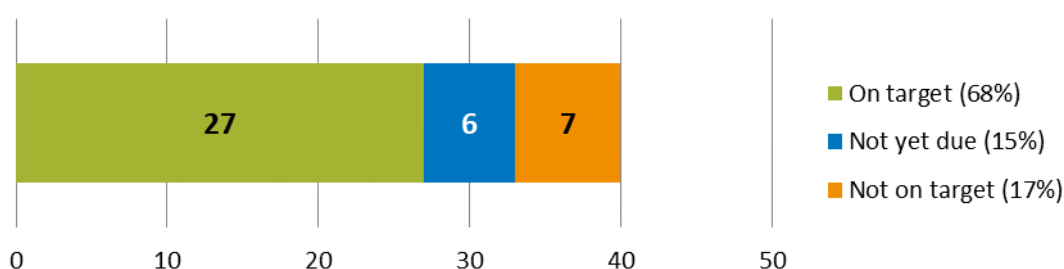
- 72 One Wastewater project is not on target, the Waikanae duplicate rising main due to ongoing delays for NZTA in resolving landowner concerns. This is holding up the resource consent process.

Key performance indicators

- 73 In this cluster there are 40 KPIs with assigned targets to report against this year.

Figure 4: Infrastructure KPIs

as at 31 December 2018



- 74 Twenty-seven KPIs were on target at the end of the second quarter.

- 75 Six KPIs depend on information that is not due until later in the year.

- 76 Seven KPIs were not on target:

- i). Four were Access and transport KPIs and all of these were provisional Resident Opinion Survey results:

- *Residents agree that the existing transport system allows easy movement around the district* reports a provisional 73% against a target of 80%.
- *Residents who are satisfied with the condition of roads* reports a provisional result of 68%, just below the target of 70%. This is expected to improve now that the earlier seal failures are being addressed.
- *Residents who are satisfied with the condition of footpaths* reports a provisional result of 64%, just below the target of 65%. The footpath budget has been significantly increased this year which should lead to an improvement in this result.
- *Residents that are satisfied with street lighting* reports a provisional result of 82%, slightly below the target of 85%. Significant investment has taken place over the past 18 months with the LED streetlight installation programme.

- ii). Two Solid waste KPIs were not on target:

- *Residents who are satisfied with the standard of kerbside collections* reported a provisional result of 84.5%, marginally below the target of 85% for the year. This measure has been on a slow trend decline from levels of 88% since Envirowaste's cessation of the plastic bag rubbish collection service in March 2018.
- *Residents who are satisfied with the waste minimisation education, information and advice available* reported a provisional result of 59.5%, against a target of 75% for the year. This measure reported a marked and sustained fall from levels of 81% in early 2018, following the cessation of the plastic bag collection service.

- iii). One water management KPI was not on target - *the extent to which the districts drinking water supply complies with part 5 of the drinking water standards* is not on target as we are aware that both the Ōtaki and Te Horo supplies are not 100% compliant 100% of the time. Both supplies are vulnerable to occasional turbidity spikes which affect the ability of UV treatment to act as an effective barrier to protozoa. Work to address these issues is planned for 2019–2022

Policy considerations

77 There are no policy issues to consider.

Legal considerations

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

Financial considerations

79 A summary of budget details for each activity (as at 31 December 2018) is provided in the activity reports attached as Appendix B to this Report CORP-19-729.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

81 Many of the developments referred to in this report have already been communicated through the council's regular communications channels.

82 Performance outcomes for the year will be published in the 2018/19 Annual Report.

RECOMMENDATION

83 That the Operations and Finance Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the second quarter of 2018/19 contained in the Activity Reports attached as Appendix B to this Report CORP-19-729.

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

Terry Creighton

Mark de Haast

Sean Mallon

**Corporate
Monitoring Officer**

**Group Manager
Corporate Services**























**Group Manager
Infrastructure Services**

ATTACHMENTS:






Appendix A – Summary List of Projects

Appendix B – Activity Reports








Appendix A: Table One - Capital Expenditure projects \$250,000 and above







Activity / Programme	Major Project	Status
Access and Transport 	LED streetlight upgrade)	
	Sealed road resurfacing	
	Stride n' Ride Implementation	
	Footpath renewal	
	Waikanae Emergency Rail access	
	Minor improvements	
Coastal Management 	Coastal Protection Paekākāriki	
	Wharemauku Block wall strengthening	
	Other coastal projects	
Solid Waste 	Otaihanga landfill capping	
Stormwater Management 	Major stormwater projects	
	Minor stormwater projects	
Wastewater Management 	Waikanae duplicate rising main	
	Paraparaumu WWTP renewals	
	Ōtaki WWTP upgrades	
	Reticulation (pipe) renewals	
	Paraparaumu WWTP consent process	

Project Status Key

 Complete	 On target	 Not on target	 On hold	 Failed
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Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.

Appendix A: Table One (continued)			
Water Management		Pipe renewals & network upgrades	
		Drinking Water Safety & Resilience programme	
Parks and open space		Maclean Park upgrade	
Community facilities and support		Waikanae Library Building upgrade	
		EQP Building remedial work (Council owned buildings)	
		Older Person's Housing renewals	
		Paraparaumu Memorial Hall renewals	
Economic Development		Paraparaumu and Waikanae Town Centres development	
		Strategic land purchase	

Appendix A: Table Two - Additional Significant Projects ²			
Activity / Programme		Project	Status
Parks and open space		Mazengarb Reserve upgrade	
Districtwide Planning		District plan review	
Regulatory services		Earthquake prone buildings assessment	

2. As noted in Footnote 1 (see Page 1) 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).

Project Status Key

	Complete		On target		Not on target		On hold		Failed
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Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.

Appendix B

- **Across Council work programme**
- **Place and Space cluster**
- **Regulatory Services cluster**
- **Governance and Tāngata Whenua**
- **Infrastructure cluster**

Across Council Work Programmes

There are several programmes of work that extend across two or more activity areas. To present the reporting on these programmes of work more cohesively, they will be reported on in this 'Across Council Work Programmes' section rather than in separate activity reports.

These programmes of work are:

- Provincial Growth Fund,
- Open for Business – Caring, Dynamic and Effective (including Culture Change and Business Improvement), and
- Carbon and Energy Management – provisional audit results for 2017/18 are now available. These results have been audited by Enviro-Mark but that audit has not yet been verified by them. If there are any changes to the data they is expected to be only minor.

Provincial Growth Fund

Key developments for the 3 months to 31 December 2018

- Provided updates to Council and Te Whakaminenga in October 2019, with further updates provided to Council in November (Te Whakaminenga did not have a meeting in November).
- The Senior Regional Official and Senior Regional Advisor from the Provincial Development Unit met with the Mayor and Chairs of committees to discuss the purpose of the Provincial Growth Fund in Kāpiti.
- Council hosted a public meeting in Paraparaumu and two public workshops (Paraparaumu and Ōtaki) with the outcomes of workshops summarised and provided to the community and the Regional Advisory Group.
- Staff established relationships and provided continuous support and advice to organisations interested in applying to the Provincial Growth Fund.
- A Regional Advisory Group was established by the Provincial Development Unit.
- Council was briefed in December 2019 with Council identifying priority Council-led opportunities for the Provincial Growth Fund.

Open for Business – Caring, Dynamic and Effective

Open for Business– Caring, Dynamic and Effective Work Programme

Description

A key priority for Council is focusing on better understanding our customers, our communities and their needs. To do that as an organisation we need to understand what is important to our customers and what our role is in fulfilling their needs and wants. Equally important is that we also want our communities to better understand us as their Council – who we are, and what we do and why.

A work programme is underway to better position our organisation for the future and become more agile and more responsive in how we can and are working together across teams to ensure that we interact even more at a community level, and with groups and individuals. This work extends our already established Open for Business Improvement Culture Change work programme.

Lead

Senior Leadership Team

Key developments for the 3 months to 31 December 2018

1. Customer focus is a priority and everyone's responsibility. Our ability to more effectively deliver services will be enhanced by a structure that is aligned with this priority. The Chief Executive confirmed a new Senior Leadership structure to complement our priority focus on better understanding our customers, our communities and their needs. The new structure is designed to maximise the capability that currently exists, provide more effective alignment with work streams and strengthen opportunities for wider collaboration across all teams. Some roles and teams were moved into new Groups and there was no reduction to FTE.
2. The Business Improvement Team continued to work on a range of projects to place the organisation in a better position to understand our customers, our communities and their needs, be well-positioned for growth, get financially sustainable, and work together more effectively.

Risks (to programme, cost, quality, other)

1. Resourcing - regular or other work programme requirements reduce the capacity to complete process improvement work.

Issues (for elected member attention)

1. None to report.

Carbon and energy management

Background: Adopted in 2012, the Council’s Carbon and Energy Management Plan sets a target of an 80% reduction in greenhouse gas emissions from the organisation in 2021/22 compared to 2009/10, through energy conservation, renewable energy, reducing fossil fuel use and changing how waste is disposed of. The Council has its annual emissions inventory (carbon footprint) independently audited to gain ‘CEMARS’ accreditation to the ISO-14064 standard.

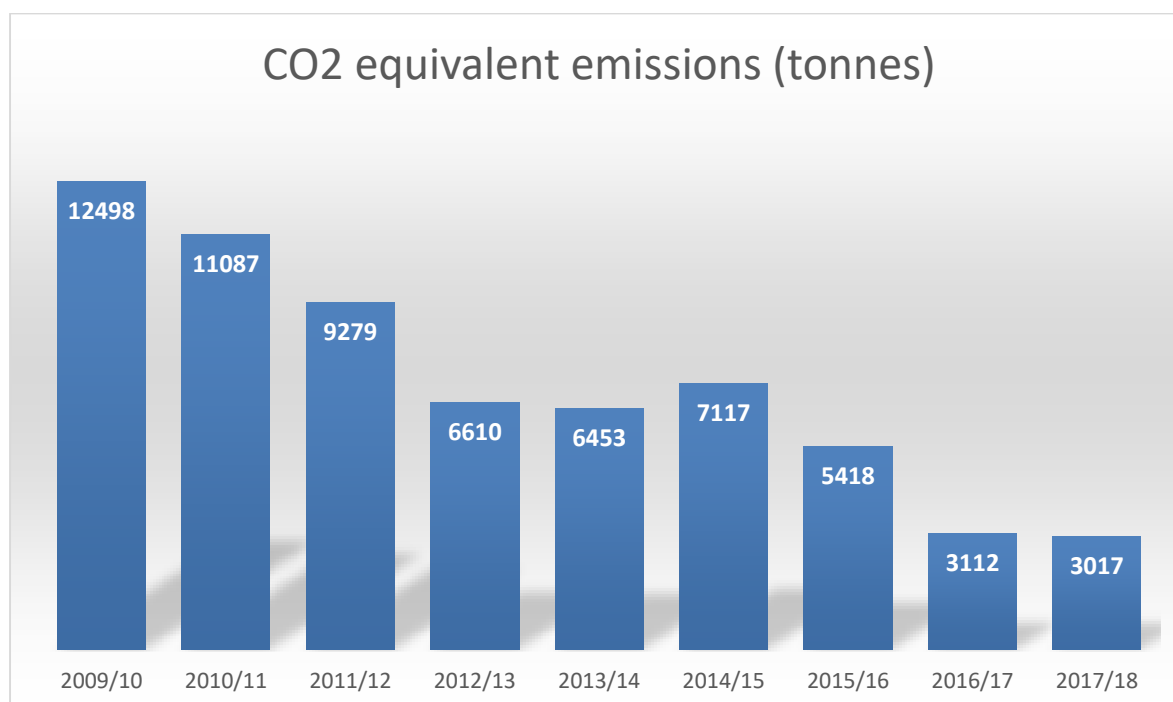
Summary of 2017/18 results

Due to the availability of our previous Enviro-Mark auditor the CEMARS audit for the 2017/18 year was later than usual and was held in January 2019 (it would normally have been in November 2018). Consequently, although the audit has been successfully completed the final results have not been reviewed and verified by Enviro-Mark as yet and so can only be regarded as provisional. Verification is expected before the end of February 2019.

The provisional audit results for 2017/18 are:

- The Council’s greenhouse gas emissions in 2017/18 were 3017 tonnes on a CO₂ equivalent basis (see Chart 1). This is 105 tonnes below the previous year and is a 75.9% reduction on the 2009/10 baseline year (see Chart 2).

Chart 1



- As has been reported in the past the major gains in emissions reduction have been achieved in the Water and Wastewater treatment activity (see Chart 3). In 2017/18 the relatively modest gains achieved over the previous year came from reductions in Aquatic facilities (down 57 tonnes) and Access and transport (down 41 tonnes), contributing 98 tonnes of the 105 tonne year-on-year reduction.
 - the reduction in emissions from Aquatic facilities was due to a reduction in consumption of natural gas (which fell by 60 tCO₂e) offset by a small increase in electricity use. Further investigation would be needed to determine the reasons for that reduction in natural gas usage and whether it is likely to be sustained.

- the reduction in emissions from Access and transport came from the impact of the LED streetlight conversion project. As streetlights were upgraded over the course of the year the recorded reduction does not reflect the full-year impact of the work done in 2017/18. Furthermore, the LED streetlight upgrade project is continuing to run through the current year and so the full impact on emissions won't be seen until 2019/20, but could be additional savings of up to 140 - 160 tonnes of CO₂e.

Chart 2

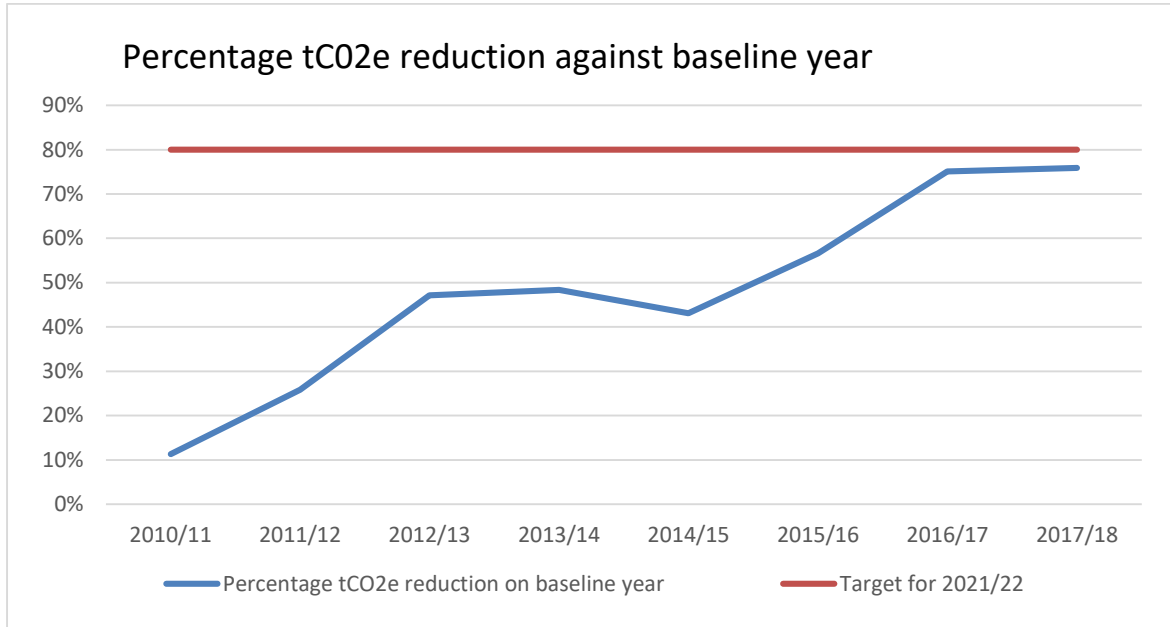
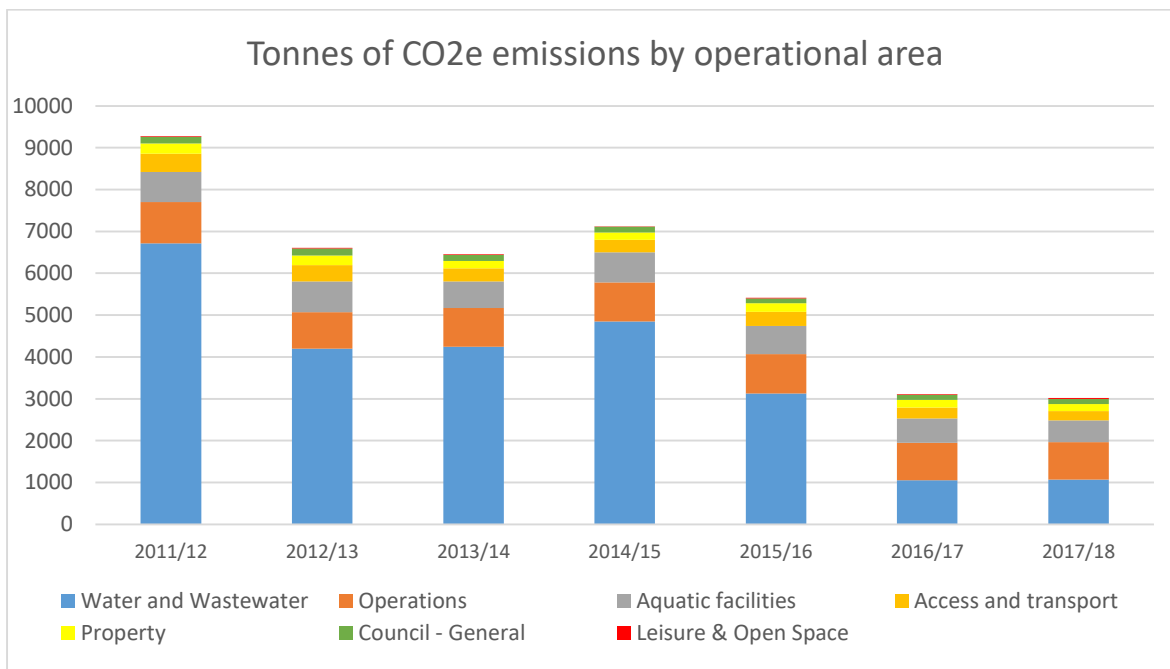


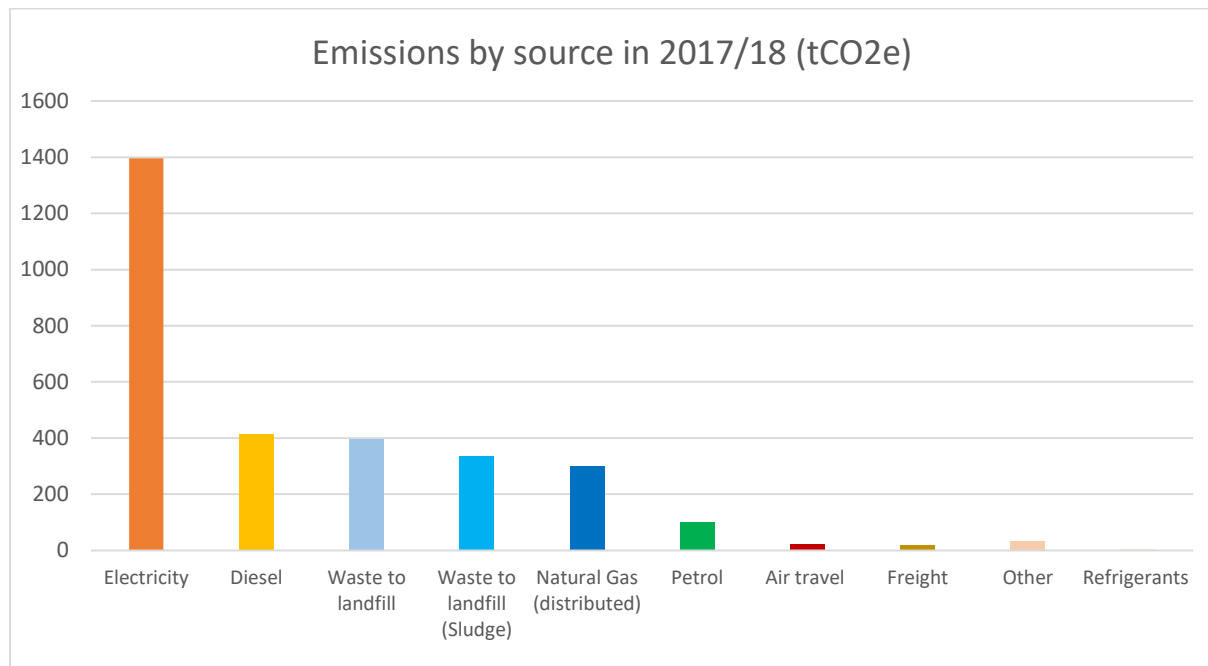
Chart 3



Outlook

- The projected emissions reductions from the LED streetlight project will not, on their own, see the Council reach its stated target by 2021/22. To achieve that emissions need to be reduced a further 500 tonnes from 2017/18 levels to just under 2,500 tonnes.
- Looking at the current emissions profile by emissions source (see Chart 4) suggests that the majority of any further emissions reductions will need to come by reducing emissions from electricity use as that accounts for 46% of 2017/18 emissions (1,396 tonnes).
 - The next largest contributor to 2017/18 emissions is deisel (13.7%) which accounts for 414 tonnes CO₂e.
 - Petrol consumption accounted for only 3.4% of emissions in 2017/18 (101 tonnes) so a move to more EV's in the Council fleet will only have a significant impact if they replace diesel vehicles as well as petrol ones.
- The approved Solar PV installation by Energise Ōtaki to supply electricity to the Ōtaki Wastewater treatment plant, if it proceeds successfully, is expected to result in savings of up to 24 tCO₂e when fully installed. So although this will help it is clear that further projects will be needed if Council wishes to achieve the 80% emissions reduction target.

Chart 4



Place and Space

- **Parks and open space**
- **Recreation and leisure**
- **Economic development**
- **Community facilities and community support**

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

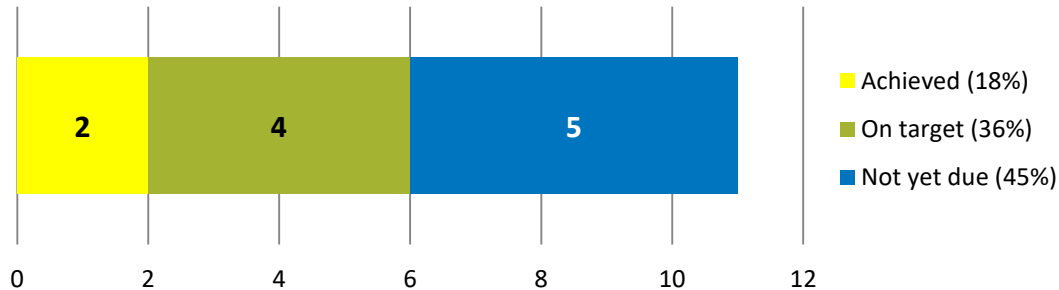
Key developments for the 3 months to 31 December 2018

- The playground equipment for the Pohutakawa Park and Matthews Park upgrades was confirmed following community engagement.
- The Otaraua Park Development plan was adopted by Council.
- The first part of stage one of development at Maclean Park has been completed with the removal of the kiosk and filling in of the southern end of the pond. Mills Albert have been confirmed as the contractor for the rest of the Stage one redevelopment and work will commence in March 2019.
- A Petanque court was constructed at the Ferndale subdivision as a combined community project.
- The 'Walks with Rob' series of educational videos have been very well received. The Barry Hadfield Nikau Reserve video received over 2,000 views.
- New directional bollards for recreational trails have been trialled along the Wharemauku stream and have been approved by the Cycleway Walkway Bridleways advisory group for rollout across the district.
- New Christmas lights were installed at Maclean Park following engagement with the Paraparaumu-Raumati Community Board and the Beach Retailers Association.
- The RSA gardens have been rebuilt at Awa Tapu Cemetery.
- The Primary School Sports Coordinator delivered a seven-week basketball competition that was co-hosted with Kapiti Basketball Association. Seven schools attended with a total of 17 teams, approximately 140 boys and girls participating.
- The Junior Interschool Athletics were delivered with nine schools and 238 students attending. The Senior Interschool Athletics were delivered with 11 schools and 203 students attending.

Performance measures summary

There are 11 key performance indicators (KPI) in the parks and open space activity.

Parks and open space KPIs 1 July to 31 December 2018



Two KPIs were achieved (as at the end of the first quarter 2018/19). These were the ‘Residential dwellings in urban areas are within 400 metres of a publicly owned open space’ and ‘At least a 10 year burial capacity is maintained across the district’. These measures are both currently well ahead of target and the underlying conditions change so gradually in regard to these measures that these KPIs can be regarded as achieved for this year.

