

**Chairperson and Committee Members**  
**OPERATIONS & FINANCE COMMITTEE**

15 NOVEMBER 2018

Meeting Status: **Public**

Purpose of Report: For Information

## **ACTIVITY REPORT: 1 July to 30 September 2018**

### **PURPOSE OF REPORT**

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the first 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 four 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 projects<sup>1</sup>.
  - 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.

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<sup>1</sup> 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 first quarter 2018/19

	Activity	KPIs		Projects	Capital Spend (\$'000)	Operating Spend (\$'000)	Income (\$'000)
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INFRASTRUCTURE	Access & Transport	9 90%	1 10%	100%	\$565	\$3,168	\$2,771
	Coastal Management	2 100%		100%	\$115	\$178	
	Solid Waste	3 60%	2 40%	100%	\$30	\$277	\$161
	Stormwater	7 100%		100%	\$227	\$1,010	\$687
	Wastewater	5 100%		100%	\$430	\$1,993	\$1,842
	Water	8 73%	2 18% 1 9%	100%	\$234	\$1,713	\$2,067
COMMUNITY SERVICES	Parks & Open Space	2 18% 2 18%	7 64%	100%	\$52	\$1,556	\$184
	Recreation & Leisure	6 60%	4 40%		\$109	\$2,714	\$409
	Community Facilities & Community Support	3 21% 1 7%	10 71%	100%	\$120	\$1,155	\$4,237
	Economic Development	3 100%		100%	\$249	\$573	\$38
PLANNING & REGULATORY	Districtwide Planning	1 50%	1 50%	100%		\$685	
	Regulatory Services	1 17%	6 86%	100%		\$1,919	\$1,411
GOVERNANCE & TANGATA WHENUA	Governance & Tangata Whenua	1 17% 3 50%	2 33%		\$9	\$1,174	\$5,857
	Corporate				\$54	\$1,804	\$609
					\$2,194	\$19,919	\$20,273

## CONSIDERATIONS

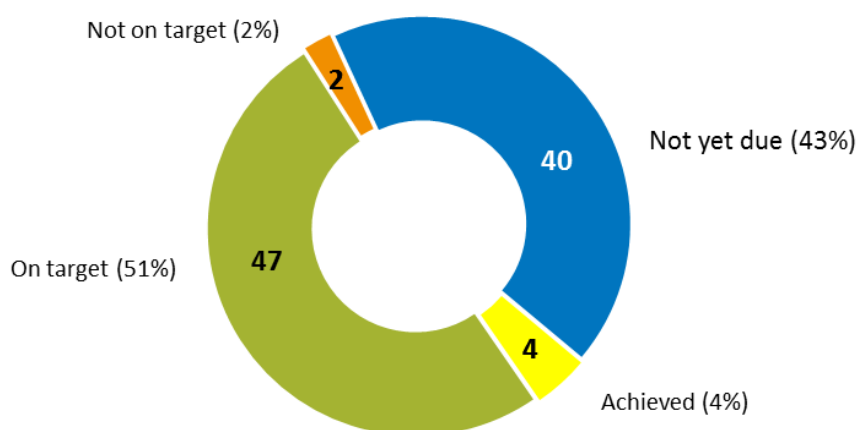
### Section 1: Overview of KPIs and Projects

#### 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 30 September 2018



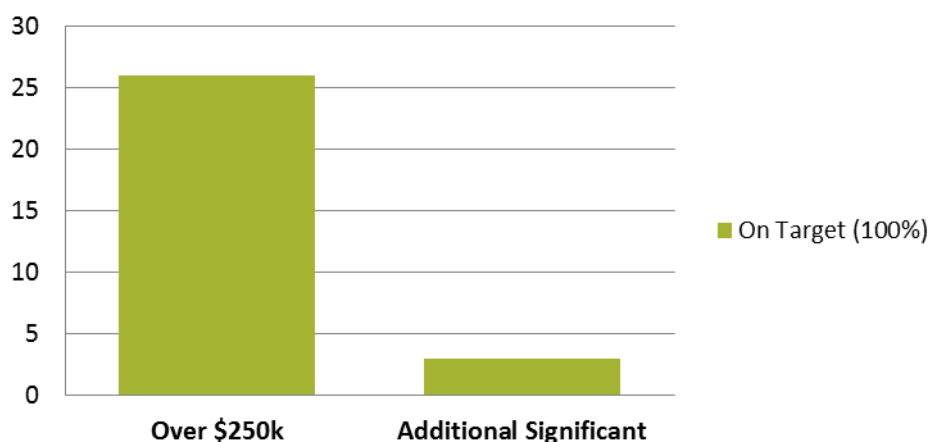
- 10 Two KPIs were not on target, these are discussed in paragraphs 35 and 70.