Four KPIs are on target.

Five KPIs are not yet due as they depend on results of surveys that will be conducted later in the year.

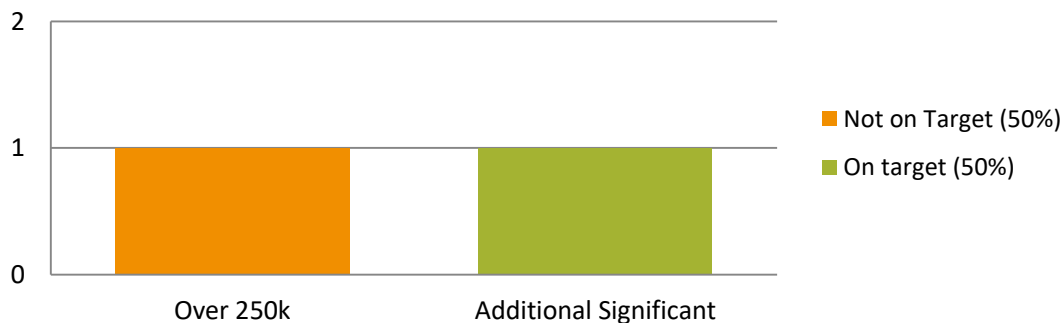
Projects – Summary

There are two parks and open space projects, the Maclean Park Stage 1 project and the Mazengarb Reserve upgrade. The former is a capex over \$250k project and the latter is an ‘additional significant project’¹.

The Mazengarb Reserve upgrade is on target.

The Maclean Park development project is running on time but is projected to exceed the project budget for the work planned for this year. Quotes have come in significantly higher than the available budget and the total cost for Stage 1 of the Maclean Park upgrade is projected to be around \$119,000 over the budget of \$362,000. Staff are looking at what can be done to reduce those costs and any remaining overspend will be offset by underspends elsewhere in the Parks capex budget.

Parks and open space - Projects as at 31 December 2018



¹ Less than \$250k capex budget but significant for other reasons (either community interest or from a governance perspective).

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Parks and open space				
Our residents in urban areas live reasonably close to a recreation facility and a range of active recreation facilities is available throughout the district	Residential dwellings in urban areas are within 400 metres of a publicly owned open space	85%	Achieved (99.4%)	103ha out of 18,452ha (0.6%) of the total District Plan residential area are not within 400m of a publicly owned open space.
	Sports grounds are open when scheduled	85%	On target (95%)	Sports grounds were open 100% of the time in the second quarter (95% over the year to date). (2017/18 result was 97%)
	Residents(%) who are satisfied with the current availability of facilities	85%	Not yet due	The annual park users' survey in will be undertaken in the third quarter. (2017/18 result was 97%)
	Residents (%) who are satisfied with the quality of Council parks and open space	85%	Not yet due	The annual park users' survey in will be undertaken in the third quarter. (2017/18 result was 92%)
	Residents (%) who are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Not yet due	The annual park users' survey will be undertaken in the third quarter (2017/18 result was 95%)
	Residents (%) that are satisfied with Council playgrounds	85%	Not yet due	The annual park users' survey in will be undertaken in the third quarter. (2017/18 result was 90%)
Cemeteries				
We provide well maintained cemeteries and we want to ensure that most family members can access the interment site and records are available online	Users who are satisfied with the cemeteries appearance and accessibility	85%	Not yet due	The annual park users' survey in will be undertaken in the third quarter. (2017/18 result was 87%)
	All available records will be on council's website within four weeks of interment	100%	On target (100%)	
We measure burial capacity across the district and anticipate future needs	At least a 10 year burial capacity is maintained across the district	Achieve	Achieved	There is a total of 56 years capacity across the three cemeteries (based on 2013 Census data and growth analysis).

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Contribution to outcomes	Performance measures	Target	Full year outcome	Comment
Cycleways, walkways and bridleways				
A range of cycleway, walkway and bridleway networks including low carbon alternatives are available throughout our district and the quality and range increase over time	Users who are satisfied with Council walkways, cycleways and bridleways	85%	On target (93%)	The provisional result from the Residents Opinion Survey for the first two quarters was 93%. (2017/18 result was 96%)
Our beach accessways are maintained and are in a usable condition	Residents (%) who are satisfied with access points to beaches	85%	On target (91%)	The provisional result from the Residents Opinion Survey for the first two quarters was 91%. (2017/18 result was 91%)

Project reports

Maclean Park development					
Description	Stage 1 of Maclean Park Development, which includes removal of the kiosk and building a new recreational grass space where it used to sit, adding outdoor furniture and BBQ's to the new space, and starting work on a central path to connect the northern end of the Park to the local shops. Stage 1 to be completed by mid-2019.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒✓		💰🕒	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the second quarter were:</i></p> <ol style="list-style-type: none"> Following the kiosk being removed the southern end of the pond was filled in and grassed in time to be used for the Christmas school holidays. Following a tender process, Mills Albert have been confirmed as the preferred contractor for the remaining Stage 1 redevelopment. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Resource Consent submitted mid-January. Mills Albert will commence work from early March and will be complete by June 2019. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> The submitted price from Mills Albert for the full project is more than the allocated budget. Staff are currently working with Mills Albert to identify possible savings. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> There will be an overspend to ensure the project is completed to the required standard. The overspend will be offset by underspends across the Parks CAPEX budgets. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	362,000	66,883	480,883	

<u>Category</u>		<u>Timeliness</u>		<u>Budget</u>	
YELLOW	Project complete	🕒▲	ahead of schedule	💰🕒	budget underspend
GREEN	Project on target	🕒✓	on time	💰✓	on budget
ORANGE	Project not on target (there are issues)	🕒▼	behind schedule	💰🕒	budget overspend
RED	Project has failed	🕒👤	on hold		
BLUE	Project on hold				

Mazengarb Reserve upgrade – additional significant project					
Description	Sports field Irrigation and lighting upgrade at Mazengarb Reserve.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter were:</i>					
1. Following a tender process, Mexteds Sports Surfaces have been awarded the contract for the drainage work.					
<i>Upcoming milestones:</i>					
2. Drainage works will commence in mid-February and will be complete by early March ready for the winter season. The Touch Rugby league will be held at Otaraua Park during the work.					
3. The lighting contract will be confirmed in the third quarter (procurement process commenced in January 2019). Works will be completed early in the fourth quarter.					
Risks (to programme, cost, quality, other)					
1. No known risks					
Issues (for elected member attention)					
1. No known issues					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	214,587	6,728	214,315	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$ 🕒 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$ ✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$ 🕒 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Parks and open space – financial results to 31 December 2018

Capital expenditure summary			
	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	169	376	1,790
Total projects over \$250,000	67	362	362
Total	237	739	2,152

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
4,180	Other operating expense	2,323	2,435	4,834
1,539	Depreciation and amortisation	794	770	1,540
331	Finance expense	212	241	485
6,050	Operating expenditure	3,329	3,446	6,859
	Revenue			
186	Fees and charges	49	88	246
9	Grants and subsidies	2	-	-
1,845	Development and financial contributions revenue	652	261	522
39	Other operating revenue	-	-	-
2,079	Operating revenue	703	349	768
3,971	NET OPERATING COSTS	2,626	3,097	6,091
	Capital items			
517	Asset renewal	93	325	1,203
694	New assets upgrade	144	414	949
1,211	Total capital items	237	739	2,152
5,182	NET COST OF ACTIVITY	2,863	3,836	8,243
	Funding sources			
5,138	Rates	2,997	3,077	6,052
670	Borrowings	141	414	692
517	Depreciation reserve	81	325	1,055
(1,845)	Reserves & special funds	(637)	(261)	(117)
702	Unfunded depreciation	281	281	561
5,182	TOTAL SOURCES OF FUNDS	2,863	3,836	8,243

Net Operating Costs of \$2.62 million are \$471,000 favourable to budget mainly due to higher development and financial contribution revenue than expected.

Capital expenditure of \$237,000 was \$502,000 underspent with underspends on Maclean Park (\$295k), Haruatai Tennis Court resurface (\$157k), and Waikanae Memorial Park (471k). These projects are expected to be completed this year.

Recreation and leisure

Hākinakina

Key developments for the 3 months to 31 December 2018

Libraries

- Waikanae library was closed indefinitely in late November 2018 after the discovery of toxic mould in the building. An interim pop-up library service was started on 21 December for our Waikanae customers while longer term options are being explored.
- Staff have been preparing for the migration of the Library Management System (Spydus) to a full web based platform and completing the relevant training. This change, which will be in place by early February, will offer some increased functionality for customers but the major benefits will be to the administration of the system.
- In November the Digital Services Coordinator presented a paper on the SMART Consortium to the Spydus Users Network 2018 conference in Sydney. This is the annual conference of the international community of Spydus Libraries.
- The Teen Space in Ōtaki Library has been redesigned to provide a more inviting and accessible space for customers.

Arts and Museums

- The 2018 Kāpiti Arts Trail ran for two weekends in late October/early November. All KPIs were achieved:
 - Target number of listed studios/sites = 90 (Achieved 109)
 - Target artists' expectations met or exceeded = 50% (Achieved 64.82%)
 - Target number of Facebook Page likes = 1,120 (Achieved 1,376)

Artists responding to the feedback survey reported an estimated 24,500 Trail attendees. The artists reported lower numbers than the previous year, but sales for some were not affected. The visitor feedback (both verbal on and after the Trail, and through the survey) is being reviewed and indications are that it was a highly successfully experience for visitors. The review results will be taken into consideration for planning of the next Arts Trail.

Aquatics

- There were a total of 74,567 pool visits in the second quarter. This is down by 2.9% compared to second quarter attendance of 76,832 in the previous year. This is due to Waikanae Pool attendance being down by 3,412 (16%) in the second quarter on a year earlier due to the weather. Attendance at the Coastlands Aquatic Centre and Ōtaki Pool together were up over 1,100 visits in the second quarter this year on a year earlier.
- A total of 634 people were registered for swimming lessons in the second quarter; 435 at Coastlands Aquatic Centre, 133 at Ōtaki Pool and 66 at Waikanae Pool. In addition, 51 children completed the holiday swimming programme during the second quarter. The total registrations

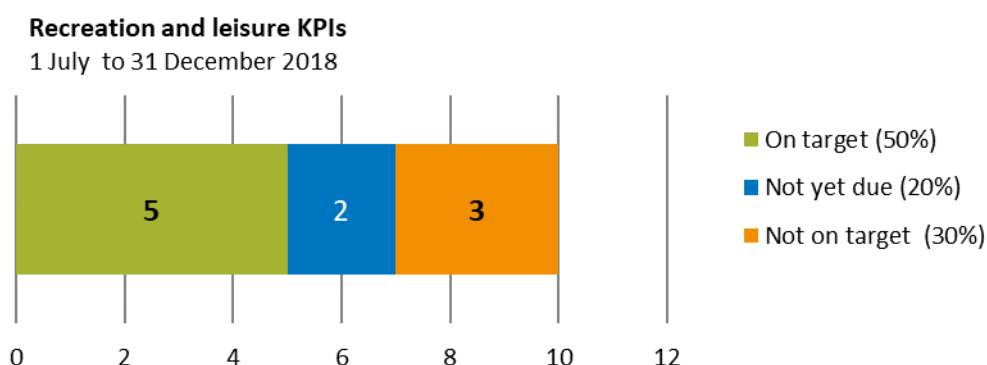
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of 685 is down compared to the previous year due to school holiday programme registrations being lower.

- A total of 476 school children participated in schools swimming lessons delivered by council instructors across the three facilities.
- Four events were held across the facilities during the second quarter.

Performance measures summary

There are ten key performance indicators (KPI) in the recreation and leisure activity.



Five KPIs were on target at the end of the second quarter 2018/19.

Two KPIs were not yet due.

Three KPIs were not on target:

- i) *Visits to swimming pools* was marginally below target on a pro-rata basis, reporting 133,076 swims for the first half year against a target of 290,000 for the full year. Swim visits are typically slightly higher in the second half of the year due to seasonal factors and the target may yet be achieved with good attendance figures over the hotter summer months.
- ii) *Learn to swim registrations* were also below target on a pro-rata basis, reporting 1,268 registrations for the first half year against a target of 3,200 for the full year. This measure should get closer to target over the remainder of the year but is less likely than i) above to achieve the target given its performance over the year to date.
- iii) *Total visits to libraries* was marginally below target on a pro rata basis, in large part due to the closure of Waikanae Library in November 2018 and its temporary replacement by a pop-up library three weeks later. This KPI and other Library KPIs (*Number of items borrowed* and *Satisfaction with library services*) are likely to be affected by the Waikanae Library situation until this issue is satisfactorily resolved.

Projects – Summary

There is only one significant recreation and leisure project this year, the Kāpiti College Performing Arts Centre. Council is not involved in managing the construction of this facility and will provide its \$1.6 million share of the funding on completion.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Aquatics				
We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities	Council will maintain PoolSafe accreditation	Achieve	Not yet due	The Annual PoolSafe audit will be undertaken in the third quarter.
	Users who are satisfied with the pools services and facilities	85%	On target (97%)	The provisional result from the Residents Opinion Survey from the first two quarters was 97%. (2016/17 result was 96%)
Increasing numbers of residents and visitors are using facilities and the pools swim clubs are satisfying the needs of the community	Visits to swimming pools in the district	At or above 290,000 annual admissions	Not on target	133,076 combined swims in the year to date. Could yet achieve the target with good attendance figures over the remainder of the summer. (2017/18 result was 298,452)
	Learn to swim registrations	At or above 3,200 annual registrations	Not on target	1,268 registrations for the year to date. (2017/18 result was 2,986 registrations)
Arts and museums				
We provide the community with funding to support their artistic and cultural initiatives	Total value of applications received relative to the total amount of funding in each grant allocation round	Ratio is > 1	On target 1:1.36 (for the first funding round)	For the first round of the Creative Communities Scheme 2018/19, 15 applications were received by the Grants Allocation Committee. The total amount applied for in the 15 applications was \$30,415.36. The total amount available for allocation was \$22,269.30 and \$22,152.86 was allocated, with the residual carried over to the next funding round.
Libraries				
We provide the community with a range of library services, materials and spaces to meet their needs and preferences	Users who are satisfied with the library services	85%	On target (99%)	The provisional result from the Residents Opinion Survey from the first two quarters was 99%. (2017/18 result was 99%)
	Users who are satisfied with library spaces and physical environments	85%	Not yet due	The annual Library Customer Satisfaction Survey will be undertaken in the fourth quarter.
	Total visits to libraries	At or above 300,000 annually	Not on target	There were 146,474 visits to the district's four libraries in the year to date. 39,207 for Ōtaki, 1,874 for Paekākāriki, 68,563 for Paraparaumu, and 36,831 for Waikanae. (2017/18 result was 327,909)

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Contribution to outcomes	Performance measures	Target	Result	Comment
We provide the community with a range of library services, materials and spaces to meet their needs and preferences	Collections are refreshed in accordance with New Zealand public library standards	Maintain 350 new items (including renewals) per 1,000 population	On target	There were 9,330 items added to the library collections in the year to date. Annual target is 18,200 (based on a population of 52,000)
	Number of items borrowed per annum (including renewals)	650,000	On target	There were 327,335 items borrowed (including renewals) in year to date.

Recreation and leisure – financial results to 31 December 2018

Capital expenditure summary

	2018/19 YTD Actual (\$'000)	2018/19 F/Y Budget (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	120	6	734
Total projects over \$250,000	305	142	2,950
Total	425	149	3,684

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
7,451	Other operating expense	4,263	4,250	8,304
1,657	Depreciation and amortisation	881	760	1,520
1,168	Finance expense	434	509	1,024
10,276	Operating expenditure	5,578	5,519	10,848
	Revenue			
1,665	Fees and charges	815	824	1,675
40	Grants and subsidies	21	21	41
9	Other operating revenue	6	8	12
1,714	Operating revenue	842	853	1,728
8,562	NET OPERATING COSTS	4,736	4,666	9,120
	Capital items			
4,061	Asset renewal	250	142	777
127	New assets upgrade	175	7	2,907
4,188	Total capital items	425	149	3,684
12,750	NET COST OF ACTIVITY	5,161	4,815	12,804
	Funding sources			
8,562	Rates	4,738	4,666	9,120
127	Borrowings	121	7	2,707
4,061	Depreciation reserve	250	142	777
-	Reserves & special funds	52	-	200
12,750	TOTAL SOURCES OF FUNDS	5,161	4,815	12,804

Capital expenditure of \$425,000 was \$276,000 unfavourable to budget due largely to earlier than projected spending on both Waikanae Library and designs for Mahara Gallery.

Economic development

Whakawhanake umanga

Key developments for the 3 months to 31 December 2018

Major Events Fund

- Council called for applications from the community for the 2018/19 Major Events Fund. Eight applications were received. These were assessed by a panel with relevant events experience which made recommendations to Council. Five events were successful receiving funding from the Council's Major Events Fund for 2018/2019 to grow and develop their signature events:

Kāpiti Food Fair - 1 December 2018

Ōtaki Kite Festival - 16-17 February 2019

Coastella Music Festival - 23 February 2019

Māoriland Film Festival - 20-24 March 2019

The Council is also funding the development of FFFLAIR, an international horticultural festival expected to debut in Kāpiti in 2020.

Air Chathams

- Council staff continued to work closely with Air Chathams to provide support for the Kapiti to Auckland air service. Although still early in the establishment phase for this service, the airline is gaining a better understanding of their Kāpiti customers' needs and preferences and adapting their services to reflect them.

i-SITE

- At least 2,025 people visited the i-SITE in the second quarter, which is in line with the same quarter last financial year. Most visitors to the centre were local people (72%), 16% of visitors were from overseas, 12% were from elsewhere in New Zealand. International and national visitors make up 28% of visitors to the i-SITE which is up 6% for the same period last year. Total visitors to the i-SITE for the year to date are 4,114 and this is an increase of approximately 12% on the same period last year. The increase in total visitors is largely due to the role the i-SITE played in swapping Metlink customers to the new Snapper Cards in July 2018.

Publications

- The Economic Development team has continued to support a range of editorial coverage of Kāpiti as a destination, including a four page feature in Air New Zealand's Kia Ora magazine, whilst also preparing and hosting Air New Zealand's journalist for a second time. Visits to eight different eateries was the focus and this will be featured in the February/March 2019 magazine.
- A double page feature on Kāpiti was taken in the Wellington Visitor Guide.
- The Kāpiti Street Guide and Map was refreshed for 2019 including specific advertisements for Kāpiti i-SITE, Kāpiti Aquatic Centres and Elevate Ōtaki. These guides have been distributed to local accommodation providers and other tourism operators.

- Two editions of the Kāpiti Economic Development Update for local tourism operators were distributed in this quarter.

Refresh of the Economic Development Strategy

- Council and SLT briefing of the strategy updates took place in December 2018 and was received positively.
- Two workshops were completed with a variety of stakeholders in November 2018, with the addition of a survey out to the wider stakeholder group. One of the immediate actions from the workshop was progressing with the *Telling the Kāpiti Story* project. After working in collaboration with WREDA we facilitated a workshop on developing a brand destination story in late December 2018 engaging a copywriter to draft a scope of work with timeframes and expectations, again this was well received by participants.
- Decisions were made around a drafting group to draft up the first copy of the Economic Development Strategy refresh outcomes, governance and implementation plan – this group includes a member from the Chamber of Commerce, KEDA, a Councillor and KCDC staff – the intention is to have a first draft by end of January 2019, to test with the community, businesses and stakeholders and then a final draft prepared by end March 2019.

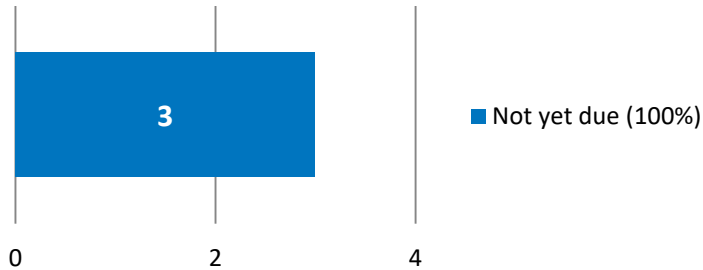
Town Centres

- The Mahara Place Upgrade construction drawings have been issued.
- There is ongoing discussion with NZTA and GWRC on the SH1 revocation project.
- Initial discussions were held with stakeholders on the 'Paraparaumu Connection to the Transport Hub' Project..

Performance measures

There are three key performance indicators (KPI) in the economic development activity.

Economic development KPIs
1 July to 31 December 2018



No results are due yet for any of these KPIs.

Projects – Summary

There are two economic development projects reported in this activity report (the Strategic Land Purchase Fund and the Town Centres project). Both are capex over \$250,000 projects.

We have also included a project report from Elevate Ōtaki reporting on developments to date. This is not included as a Council project in the chart below as Council is providing resource and funding support for the project but is not managing it.

Economic development - Projects
as at 31 December 2018



Both Council projects are on target.

Note that there is no timeline set for the Strategic Land Purchase Fund as it is dependent on when strategic parcels of land come up for sale and needs to retain flexibility to respond appropriately.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We deliver the 2015 economic development strategy (implementation plan) and we involve partners and the business community at appropriate points in the decision making process	The economic development strategy implementation plan deliverables are achieved	Achieve	Not yet due	The Primary focus is on the refresh of the Economic Development Strategy
	Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved	85%	Not yet due	The business leadership forum was dissolved earlier this calendar year. As part of the refresh of the ED Strategy consideration will be given to the appropriate governance model for the implementation of the refreshed strategy.
Māori economic development priorities will be articulated in a strategy for Council and iwi to implement	The Māori Economic Development Strategy implementation plan deliverables are achieved	Achieve	Not yet due	Staff are currently working with the TWoK Chair to ensure engagement in the Māori economic development refresh. This will in turn drive the development of the Māori Economic Development Strategy and its subsequent implementation.

Project reports

Town Centres project					
Description	This project covers the two town centres, Waikanae and Paraparaumu. The project aim is to implement the adopted blueprint building block projects.				
Group	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter</i>					
<ol style="list-style-type: none"> W3 Mahara Place Upgrade Project Construction drawings were issued. Public information days were held. The Mahara Place Sculpture garden make over was completed. P2 - Coastlands and Civic Precinct Connection Project minor works complete. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects with a focus on Paraparaumu, Transport Hub and Coastlands and Kapiti Lights Precinct. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> Start Construction works in Mahara Place. Progress design of Paraparaumu transport hub connector projects. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> Waikanae Library works may impact on the Mahara Place construction programme. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	7,556,438	7,236,199	7,236,199	
This year	2018/19	3,569,574	540,460	3,569,574	
Total		11,126,012	7,776,659	10,805,773	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$ 🕒 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$ ✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$ 🕒 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Strategic land purchase					
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness		Budget	
		N/A		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p>Council has approved the acquisition of a number of properties for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. The individual properties will be reported on when each transaction is completed.</p> <p><i>Developments in the second quarter:</i></p> <ol style="list-style-type: none"> 300m² of land acquired on Poplar Ave (across from the intersection at Leinster Ave) on 18 October 2018, for future road widening purposes. 					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	762,500	67,614	762,500	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒🛑 on hold	
BLUE	Project on hold		

Project report for Elevate Ōtaki

Description Through the initial consultation of the PP2O project the Ōtaki community requested funding from NZTA to help Ōtaki minimise any impacts and maximise any opportunities from the construction of PP2O. NZTA agreed to contribute \$150,000 and Council matched that for a combined total of \$300,000 to be spent over 5 years. Elevate Ōtaki (EO) was established to identify and communicate to the Council and other stakeholders (including NZTA) the opportunities to invest in and assist Ōtaki and Te Horo, and to work with the stakeholders to realise the potential for local businesses and the community.