#### 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 30 September 2018



- 13 All of the 26 projects are currently on target, though there are significant risks to some of them which are summarised in paras 30 and 66 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. Only the first two are reported on this quarter.

### **Provincial Growth Fund**

#### *Key developments*

- 15 Kāpiti Coast was confirmed as an eligible 'region' for the Provincial Growth Fund.
- 16 Established relationships with our Senior Regional Official and Senior Regional Advisor from MBIE.

### **Open for Business – Caring, Dynamic and Effective work programme**

#### *Key developments*

- 17 The Chief Executive consulted on a proposal for a new Senior Leadership structure. The proposed changes focus on functional alignment to complement the priority focus on better understanding our customers, our communities and their needs.
- 18 Council's new 'HubKap' intranet was launched, delivering one of the key areas for improvement identified in the staff engagement survey by offering better opportunities for collaboration and information sharing.
- 19 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.



## Section 3: Community Services

### Key development highlights

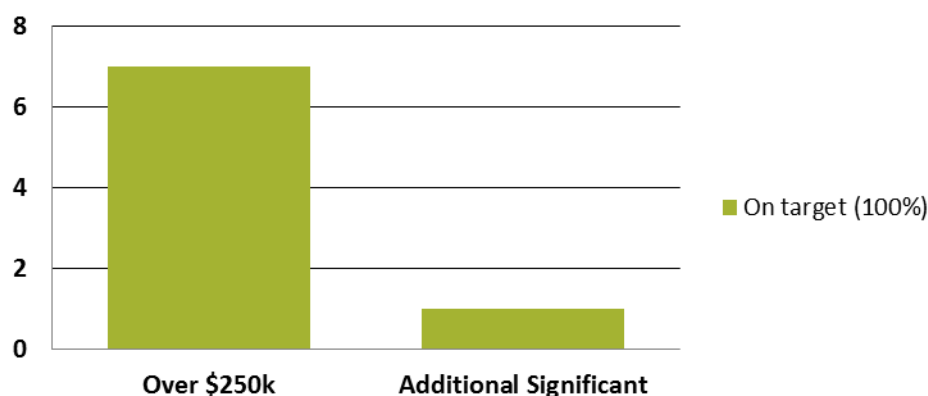
- 20 A total 413 submissions were received on the Draft Development Plan for Otaraau Park. Council was due to be briefed on this on 1 November.
- 21 The kiosk has been removed from Maclean Park and a resource consent submitted for filling in the southern end of the pond.
- 22 A region-wide “Beyond the Page” literary festival was held in the July school holidays in collaboration with Upper Hutt, Hutt City and Wellington City Libraries. Approximately 500 people attended the Kāpiti events.
- 23 The 2018 Kāpiti Arts Guide was printed and distributed throughout Kāpiti and neighbouring districts. This year’s guide contains 112 listings from artists, galleries and hubs.
- 24 Four events were held at the Coastlands Aquatic Centre during this quarter with 234 competitors over three swim meets and 172 competitors participating in the Surf Life Saving New Zealand Capital Coast Pool Champs.
- 25 Council undertook full interior renewals on three Housing for Older Persons units during the first quarter and has started renewal work on a further five units that became vacant during the quarter.
- 26 Council allocated \$33,578 from the 2018 Community Grants Scheme to 20 organisations, with each receiving up to \$2,000.
- 27 A multicultural shared dinner evening was held in July 2018. A Kāpiti Multicultural Council initiative, supported by Council, saw approximately 60 people attend from a range of ethnicities.
- 28 Eight applications were received for the 2018/19 Major Events Fund. These were assessed by a panel with relevant events experience which made recommendations to Council.

### Projects

- 29 There are eight Community Services projects, seven of which are capital expenditure over \$250,000 projects and one is an additional significant project.

**Figure 5: Community Services Projects**

as at 30 September 2018



- 30 All eight projects are currently on target. The main risks in this cluster lie with the Community facilities projects. In particular, condition assessments undertaken in

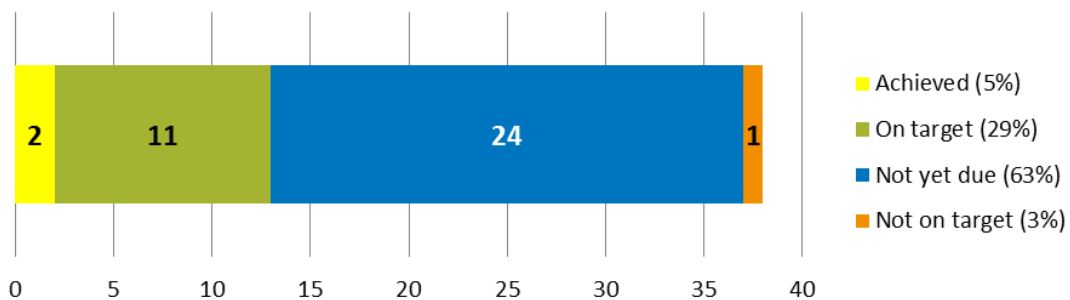
the first quarter suggest that budgets may be insufficient to achieve the original scope of works for the Waikanae Library, Earthquake Prone (Council) Buildings and Paraparaumu Memorial Hall projects. In addition, given the number of renewals of older person's housing units already completed or currently underway it is likely that additional renewals budget will be needed if further units become vacant over the rest of the year.

### Key performance indicators

31 In this cluster there are 34 KPIs.

**Figure 6: Community Services KPIs**

as at 30 September 2018



32 Two KPIs were achieved at the end of the first quarter.

33 Eleven KPIs were on target.

34 Twenty four KPIs rely on information that is not due until later in the year.

35 One Community facilities KPI was slightly below target. *'Urgent requests to public toilet facilities that are responded to within four hours'* reported a result of 97.7% achieved against a target of 98%. It is expected to get back on target over the remainder of the year.



## Section 4: Planning and Regulatory Services

### Key development highlights

- 36 Environment Court mediations have progressed through this quarter on a further seven PDP appeals. A number of draft consent orders have been lodged with the Environment Court and we are anticipating confirmation from the Court before December 2018.
- 37 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. Council is currently awaiting the Court's decision following the hearing.
- 38 The building consents team processed and issued 279 building consents in the first quarter, down from 313 in the same period last year. In addition, 256 code compliance certificates were issued (211 in Q1 last year) and 1,647 building inspections undertaken (1,748 in Q1 last year).
- 39 The resource consents team issued 73 consents in the first quarter, down from 93 in the same quarter last year. The team also process 17 permitted boundary activities and 18 certificates for subdivision (15 in Q1 last year), relating to a total of 48 new allotments.

### Projects

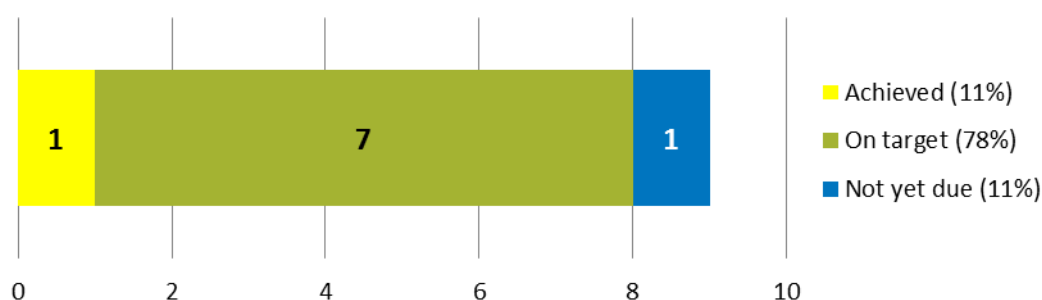
- 40 There are no capital expenditure projects over \$250,000 in this cluster.
- 41 There are two additional significant projects, the Earthquake-prone building assessments project and the District Plan review project, and these multi-year projects were both on target at the end of the first quarter.

### Key performance indicators

- 42 In this cluster there are nine KPIs.

**Figure 7: Planning and Regulatory KPIs**

as at 30 September 2018



- 43 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.
- 44 Seven KPIs were on target.
- 45 One KPI is not yet due as it relies on survey data which will not be available until the second quarter.



## Section 5: Governance and tāngata whenua

### Key development highlights

- 46 Council adopted the Annual Report for the year ended 30 June 2018.
- 47 There were two citizenship ceremonies on 25 July and 5 September 2018, which conferred citizenship upon 73 applicants.
- 48 The Council received 61 requests under the Official Information Act in the first quarter, compared to 54 in the first quarter last year. All were responded to within the statutory timeframe.
- 49 Te Wiki o Te Reo Māori was celebrated and promoted through the community via a short video that was released on 10 September 2018 to assist with pronunciation of place names.
- 50 Ongoing support was provided to our iwi partners to engage in Council processes and projects, and to Council staff to facilitate engagement with iwi.