Comments (latest developments/upcoming milestones/critical activities)

Key developments in the year to date

1. The Strategic plan is underway. Ōtaki Identity work was started with SWOT analysis completed. Requested proposals from private companies to deliver this work. Currently assessing 3 proposals and by February 2019 a provider will be selected.
2. Working with Council to enhance the Ōtaki content on the Destination Kapiti website.
3. Requested a reassessment of the Economic Impact study 2013 by Brown, Copeland & Co Ltd. EO members met with the contractors to discuss scope and give feedback. The report has been completed and is to be reviewed in early 2019.
4. EO members met with NZTA regarding the SH1 revocation plans for the Ōtaki shopping precinct, with further input to this process anticipated.
5. Developing an Ōtaki Promotional Brochure, due to be finalised shortly.
6. Currently considering an Ōtaki Ambassador program.
7. Elevate Ōtaki has considered a number of reports and presentations from Ōtaki organisations and groups, including Energise Ōtaki, the Ōtaki Maori Racing Club and the Ōtaki 2020 vision document and its recent refresh. Have also met with commercial developer Nigel Ross, Richard Innes and Neil Cohen to discuss their business interests and future plans in Ōtaki.

Risks (to programme, cost, quality, other)

1. Expectations for funding (EO has been approached to fund housing and other social issues).
2. Demands on volunteers and resources (including availability of Council staff).

Issues (for elected member attention)

1. Views in the community that there has not been enough achieved.
2. Communication – looking to improve in 2019.
3. Resourcing and funding.

Current year project costs to 31 December 2018

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	61,782	2,430	61,782	-
Future years	2019-23	260,892	-	260,892	
Total		322,674¹	2,430	322,674	

1. Although a total budget of \$300,000 (in current dollars) was allocated this has been inflation-adjusted over the five years of the project. As noted above NZTA is providing half of the funding.

Economic development – financial results to 31 December 2018

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
1,706	Other Operating Expense	988	916	2,004
4	Depreciation and Amortisation	2	70	141
561	Finance Expense	308	335	673
2,271	Operating Expenditure	1,298	1,321	2,818
	Revenue			
146	Fees and Charges	164	6	168
167	Grants and subsidies	-	-	-
313	Operating Revenue	164	6	168
1,958	NET OPERATING COSTS	1,134	1,315	2,650
	Capital Items			
4,066	New Assets Upgrade	464	953	2,553
4,066	Total Capital Items	464	953	2,553
6,024	NET COST OF ACTIVITY	1,598	2,268	5,203
	Funding sources			
2,126	Rates	1,132	1,315	2,650
3,898	Borrowings	464	953	2,553
6,024	TOTAL SOURCES OF FUNDS	1,596	2,268	5,203

Net Operating Costs of \$1.13 million was \$181,000 favourable to budget. This is due to income received from NZTA for PP20 engagement.

Capex of \$464,000 is \$491,000 underspent due to delays with Kapiti road project and other town centre work. There is also a significant underspend (\$312,000) in the Strategic Land Purchase project as this is a discretionary fund.

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 31 December 2018

Community facilities

- A total of 430 external service requests were processed during the second quarter of 2018/19. This compares to 424 for the same period last year.
- Following a successful tender process, Athfield Architects have been appointed as the Architects for the Mahara Gallery Redevelopment Project. The Steering Group had shortlisted three architectural practices (including Athfields) with each presenting their credentials and a concept design based on a total budget of \$5.205m. The bulk of the funding is earmarked for 2020/21 or when the Trust raises its 2/3 share of the project cost.
- Following a detailed condition survey at Waikanae Library and feedback from Library staff a report on air quality was obtained. That report highlighted unacceptable levels of toxic mould in the building. Expert advice was that the mould could not be eliminated. Consequently a decision was made to close the library for the foreseeable future. This involved decontaminating the books and salvagable contents and then decanting the books and equipment to other libraries or into storage. A temporary “Pop up” library was opened in December 2018 in the cleansed library entrance foyer as a short stop-gap pending longer term library solutions being identified.
- Council completed full interior renewals on five Housing for Older Persons units during the second quarter which were subsequently re-let. This takes the total to eight for the year.
- The Housing Applicant Register stands at 49. Of these, 31 have expressed a preference for living south of Waikanae and the balance of 18 would consider housing options districtwide including Ōtaki. We are still trying to revalidate a further 11 applications but contacting some is proving challenging.
- A contract has been awarded to Bryant Plumbing to install the supplied toilet facility at the Otaki River Mouth Entrance. All consents have been obtained and work is due to start in the first half of the third quarter. The project is expected to take four weeks. The cost is to be shared equally between Council and Greater Wellington Regional Council at approximately \$40,000 plus GST each. In addition to this is the cost of the supplied toilet at approximately \$28,000 which the Friends of the Otaki River have raised. Ownership will pass to Council on completion with ongoing operating costs being shared between the Council and GWRC after that.
- An agreement to lease 240m² on level 1 of Takiri House has been signed between Coastlands and Council. The lease is for six years and occupancy is expected from mid-February 2019. The Takiri House space will initially accommodate up to 22 people and will relieve long-standing pressure in the Civic Building.

- Since July 2018, Council has been developing a full management plan for the Paraparaumu Community Centre. This was a proactive initiative which included a detailed Building condition survey. Preliminary results from the Condition Survey and subsequent invasive testing indicated heightened moisture levels but the results were inconclusive. In December, further destructive testing was undertaken with results likely to be available in late January 2019.
- In December one of Council's key contractors Main Security Services sold some of their business interests including Security Patrols, Guard Services, and Cash Management to Armourguard Security Ltd. We have agreed with Armourguard to trial their services over the next twelve months noting that Council is intending to tender Security services at that point.
- Alternative scenarios for foundation and strengthening have been discounted for the Paekākāriki Memorial Hall and a decision made to proceed with the original plan of replacing the existing foundations at the south end of the building subject to obtaining acceptable pricing. It should be noted that remediation of the Paekākāriki Memorial Hall foundation will not alter the current seismic rating but is required to ensure the building continues to be safe to occupy. This stage of the total project would otherwise form part of the total seismic strengthening for this building. Full seismic upgrade is planned to be completed within the next seven years.

Community support

- The Youth Council has reviewed and redesigned the Youth development grants. They reviewed the Youth2u dollars and Think Big programmes of funding and have combined the best aspects of each in their new 'ThinkBig' model going forward. The new *ThinkBig 2019* funding scheme will enable young people delivering youth led projects to apply for funding.
- The Youth Council delivered a 'Youthween' event with the Zeal youth volunteer team to support the youth development centre and strengthen their partnership with Zeal Kāpiti.
- Zeal Kāpiti have delivered a range of initiatives in their contract with Council. Highlights for this quarter include:
 - Young people who graduated from the Zeal event management course designed and delivered a successful 'Summer Start' event .
 - Zeal delivered a comprehensive holiday programme in October four days a week from the youth development centre with different activities daily.
 - The youth led 'musicians lounge' monthly event continues to grow with 60 – 80 young people attending regularly.
 - Art, event management, graphic design, barista, photography workshops have been offered through the Zeal youth development facility.
- Three year contracts are in place with outcomes being met for Age Concern Kāpiti, Energise Ōtaki, Volunteer Kāpiti, Kāpiti Impact Trust (Challenge for Change), Māoriland Charitable Trust and Kapiti Youth Support. These organisations were selected through the social investment procurement process for funding. Three further social investment contracts will start in January 2019. One year contracts have also been signed with Surf Life Saving NZ, Wellington Free Ambulance and a grant provided to the LifeFlight Trust.
- Intensive support has been undertaken with CAB Ōtaki, CAB Kāpiti and WellAble to help with developing income streams and to strengthen their organisational capabilities. A Safe Kāpiti were

also offered expert support and will be offered additional support in early 2019 to strengthen their organisational capabilities and fund seeking skills.

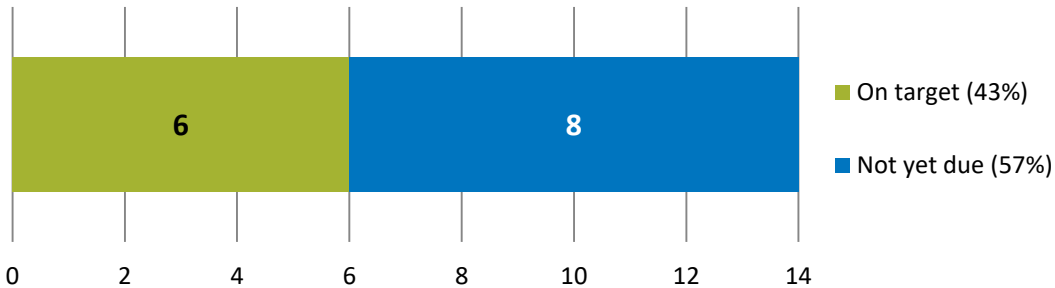
- A workshop was held in November 2018 as a part of Council's capacity building series to strengthen the community and social sector. The workshop provided skills, practice models and resources on building collaboration and connections. All 24 participants rated the workshop as good (10%), very good (40%) or excellent (50%). There were 22 organisations represented at the workshop.
- An end of year celebration for the community and social support sector was held in December 2018 with 46 people attending on behalf of 28 organisations. This event provided an opportunity for Council to thank these organisations for their work and for ideas and resources on building the capacity of Kāpiti's not for profit sector to be shared.

Performance measures summary

There are 15 key performance indicators (KPI) in the Community facilities and community support activity. Only 14 of these have targets as one is for recording and monitoring purposes only.

Community facilities and support KPIs

1 July to 31 December 2018



Six KPIs were on target at the end of the second quarter 2018/19.

Eight KPIs were not yet due, mainly because they rely on data from surveys due later in the year.

Projects summary

There are four Community facilities and community support projects, they are all over \$250k capital expenditure projects.

Community facilities and community support - Projects

as at 31 December 2018



Two projects remain on target at the end of the second quarter, although there remain budget risks to both the EQP building work and the Paraparaumu Memorial Hall projects.

Two projects are not on target.

- Condition assessments, including the air quality report received in the second quarter have significantly affected the Waikanae Library upgrade project and options are under consideration.
- Renewals of older persons housing units undertaken in the first two quarters have used most of the budget for the year. It is expected that the budget will need to be increased to deal with any further renewals that are required if further units are vacated in the remainder of the year.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result (ytd)	Comment
Council owned property				
We provide a good standard of comfort, convenience, quality and usability of the library buildings	Users (%) who are satisfied with the standard of the library building facilities	85%	Not yet due	The Library users survey will be undertaken in the third quarter. (2017/18 result was 99%)
Council hall hirers are satisfied that the halls meet their needs	Users who are satisfied with halls	80%	Not yet due	The annual Hall Hirers Survey will be undertaken in the fourth quarter- (2017/18 result was 96.9%)
Our housing for the older persons' rents are fair and reasonable, the service and facilities are of a good standard and our high occupancy rates are maintained	Occupancy rate of available ¹ housing for older persons units	97%	On target (99.8%)	This result excludes units that are under renewal not able to be occupied.
	Housing for older persons tenants (%) who rate services and facilities as good value for money	85%	Not yet due	The annual tenant survey will be undertaken in the fourth quarter. (2017/18 result was 100%)
	Housing for older persons tenants (%) who are satisfied with services and facilities	85%	Not yet due	The annual tenant survey will be undertaken in the fourth quarter. (2017/18 result was 96.9%)
We ensure that council-owned buildings are fit for purpose	Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	Not yet due	This is reported on at year end.
Our toilets are clean, feel safe, and are well maintained	Residents (%) who are satisfied that public toilets are clean, well-maintained and safe	75%	On target (81%)	The provisional result from the Resident Opinion Survey for the first two quarters was 81%. (2017/18 result was 85%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	On target (98%)	88 service requests received in the year to date, with 86 meeting the four-hour target.

1. Where 'available' units excludes those flats that are unavailable due to renewals or maintenance work being carried out.

Corp-19-729 Appendix B – Activity report to 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Community support				
We provide resources to the community for capacity building and service provision focused on community priorities and we provide the youth council, older persons' council and the accessibility advisory group with opportunities to influence the content of council strategies, policies and project planning	Youth Development Centre opens and Youth development programme deliverables are achieved	Achieve	Not yet due	This will be reported later in the year.
	Council's social investment programme enables services to deliver on community priorities	Achieve	On target	Contract deliverables have been agreed and will be monitored to assess performance.
	Participants from the social and community sector are satisfied with the learning opportunities and workshops provided by Council	85%	Not yet due	This will be reported on at end year.
	The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Not yet due	This will be reported on at end year.
	Residents (%) who are satisfied with the Council's community support services	85%	On target (89%)	The provisional result from the Resident Opinion Survey for the first two quarters was 89%. (2017/18 result was 88%)
We provide support for community measures that promote diversity and connectedness	Community connectedness and diversity projects and initiatives planned for year are progressed or completed	Achieve	On target	Support provided for the Kāpiti Multi-Cultural Council events. Support for the inaugural Kāpiti Settlement Network meeting.
We provide opportunities for the community to participate in activities and events that encourage community resilience	Estimated attendance at council-supported events	There is no target as we will use this for monitoring.	Monitor only	Nothing to report this quarter.

Project report

Waikanae Library building					
Description	Original project description: <i>Renewal and upgrade of the building envelope to ensure it is weather tight and structurally sound. Subject to available funding, minor upgrade works to the interior of the building including the replacement of floor coverings, bathroom fixtures and fittings and interior painting.</i>				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ▼		💰	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in second quarter:</i>					
<ol style="list-style-type: none"> 1. A rebuild scope of works and Quantity Surveyor estimates were obtained for full building renewal and identified a significant budget shortfall due to the scale of works associated with the interconnected building components. 2. Then, for the reasons noted under Key Developments above, a decision was made to halt the planned redevelopment work in the short term due to the toxic mould issues. In this context longer term viability options for this building are being considered along with other options 3. Following a condition survey at Waikanae Library and feedback from Library staff a report on air quality was obtained. That report highlighted unacceptable levels of toxic mould in the building. Expert advice was that the mould could not be eliminated. Consequently a decision was made to close the library for the foreseeable future while options are considered. 4. A pop library and service centre was established to provide a Council presence and limited service suitable for the short term. 					
<i>Upcoming milestones</i>					
<ol style="list-style-type: none"> 5. Identifying and deciding appropriate options for Library and Customer Services at Waikanae suitable for an 18 to 24-month period. 6. Determining and assessing long term options for delivery of library services in Waikanae 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. It is now clear that remediation costs will exceed the approved budget. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. Prolonged limited Library and Customer Services in Waikanae. 2. Determination of satisfactory solutions for re-establishing full library services in Waikanae within an acceptable budget. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	945,000	81,376	209,713	0
Next year	2019/20	100,000	-	100,000	
Total		1,045,000	81,376	309,713	

Earthquake-prone building remedial work					
Description	Remediation of Council owned earthquake prone buildings. The priority buildings identified are Paraparaumu Memorial Hall and Paekākāriki Memorial Hall.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in second quarter:</i></p> <ol style="list-style-type: none"> 1. Paraparaumu Memorial Hall – a detailed seismic assessment completed. Architectural brief and Quantity Surveyor estimates received. 2. Paekākāriki Memorial Hall. Alternative scenarios for foundation and strengthening have been discounted. Decision now to proceed with original plan subject to acceptable pricing. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> 3. Paraparaumu Memorial Hall – Procurement for contractor to undertake remediation 4. Paekākāriki Memorial Hall – Obtain revised acceptable pricing and award contract. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. Scope of combined works Paekākāriki and Paraparaumu Memorial Halls may exceed project budget, as pricing and scope is still being finalised. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. Construction methodology for both Paraparaumu and Paekākāriki Memorial Halls requires the buildings to be closed during construction. 2. Remediation of the Paekākāriki Memorial Hall will not alter the current seismic rating but is required to ensure the building continues to be safe to occupy. Full seismic upgrade is planned to be completed within the next seven years. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	409,366	16,788	409,366	0

<u>Category</u>		<u>Timeliness</u>		<u>Budget</u>	
YELLOW	Project complete	🕒 ▲	ahead of schedule	\$🕒	budget underspend
GREEN	Project on target	🕒 ✓	on time	\$✓	on budget
ORANGE	Project not on target (there are issues)	🕒 ▼	behind schedule	\$🕒	budget overspend
RED	Project has failed	🕒 🙅	on hold		
BLUE	Project on hold				

Older person's housing renewals

Description	Full interior renewal of vacated housing units. The extent of work typically includes, kitchen and bathroom replacement, full interior repaint, new floor coverings, minor building works, electrical and plumbing renewals, heat source installation, insulation and smoke alarm checks.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$🕒	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in second quarter:</i></p> <ol style="list-style-type: none"> Five interior renewals were completed and units relet during December 2018. Two other units currently being assessed to determine whether they need full or partial renewal. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> Completion of the two vacated units noted above due mid February 2019. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> Contractor/component availability may affect completion. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> The budget assumed eight renewals for this financial year. Effectively with seven units now fully renewed and a further two under consideration and six months remaining, the budget will be overspent. However, as directed, staff will continue to renew units as required based on an estimated cost of \$35,000 per full interior renewal. Please note that there will also be <i>ad hoc</i> replacement of kitchens and bathrooms or other components for other units as needed to remedy poor condition of some of the portfolio. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	276,402	272,405	448,363	-

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒▲ ahead of schedule	\$🕒 budget underspend
GREEN	Project on target	🕒✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒▼ behind schedule	\$🕒 budget overspend
RED	Project has failed	🕒👋 on hold	
BLUE	Project on hold		

Paraparaumu Memorial Hall renewal					
Description	Repair and upgrade the building exterior to ensure it is weather tight and fit for purpose. Extent of renewals to include but not limited to, cladding, windows and door replacement.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in second quarter:</i></p> <ol style="list-style-type: none"> 1. Completion of building condition survey. 2. Architectural brief and Quantity Surveyor estimates received. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> 3. Procurement for contractor to undertake renewal. 4. Determination of construction method of works. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. Prioritisation of staff resource to Waikanae Library may impact program for delivery of Paraparaumu Memorial Hall 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. Determination of construction to minimise the closure period for the Hall. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	260,352	23,258	261,160	-

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$ 0 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$ ✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$ 🕒 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Community facilities and community support – financial results to 31 December 2018

Capital expenditure summary			
	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	44	0	556
Total projects over \$250,000	311	208	948
Total	355	208	1,504

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
3,863	Other operating expense	1,835	2,217	4,032
1,153	Depreciation and amortisation	569	577	1,153
49	Finance expense	9	23	46
5,065	Operating Expenditure	2,413	2,817	5,231
	Revenue			
1,188	Fees and Charges	662	673	1,353
320	Development and Financial Contributions Revenue	118	24	48
63	Other Operating Revenue	20	-	43
1,571	Operating Revenue	800	697	1,444
3,494	NET OPERATING COSTS	1,613	2,120	3,787
	Capital Items			
128	Asset Renewal	342	208	1,471
335	New Assets Upgrade	13	-	33
463	Total Capital Items	355	208	1,504
3,957	NET COST OF ACTIVITY	1,968	2,328	5,291
	Funding sources			
2,644	Rates	1,242	1,655	2,857
335	Borrowings	13	-	33
128	Depreciation reserve	342	208	1,471
41	Movement in other reserves	38	38	76
(319)	Reserves & Special Funds	(118)	(24)	(48)
1,128	Unfunded Depreciation	451	451	902
3,957	TOTAL SOURCES OF FUNDS	1,968	2,328	5,291

Net Operating Costs of \$1.61 million were \$507,000 favourable to budget. This was in part due a community contract of \$328,000 and development contributions received for the Waipuahau road development.

Capex of \$355,000 was \$147,000 overspent largely due to higher than expected older person's housing vacancies and, consequently, renewals undertaken.

Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 31 December 2018

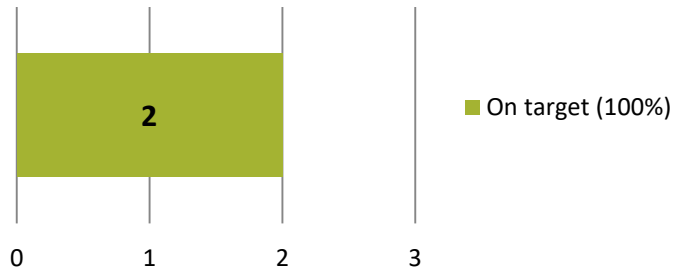
- Three of the 18 PDP appeals have been fully resolved and two partially resolved. Six consent orders relating to these appeals have been finalised by the Environment Court. These have immediate legal effect and can be viewed on the appeals web page here:
<https://www.kapiticoast.govt.nz/Your-Council/Planning/District-Plan-Review/appeals-on-the-pdp/>
- A High Court hearing for the strike out of the Judicial Review on the Private Plan Change 84 Airport Zone was held on 6 August 2018. The High Court released its decision on 13 December 2018 granting the strike out application. Private Plan Change 84 was requested by Kapiti Coast Airport Holdings Ltd and sought to alter the activity status of certain uses within the Airport Zones. As a result of this decision the requested changes will proceed, with the removal of two prohibited activities, out of four previously, and provision for these to be considered by Council on a case-by-case basis through the resource consent process.
- Council is developing the 2018-21 Council Policy Work Programme, in line with the current Long Term Plan.
- A quarterly monitoring report on urban development was completed in December 2018 covering the September – November 2018 period. The report covers market indicators and development activity in line with the National Policy Statement on Urban Development Capacity.
- There were two submissions made by the planning team in this quarter:
 - to the Ministry for the Environment on the Proposed mandatory phase out of single-use plastic bags on 28 September 2018; and
 - to the Ministry of Business, Innovation and Employment on the Residential Tenancies Act 1986 on 19 October 2018.

Performance measures summary

There are two key performance indicators (KPI) in the districtwide planning activity.

Districtwide planning KPIs

1 July to 31 December 2018



Both KPIs are on target at the end of the second quarter.

Projects summary

There is one significant project in this activity, the District Plan Review. It is an additional significant project, as although it has a budget of \$959,000 for this year that is all operational expenditure.

Work is progressing well.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Full year result	Comment
We efficiently and effectively develop policies and plans to encourage economic development and preserve the unique character and natural environment of our district	Residents (%) who agree that the district is developing in a way that takes into account its unique character and natural environment	75%	On target (75%)	The provisional result from the Resident Opinion Survey-for the first two quarters was 75%. (2017/18 result was 82%).
	Develop and monitor a strategic policy framework and research programme to underpin the district plan and long term plan	Achieve	On target	Work is underway on developing the policy work programme.

Project report

District plan review – additional significant project					
Description	To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA). NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.				
Group	Regulatory Services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none"> 1. Court mediation took place on 14 November 2018 in relation to a further PDP appeal (this follows hearings for nine of the 18 appeals in the fourth quarter of 2017/18 and seven in the first quarter of this year). 2. The E-Plan version of the Proposed District Plan was publicly launched on 13 November. 3. Three appeals were resolved by consent order (including one without formal mediation) and two more partially resolved by consent order. 4. Decision received from the High Court on the judicial review on plan change 84. The decision was to strikeout the judicial review. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 5. Environment Court hearing on 28 and 29 January 2019 for one appeal, expert evidence was prepared in this quarter. 6. Work is progressing on three variations to the PDP to be notified in 2019. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan. 2. Sustained workload pressure for staff (with 2 staff vacancies). 3. Increased costs and budget pressures. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. None to report. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	3,942,118	3,708,151	3,708,151	
This year	2018/19	959,131	384,362	924,978	
Total		4,901,249	4,092,513	4,633,129	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒 🙅 on hold	
BLUE	Project on hold		

Districtwide planning – financial results to 31 December 2018

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
2,572	Other Operating Expense	1,228	1,289	2,568
2,572	Operating Expenditure	1,228	1,289	2,568
	Revenue			
33	Fees and Charges	-	-	-
33	Operating Revenue	-	-	-
2,539	NET OPERATING COSTS	1,228	1,289	2,568
2,539	NET COST OF ACTIVITY	1,228	1,289	2,568
	Funding sources			
2,539	Rates	1,228	1,289	2,568
2,539	TOTAL SOURCES OF FUNDS	1,228	1,289	2,568

Regulatory services

Ratonga whakaritenga

Key developments for the three months to 31 December 2018

Regulatory services

- Regulatory Services received a total of 2,872 service requests in the second quarter of 2018/19 (compared to 3,160 for the same quarter last year). Of those, 2,726 (95%) were responded to within required times against a target of 95%.
- Regulatory Services received 17 compliments and six complaints about service received of which, after investigation, three complaints were upheld.
- In the second quarter, 196 Land Information Memoranda (LIM) were processed, 15% more than the 166 processed in the same period last year.

Building

- In the second quarter, 282 building consents were processed and issued compared with 230 for the second quarter last year. The average processing days has remained at 11 days for the quarter. For the year to date there were 561 consents issued compared to 543 in the first half of last year.
- 229 code compliance certificates were issued (211 last year) and 1,454 building inspections were undertaken in the second quarter.
- 17 Earthquake-prone building notices have been issued for 19 buildings in the second quarter.