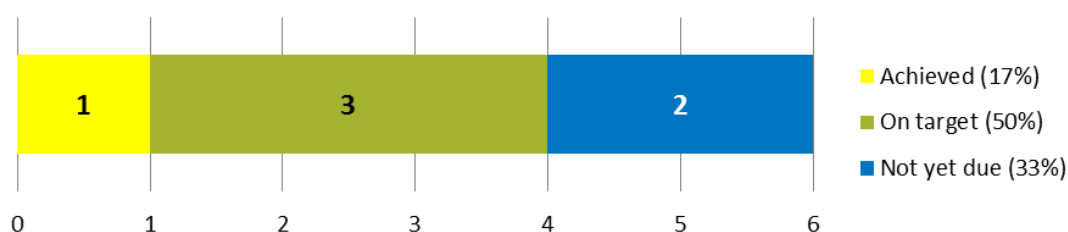
### Projects

- 51 There are no significant projects in this activity.

### Key performance indicators

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

**Figure 8: Governance & Tāngata Whenua KPIs**  
as at 30 September 2018



- 53 One KPI has been achieved (*The memorandum of partnership is renewed each triennium*).
- 54 Three KPIs were on target at the end of the first quarter.
- 55 Two KPIs are reliant on information that is not due until later in the year.





## Section 6: Infrastructure

### Key development highlights

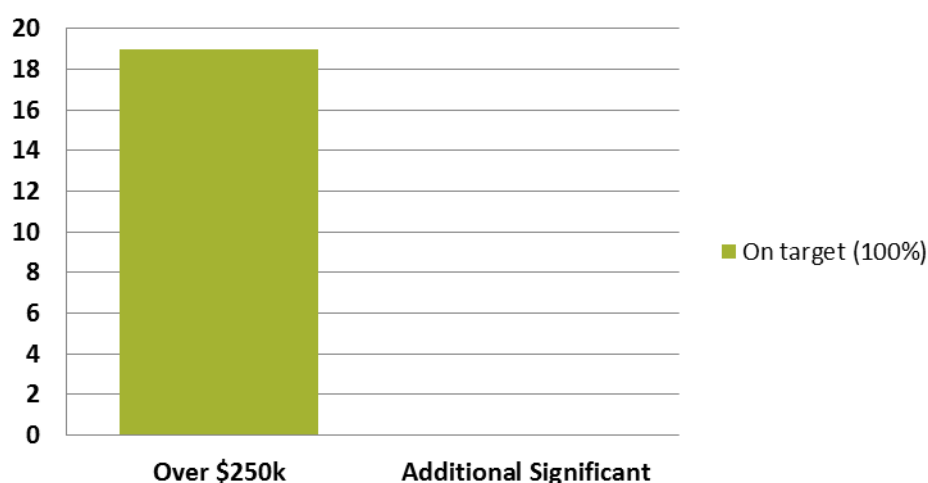
- 56 The Road Maintenance contract has been awarded to Higgins, commencing 2 July 2018. The chipseal contract will be awarded separately to a specialist contractor.
- 57 NZTA have confirmed Council's maintenance and renewals budget for the next three years, which includes subsidised funding for footpaths, and that the subsidy will be 51% of the total works cost.
- 58 The shared path on Kapiti Road at Paraparaumu Beach from Golf Road to Maclean Park, including a central refuge on Hurley Road, is completed.
- 59 Recommended the detailed designs of the Paekākāriki seawall, which had been on hold through 2017/18 awaiting a decision in the 2018 Long Term Plan.
- 60 Our new Waste Minimisation Advisor has been busy with visits to Transfer Stations to inform customers on waste diversion options, making contact with community organisations to support waste minimisation practices and offer support to members/clients, and making home visits.
- 61 Concept designs have been completed for nine of this year's 10 major stormwater projects.
- 62 The professional services contract for the consenting of discharges from the Paraparaumu Wastewater Treatment Plant was signed this quarter. The project will consider the best practicable option for the treatment and discharge of wastewater.
- 63 We installed and brought into service the new tertiary treatment micro-filters at the Paekākāriki water treatment plant. This is expected to give us full compliance with part 5 of the drinking water standards (protozoal compliance) for this plant.

### Projects

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

**Figure 3: Infrastructure Projects**

as at 30 September 2018



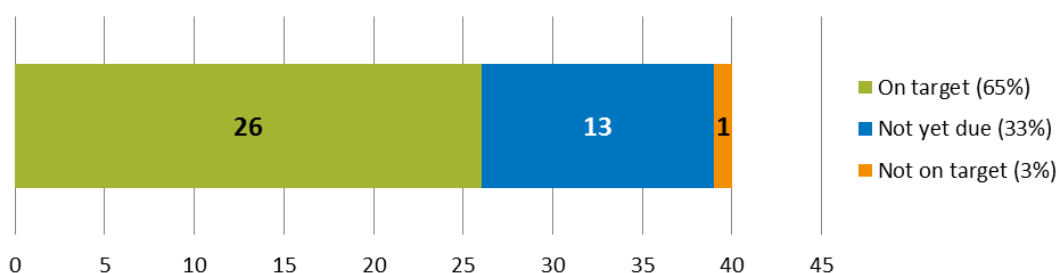
- 65 All 19 projects are currently on target.
- 66 Those projects carrying the most significant risk are the Wharemauku Block Wall strengthening project (possibility of ongoing delays as a result of Old Coach Route issues), the Waikanae duplicate rising main (risk of further delays in resolving landowner concerns) and the Waikanae Emergency Rail Access project (risk that issues around KiwiRail's proposed alternate location for the crossing could significantly delay the start of construction).

### Key performance indicators

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

**Figure 4: Infrastructure KPIs**

as at 30 September 2018



- 68 Twenty-six KPIs were on target at the end of the first quarter.
- 69 Thirteen KPIs depend on information that is not due until later in the year.
- 70 One 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

- 71 There are no policy issues to consider.

### Legal considerations

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

### Financial considerations

- 73 A summary of budget details for each activity (as at 30 September 2018) is provided in the activity reports attached as Appendix B to this Report SP-18-669.

## **SIGNIFICANCE AND ENGAGEMENT**

### **Significance policy**

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

### **Publicity**

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

76 This year's performance outcomes will be published in the 2018/19 Annual Report.

## **RECOMMENDATION**

77 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 first quarter of 2018/19 contained in the Activity Reports attached as Appendix B to this Report SP-18-669.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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Terry Creighton

**Corporate  
Monitoring Officer**

Kevin Black

**Acting Group Manager  
Strategy and Planning**

Sean Mallon























**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<sup>2</sup>**

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		
Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.					

# Appendix B

- Across Council work programme
- Infrastructure cluster
- Community Services cluster
- Planning and Regulatory Services
- Governance and Tāngata Whenua

# 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 (this is only reported annually, when the audited results for the prior year become available. That will be in the third quarter this year).

## **Key developments for the 3 months to 30 September 2018**

### **Kāpiti Airport air service provider**

- We reported in this 'Across Council Work Programmes' report in the previous quarter on Council's efforts to attract a replacement air service provider to Kāpiti. That was successful. Further updates on our marketing relationship with Air Chathams are provided in the Economic development activity report attached as part of this Appendix B.

### **Provincial Growth Fund**

- Met with MBIE and received initial feedback on our "Toitū Kāpiti" proposal.
- Developed a framework which provides an overview of possible areas of investment within Kāpiti, and ensures any opportunities align with our vision and core principles.
- Kāpiti Coast was confirmed on 20 September 2018 as an eligible 'region' for the Provincial Growth Fund.
- Established relationships with our Senior Regional Official and Senior Regional Advisor.



# 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 30 September 2018

- The Chief Executive consulted on a proposal for a new Senior Leadership structure. The proposed changes focus on functional alignment to complement the priority focus on better understanding our customers, our communities and their needs.  
These proposed changes are about maximising the capability that currently exists and providing better alignment with work streams. There is no reduction to FTE, rather current job holders and roles are relocated to a new or a different team or Group. Customer focus is everyone's responsibility, and the intent is that our delivery of services can be enhanced by a structure that is aligned with this priority.
- Council's new 'HubKap' intranet was launched. This delivers one of the key areas for improvement identified in the staff engagement survey by offering better opportunities for collaboration and information sharing. It also includes a "Let's Get Talking" channel for internal communication.
- 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.