Resource consents

- The Resource Consents team issued 51 consents in the second quarter (compared to 68 resource consents in the same quarter last year). All were processed non-notified and 13 had time extensions under section 37 of the Resource Management Act¹. For those non-notified consents that did not have their statutory timeframes extended, the average processing time was 15 days against a target of 17 days.
- The Resource Consents team processed 11 permitted boundary activities, one outline plan waiver and one alteration to a designation. The average processing time for permitted boundary activities was 6 days against a statutory timeframe of 10 working days.
- The Resource Consents team has received and processed 13 certifications for subdivisions in the second quarter of this year, compared to 22 at the same time last year. These certifications related to a total of 34 new allotments.
- The team continues to work closely with the CPB/HEB Joint Venture and the NZ Transport Agency to ensure compliance is maintained for the Transmission Gully motorway project, and with the Fletchers' team and NZTA for the Peka Peka to Ōtaki expressway project. The team has been working closely with the Fletchers' team on approvals, including minor alterations to the

¹ Section 37 allows for the extension of a statutory timeframe provided special circumstances apply or the applicant agrees; and the interests of any person or the community is not affected and unreasonable delay is avoided.

designation, alterations to Site Specific Environmental Management Plans, and certifying the remaining chapter of the Landscape and Urban Design Plan.

Environmental Health

- This year is the last year for food businesses to transition to operating under a risk-based measure (Food Control Plan or National Programme). All remaining businesses who are yet to transition or were previously unregistered, will be required to register by 28 February 2019.
- In the second quarter 58 food businesses were registered under a risk-based measure and 38 Food Control Plan businesses were verified. In addition, 23 support visits were undertaken for food businesses transitioning, changing hands or new businesses. This was a particularly busy quarter due to new and existing businesses having to register.
- In this second quarter staff inspected 4 health licensed premises. This has been a decrease due to prioritisation of Food Act requirements and vacancies in the team.
- In this second quarter 21 alcohol licences were issued or renewed and inspected; a further 10 monitoring visits were undertaken and 62 managers' certificates were issued or renewed. This was a significant increase in managers' certificates requiring review compared to the last quarter, but is expected to decrease in the next financial year.
- Two stakeholder events were held to support food businesses transitioning to a Food Control Plan. One stakeholder event was held to provide information around liquor licensing.

Animal management

- The Animal Management team received four urgent service requests for dog attacks and one urgent dog threatening request. All urgent requests for service were responded to within the required one hour. Three of the five urgent requests were people-related incidents and two involved other animals.
- This quarter the Animal Management Team focused on a number of dog owners who had unregistered dogs with the objective of getting dogs registered.
- A number of our beaches have dog restrictions over summer. This quarter the Animal Management team has commenced their summer patrols to ensure dog owners follow the rules on the beaches over the summer period.
- This quarter the Animal Management team became warranted officers able to support the Compliance team monitoring public places. This will result in improved efficiencies with the Animal Management Officers being able to undertake tasks like enforcing parking restrictions.

Management KPIs

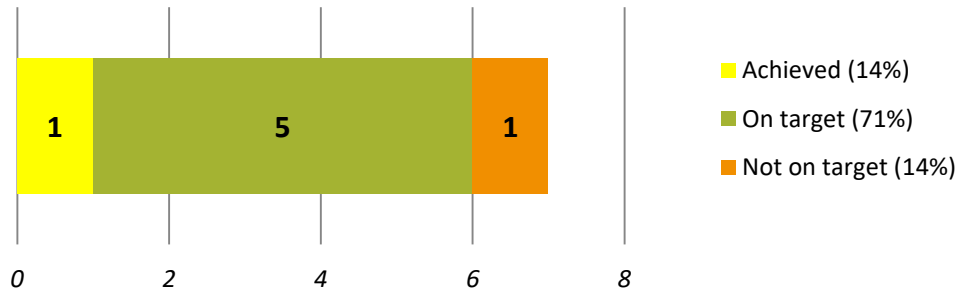
- Attached to this section of the report is a report on the management KPIs relating to Regulatory Services activity.

Performance measures summary

There are seven key performance indicators (KPIs) in the regulatory services activity.

Regulatory services KPIs

1 July to 31 December 2018



One KPI is already achieved for this year as BCA accreditation was granted in October 2017 and is not required to be assessed again until 2019/20.

Five KPIs were on target at the end of the second quarter of 2018/19.

One KPI is just below target: The ratio of compliments to complaints for the year to date is 3:1 (39 compliments and 13 complaints), whereas the target is for that ratio to be *greater than* 3:1. Four of those 13 complaints have been upheld.

Projects

There is one Regulatory Services project, the Earthquake-prone Buildings Assessment Project for which a report is included. It is a multi-year project and is progressing well.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide efficient and effective regulatory services	Percentage of service requests that are responded to within corporate standards and closed off	95%	On target (95%)	2,726 of the 2,872 service requests received in the second quarter (95%) were responded to within time. YTD 5,571 of 5,844 SR were responded to on time
	Average working days to process building consents will not exceed 17 days	Achieve	On target (11 days)	Of these, 282 consents, one consent went overtime. The remaining consents were issued within 20 days with an average processing time of 11 days.
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	On target (15 days)	15 working days on average for this quarter (excluding consents deferred under s.37).
	Percentage of survey respondents that agree that the regulatory events are good or very good	93%	On target (98%)	Four events were held this quarter. Of a total of 44 respondents, 31 found the events excellent and 12 good. One found the event they attended satisfactory.
	All dog attack and threatening behaviour requests for service (classified as urgent) are responded to within 1 hour of notification	100%	On target (100%)	There were four service requests for urgent dog attacks or threatening dogs for this quarter. These complaints were responded to within one hour of receiving the call.
We are responsive to customer feedback	Ratio of compliments to complaints greater than 3:1	Achieve	Not on target	Received 17 compliments and 6 complaints in the quarter. Three complaints were upheld. Year to date there have been 39 compliments and 13 complaints, a ratio of 3:1. The target is <i>greater than 3:1</i>
We will retain Building Consent Authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	Next assessment due October 2019

Project reports

Earthquake prone building assessments – additional significant project

Description	The Earthquake-prone Building project was to undertake profiling of buildings in the Kapiti Coast District using prescribed methodology to identify potentially earthquake-prone buildings. After consideration of assessments provided by building owners, decisions are made and notified for all earthquake-prone buildings.				
Group	Regulatory services				
Status	Category	Timeliness	Budget		
		🕒✓	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the-second quarter:</i>					
<ol style="list-style-type: none"> 1. Profiling of buildings using the prescribed methodology has been completed 2. 17 Earthquake-prone building (EPB) notices have been issued. These relate to the group of potentially EPBs that transitioned to the new legislation methodology subsequent to an initial evaluation undertaken by Council. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 3. 9 potentially EPBs will need decisions to be made as to whether or not they are EPB over the next year (or 2 years if the owners seek an extension) 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. The new methodology for identifying potentially earthquake prone buildings <ol style="list-style-type: none"> a. Will not identify some buildings similar to those identified as EPB under the earlier legislation/process b. May dissatisfy owners who have been issued EPB notices when other similar buildings in the district are considered unlikely to be earthquake-prone 2. May attract public criticism about the lack of consistency of outcomes between the buildings assessed prior to 1 July 2017 and those identified after that date. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. Budget was reduced to reflect changed project scope following legislative change 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–17	607,202	469,331	469,331	
Last year	2017/18	508,000	68,420	68,420	
This year	2018/19	80,003	37,893	69,493	
Total		1,195,205	575,644	607,144	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒🛑 on hold	
BLUE	Project on hold		

Regulatory services – financial results to 31 December 2018

Cost of activity statement				
2017/18		2017/18	2017/18	2017/18
Actual		YTD Actual	YTD Budget	F/Y Budget
\$000		\$000	\$000	\$000
	Expenditure			
8,856	Other operating expense	3,990	4,544	8,976
79	Depreciation and amortisation	43	38	75
11	Finance expense	4	1	3
8,946	Operating expenditure	4,037	4,583	9,054
	Revenue			
4,409	Fees and charges	2,317	2,568	4,417
4,409	Operating revenue	2,317	2,568	4,417
4,537	NET OPERATING COSTS	1,720	2,015	4,637
	Capital items			
7	Asset renewal	8	-	20
57	New assets upgrade	-	-	-
64	Total capital items	8	-	20
4,601	NET COST OF ACTIVITY	1,728	2,015	4,657
	Funding sources			
4,537	Rates	1,715	2,015	4,637
57	Borrowings	-	-	-
7	Depreciation reserve	8	-	20
	Reserve & Special funds	5	-	
4,601	TOTAL SOURCES OF FUNDS	1,728	2,015	4,657

Net Operating Costs of \$1.72 million are \$295,000 favourable to budget. This is due to personnel vacancies and timing of the groups operating expenses partially offset by lower than expected subdivision and building development activity (revenue).

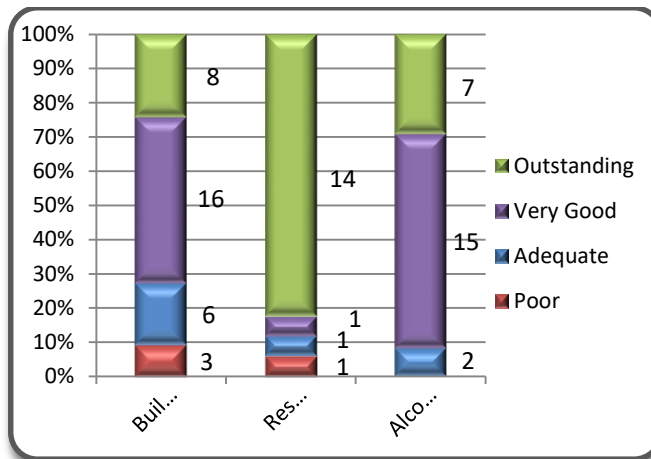
Appendix: Regulatory Services– Management KPIs Second Quarter 2018/19

Open for Business (All Teams)

	Level of Service	Measure	Target 2018/19	Result
KPI 1	Consenting and licensing applicants receive good service.	Percentage of alcohol, food, resource consent, and building consent application survey respondents agree that they have received good or better service.	75%	On target (94%)

Application survey respondents' results

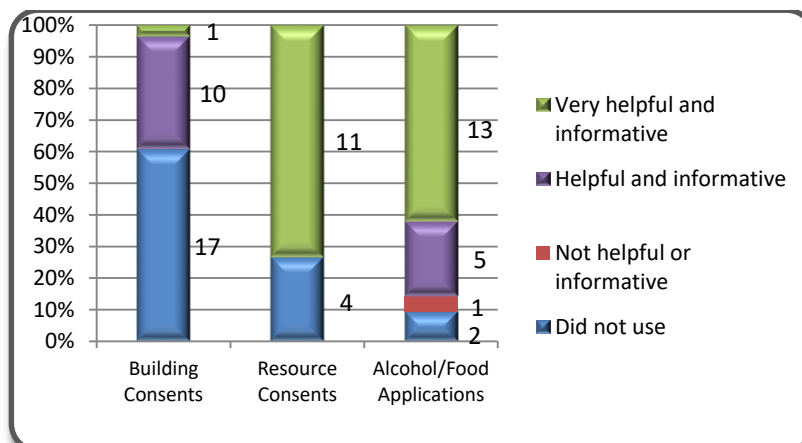
“How would you rate the performance of staff involved in processing your application?”
(Note: the survey data below is cumulative for the year)



	Level of Service	Measure	Target 2018/19	Result
KPI 2	Pre-application services are informative and helpful.	Percentage of users / respondents agree that pre-application processes are useful and informative.	75%	On target (98%)

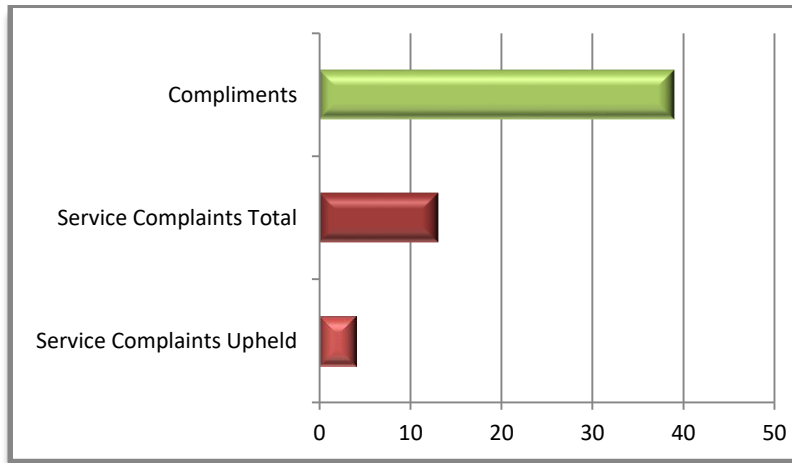
Rating of pre-application services

“If you used one of our pre-application services how helpful and informative was this service in preparing for the application / process?”

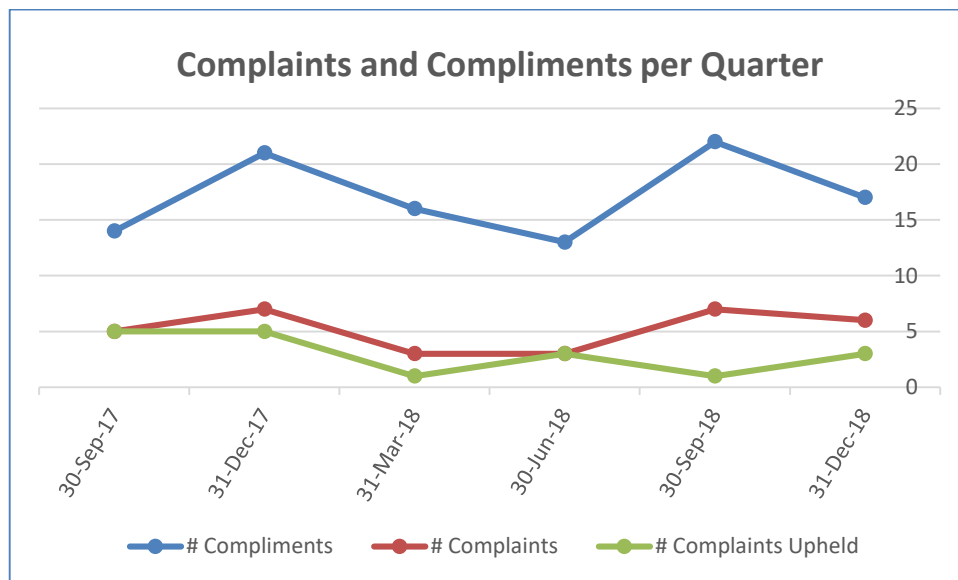


	Level of Service	Measure	Target 2018/19	Result
KPI 3	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Compliments and upheld complaints are recorded, evaluated, and potential improvements are entered into the Continuous Improvement process.	Achieve	On target

Compliments and complaints formally received year to date



Regulatory Services received 17 compliments and six complaints regarding service received in the second quarter contributing to 39 compliments and 13 complaints in the year to date. After investigation only three complaints were upheld in Q2 (4 in the year to date).



	Level of Service	Measure	Target 2018/19	Result
KPI 4	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Continuous Improvements are recorded and actioned using the process described in the relevant Quality Assurance System.	Achieve	On target

Continuous Improvement Summary for this quarter			
	Underway	Complete	Total
Building	30	164	194
Animal Control	4	5	9
Alcohol / Environmental Health	16	44	60
Resource Consents	12	4	16
LIMs	0	1	1
Compliance	5	0	5

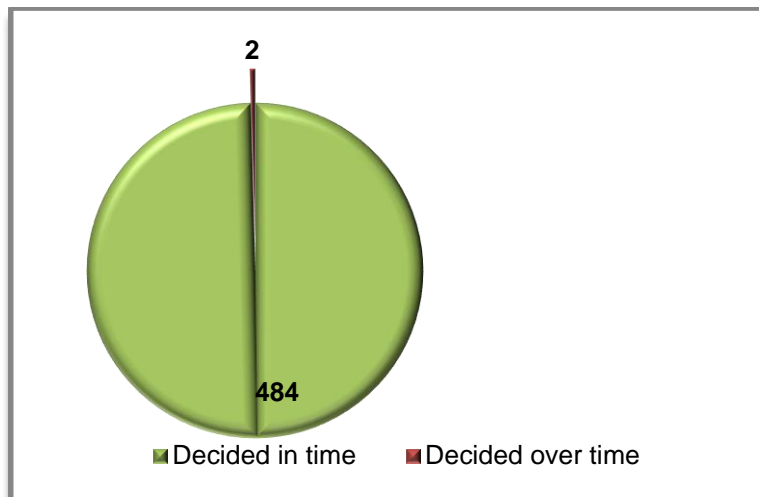
Building

	Level of Service	Measure	Target 2018/19	Result
KPI 5	The Earthquake-prone status of buildings in the Kāpiti district is reliable.	Potentially earthquake-prone buildings are identified using the prescribed methodology. Profiling exercise completed and owners of potentially earthquake-prone buildings notified.	100%	Completed

Profiling of buildings has been completed and 20 EPB notices have been issued on 22 buildings YTD. There are 9 Potentially Earthquake-prone buildings still to be assessed by the building owners.

	Level of Service	Measure	Target 2018/19	Result
KPI 6	All Code Compliance Certificates are issued in a timely manner.	All code compliance certificates are decided within statutory timeframes.	100%	Not on target (99.5%)

Code Compliance Certificates Decided (Year to Date)



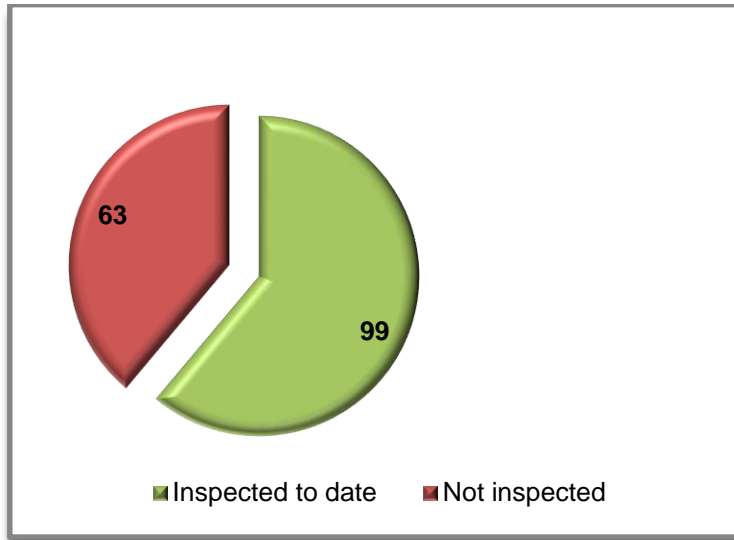
229 Code Compliance Certificates were issued and 56 refused, 100% within statutory times, this quarter. 484 Code Compliance Certificates were issued in the year to date with 71 refused, 99.5% within statutory times.

An administrative error resulted in delays to notifying the Building Team of two CCC applications in the first quarter. The errors were not discovered until the owners followed up and the CCCs at which point they were already overdue. The team has followed up with improved reporting that allows better tracking of the CCC applications in the future once entered into the database.

Corp-19-729 Appendix B – Activity report to 31 December 2018

1,454 building consent inspections were undertaken this quarter, with 3,038 undertaken year to date.

	Level of Service	Measure	Target 2018/19	Result
KPI 7	Commercial buildings are safe for users to occupy or visit.	Percentage of all buildings that are subject to a Building Warrant of Fitness are inspected annually.	33%	On target



There are 484 buildings subject to a Building Warrant of Fitness giving a target of 162 audits per year. 38 inspections have been carried out this quarter with 99 inspections carried out year to date (61% of target).

	Level of Service	Measure	Target 2018/19	Result
KPI 8	Illegal or unauthorised building work is identified and prompt action is taken.	Percentage of all notified complaints regarding illegal or unauthorised building work is investigated within three working days.	95%	Not on target (85.71%)

Eight notified complaints regarding illegal building work were received this quarter. One overdue record as there were delays by the owner in allowing access for inspection.

	Level of Service	Measure	Target 2018/19	Result
KPI 9	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	On target (3 days)

196 LIMs were issued this quarter and 385 LIMs issued year to date with the average days to process a LIM in the year to date being 3 days. 100% of LIMs were processed within statutory timeframes this quarter.

Building Noticeboard

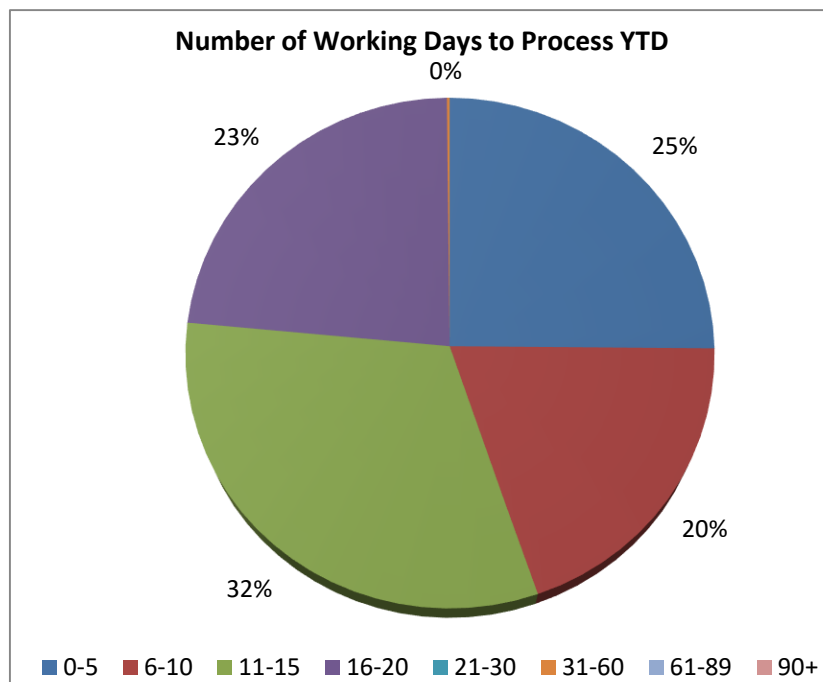
Progress made by the team this quarter includes:

- A request for tender process resulted in 2 suppliers contracted on an open panel for BCA processing which commenced at the beginning of the second quarter. This will ensure we have available resource to deal with peak workloads.
- Three officers have embarked on study towards a medium/ large building diploma in building surveying (a higher diploma to that required by accreditation regulations). An approach for help from Wellington City Council provided the opportunity for KCDC to assist (under our reciprocal agreement in place) and at the same time provide inspection of medium/large buildings opportunity for our staff which is a requirement for the diploma course. KCDC typically does not have enough of this type of building activity to provide this opportunity for staff. A win-win situation.
- A stakeholder event was held with designers to explain why KCDC needs to apply fees for re-assessment of information provided during the processing of an application, often in response to a request for information, and the additional time spent processing alternative solutions. The fees are existing but have not been often applied in the past. The emphasis will be on charging where additional time spent is significant, usually because of insufficient information in the initial application to determine compliance with the building code. It is anticipated this will result in improved quality of applications, reducing the time needed to process.
- The profiling of buildings to identify potentially earthquake-prone buildings has been completed using the prescribed methodology. There are 17 Earthquake-prone building notices issued and a further 9 potentially earthquake-prone buildings still to be assessed by building owners. One potentially earthquake-prone building is The Links apartment building.