# Community Services

- Parks and Open Space
- Recreation and leisure
- Community facilities and community support
- Economic Development

# Parks and open space

Ngā papa rēhia me ngā waahi māhorahora



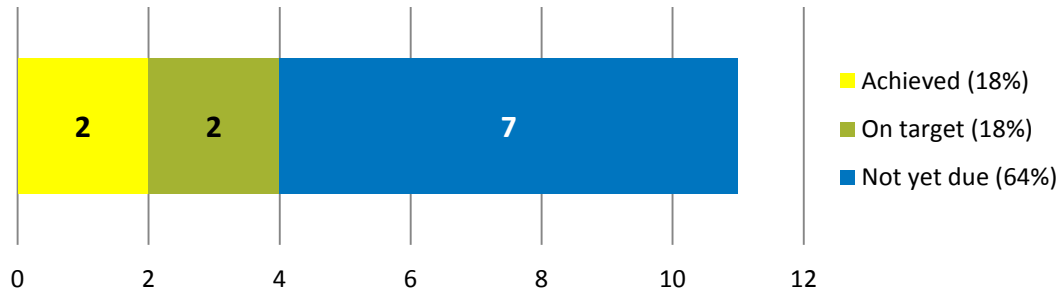
## Key developments for the 3 months to 30 September 2018

- Tenders have been received for the two playground renewals to be completed this year at Pohutakawa Park and Matthews Park. We'll be talking with the community about their preferred design for each shortly and then award the contract to the most favoured design by mid-December.
- A total of 413 submissions were received on the Otaraua Park Draft Development Plan. Work is now underway with key stakeholders, submitters and iwi to decide how best to address the points raised in submissions. A briefing to Council is scheduled for 1 November 2018.
- The first stage of development has commenced at Maclean Park with the removal of the kiosk and resource consent has been submitted for the filling in of the southern end of the pond.

## 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 30 September 2018



Two KPIs are 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.

Two KPIs are on target.

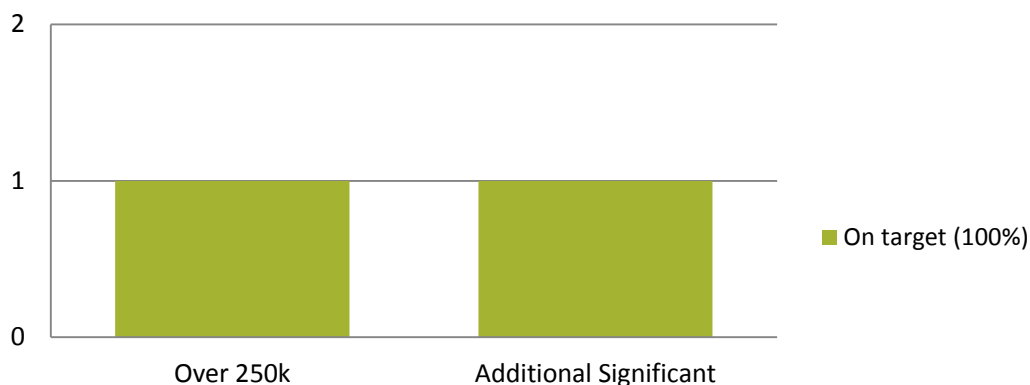
Seven KPIs are not yet due as they depend on results of surveys that will be conducted later in the year.

## 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'<sup>1</sup>.

Both projects are on target.

### Parks and open space - Projects as at 30 September 2018



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

## Performance measures

as at 30 September 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Parks and open space</b>				
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 (90%)	Sports grounds were open 90% of the time in the first quarter. (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 in 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%)
<b>Cemeteries</b>				
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).

SP-18-669 Appendix B – Activity report to 30 September 2018

Contribution to outcomes	Performance measures	Target	Full year outcome	Comment
<b>Cycleways, walkways and bridleways</b>				
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%	Not yet due	Provisional data will be available from the Residents Opinion Survey in the second quarter. (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%	Not yet due	Provisional data will be available from the Residents Opinion Survey in the second quarter. (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	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the first quarter were:</i></p> <ol style="list-style-type: none"><li>Detailed landscape design has been completed.</li><li>The first stage of development has commenced with the removal of the kiosk and resource consent submitted for the filling in of the southern end of the pond. It was decided to do the work in two stages as it would not have been possible to have the full works completed before the summer period, but by having the southern end of the pond complete the space starts to be more usable. The resource consent required to fill in the Kiosk end of the pond was submitted later than originally anticipated but everything is on track to have this first stage of the development ready for the public to use and enjoy by Christmas.</li></ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"><li>Southern end of the pond will be filled in ready to use as grassed open space in time for the Christmas School Holidays.</li><li>Registration of Interest (ROI) for the next part of development will be sent out in the second quarter.</li><li>Resource consent for the remainder of Stage 1 will be submitted in the second quarter.</li><li>Final development for Stage 1 is likely to commence in the third quarter.</li></ol>					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"><li>The full cost of Stage 1 will be unknown until the contract goes out to tender. It is possible that some works may need to be delayed for the project to fit within the budget available.</li></ol>					
Issues (for elected member attention)					
<ol style="list-style-type: none"><li>No known issues.</li></ol>					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	362,000	17,622	362,000	

### Category

YELLOW **Project complete**

GREEN **Project on target**

ORANGE **Project not on target (there are issues)**

RED **Project has failed**

BLUE **Project on hold**

### Timeliness

🕒 ▲ ahead of schedule

🕒 ✓ on time

🕒 ▼ behind schedule

🕒 🛑 on hold

### Budget

\$ 🕒 budget underspend

\$ ✓ on budget

\$ 🕒 budget overspend

Mazengarb Reserve upgrade – additional significant project					
Description	Sports field Irrigation and lighting upgrade at Mazengarb Reserve.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the first quarter were:</i>					
1. The scope of works and options have been investigated.					
<i>Upcoming milestones:</i>					
2. Request for Proposal (RFP) will be sent out in the second quarter.					
3. Works to be complete in time for the 2019 winter sport season.					
Risks (to programme, cost, quality, other)					
1. No known risks					
Issues (for elected member attention)					
1. No known issues					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	214,587	220	214,587	

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



**Parks and open space – financial results to 30 September 2018**

<b>Capital expenditure summary</b>			
	<b>2018/19 YTD Actual (\$'000)</b>	<b>2018/19 YTD Budget (\$'000)</b>	<b>2018/19 F/Y Budget (\$'000)</b>
Total projects under \$250,000	35	26	1,790
Total projects over \$250,000	18	0	362
<b>Total</b>	<b>53</b>	<b>26</b>	<b>2,152</b>

<b>Cost of activity statement</b>				
<b>2017/18 Actual \$000</b>		<b>2018/19 YTD Actual \$000</b>	<b>2018/19 YTD Budget \$000</b>	<b>2018/19 F/Y Budget \$000</b>
	<b>Expenditure</b>			
4,180	Other operating expense	1,051	1,218	4,834
1,539	Depreciation and amortisation	398	368	1,540
331	Finance expense	108	117	485
<b>6,050</b>	<b>Operating expenditure</b>	<b>1,557</b>	<b>1,703</b>	<b>6,859</b>
	<b>Revenue</b>			
186	Fees and charges	13	44	246
9	Grants and subsidies	2	-	-
1,845	Development and financial contributions revenue	199	130	522
39	Other operating revenue	-	-	-
<b>2,079</b>	<b>Operating revenue</b>	<b>214</b>	<b>174</b>	<b>768</b>
<b>3,971</b>	<b>NET OPERATING COSTS</b>	<b>1,343</b>	<b>1,529</b>	<b>6,091</b>
	<b>Capital items</b>			
517	Asset renewal	26	21	1,203
694	New assets upgrade	27	5	949
<b>1,211</b>	<b>Total capital items</b>	<b>53</b>	<b>26</b>	<b>2,152</b>
<b>5,182</b>	<b>NET COST OF ACTIVITY</b>	<b>1,396</b>	<b>1,555</b>	<b>8,243</b>
	<b>Funding sources</b>			
5,138	Rates	1,403	1,519	6,052
670	Borrowings	26	5	692
517	Depreciation reserve	25	21	1,055
(1,845)	Reserves & special funds	(198)	(130)	(117)
702	Unfunded depreciation	140	140	561
<b>5,182</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>1,396</b>	<b>1,555</b>	<b>8,243</b>
		-	-	

Net Operating Costs of \$1.34 million are \$186,000 favourable to budget mainly due to higher development and financial contribution revenue than expected and seasonal timing of parks and reserve maintenance.