BUILDING CONSENTS ISSUED 2018/19

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	279	282			561
Total Consents Processed within 20 working days	279	281			560
Percentage complete within 20 working days	100%	99.65%			99.82%
Average processing time (target 17 days)	11 days	11 days			11 days

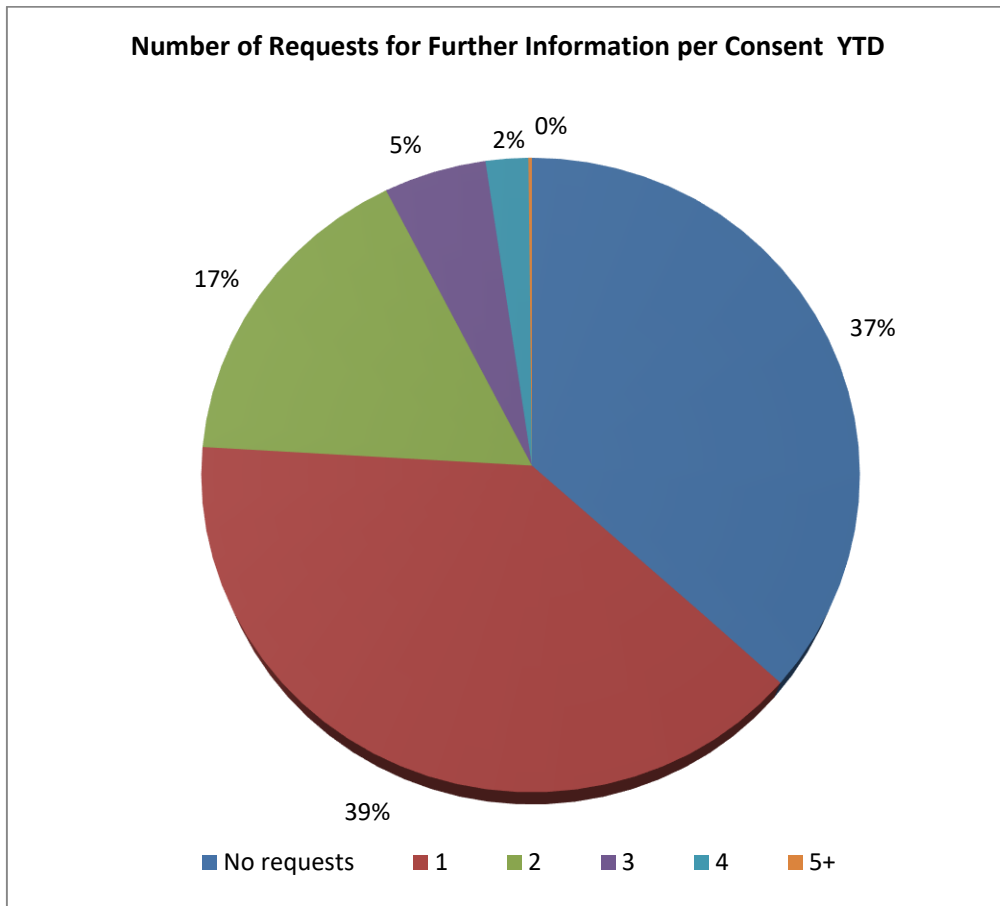
Year to date		
Number of Days (X)	Number of consents processed within (X) Working Days ²	Number of consents processed within (X) Actual Days ³
0-5	69	57
6-10	56	38
11-15	95	31
16-20	61	37
21-30	0	59
31-60	1	39
61-89	0	14
90+	0	7
TOTAL	282	282



REQUESTS FOR FURTHER INFORMATION⁴

² Working days are the days except Saturday, Sunday and public holidays that the consent is at Council and the application is not suspended for additional information. This is the official count according to the Building Act.

³ Actual days are the total number of days (excluding public holidays, weekends) that the consent application is at Council from receipt of application through to decision. This includes the days where the application is suspended for additional information.



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	106	100			206
1	110	110			220
2	46	47			93
3	11	18			29
4	6	6			12
5+	0	1			1
TOTAL	279	282			561

⁴ Further information is requested due to reasons such as: incomplete or incorrect information supplied; the information received triggered further questions; applicant disputed decision; and/or the complexity of some consents regarding fire safety vs. economics vs. what the owner is willing to do.

Resource Consents and Compliance

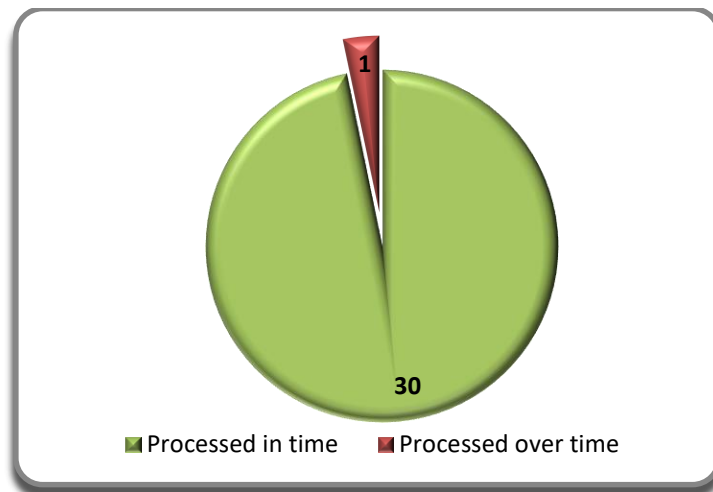
KPI	Level of Service	Measure	Target 2018/19	Result
10	Co-management opportunities are endorsed through Te Whakaminenga o Kāpiti.	Tāngata whenua have the opportunity to review all resource consent applications.	Achieve	On target

A list of all consents formally received by Council is sent out to all Iwi representatives with copies available on request. Those applications identified to be of interest are sent out when the consent is allocated for processing.

KPI	Level of Service	Measure	Target 2017/18	Result
11	Process completion certificates promptly to avoid costly delays.	Percentage of all s223 completion certificates are processed within statutory timeframes.	95%	On target (97%)

This quarter 13 certificates have been issued with all but one s223 certification being issued within the statutory timeframe of 10 working days. This is compared to 22 in the second quarter last year.

S223 Applications processed in year to date



KPI	Level of Service	Measure	Target 2018/19	Result
12	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Percentage of resource consent fees refunded under Section 36AA of Resource Management Act 1991 less than 5% of decisions issued per year.	<5%	On target (0%)

No resource consent fees were refunded under s36AA of the Resource Management Act 1991 in the second quarter of this year and no refunds have been processed this year.

KPI	Level of Service	Measure	Target 2018/19	Result
13	Ensure resource consent decision making is robust and legally defensible.	Applications for judicial review or appeal of decision result in Council's decision being upheld.	Achieve	N/A

There have been no decisions issued for any appeals of Council decisions this quarter. No further appeals have been lodged on Council's decisions. There is one appeal with the Environment Court at present relating to Kiwirail's Notice of Requirement in Paekākāriki with the Court requiring a report back at the end of February.

	Level of Service	Measure	Target 2018/19	Result
KPI 14	All developments in the community are monitored to ensure they are consistent with District Plan or resource consents.	Total number of resource consents monitored for compliance	95%	On target (100%)

All consents known to have been given effect to during the quarter have been monitored. For the second quarter, 200 inspections of 140 resource consents (including subdivision consents) were undertaken. For the year to date 395 inspections of 204 resource consents have occurred. In the second quarter two inspections and 19 monitoring actions were undertaken in relation to Transmission Gully and five inspections and 57 monitoring actions were undertaken of the Peka to Ōtaki Expressway project. [Note monitoring actions can include such things as dealing with complaints, actioning noise management plans and auditing consent conditions].

	Level of Service	Measure	Target 2017/18	Result
KPI 15	Provision of a responsive and efficient process for ensuring compliance obligations are fairly and appropriately enforced.	Quarterly audit review shows that procedures are followed in accordance with the Enforcement Policy.	Achieve	On target

The Development Control team continues to work constructively with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. Formal enforcement action was taken in this quarter with four infringement notices issued in relation to two cases of breaching District Plan rules. One infringement notice was sent to the Courts for failing to pay. The Enforcement Decisions Group met once during this quarter in regards to an on-going enforcement case.

Resource Consents and Compliance Noticeboard

- The Resource Consents team continues to work closely with the Research, Policy and Planning team on the implementation of the Proposed District Plan (PDP). The teams meet on a regular basis to discuss interpretations with the consents team providing feedback on the provisions of the PDP.
- The Council is a party to the appeal to the Notice of Requirement by Kiwirail Holdings Ltd to alter a designation at the Paekākāriki Rail yard on Tilley Road. This appeal was lodged in June 2018 with the matter being deferred twice to allow Kiwirail and the Appellants to continue to negotiate an outcome without having to hold a hearing. A report back is due with the Environment Court at the end of February.
- The Resource Consents team received an objection pursuant to Section 357A of the Resource Management Act 1991 against conditions for subdivision resource consent at 140 Matai Road (RM180151). The objection was lodged on 10 October and was withdrawn on 14 November. The subdivision was subsequently certified in December.
- A s357A objection to a resource consent condition requiring financial contribution to be paid was received on 19 December. The objection relates to a new dwelling at 10 Magrath Avenue, Paraparaumu. An objection was also lodged pursuant to Section 198 of the Local Government Act 2002 relating to the requirement to pay development contributions for the dwelling. It is expected

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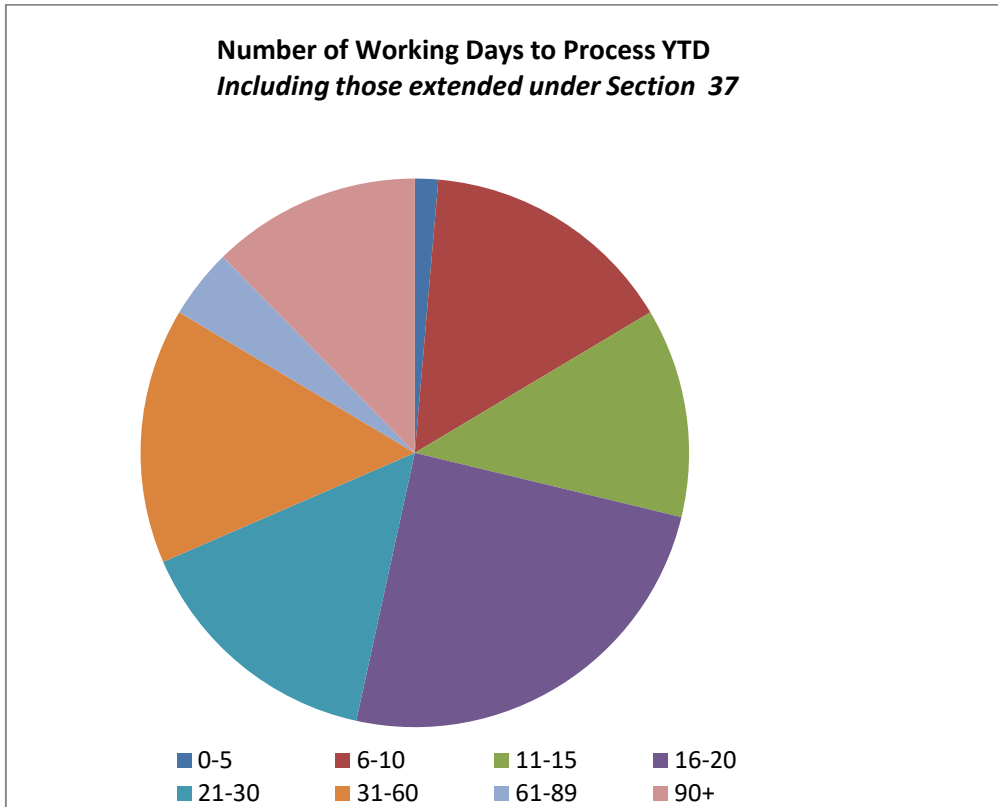
that a hearing will be required to consider these matters, and will be arranged in the following quarter.

- Regular meetings with key external planning consultants continued in December. These meetings have been useful for the manager and team leader to get valuable feedback on areas where improvements can be made as well as providing a forum for clarifying and resolving issues.
- Two compliance staff obtained their New Zealand Certificate in Regulatory Compliance (Level 3) during this quarter.

RESOURCE CONSENTS ISSUED 2018/19

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Deemed Permitted Boundary Activities – decisions issued during period	17	11			28
Total number decisions issued on Resource Consents	73	51			124
Total non-notified issued within statutory timeframes including those with S37 extensions	71	51			122
Total notified issued within statutory timeframes	2	0			2
Percentage completed within statutory timeframes	100%	100%			100%
Average working days ² for non-notified decision excluding consents with s37 extensions	14	15			14.5
Average working days ² for notified decision excluding consents with S37 timeframe extensions	N/A	N/A			N/A
Consents where further information requested ¹	39	25			63
Consent determined to be incomplete and returned	4	2			6

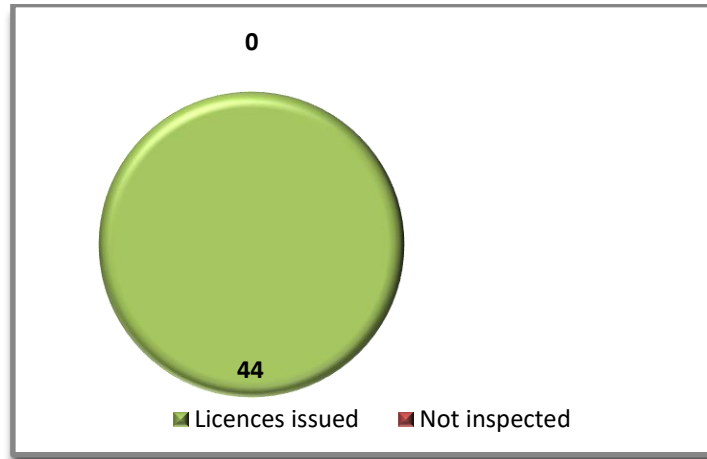
1 October to 31 December		
Number of Days (X)	Number of resource consents processed within (X) Working Days ²	Number of resource consents processed within (X) Actual Days ³
0-5		
6-10	7	5
11-15	11	3
16-20	33	20
21-30		7
31-60		5
61-89		4
90+		7
TOTAL	51	51



1. Further information is requested due to applicants not providing sufficient information in order to understand the impact of the subdivision and/or land use on the environment. This included incomplete information in relation to noise impacts, traffic, visual, earthworks, drawings not to scale, no assessment or inadequate assessment of environmental effects.
2. Working days are the days, except Saturday, Sunday and public holidays, where the consent is at Council and the application is not suspended for additional information. This is purely a count of days at Council and does not differentiate between notified and non-notified consents, or consents subject to section 37 extensions of timeframe.
3. Actual days are the total number of working days that the consent application is at Council from receipt of application through to decision. This includes the days where the application is suspended for additional information, notified as well as non-notified applications, and those applications where timeframes were extended under section 37.

Environmental Standards

	Level of Service	Measure	Target 2018/19	Result
KPI 17	Alcohol outlets operate within an environment that is safe and healthy.	Percentage of all alcohol outlets that apply for a new licence or the renewal of a licence will be inspected prior to the issue of the licence.	95%	On target (100%)

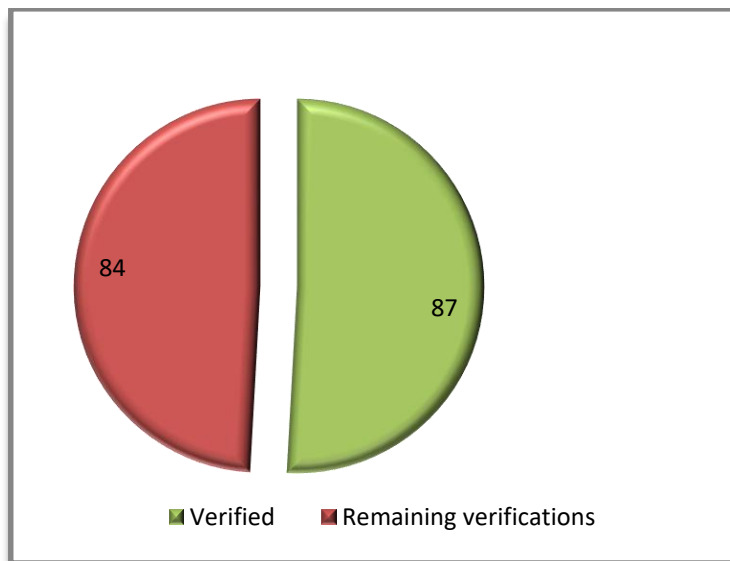


A total of 21 Alcohol licensed premises (new or renewal) had their licences issued and were inspected this quarter.

A total of 10 further monitoring inspections were undertaken during this quarter.

A total of 35 new managers' certificates and 27 renewed certificates were issued this quarter.

	Level of Service	Measure	Target 2018/19	Result
KPI 18	All food premises operate within an environment that is safe and healthy.	Percentage of all food premises are verified using a risk based approach in accordance with government acts or regulations each year.	80%	On target



Corp-19-729 Appendix B – Activity report to 31 December 2018

At the start of this financial year 273 food businesses were registered with Council. The Council is responsible for verifying 206 businesses that are on Food Control Plans (FCP). The remaining 67 businesses are on National Programmes (NP) and verified by third party auditors.

The criterion for determining frequency of verification of a FCP depends on competence of the operator managing the activities of their food business and effectiveness of their processes and controls.

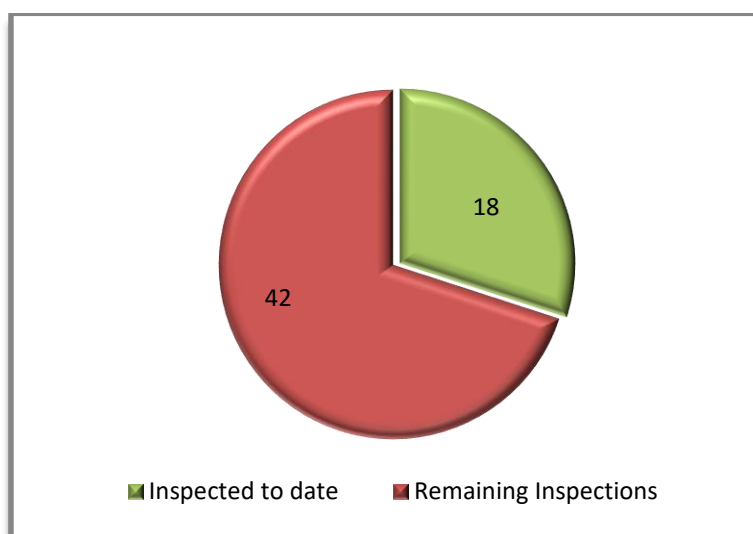
There are 35 businesses this financial year that require verification at 18 month frequencies so they are not part of our current annual target. Having made all necessary adjustments, the verification target on 1 July 2018 was 171.

During the year the number of verifications can fluctuate. This is based on establishment of new businesses or current businesses ceasing to trade. Targets can also fluctuate because some business verification frequencies can increase within a financial year.

The verification target for this quarter was 43. The staff verified 38 FCP businesses.

The team continue to support new businesses or those transitioning to operating under Risk Based Measures (FCP or NP). Staff conducted an additional 33 support visits this quarter.

	Level of Service	Measure	Target 2018/19	Result
KPI 19	All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy.	Percentage of all other licensed premises are inspected for compliance with appropriate regulations.	80%	Not on target (70%)



On 1 July 2018 there were 60 registered health premises requiring inspection during this financial year.

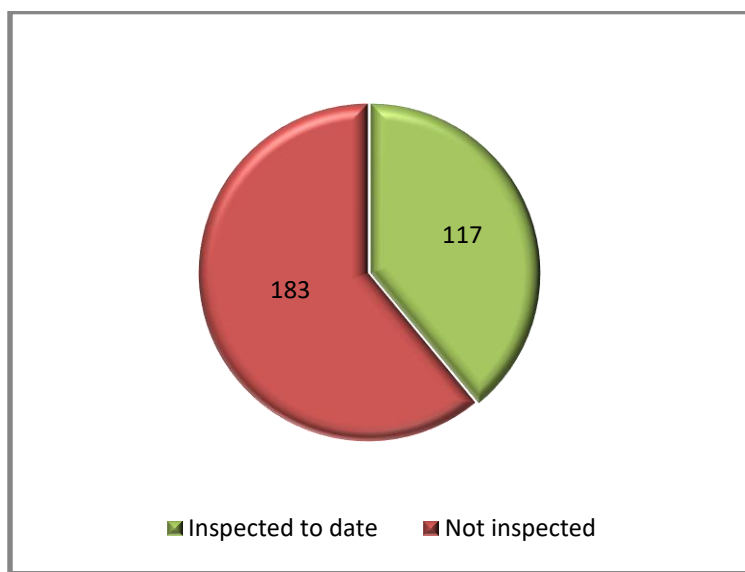
The number of premises can fluctuate based on businesses ceasing to trade, change of ownership or new businesses opening.

The target for this quarter was to inspect 15 premises. This quarter staff inspected four premises. One staff member has been on extended sick leave for this entire quarter which has impacted on resourcing available for inspections.

KPI	Level of Service	Measure	Target	Result
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CORP-19-729 Appendix B – Activity report to 31 December 2018

20			2018/19	
	Private swimming pools comply with the legislated requirements.	Percentage of pools are compliant or under action within six months of three yearly inspection anniversary.	90%	Not on target (78%)

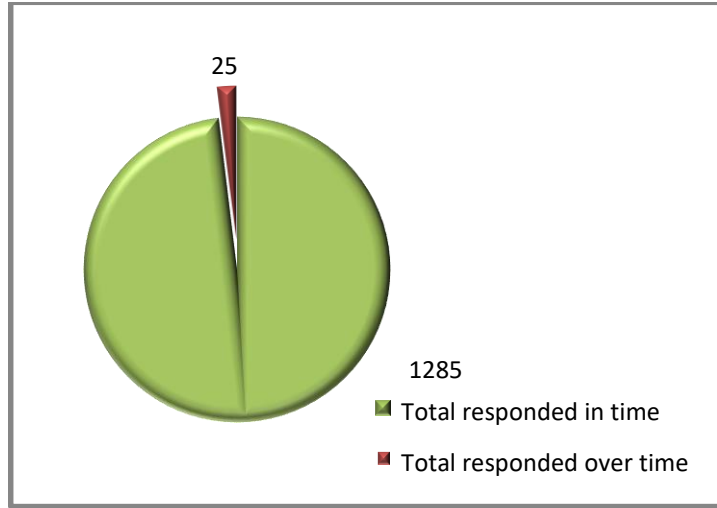


This financial quarter staff conducted 59 inspections of residential pools to ensure pool barriers meet the new legislative requirements.

The target for this quarter was 75 inspections and was not met. Staff resourcing in this area continued to have an effect due to the departure of the Team Leader in July. A new Compliance Monitoring Officer was recruited as of 10 December and this, combined with the earlier recruitment of a second RMA Compliance Officer on 30 October, should improve progress on swimming pool inspections in quarters three and four.

It is also noted that December is historically a difficult time to schedule and undertake inspections due to property owner unavailability in the holiday period, therefore generally few inspections are able to be undertaken in the second half of the month.

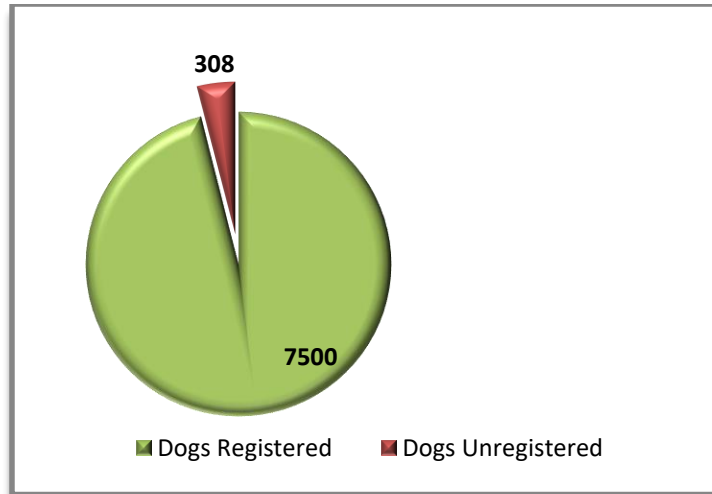
	Level of Service	Measure	Target 2018/19	Result
KPI 21	Animals are managed effectively to minimise nuisance.	Percentage of all routine calls/complaints about animals are responded to within set service standard timeframes.	95%	On target 98%



The Animal Management Team responded to 584 Service Requests this quarter and 565 were responded to within required time frame. Barking dogs continues to drive the business demand.

	Level of Service	Measure	Target 2018/19	Result
KPI 22	All dogs in the District are registered.	Percentage of all known dogs are registered.	95%	On target 97%

Registered dogs in district



There are 7808 known dogs in our District. Of the 308 dogs that remain unregistered 66 are with rehome agencies and not required to register until they are permanently rehomed. Therefore, the proportion of dogs that remain unregistered and require follow up is only 3%. The Animal Management Team has done a lot of work this quarter ensuring all known dogs are registered. .

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

Key developments for the 3 months to 31 December 2018

Governance

- Council approved the calendar of meetings for January 2019 to the end of the triennium.
- Council approved an appeal against the decision of Greater Wellington Regional Council on its final proposal for the representation arrangements for the 2019 local elections and against the rejection of the submission of the Kāpiti Coast District Council that the Kāpiti Coast Constituency should elect two councillors.
- Council noted changes by mayoral appointment of the Chair and membership of the Grants Allocation Committee, and approved the appointment of the Deputy Chair of the committee.
- Council approved a change in member appointment to the Kāpiti Accessibility Advisory Group.
- Council approved the Elected Member Remuneration Expenses and Allowances Policy 2018 to 2019.
- There were two citizenship ceremonies on 17 October and 28 November 2018, which conferred citizenship upon 73 applicants. Their countries of origin included America, Britain, Cambodia, China, India, Italy, Netherlands, Philippines, South Africa, Spain, Switzerland, and Turkey.
- The Council received 51 requests under the Local Government Official Information and Meetings Act in the second quarter compared to 56 in the second quarter last year.
- There were three Council meetings, nine Committee meetings and no subcommittee meetings in this quarter. There were twenty two briefings and three public workshops.

Tāngata whenua

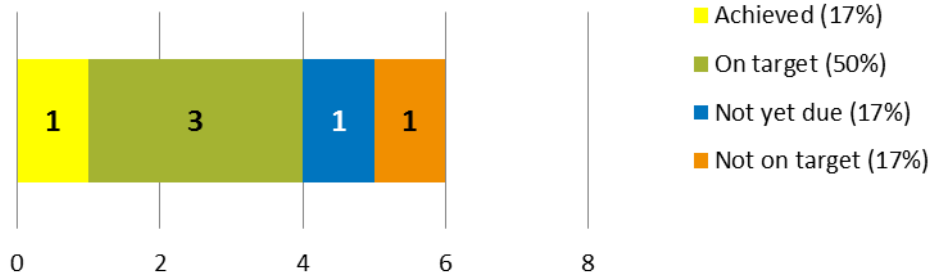
- Te Whakaminenga o Kāpiti (TWoK) met once in this quarter.
- Considerable work was put into preparing for Waitangi day celebrations.
- Ongoing support was provided to iwi partners to engage within council activities.
- Support has been provided to members of the public to engage with iwi on various issues.
- Ongoing support to other internal Council activities to facilitate iwi engagement. This work continues to inform council on the critical values and aspirations that are significant to iwi and works towards meeting the legislative requirements on council in regards to iwi participation.

Performance measures summary

There are six key performance indicators (KPI) in the Governance and tāngata whenua activity.

Governance and tāngata whenua KPIs

1 July to 31 December 2018



One KPI is achieved (The memorandum of partnership is renewed each triennium).

Three KPIs were on target at the end of the second quarter 2018/19.

One KPI is not yet due as it relies on an end year survey.

One KPI is not on target – the Resident Opinion Survey gave a provisional result for the *Number of households that have an emergency plan and kit sufficient for three days* of 69%, just under the target of 70%.

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Civil defence emergency management				
We encourage households to be ready for emergencies	Number of households that have an emergency plan and kit sufficient for three days following an emergency event	70%	Not on target (69%)	The provisional result from the Residents Opinion Survey for the first two quarters is 69%. (2017/18 result was 75%)
Governance				
Residents will be informed of opportunities to engage and participate in decision-making processes within statutory timeframes	Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting	100%	On target (100%)	
Official information requests will be responded to within statutory timeframes	Percentage of official information requests responded to within 20 working days ¹	100%	On target (100%)	All 51 official information requests were responded to within 20 working days in this quarter (there were 56 requests in the same quarter last year).
Tāngata whenua				
We value the partnership with tāngata whenua and it is strong	The memorandum of partnership is renewed each triennium	Achieve	Achieved	MoP was signed for this triennium by TWoK and Council representatives in December 2017.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	
We provide for the active participation of tāngata whenua and Māori in decision-making processes	Māori have representation on standing committees of Council and tāngata whenua working parties contribute to significant Council work programmes	Achieve	On target	

1. Unless a time extension is notified under LGOIMA (1987) Section 14 (1).

Governance and tāngata whenua – financial results to 31 December 2018

Capital expenditure summary

	2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000	9	13	116
Total projects over \$250,000	-	-	-
Total	9	13	116

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
4,984	Other operating expense	1,170	1,161	4,690
55	Depreciation and amortisation	13	13	54
43	Finance expense	(10)	(3)	(11)
5,082	Operating expenditure	1,173	1,171	4,733
	Revenue			
667	Fees and charges	284	257	532
60	Interest income	-	12	62
727	Operating revenue	284	269	594
4,355	NET OPERATING COSTS	889	902	4,139
	Capital items			
504	Asset renewal	9	13	85
-	New assets upgrade	-	-	31
504	Total capital items	9	13	116
4,859	NET COST OF ACTIVITY	898	915	4,255
	Funding sources			
4,394	Rates	882	906	4,156
-	Borrowings	-	-	31
29	Depreciation reserve	-	-	35
-	Movement in other reserves	2	-	-
436	Reserves & special funds	14	9	34
4,859	TOTAL SOURCES OF FUNDS	898	915	4,256

Infrastructure

- Access and transport
- Coastal management
- Solid Waste
- Stormwater
- Wastewater
- Water

Access and Transport

Putanga me to ikiiki

Key developments for the 3 months to 31 December 2018

Network Maintenance

- The Chipsealing contract has been awarded to Higgins Kāpiti and work will commence in the new year.
- Provisional results from the Resident Opinion Survey for the first two quarters are below target for both '*Council roads allow for easy movement around the district*' and satisfaction with '*The condition of Council roads*'. Verbatim comments by respondents suggested this was largely due to dissatisfaction with the seal failures in early 2018 on Mazengarb Road and Guildford Drive, specifically their impact on usability of the roads and the effect of subsequent repair works which have significantly affected traffic flows. Congestion on Kapiti Road also continued to feature as an issue for the first of these KPIs.
- The failed seal on Mazengarb Road and Guildford Drive is being remedied by previous contractor Downers, who agreed to resurface with asphalt. Parts of Mazengarb Road were completed before the end of December 2018 and the remainder of the work was due to be undertaken in early 2019.

Network Planning

- In addition to providing advice on resource consents received in the previous quarter 22 new resource consents were received this quarter. Advice has also been provided at a number of pre-application meetings and business start-up meetings and in response to temporary event application forms.

Expressways and old SH1 Revocation

- Physical works continue on PP20 alongside the corridor and Fletcher Construction is liaising with Council and residents on temporary traffic management to enable the works.
- Council and the revocation team from NZTA are reviewing NZTA's asset data and working through the agreement on the future take-over of these assets, including Council's requirements for these assets.
- NZTA and staff are working through the SH1 revocation scheme design process and construction programme, which is programmed to commence in early 2019. Briefings with elected members on the detailed SH1 scheme design, construction programme and timeframes will continue.

Stride 'n' Ride

- The final section of shared path required to complete all Stride n' Ride aspirations on Kapiti Road, between Brett Ambler Way and Arawhata Road, is expected to be completed in 2018/19.
- Construction of the 700m shared path on the south side of Ngaio Road, Waikanae, started in December 2018 and is expected to be completed within three months.

→ Community engagement for the proposed Park Avenue cycleway is ongoing.

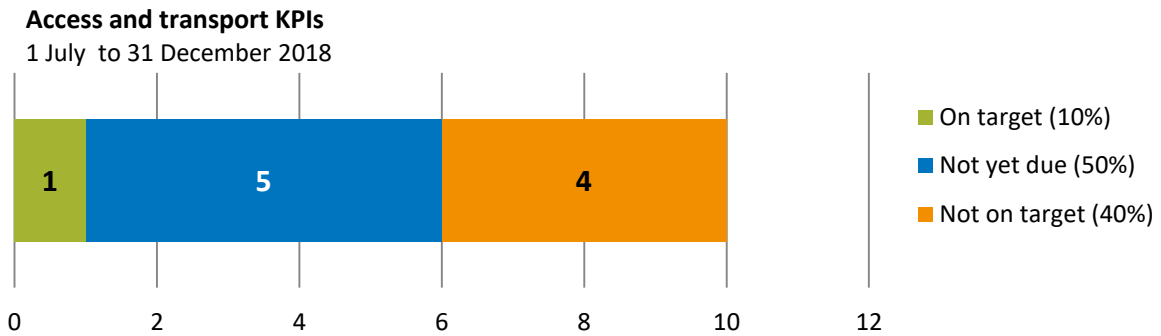
Travel planning and safety initiatives

→ Recent safety education initiatives undertaken in this quarter include:

- There was a significant focus on installation and checking of child restraints in this quarter, including:
 - via NZTA's Childs restraint technician website.
 - A Child restraint checkpoint on 29 November that stopped and checked 33 cars with child restraints. Only six child seats were correctly fitted, and the remaining cars had their harness or seatbelts adjusted properly.
 - An Anchor Bolt Day was held at Spanner Works Garage at Riverbank Road, Otaki in early December. Seven Anchor bolts were fitted free of charge to tether straps anchors in cars and both seats and restraints were checked.
 - Seatbelt and child restraint checkpoints were held with the Police around the exits to Coastlands Mall on two days in December 2018. Drivers were breath tested and checked for seatbelts and child restraint being used correctly.
- The Transport Forum was held on Monday 12 November 2018 at The Gertrude Atmore Supper rooms in Ōtaki and was attended by 40 people. The speakers were well received, with good interaction between the presenters and the attendees.
- On Sunday 25 November 2018 a joint Motorcycle Education stop with Porirua City at the summit of the Paekakariki Hill Road took place. After three and a half hours it was abandoned due to high winds and the consequent low number of motorcyclists using the road. We received eight completed motor cycle surveys out of fourteen motorcyclists that stopped.
- The School Patrols Orange Day parade took place on Monday 3rd December 2018 with 200 students starting at the Coastlands Aquatic Centre with a parade to the Coastlands Event Cinema's. Mayor Gurunathan addressed the students and presented the School patrol of the Year cup and prize and the winner of the McDonald's Kapiti Road Safety cup for the School banner competition winner. They then watched a film provided free by the film distributors and followed that with a meal at McDonalds.
- Radio advertising continued around drink driving, driver fatigue, seatbelts, shared pathways, cycles and electric bikes, motorcycle safety along with equestrian and pedestrians.
- Stage two of the speed limits review was commenced in late 2018 with public consultation commencing in February 2019

Performance measures summary

There are ten key performance indicators (KPI) in the Access and Transport activity.



One KPI was provisionally on target at the end of the second quarter.

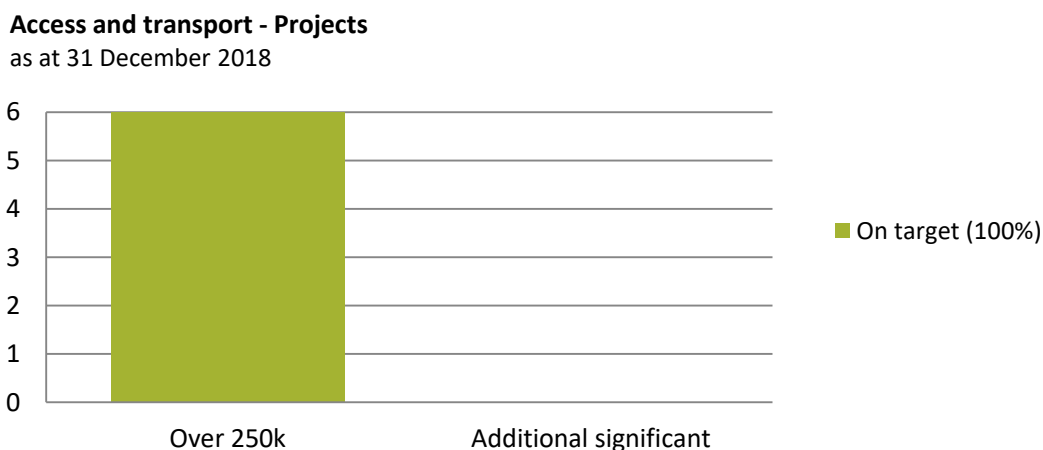
Five KPIs are not yet due as they are annual measures and won't be reported until the end of the year.

Four Resident Opinion Survey KPIs are showing provisional results based on the first two quarterly surveys that are not on target:

- *Residents agree that the existing transport system allows easy movement around the district* reports a provisional 73% against a target of 80% (see causes under key developments above).
- *Residents who are satisfied with the condition of roads* reports a provisional result of 68%, just below the target of 70%. This is expected to improve now that the earlier seal failures are being addressed.
- *Residents who are satisfied with the condition of footpaths* reports a provisional result of 64%, just below the target of 65%. The footpath budget has been significantly increased this year which should lead to an improvement in this result.
- *Residents that are satisfied with street lighting* reports a provisional result of 82%, slightly below the target of 85%. Significant investment has taken place over the past 18 months with the LED streetlight installation programme. Some of the verbatim comments express concern about increased night-sky light pollution - despite the new lights being well within guidelines.

Projects summary

There are six Access and Transport projects reported on in this activity report (this now includes the Stride n' Ride work programme). They are all capital expenditure \$250,000 and above projects.



All six projects are on target.

Performance measures

As at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Our transport network allows for the safe and efficient movement of people and goods	Residents (%) who agree that the existing transport system allows easy movement around the district	80%	Not on target (73%)	The provisional result from the Resident Opinion Survey for the first two quarters was a satisfaction score of 73%, (2017/18 result was 78%)
	Number of serious and fatal crashes on district roads is falling <i>(DIA mandatory measure)</i>	5-year rolling average reduces each year	On target	3 serious injury crashes and no fatal crashes been recorded in NZTA's crash analysis system for the first two quarters of this year. (2017/18 result was 15 crashes)
	Residents (%) who are satisfied with street lighting	85%	Not on target (82%)	The provisional result from the Resident Opinion Survey for the first two quarters was a satisfaction score of 82%, (2016/17 result was 86%)
Our transport network is affordable and reliable and users can easily get around the district by their preferred means	Percentage of the sealed local road network that is resurfaced <i>(DIA mandatory measure)</i>	5% (expressed as kilometres)	Not yet due	This is reported on at the end of the year
	Residents (%) who are satisfied with the condition of roads	70%	Not on target (68%)	The provisional result from the Resident Opinion Survey for the first two quarters was a satisfaction score of 68%, (2017/18 result was 80%)
	Roads that meet smooth roads standards. <i>(DIA mandatory measure)</i>	Overall Smooth Travel Exposure is above 85%	Not yet due	This is reported on at the end of the year
	Residents (%) who are satisfied with the condition of footpaths	65%	Not on target (64%)	The provisional result from the Resident Opinion Survey for the first two quarters was a satisfaction score of 64%, (2017/18 result was 69%)
	Percentage of footpaths that fall within the service standard for the condition of footpaths as set out in the activity management plan. <i>(DIA mandatory measure)</i>	40% <i>(target increases over the next three years)</i>	Not yet due	This is reported on at the end of the year
	Average cost of local roading per kilometre is comparable with similar councils in New Zealand	Achieve	Not yet due	This is reported on at the end of the year
	Percentage of service requests relating to roads and footpaths responded to within 3-5 hrs (urgent), 15 days (non-urgent). <i>(DIA mandatory measure)</i>	Roads 85% Footpaths 85%	Not yet due	This is reported on at the end of the year

Project reports

LED streetlight upgrade project					
Description	<p>In April 2017 NZTA introduced an opportunity of 85% funding for LED conversion projects for work completed during the 2017/18 year.</p> <p>NZTA have confirmed an extension of the 85% funding into the 2018/19 year to enable continuation of Council's LED conversion programme. Additionally NZTA have confirmed our funding approval and acceleration of our remaining two year conversion programme into the 2018/19 financial year, which will allow the network to be substantially completed this financial year.</p>				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter</i>					
<ol style="list-style-type: none"> 1. Stage 2 has been confirmed for the 2018/19 financial year with approximately 2,150 streetlights programmed to be upgraded. 2. Approximately 800 lights have been completed year to date. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 3. All lights have been programmed for completion. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. Nil 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. Nil 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	1,021,000	1,021,022	1,021,022	
This year	2018/19	1,486,587	352,903	1,486,565	
Total		2,507,587	1,373,925	2,507,587	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$ 🕒 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$ ✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$ 🕒 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Sealed road resurfacing					
Description	To complete the annual reseal programme in accordance with the NZTA requirements.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter</i>					
<ol style="list-style-type: none"> The chipseal contract has been awarded to Higgins Contractors Ltd. Pre-seal repairs have been substantially completed. Both asphalt and chipsealing resurfacing is programmed for February/March 2019. A total of 16,451 metres is due for resurfacing. The longest lengths to be resurfaced, which account for 10,186 meters of the total resurfacing, are: <ul style="list-style-type: none"> Waitohu Valley Road (3,077 metres) Mangaone South Road (2,206 metres) Ōtaki Gorge Road (1,682 metres) Te Horo Beach Road (1,036 metres) Ngatiawa Road, Waikanae (810 metres) Forest Lakes Road (736 metres) Hadfield Link Road (639 metres) 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> Completion of all programmed surfacing sites. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> Risks associated with loose chips after sealing work completed. On-going sweeping of chipseal sites to be monitored. Negative impacts from last season's chipseal failures on Mazengarb Drive and Guildford Drive. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> Nil. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	1,143,870	70,126	1,143,870	

<u>Category</u>		<u>Timeliness</u>		<u>Budget</u>	
YELLOW	Project complete	🕒 ▲	ahead of schedule	\$📉	budget underspend
GREEN	Project on target	🕒 ✓	on time	\$✓	on budget
ORANGE	Project not on target (there are issues)	🕒 ▼	behind schedule	\$📈	budget overspend
RED	Project has failed	🕒 🛑	on hold		
BLUE	Project on hold				

Cycleways, walkways and bridleways development – Stride ‘n’ Ride					
Description	Cycleway, Walkway, Bridleway (CWB) new capital and urban cycleway development programme. Implementation of Kapiti Coast District Council’s CWB Network plan over the next four years.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none"> 1. The tender for the shared path on the south side of Ngaio Road has been won by Downer NZ limited. Physical works commenced in early December 2018 and the project is expected to be completed within three months. The existing gravel track through the Russell Reserve will also be upgraded at this time. 2. Community engagement and stakeholder consultation in regards to the proposed Park Avenue shared path is ongoing. Some residents have expressed dissatisfaction with the proposed two way separated cycleway concept and the option of removing a number of significant street trees for a cycleway will generate significant backlash. A residents group is currently discussing their own design concepts and have asked Council to re-engage in the New Year. Regardless of the outcome it is likely that this project will not be able to be delivered this financial year due to the loss of time. Officers are looking at alternative projects to ensure the budget is expended by the end of June 2018. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 3. Ngaio Road shared construction is underway. 4. The shared path on Kapiti Road between Arawhata Road and Brett Ambler Way is awaiting neighbouring property access agreement and resource consent sign off. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. The delay in determining if possible cycleway upgrade for Park Avenue will go ahead (or not) will have an impact on Councils ability to deliver the entire 2018/2019 cycleway construction programme. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. Officers are investigating alternative projects to deliver instead of a proposed cycleway on Park Avenue. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	4,590,067	4,510,737	4,510,737	
This year	2018/19	1,349,030	166,734	1,349,359	
Total		5,939,097	4,677,471	5,860,096	

Footpath renewals					
Description	NZTA have agreed to provide funding subsidies for both new footpaths, and maintenance and renewals of existing footpaths, which was previously 100% funded by Council.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰 ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter</i>					
1. The annual footpath renewal programme has commenced and is well on track with \$298k spent of a projected year-to-date spend of \$319k.					
<i>Upcoming milestones:</i>					
2. Completion of planned new and improved footpath sites. A total of 5,833 meters is to be renewed with the longest lengths (accounting for 3,998 metres of the total) being:					
<ul style="list-style-type: none"> • Mill Road, Ōtaki (1,576 metres) • Arawhata Road, Paraparaumu (467 metres) • Tui Road, Raumati (345 metres) • Tutere Street, Waikanae Beach (340 metres) • Tutanekai Street, Paraparaumu (313 metres) • Parata Street, Waikanae Beach (283 metres) • Te Moana Road, Waikanae (250 metres) • Alexander Road, Raumati (238 metres) • Te Miti Street, Paekākāriki, (186 metres) 					
Risks (to programme, cost, quality, other)					
1. Nothing to report.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	966,700	297,735	966,700	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	💰 ⬇ budget underspend
GREEN	Project on target	🕒 ✓ on time	💰 ✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	💰 ⬆ budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Low Cost Low Risk (Minor improvements programme)					
Description	Low Cost Low Risk (minor safety improvements) are physical works which comprise road and intersection improvements, traffic calming, lighting improvements, footpaths, installation of new traffic signs and road markings that improve safety.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none"> 1. The Arnold Grove (Kena Kena School) kerb and footpath realignment project design has been finalised and work will commence after Christmas during the school holidays. 2. Engagement has been undertaken with the Waikanae Community Board and Waikanae Beach Residents Society prior to finalising safety improvement designs at Te Moana Rd/Waimea Rd and Te Moana Rd/Rauparaha St. 3. Final designs and construction drawings are being completed for the Mazengarb Road/Ratanui Road roundabout. Affected residents have been consulted and given the preliminary designs to comment on. 4. Due to erratic behaviour through the Tasman Road, Otaki, speed cushions, the speed cushions were removed and a full width speed hump installed. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 5. <i>None to report at present</i> 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. Final consultations may result in changes to items in the programme which could result in delays, cancellation, redesign, deferral or replacement of items. 					
Issues (for elected member attention)					
1 Nil.					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	443,135	62,346	443,135	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$🕒 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$🕒 budget overspend
RED	Project has failed	🕒 🙅 on hold	
BLUE	Project on hold		

Waikanae Emergency Rail Crossing Access

Description	To create a diversion route for emergency vehicles if access across the rail crossing in Elizabeth Street, Waikanae is unavailable.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the second quarter:</i></p> <ol style="list-style-type: none"> The alternative site requested by Kiwirail (60 metres north of Waikanae Railway station between SH1 and Pehi Kupa St) has been agreed by NZTA and Kiwirail, with Greater Wellington Regional Council confirming that there is no consent required for these works. A Request for Tender has been sent out to three pre-qualified Kiwirail contractors. Due to the specific requirements for both the design and construction of these works by pre-approved Kiwirail contractors these works will be carried out under a design and build contract. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Confirm the preferred contractor and undertake final consultation once designs are confirmed and construction timelines are established. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> A resource consent may require under Council's District Plan, depending on the final construction design and requirements. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> The proposed location has been changed as per Kiwirail's recommendation. Consultation with adjacent residents will be undertaken once the preferred design is identified. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	354,715	18,936	354,715	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Access and transport – financial results to 31 December 2018

Capital expenditure summary			
	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	388	369	1,191
Total projects over \$250,000	1,072	3,227	7,964
Total	1,460	3,596	9,155

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
5,459	Other operating expense	2,518	2,663	5,799
5,506	Depreciation and amortisation	2,869	2,840	5,681
1,648	Finance expense	996	1,057	2,126
12,613	Operating expenditure	6,383	6,560	13,606
	Revenue			
107	Fees and charges	54	35	70
5,420	Grants and subsidies	1,524	1,938	5,650
447	Development and financial contributions revenue	153	100	201
329	Other operating revenue	118	136	272
6,303	Operating revenue	1,849	2,209	6,193
6,310	NET OPERATING COSTS	4,534	4,351	7,413
	Capital items			
2,753	Asset renewal	669	790	2,997
4,619	New assets upgrade	791	2,806	6,158
7,372	Total capital items	1,460	3,596	9,155
13,682	NET COST OF ACTIVITY	5,994	7,947	16,568
	Funding sources			
6,748	Rates	3,956	4,352	7,948
1,882	Borrowings	423	1,806	3,627
2,753	Depreciation reserve	669	790	2,997
(448)	Reserves & special funds	(153)	(100)	(201)
2,747	Unfunded depreciation	1,099	1,099	2,197
13,682	TOTAL SOURCES OF FUNDS	5,994	7,947	16,568

Net Operating Costs of \$4.53 million was \$183,000 unfavourable to budget. This is in large part because delays in capex projects to be part-funded by NZTA have resulted in grants and subsidies from NZTA being lower than projected.

Capital expenditure of \$1.46 is \$2.13 million underspent to date. This is mainly due to delays in starting the LED replacement project, the Kapiti Road Stride n' Ride works, SH1 Revocation and the minor works program.

Coastal management

Whakahaere takutai



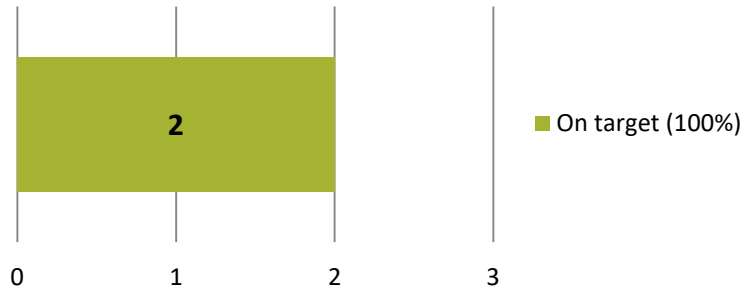
Key developments for the 3 months to 31 December 2018

- Continued with the detailed designs of Paekākāriki seawall.
- Continue to explore options for resolving the Old Coach Route ownership issue.

Performance measures summary

There are two key performance indicators (KPIs) in the coastal management activity.

Coastal management KPIs 1 July to 31 December 2018



Both KPIs were on target at the end of the second quarter.

Projects – Summary

There are three significant Coastal management projects, all capex over \$250,000 projects.

All three projects are on target to complete their milestones this year. However, significant risks of delay remain with the Wharemauku Block Wall strengthening project, due to Old Coach Route ownership issues (see project report).

Coastal management - Projects as at 31 December 2018



Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We respond promptly to seawall or rock revetment failure and repair where applicable	Respond within 48 hours to urgent requests to repair seawalls or rock revetments	90%	On target (100%)	There were 28 requests in total in the year to date. Six of these were urgent and were responded to within 24 hours. (2017/18 result was 100%)
We keep our stormwater beach outlets clear to avoid flooding	Stormwater beach outlets are kept clear	80%	On target (100%)	All beach outlets cleaned and kept clear. (2017/18 result was 100%)

Project reports

Coastal protection Paekākāriki					
Description	Further development of detailed designs and application for resource consent for the replacement of the seawall along The Parade, Paekākāriki. Construction has been deferred, through the 2018 Long Term Plan, to start in 2021/22.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰 ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the second quarter were:</i></p> <ol style="list-style-type: none"> 1. Meeting held with the Paekākāriki Community Board and Community Design Group in October 2018 to provide options and indicative overall budget (up to \$250,000) pricing for urban design elements. A general project and programme update with latest detailed design visuals were also provided. 2. On the 25th November, Paekākāriki Community Board held an open day and the seawall was a significant part of the open day. 3. Detailed designs 50% completed. 4. Greater Wellington Regional Council confirmed that the detailed designs are in general accordance with the Resource Consent. <p><i>Upcoming milestones: -</i></p> <ol style="list-style-type: none"> 5. Incorporation of urban design elements in the detailed designs – By April 2019. 6. Lodgement of Building Consent application – By June 2019. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. Physical works are now programmed in year 4 and 5 of the 2018 LTP. The budgets allocated for physical works may not be sufficient. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. The current wall has exceeded its original 20 years design life and with extreme weather events, certain parts of the wall have failed a few times in the recent past with significant repair costs. This wall is protecting 'The Parade' road and the wall failures will expose 'The Parade' to potential coastal erosion and additional costs. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2016–18	589,250	589,250	589,250	
This year	2018/19	853,996	284,491	853,996	
Total		1,443,246	873,741	1,443,246	

Wharemauku block wall strengthening					
Description	A storm event occurred in the Wellington region on the 23/24 July 2016 caused significant damage in several locations in the Kapiti district along the coastline. The Council constructed a 170m long temporary wall in 3 days (called Wharemauku block wall) to protect the sewer which runs parallel to the beach between 49 and 71 Wharemauku Road. This project is to strengthen the block wall until a permanent solution is implemented to protect the Council's sewer and mitigate the end effects from the Marine Parade rock revetment.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰 ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the second quarter were:</i></p> <ol style="list-style-type: none"> Received and considered advice from an expert in land law to further explore alternative acquisition strategies and compulsory acquisition process to obtain easements for construction and maintenance of the block wall as the block wall is located on Old Coach Route. Prepared tender documents for procurement of physical works. <p><i>Upcoming milestones: -</i></p> <ol style="list-style-type: none"> Completing a survey to establish the extent of Old Coach Route and the locations of all assets within Old Coach Route – By June 2019 Peer review of the legal opinion regarding resolving the Old Coach Route ownership issue. Selection of a physical works contractor and building the wall- By May 2019 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> Unresolved legal ownership issues related to Old Coach Route may continue to affect the programme as well as the cost. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> If the proposed block wall strengthening project does not go ahead, this will cause issues due to the following: <ul style="list-style-type: none"> Properties which were affected by the 'end effect' of the existing Marine Parade rock revetment were supportive of this project as this provides protection to their properties. If the project does not go ahead, Council may have to consider alternative ways of mitigating the 'end effect' until a permanent solution is implemented in future. Wall failure can occur due to a major storm exposing the Council sewer at high risk. Old Coach Route ownership issue is extremely complex and resolution has been attempted a few times in the past, without success. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	135,322 ¹	135,322	135,322	
This year	2018/19	265,001	37,021	265,001	
Total		400,323	172,343	400,323	

1. The original 2017/18 budget was \$400,202, but resolution of 'Old Coach Route' ownership and resource consent issues caused delays. \$264,880 of that budget was carried forward and is included in 2018/19.

Other coastal projects					
Description	In 2015/16 Council compiled an inventory of all coastal assets located on public land from Ōtaki to Paekākāriki and in 2016/17 completed condition assessments of these assets. During the 2018 LTP, it was decided to proceed to renew/replace the assets as appropriate based on the condition and the risk of failure. The groups of assets covered under this project are: beach outlets, rock revetments, seawalls.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the-second quarter were:</i></p> <ol style="list-style-type: none"> Commencement of concept designs for the assets prioritised to be renewed/replaced in the first 3 years of the LTP. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Completion of designs – By June 2019 Gaining resource consents process – May – December 2019 					
Risks (to programme, cost, quality, other)					
1. None at this stage					
Issues (for elected member attention)					
1. None at this stage					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	585,156	29,258	585,156	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Coastal management – financial results to 31 December 2018

Capital expenditure summary			
	2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000	56	36	190
Total projects over \$250,000	250	573	1,704
Total	407	609	1,894

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
409	Other operating expense	141	267	524
374	Depreciation and amortisation	200	210	419
323	Finance expense	57	102	206
1,106	Operating expenditure	398	579	1,149
1,106	NET OPERATING COSTS	398	579	1,149
	Capital items			
395	Asset renewal	321	424	992
262	New assets upgrade	86	185	902
657	Total capital items	407	609	1,894
1,763	NET COST OF ACTIVITY	805	1,188	3,043
	Funding sources			
937	Rates	331	512	1,014
262	Borrowings	86	185	902
395	Depreciation reserve	321	424	992
169	Unfunded depreciation	67	67	135
1,763	TOTAL SOURCES OF FUNDS	805	1,188	3,043

Net Operating Costs of \$398,000 was \$181,000 favourable to budget. This is due to delays in work on coastal protection, Old Coach Route & coastal planting.

\$202,000 underspent in Capital expenditure due to:

- delays in the start of the Paekākāriki seawall professional services contract due to uncertainties on the material option (Concrete or Rock) – now resolved and detailed designs are progressing
- delays on the Wharemauku Block wall strengthening physical works due to Old Coach Route ownership issues – Physical works tenders are ready to be advertised in late January and the re scheduled date of work completion is May 2019.

Solid waste

Para ūtonga

Key developments for the 3 months to 31 December 2018

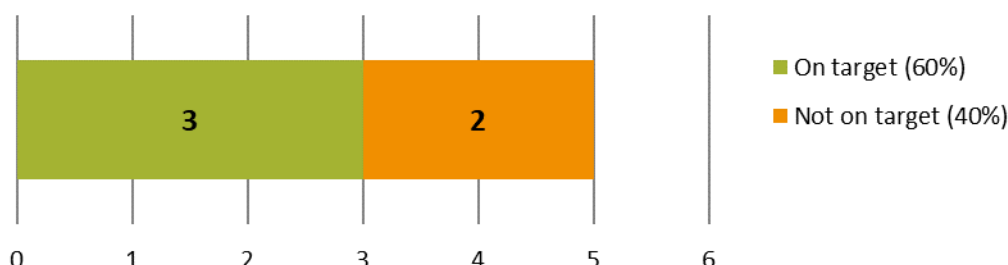
- Work continued on the capping of the Otaihanga landfill. Resource consents associated with wetlands development have been obtained with wetlands work due to commence in late February/early March 2019.
- Waste minimisation activities included;
 - Delivery of the Zero Waste Education programme to 180 students at Raumati Beach School.
 - Allocation of \$12,930.90 of waste levy funding under Category 3 (Community Education and Projects) of the Waste Levy Policy 2011.
 - Delivery of presentations to school and community groups on topics of waste minimisation and recycling best practice including a presentation to Kapiti College and Raumati South Kindergarten parent group.
 - Support for community clean up events including provision of gear, advice and collection of waste.
 - Organisation and delivery of a successful Repair Café workshop.
 - Support for a number of event organisers in their zero waste efforts through provision of advice and loan of waste station bin hoods and other equipment, including the Raumati South School Gala and the Big Bang Adventure Race.
 - Regular visits to Transfer Stations to inform customers on waste diversion options (e.g. recycling, home composting).
 - Hosting the Wellington Regional Waste Forum on 23 November 2018.

Performance measures summary

There are five key performance indicators (KPIs) in the solid waste activity.

Solid waste KPIs

1 July to 31 December 2018



Three KPIs were on target at the end of the second quarter.

Two KPIs that are reliant on the resident opinion survey recorded provisional results for the first two quarters that were not on target:

- i). *Residents who are satisfied with the standard of kerbside collections* reported a provisional (adjusted¹) satisfaction result of 84.5%, marginally below the target of 85% for the year. This measure has been on a slow trend decline from levels of 88% since Envirowaste's cessation of the plastic bag rubbish collection service in March 2018. Verbatim comments from those who are dissatisfied (an unadjusted 12%) point to dissatisfaction with the cost of remaining services for households that generate little waste, dissatisfaction with the number of trucks collecting per street (from the different providers) and a preference for Council to provide the service.
- ii). *Residents who are satisfied with the waste minimisation education, information and advice available* reported a provisional (adjusted¹) satisfaction result of 59.5%, against a target of 75% for the year. This measure reported a sharp fall following the cessation of the plastic bag collection service from levels of 71% last year. Verbatim comments from respondents report general dissatisfaction with the Council's approach to waste minimisation when the control of waste collection services, and the range of collection options offered (as well as their cost), is determined by the private sector.

Projects – Summary

There is one solid waste project, the Otaihangā Landfill Capping project. It is a capex over \$250,000 project. It is a multi-year project and is on target.

1. When calculating the satisfaction result we exclude those who are neither satisfied nor dissatisfied, as there is no justification for including them in either of those groupings. This gives an 'adjusted' satisfaction score. Unadjusted data shows satisfaction of 78% and dissatisfaction at 12% with the remainder neither satisfied nor dissatisfied.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Otaihanga, Ōtaki and Waikanae facilities are open seven days a week and we licence kerbside collection services for our urban areas	Number of days disposal facilities are open	357 days per year	On target	No unplanned closures
	Licensed collectors are compliant with licence requirements	Achieve	On target	No official warnings issued
	Residents (%) who are satisfied with the standard of kerbside collections	85%	Not on target (84.5%)	The provisional result from the Resident Opinion Survey for the first two quarters was 84.5%. (2017/18 result was 88%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	On target (88%)	128 of 145 service requests were completed on time.
We encourage waste minimisation and provide education information and advice	Residents (%) who are satisfied with the waste minimisation education, information and advice available	75%	Not on target (59.5%)	The provisional result from the Resident Opinion Survey for the first two quarters was 59.5%. (2017/18 result was 71%)

Project report

Otaihanga landfill capping					
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the second quarter:</i></p> <ol style="list-style-type: none"> Landfill capping progressed with all programmed work completed with 90% (15 hectares) capped and grassed and wetlands development consented and due to commence Feb/March 2019. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> No milestones to report. 					
Risks (to programme, cost, quality, other)					
1. No current risks.					
Issues (for elected member attention)					
1. No issues to report.					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	549,351	55,942	549,351	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Solid waste – financial results to 31 December 2018

Capital expenditure summary

	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	2	2	37
Total projects over \$250,000	56	224	549
Total	58	226	586

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
887	Other operating expense	232	310	719
672	Depreciation and amortisation	258	336	673
97	Finance expense	93	97	196
1,656	Operating expenditure	583	743	1,588
	Revenue			
609	Fees and charges	307	287	569
609	Operating revenue	307	287	569
1,047	NET OPERATING COSTS	276	456	1,019
	Capital items			
509	Landfill Capping	58	226	586
509	Total capital items	58	226	586
1,556	NET COST OF ACTIVITY	334	682	1,605
	Funding sources			
1,033	Rates	332	508	1,021
509	Depreciation reserve	58	226	586
14	Movement in other reserves	(56)	(52)	(2)
1,556	TOTAL SOURCES OF FUNDS	334	682	1,605

Net Operating Costs of \$276,000 million were \$180,000 favourable to budget. This is due to depreciation on the landfill being lower than planned & lower than expected operational costs.

Capital expenditure of \$58,000 is \$168,000 underspent as the capping material will be purchased later in the year.

Stormwater

Whakahaere wai araha



Key developments for the 3 months to 31 December 2018

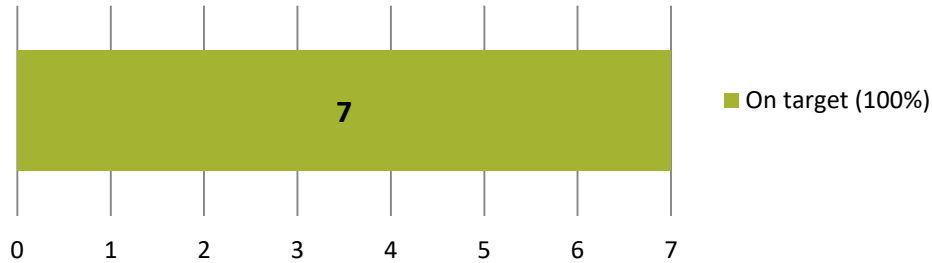
- There were 116 service requests in the second quarter of 2018/19, compared to 94 in the same quarter last year.
- Approximately 3.8 kilometre of open drains were manually 'cleaned' in the second quarter, making a total length of 4.8km cleaned manually in the first half of the year. Completed tender documents to advertise two public tenders for machine-cleaning the drains / streams in the district. Awarded a contract to prepare a districtwide open drain/stream maintenance Resource Consent and other associated deliverables.
- Awarded a contract to update the Stormwater Strategy and prepare a Stormwater Bylaw.

Performance measures summary

There are seven key performance indicators in the Stormwater Management activity.

Stormwater KPIs

1 July to 31 December 2018



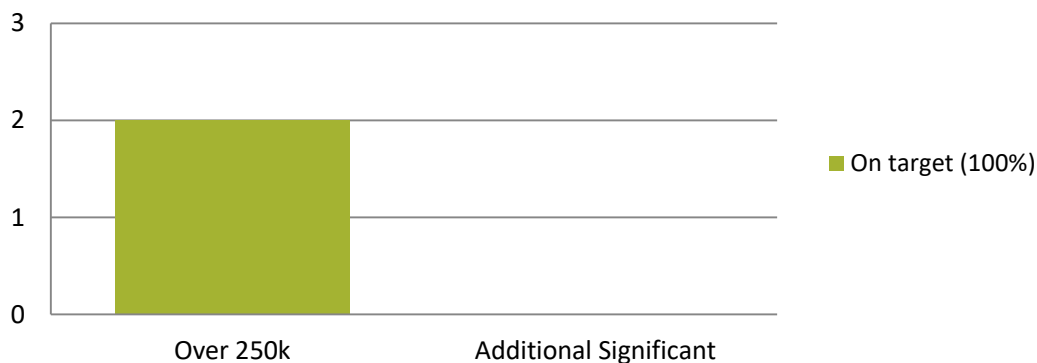
All seven KPIs were on target at the end of the second quarter 2018/19.

Projects – Summary

Stormwater projects have been organised into Major and Minor stormwater project categories, with each group treated for reporting purposes as a single project. Both 'projects' are capital expenditure \$250,000 and above projects.

Stormwater - Projects

as at 31 December 2018



Both the minor and major stormwater projects are on target for the year. Although there have been some weather delays with regard to restarting the minor stormwater project at 97-117 Riwai Road we expect to catch up with that work in the second quarter.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We minimise risks to human life and health from flooding by responding efficiently and effectively to flooding issues and we maintain, repair and renew major flood protection and control works	Median response time to attend a flooding event from notification to attendance on site <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 24 hours	On target (Median response time was less than 24 hours)	Year to-date, there were 268 service requests. 180 were flooding related complaints. Of the 180 flooding requests 55 were urgent and the median response time was 0 days (less than 24 hours).
		Non-urgent = less than or equal to 5 days	On target (Median response time was 3 days)	The median response time was 3 days for the 125 non-urgent flooding related requests.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (100%)	Year to-date, there were 3 building (garages) related minor flooding requests. All 3 of them were visited within less than 3 days.
	Number of complaints received about the performance of the district's stormwater system <i>(DIA mandatory measure)</i>	Less than 30 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i>	On target (8.2 per 1000)	Year to-date there were 180 flooding related Complaints. (= 8.2 per 1,000 connections). On a pro-rata basis, the year to-date target is 15 per 1,000. <i>(Note that the target was changed in the 2018 LTP from 10 complaints per 1,000 connections)</i>
	Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the council's activity management plan <i>(DIA mandatory measure)</i>	Achieve	On target	Few projects completed under the Minor SW projects category to maintain/renew existing flood protection and control works following the key standards.
	Number of buildings (habitable floors) reported to be flooded as a result of a less than 1-in-50 year rain event <i>(DIA mandatory measure)</i>	Less than 3 per 1000 properties connected to the council's stormwater system	On target (no habitable floors flooded)	There were no flooding events in the first two quarters that affected habitable floors.

Corp-19-729 Appendix B – Activity report to 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
<p>We comply with our resource consent conditions and our stormwater systems do not harm the downstream receiving environment</p>	<p>Measure compliance with council's resource consents for discharge from its stormwater system, by the number of:</p> <ul style="list-style-type: none"> a) abatement notices; b) infringement notices; c) enforcement orders; and d) successful prosecutions, received by the council in relation those resource consents. <p><i>(DIA mandatory measure)</i></p>	<p>None</p>	<p>On target (none)</p>	<p>Year to-date there has been no non-compliance with Council's resource consents for discharge from its stormwater system.</p>

Project reports

Major stormwater projects			
Description	The major stormwater projects cover the design and construction of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events). These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damage due to flooding. The projects covered under this in 2018/19 are mainly focused on alleviating habitable floor flooding and include: stormwater upgrades for Kena Kena, Moa Road, Karaka Grove, Alexander Bridge, Titoki, Riwai, Amohia, Kākāriki, Raumati Road Area 1 and Sunshine Avenue.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		🕒 ✓	\$ ✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the second quarter:</i></p> <ol style="list-style-type: none"> 1. Kena Kena - continued with detailed investigations on alternative discharge options via the Kena Kena wetland. 2. Moa Road – commenced preliminary designs and the owner consent process. 3. Karaka Grove - commenced preliminary designs and the owner consent process. 4. Alexander Bridge – commenced preliminary designs and the resource consent process. 5. Titoki – commenced detailed designs and the resource consent process. 6. Riwai – commenced detailed designs and the resource consent process. 7. Amohia Stage 1 <ul style="list-style-type: none"> • Piping 93 Amohia - detailed designs completed for 93 Amohia and lodged a resource consent application with GWRC. • Te Uruhi Grove – commenced preliminary designs and the resource consent process. 8. Kākāriki – commenced preliminary designs and the resource consent process. 9. Raumati Road Area 1 – detailed designs completed. 10. Sunshine Avenue – commenced detailed designs and resource consent process. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 11. Kena Kena <ul style="list-style-type: none"> • Complete detailed investigations on alternative discharge options (via the wetland), engage Department of Conservation and iwi with proposal, and re-draft the resource consent application - by March 2019 • Physical works tender for the areas not affected by the resource consent (by February 2019) and complete construction for these areas by December 2019. 12. Moa Road <ul style="list-style-type: none"> • Detailed designs (by mid-March 2019) and gaining acceptance for the detailed design from affected property owners – mid-March to mid-April 2019 . • Physical works tender and award (end May 2019) with construction commencing in early June 2019. 			

Major stormwater projects (continued)

13. Karaka Grove - completion of detailed designs by end-December 2019.
14. Alexander Bridge - completion of preliminary designs, resource consents and physical works tender documents by December 2019.
15. Titoki - completion of detailed designs, resource consent and physical works tender documents by December 2019.
16. Riwai - completion of detailed designs, resource consent and physical works tender documents by December 2019.
17. Amohia - stage 1
 - Piping 93 Amohia – Gaining resource consent from GWRC by end March 2019,
 - Completion of physical works by June 2019,
 - Te Uruhi Grove – completion of preliminary designs and gaining resource consent by December 2019.
18. Kākāriki - completion of detailed designs, resource consent and physical works tender documents by December 2019.
19. Raumati Road Area 1
 - Physical works tender and award by end-March 2019.
 - Construction – April to October 2019.
20. Sunshine Avenue - completion of detailed designs, resource consent and physical works tender documents by December 2019.
21. Preparation of concept designs for projects identified for Years 2–5 of the LTP by June 2019.

Risks (to programme, cost, quality, other)

Some Iwi groups (Te Ātiawa) have notified that they are due to meet with Council officers in early March 2019 to discuss the need for a fresh approach to resolve the partnership matters with KCDC and the consent matters will be looked at closely once the partnership issues are resolved.

This approach can result in delays to most of the projects as GWRC resource consents require Iwi inputs. This has been addressed by bringing forward projects which are not affected by resource consents, such as Raumati Road Area1 and the Moa Road flood wall.

Issues (for elected member attention)

1. The project spend is below year-to-date budget projections but is expected to catch up over the remainder of the year.

Current year project costs to 31 December 2018

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	1,826,055	342,777	1,826,055	

Minor stormwater projects

Description	The minor stormwater project includes the design and construction of minor drainage systems to accommodate run off from more frequent storms (1 in 5 year or 1 in 10 year events). These projects include renewal of existing assets, construction of overland flow paths, minor stormwater upgrades and extensions including upgrading inlet control devices such as stormwater sumps (cost of each project is in the order of \$10,000 to \$100,000).				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. 2018/19 minor stormwater improvements in 14 locations – awarded physical works tender.					
2. 95 to 117 Riwai – physical works completed.					
3. Asset inspections based on age and severity – completed Paraparaumu catchments 1, 7, and 8.					
4. SW Improvements at William Street – concept designs completed.					
<i>Upcoming milestones:</i>					
5. 2018/19 minor stormwater improvements - physical works planned February to June 2019.					
6. Asset inspections based on age and severity - completion of inspections in Paraparaumu catchments 2,3,4,5, and 6 by June 2019.					
7. Asset Renewals PP1, PP7, PP8					
<ul style="list-style-type: none"> Physical works tender by mid-February 2019, Construction – from April to October 2019. 					
8. SW Improvements at William Street					
<ul style="list-style-type: none"> Detailed designs and Tender documents – End of January 2019 Physical works – March to June 2019 					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. None at this stage.					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	730,168	238,945	730,168	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Stormwater – financial results to 31 December 2018

Cost of activity statement				
2017/18		2018/19	2018/19	2018/19
Actual		YTD Actual	YTD Budget	F/Y Budget
\$000		\$000	\$000	\$000
	Expenditure			
1,571	Other operating expense	963	1,003	2,001
1,163	Depreciation and amortisation	571	605	1,210
942	Finance expense	478	416	837
3,676	Operating expenditure	2,012	2,024	4,048
	Revenue			
-	Fees and charges	(1)	34	68
122	Development and financial contributions revenue	47	26	52
2	Other operating income	-	-	-
124	Operating revenue	46	60	120
3,552	NET OPERATING COSTS	1,966	1,964	3,928
	Capital Items			
1	Asset renewal	80	410	512
1,500	New assets upgrade	499	1,014	2,045
1,501	Total capital items	579	1,424	2,557
5,053	NET COST OF ACTIVITY	2,545	3,388	6,485
	Funding sources			
3,674	Rates	2,013	1,990	3,980
1,500	Borrowings	499	1,014	2,045
1	Depreciation reserve	80	410	512
(122)	Reserves & special funds	(47)	(26)	(52)
5,053	TOTAL SOURCES OF FUNDS	2,545	3,388	6,485

Capital expenditure of \$579,000 is \$843,000 underspent. This is due to delays with the resource consent for Kena Kena, Amohia and a few other major projects and delays on the Riwai stormwater extensions (listed under minor projects) due to weather. Plans in place to catch up the underspend in the remaining period of the financial year.

Wastewater management

Whakahaere wai

Key developments for the 3 months to 31 December 2018

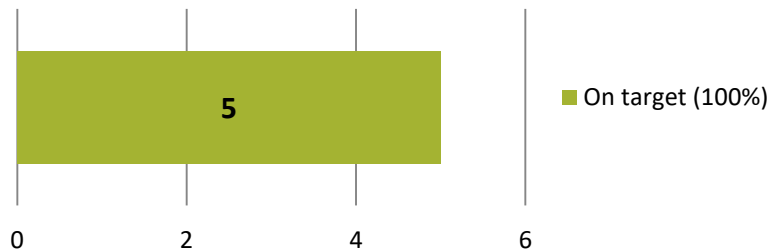
- The professional services contract for the consenting of discharges from the Paraparaumu Wastewater Treatment Plant is underway, developing the best practicable option for the treatment and discharge of wastewater from our Waikanae, Paraparaumu and Raumati communities through technical and consultation processes. The planning stage of the project is advanced (work units, communication planning, core environmental sampling and analysis), but a delay to the engagement with iwi partners threatens the overall programme.
- The Water Professional Services Panel (WPSP) was tendered this quarter. The five-year panel streamlines the procurement of professional services and delivery of the capital programme and technical asset management support for the water and wastewater activities. The evaluation processes was completed in December 2018, with three consultants appointed and the first programme planning workshop delivered before christmas holidays.
- The concept design and procurement planning for the Paraparaumu Wastewater Treatment Plant inlet works is advanced. The next phases have been put on hold until 2020/21 in line with the 2018 Long Term Plan.
- Wastewater network pipe renewals were substantially complete in the second quarter. The pumping station upgrades had already been completed in the first quarter, and there are only minor works to be completed in the third quarter.
- Two blowers have been procured in advance of the programmed 2021/22 upgrade works to continue to provide surity of the Paraparaumu WWTP ongoing performance leading into it's consent renewal. One blower was commissioned in the first quarter of this financial year and the remaining unit commissioned in the second quarter. A major power distribution board has been successfully replaced, supplying power reticulation resilience to around half of the Plant process equipment. This mitigates a increasing risk of process failure at the Paraparaumu WWTP.
- A peer review was commissioned on the dissolved air flotation (DAF) plant at the Paraparaumu Wastewater Treatment Plant to assess the original design and performance of the plant supplied by the contractor. On completion of the peer review a proposal to trial further performance enhancements and the allocation of cost risks will be considered.

Performance measures summary

There are five key performance indicators (KPIs) in the wastewater management activity.

Wastewater KPIs

1 July to 31 December 2018



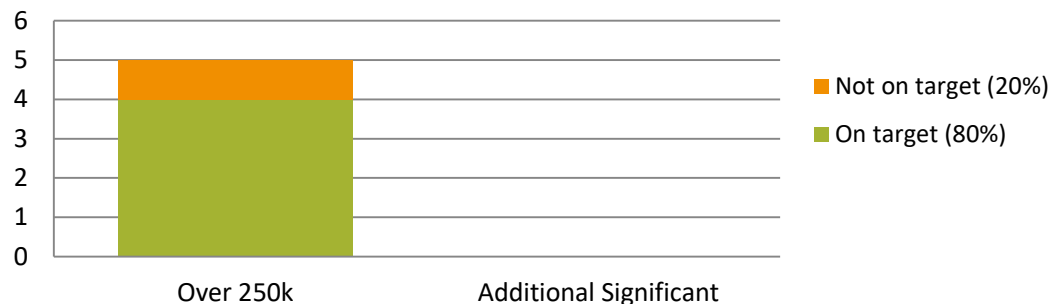
All five KPIs were on target at the end of the second quarter 2018/19.

Projects – Summary

There are five wastewater management projects, all of which are capex projects of \$250,000 and above.

Wastewater - Projects

as at 31 December 2018



Four projects were on target at the end of the second quarter.

The Waikanae Duplicate Rising Main project is slipping behind planned timelines given that negotiations are progressing only very slowly between NZTA and landowners over one section of the rising main in the expressway alignment. This already substantially delayed progress last year and appears no closer to resolution. This issue needs to be resolved to allow for application for resource consent.

Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Our wastewater system management practices ensure that we respond efficiently and effectively to wastewater system blockages, faults and overflow issues	Median response times to sewage overflows resulting from a blockage or other fault measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Less than or equal to 1 hour	On target (20 minutes)	Median attendance time was 20 minutes, for 41 blockages or faults attended in the year to date.
	Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Less than or equal to 5 hours	On target (2 hours and 7 minutes)	Median resolution time was 2 hour and 7 minutes, for 41 blockages or faults resolved in the year to date.
	Number of complaints received by council about any of the following: a) sewage odour; b) sewerage system faults; c) sewerage system blockages, and d) council's response to issues with the sewerage system. <i>(DIA mandatory measure)</i>	Less than 7.2 complaints per 1,000 connections to Council's sewerage system.	On target (2.17 complaints per 1,000 connections)	43 complaints were received in the first quarter (from a total of 19,856 connections).
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i>	At or below 2 per 1000 connections to Council's sewerage system	On target (0.05 overflows per 1,000 connections)	There was one dry weather overflow (Notifiable or non-Notifiable) in the year to date (total of 19,856 connections).
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	On target (none)	No non-compliance actions so far this year.

Project reports

Waikanae duplicate rising main			
Description	This project will duplicate the rising main from Waikanae’s terminal wastewater pumping station to the Paraparaumu wastewater treatment works.		
	The project was planned in two stages: the first stage was timed to take advantage of the M2PP Expressway construction programme; the second stage completes final connections at each end of the expressway.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		🕒 ▼	\$ ✓
Comments (latest developments/upcoming milestones/critical activities)			
<i>Developments in the second quarter:</i>			
<ol style="list-style-type: none"> NZTA discussions with landowners to resolve issues along the northern end of the Expressway alignment are progressing slowly which is impacting our project timeline. Tender documents for the construction of the remainder of the rising main at each end of the expressway to the Paraparaumu Wastewater Treatment Plant and along Te Moana Road to the pumping station are complete and ready to tender, subject to resource consent approvals. Advanced procurement of piping components was commenced with market enquiries made. Evaluation and raising of orders will commence in the third quarter. 			
<i>Upcoming milestones:</i>			
<ol style="list-style-type: none"> Approval of the final section of the rising main in the expressway alignment from north of the Waikanae bridge through to Te Moana Road – this section was never completed due to landowner consultation issues. Submission of resource consent applications for the end sections and the remaining section at the northern end of the Expressway alignment will be lodged for approval once discussions with landowners have been completed. Tendering of the construction works is now expected late in financial year 2018/19. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> Delay – Resource Consent consultation process: The lengthy period of unresolved landowner consultation experienced to date indicates a risk of further delay; without imminent resolution the project will extend further into next year. This is outside of our control and the further delay to approval and resource consents lodgement have required the deferral of construction into 2018/19. Cost/ Budget – scope refinement: Services congestion along Te Moana Road may require changes to design. Services location, to establish if any changes will be required, has been completed. The current Engineer’s Estimate forecasts a budget increase of around \$200,000, which can be accommodated in budgeting for 2018/19. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> Parts of the project have been delayed while NZTA resolves some land owner approval issues. 			

Waikanae duplicate rising main (continued)

Current year project costs to 31 December 2018

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	210,747 ¹	163,536	163,536	
This year	2018/19	971,201	20,367	239,991	731,211
Total		1,181,948	183,902	403,526	

1. The original budget in 2017/18 was \$1,142,700. The project was significantly delayed by the unresolved resource consent consultation process, so the unspent part of that budget was carried forward into the 2018/19 budget..

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒▲ ahead of schedule	💰 budget underspend
GREEN	Project on target	🕒✓ on time	💰✓ on budget
ORANGE	Project not on target (there are issues)	🕒▼ behind schedule	💰👉 budget overspend
RED	Project has failed	🕒👋 on hold	
BLUE	Project on hold		

Paraparaumu wastewater treatment plant renewals					
Description	Renewal works to ensure compliant and resilient service from our major wastewater treatment plant.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the second quarter:</i></p> <ol style="list-style-type: none"> 1. Replacement work for one of two crucial mains power distribution boards (“DB1”) commenced installation on site this quarter (“DB2” was replaced in 2017/18), and is now complete with the contractor Proserve achieving Practical Completion in December 2018. 2. Further investigation of the bio-reactor aeration system indicated the risk of process failure in advance of the deferred upgrade plan, observing extensive component wear and excessive heat production on two of the three blowers. Two blowers have been procured in advance of the programmed 2021/22 upgrade works; one entered service in the first quarter and the other in the second quarter. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 3. Clarifier 1 will have a more in-depth condition assessment in the third quarter when water levels can be lowered (reduced flows period), leading to mechanical upgrades in the third and fourth quarters of this financial year. 					
Risks (to programme, cost, quality, other)					
1. None at this stage					
Issues (for elected member attention)					
1. None to report					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	480,807	225,054	424,285	-

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Wastewater reticulation renewals					
Description	The 2018/19 Wastewater Reticulation Renewals programme will replace wastewater reticulation pipework. In the same period the next phase of the wastewater pumping station upgrades programme will be progressed. This scheme will address asset renewal and growth issues in the region, based on risk and condition assessment criteria.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the second quarter:</i></p> <ol style="list-style-type: none"> The wastewater pipe renewal contract was commenced in 2017/18 is now substantially complete. The contract for wastewater pumping stations upgrades continued this year, the balance of upgrade works was completed in the first quarter. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Completion of wastewater pipe renewal contract. 					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. None to report.					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	466,763	287,246	466,763	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$ 📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$ ✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$ 📈 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Ōtaki wastewater treatment plant upgrades					
Description	Upgrades to the main components of the effluent pumping and field distribution at the Ōtaki wastewater treatment plant, following GWRC’s renewal of the discharge consent.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none"> 1. GWRC recently approved the proposed works to optimise the Land Treatment Discharge Area (LTDA) and to fulfil the requirements of the discharge consent. 2. The proposed LTDA upgrade works will commence in the third quarter with documentation required to brief the market. Primarily this work is to upgrade treated effluent pumping and reticulation systems and to support grounds maintenance over the next two years. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 3. Tender documentation and market approach for LTDA upgrade works. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. None at present. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. None to report 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2016–18	249,043	158,972	158,972	
This year	2018/19	235,290	9,546	235,246	
Total		484,333	168,518	394,262	

Paraparaumu wastewater treatment plant consent renewal					
Description	Consent renewal for the Paraparaumu Wastewater Treatment Plant is due in 2022. There is a substantial program of work required over the next three years to attain renewal including the exploration of options, assessment of environmental effects, public and stakeholder consultation and the preparation and lodgement of the consent application.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none"> 1. The contract with consultant Stantec was signed in the first quarter for the three-year consent renewal project. Work to scope key elements of the consenting strategy was advanced in the second quarter, including communications and engagement planning and development of governance structures. 2. The Advanced (now 'Preliminary') Monitoring Plan was completed in the second quarter, designed to drive specialist field sampling work in the the third and fourth quarters, thus setting a receiving-environment condition baseline. Three automated remote field sampling units were installed, with one on private land and one on DoC land. 3. Iwi engagement is being sought to shape and finalise this planning stage. This has progressed slowly and now risks the overall programme; immediate progress is hampered by the concern that excessive advancement of governance and workstream planning will effect stakeholder (especially Iwi) relationships if Council gain the reputation of having advanced too far without partnered support. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 4. Formation of the Project Governance Group with our Iwi partners, following a formal presentation of Council's short- and long- term intentions for the Paraparaumu WWTP. 5. Commencement of Long-list Options workstream. 					
Risks (to programme, cost, quality, other)					
<p>The following two Corporate-wide risk lines are directly influenced by this consents renewal programme. Both are at imminent risk of their 'On Track' status being disrupted.</p> <ul style="list-style-type: none"> • Iwi Relationships - <i>Lack of Iwi capacity to participate in Council processes and decision making.</i> • Paraparaumu Wastewater Treatment Plant Consent – <i>.. poor investigations, assessments and/or iwi engagement result in unsuccessful application.</i> 					
Issues (for elected member attention)					
None to report					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget, \$	Project costs to date, \$	Forecast project costs, \$	Carry over, \$
This year	2018/19	215,002	62,946	115,002	-
Future years	2019–2022	1,215,000	-	1,215,000	
Totals		1,430,002	62,946	1,330,002	

Wastewater management – financial results to 31 December 2018

Capital expenditure summary

	2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000	167	194	563
Total projects over \$250,000	532	519	1,919
Total	699	713	2,482

Cost of activity statement

2017/18 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	Expenditure			
4,480	Other operating expense	2,144	2,139	4,276
3,098	Depreciation and amortisation	1,791	1,710	3,420
861	Finance expense	94	164	329
8,439	Operating expenditure	4,029	4,013	8,025
	Revenue			
180	Development and financial contributions revenue	40	75	150
180	Operating revenue	40	75	150
8,259	NET OPERATING COSTS	3,989	3,938	7,875
	Capital items			
1,867	Asset renewal	662	636	1,199
265	New assets upgrade	37	77	1,283
2,132	Total capital items	699	713	2,482
10,391	NET COST OF ACTIVITY	4,688	4,651	10,357
	Funding sources			
7,769	Rates	3,761	3,745	7,489
265	Borrowings	37	77	1,283
1,867	Depreciation reserve	662	636	1,199
(180)	Reserves & special funds	(40)	(75)	(150)
670	Unfunded depreciation	268	268	536
10,391	TOTAL SOURCES OF FUNDS	4,688	4,651	10,357

Water management

Whakahaere wai

Key developments for the 3 months to 31 December 2018

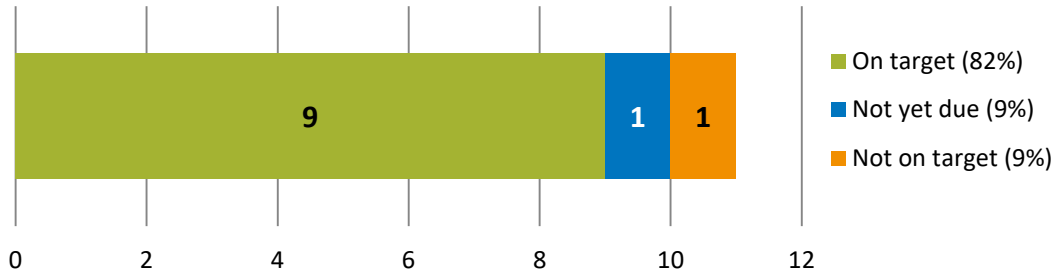
- The river recharge scheme will be operated under the three approved Ongoing Mitigation Plans (OMPs) this summer with the third OMP being approved this quarter. The remaining OMP is continuing to be progressed with GWRC to secure approval. In the interim a monitoring regime has been agreed with GWRC.
- The transition from the extensive three years baseline monitoring regime to the approved OMP monitoring regime is largely complete and the ongoing management of the consent compliance is now being delivered using in house resources. This transition has streamlined the management and reporting of this complex water supply solution with a focus on its operation under the the OMPs for the next eleven years.
- The Water Professional Services Panel (WPSP) was tendered this quarter. The five-year panel streamlines the procurement of professional services and delivery of the capital programme and technical asset management support for the water and wastewater activities. The evaluation processes was completed in December 2018, with three consultants appointed and the first programme planning workshop delivered before Christmas holidays.
- The Professional Services for the \$15M Drinking Water Safety and Resilience programme (Waikanae water treatment plant (WTP) Stage 2, Otaki WTP upgrades, and Hautere/ Te Horo WTP upgrades) was tendered as the first project under the Water Professional Services Panel (WPSP). The completion of the tender evaluation and award will be completed early in the third quarter.
- A replacement drive unit for the existing Waikanae water treatment plant clarifier has been procured ahead of the commencement of the Drinking Water Safety and Resilience programme to maintain reliable service whilst the urgent Waikanae WTP Stage 2 upgrades are being scoped this year.
- An impact assessment for the stream adjacent to one of the Ōtaki Water Supply bores has now been completed and lodged with Greater Wellington Regional Council to further inform the Abstraction Consent lodged in May 2018. The extent of monitoring requirements is being developed with GWRC so as to be issued with the approved consent.

Performance measures summary

There are eleven key performance indicators (KPIs) in the water management activity.

Water KPIs

1 July to 31 December 2018



Nine KPIs were on target at the end of the second quarter 2018/19.

One KPI is not yet due (*Percentage of real water loss*) as this is an annual measure only available at year end.

One KPI is not on target - *'the extent to which the drinking water supply complies with part 5 of the drinking water standards'* is expected to be 'Not achieved' again this year as work is required on the Ōtaki and Hautere treatment plants to achieve compliance and that work is scheduled for 2019–2022 in the 2018-38 Long Term Plan.

Projects – Summary

There are two water management projects. Both are over \$250,000 capex projects.

Both projects are on target.

Water - Projects

as at 31 December 2018



Performance measures

as at 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 1 hour	On target (16 mins)	Median attendance time was 16 minutes for 32 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target (2 hour and 23 mins)	Median attendance time was 2 hours and 23 minutes for 358 non-urgent water faults.
	Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 5 hours	On target (1 hour and 19 mins)	Median resolution time was 1 hour and 19 minutes for 32 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target (8 hrs and 25 mins)	Median resolution time was 8 hours 25 minutes for 358 non-urgent water faults.
	Measure the extent to which the district’s drinking water supply complies with: a) part 4 of the drinking-water standards (bacteria compliance criteria); and b) part 5 of the drinking-water standards (protozoal compliance criteria) <i>(DIA mandatory measure)</i>	a) Achieve 100%	On target	Confirmed compliance results are not due until shortly after year end. (2017/18 result was 100% compliance with part 4 of the drinking water standards)
		b) Achieve 100%	Not on target	Confirmed compliance results are not due until shortly after year end. The replacement compliant micro-filters at Paekākāriki WTP are now operational, and finalising of compliance status should occur in the third quarter. The Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which is programmed in the 2018 LTP for 2019–2022. (The 2017/18 result was ‘not achieved’ for compliance of the Ōtaki, Hautere and Paekākāriki supplies.)

Corp-19-729 Appendix B – Activity report to 31 December 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	On target (84%)	The Resident Opinion Survey reported a provisional result of 84% satisfaction (average result for the first two quarterly surveys). (2017/18 result was 80%)
	Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following: a) drinking water clarity; b) drinking water taste; c) drinking water odour; d) drinking water pressure or flow; e) continuity of supply; and f) council's response to any of these issues. <i>(DIA mandatory measure)</i>	At or below 6.2 complaints per 1,000 connections	On target (2.78 per 1,000)	A total of 64 'complaints' were logged this year to the end of the second quarter (12 water quality, 20 water pressure complaints, and 32 service requests for no water supply). With a total of 23,020 connections, 64 complaints translate to 2.78 complaints per 1,000 connections.
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	Peak water consumption in litres per person per day (l/p/d)	At or below 490 l/p/d	On target (373 l/p/d)	Peak day water use for the year to date was 373 l/p/d. It is expected to increase over the summer months. (2017/18 result was 417 l/p/d)
	Average water consumption in litres per person per day <i>(DIA mandatory measure)</i>	At or below 325 l/p/d	On target (292 l/p/d)	Average use was 292 l/p/d in the year to date. (2017/18 result was 311 l/p/d)
	Percentage of real water loss from the Council's networked reticulation system. <i>(DIA mandatory measure¹)</i>	At or below 23.6%	Not yet due	Water loss data for 2018/19 will be available at year end. The water loss from the council's network for 2017/18 was 20.5% (3,089m ³ /day).

¹ DIA real water loss measure includes estimated meter under-registration and theft. The industry standard definition of real water losses does not include those additional factors.

Project reports

Drinking Water Safety and Resilience Programme					
Description	The Drinking Water Safety and Resilience (DWSR) programme of work includes the following schemes to cement Kāpiti’s water supply resilience and legislative compliance: Waikanae WTP Stage 2, Otaki WTP and Hautere/ Te Horo WTP upgrades.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none"> The request for pricing (RFP) for the Water Supply Professional Services Panel (WSPS) was released to the market. The evaluation processes was completed in December 2018, with three consultants appointed and the first programme planning workshop undertaken. The \$15M Drinking Water Safety and Resilience programme (Waikanae water treatment plant (WTP) Stage 2, Otaki WTP upgrades, and Hautere/ Te Horo WTP upgrades) was released to the market as the first Consultancy Services Order under the WSPS. Tender evaluation will be completed in early the third quarter, having completed the final round of tenderer queries this quarter. The Paekākāriki WTP tertiary filters upgrade is advanced, with filters and ancillaries operational in September 2018 and further minor works were completed in December. The Drinking Water Assessor will then be approached imminently to confirm the now viable A Grade status for this treatment plant. A review of procurement requirements to avoid premature equipment failure in advance of the Waikanae WTP upgrades identified the high risk of failure of the aging clarifier drive equipment and so a replacement for the specialist gear-motor drive (“Cyclo-drive”) is now on order. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> Finalising the professional services award for the DWSR programme and commence scoping urgent works. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> Nothing to report at this stage. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> Nothing to report. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	1,250,000	154,249	462,749	636,347 ¹

- The funds will be carried over to the 2020/21 financial year.

Category	Project complete	Timeliness	Budget
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$📈 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Network renewals & upgrades

Description	This project covers the reticulated network pipe renewals and upgrades for 2018/19 in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki; works planned for two main areas based on condition assessment. This work includes reactive and planned network renewals activities.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none"> The pipe renewal contract for Ames Street in Paekākāriki had been deferred from the 2017/18 financial year. Tender evaluation and price negotiation was completed Quarter 2. The contractor completed works planning, including services location, in December 2018; with construction work to be completed in the third quarter. Work on reactive lateral replacements is progressing as required – based on pipe failure information. A review of planned and unplanned works budgets indicates that unplanned works remain on track with forecast spend for this year. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> Replacement of water mains under the Ames Street pipework renewal contract. Engage a contractor to install the new Zone Meter for Ngaio Road in quarter three. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> None to report at this stage. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> Nothing to report. 					
Current year project costs to 31 December 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	504,600	179,870	504,600	-

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
YELLOW	Project complete	🕒 ▲ ahead of schedule	\$🕒 budget underspend
GREEN	Project on target	🕒 ✓ on time	\$✓ on budget
ORANGE	Project not on target (there are issues)	🕒 ▼ behind schedule	\$🕒 budget overspend
RED	Project has failed	🕒 🛑 on hold	
BLUE	Project on hold		

Water management – financial results to 31 December 2018

Capital expenditure summary

	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000	201	88	141
Total projects over \$250,000	333	424	1,755
Total	534	512	1,896

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
3,842	Other operating expense	1,881	2,081	4,358
2,686	Depreciation and amortisation	1,504	1,469	2,938
1,859	Finance expense	424	554	1,114
8,387	Operating expenditure	3,809	4,104	8,410
	Revenue			
37	Fees and charges	24	20	40
87	Grants and subsidies	18	-	-
858	Development and financial contributions revenue	183	52	103
982	Operating revenue	225	72	143
7,405	NET OPERATING COSTS	3,584	4,032	8,267
	Capital items			
758	Asset renewal	324	238	396
-	New assets upgrade	210	274	1,500
758	Total capital items	534	512	1,896
8,163	NET COST OF ACTIVITY	4,118	4,544	10,163
	Funding sources			
8,222	Rates	3,734	4,033	8,267
(87)	Borrowings	192	274	1,500
758	Depreciation reserve	324	238	396
(858)	Reserves & special funds	(183)	(52)	(103)
128	Unfunded depreciation	51	51	103
8,163	TOTAL SOURCES OF FUNDS	4,118	4,544	10,163

Net operating costs of \$3.58 million were \$448,000 favourable to budget due to Maintenance, Investigations & Interest expenses and because Development contributions have exceeded budget in the year to date due to two large developments in Ōtaki and Waikanae.