# Recreation and leisure

Hākinakina

## Key developments for the 3 months to 30 September 2018

### Libraries

- Carpet replacement project in Ōtaki and Paraparaumu Libraries was completed.
- The Library Management System (Spydus) was upgraded in July 2018, and new software (EnvisionWare) was deployed at the self-service kiosk in the Waikanae Library.
- We collaborated with Upper Hutt, Hutt City and Wellington City Libraries to run a region-wide “Beyond the Page” literary festival in the July school holidays. Approximately 500 people attended the Kāpiti events.
- The sixth annual “If You’re a Poet, We Want to Know It” poetry competition Open Mic night was held on 24 August (National Poetry Day) at the Paraparaumu Library, with approximately 80 people in attendance.
- In August 2018 we held the annual Mastermind competition with over 100 children from local schools reading and being tested on the books that were finalists in the New Zealand Book Awards for Children and Young People.
- We celebrated Te Wiki o Te Reo Māori in September with Te Wiki Tea & Tales, Te Reo Tamariki Time, Tumeke kapa haka and Paraparaumu School kapa haka performances, with over 300 people attending these events.

### Arts and Museums

- The 2018 Kāpiti Arts Guide was printed and distributed throughout the Kāpiti and neighbouring districts. The Guide contains 112 listings from artists, galleries, and hubs participating in the 2018 Kāpiti Arts Trail. Digital and print media promotional campaigns for the Trail are in progress.
- On 5 July, the Council accepted the offer of a loan of the KiwiRiders sculpture. The loan agreement is for a year from 28 August 2018, and the sculpture will remain available for purchase during that period. The sculpture was installed at the corner of Kāpiti Road and Marine Parade on 4 October.

### Aquatics

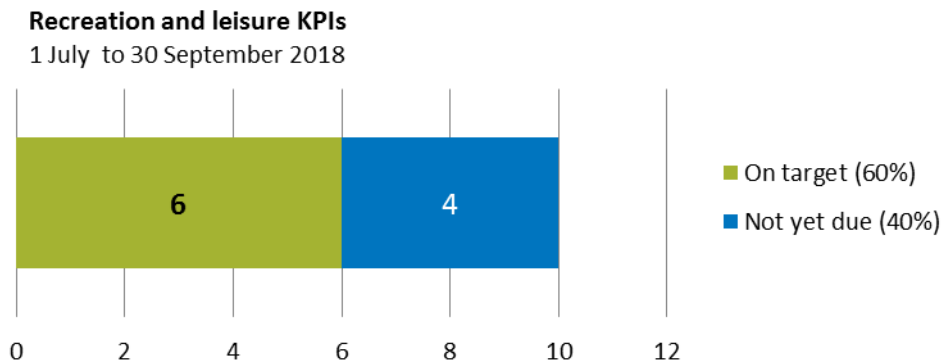
- There were a total of 58,509 pool visits in the first quarter. This compares well to the average first quarter attendance over 2014-2016 of 57,099 (the first quarter 2017/18 is not considered in that average as the Ōtaki Pool was closed for rebuilding in that quarter)
- A total of 651 people were registered for swimming lessons in the first quarter; 518 at Coastlands Aquatic Centre and 133 at Ōtaki Pool. In addition, 38 children completed the holiday

swimming programme during the first quarter. The total registrations of 651 compares very well with the average first quarter registrations over 2014-2016 of 503.

- A total of 226 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre.
- The Primary School Sports Coordinator delivered the Junior and Senior Winter Tournaments, weekly Futsal competition and a Softball event with 1,861 students participating from eleven schools across Kāpiti.
- Kāpiti Coast Aquatics was awarded merit in the aquatic innovation award presented at the annual WAVES Conference. This was for the recycling of the wrist bands.
- Four events were held at the Coastlands Aquatic Centre during this quarter with 234 competitors over three swim meets and 172 competitors participating in the Surf Life Saving New Zealand Capital Coast Pool Champs.

## Performance measures summary

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



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

Four KPIs were not yet due.

## 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 30 September 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Aquatics</b>				
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%	Not yet due	Provisional results from the Residents Opinion Survey will be available in the second quarter. (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	On target	58,509 combined swims in the year to date (this compares well to the average first quarter attendance from 2014–2016 of 57,099) (2017/18 result was 298,452)
	Learn to swim registrations	At or above 3,200 annual registrations	On target	651 registrations for the year to date, this is up from the 532 registrations in the first quarter of the 2014/15 baseline year  (2017/18 result was 2,986 registrations)
<b>Arts and museums</b>				
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 \$116.44 carried over to the next funding round.
<b>Libraries</b>				
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%	Not yet due	The annual Library Customer Satisfaction Survey will be undertaken in the fourth quarter. (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	On target	There were 78,204 visits to the district's four libraries in the first quarter (19,721 for Ōtaki, 944 for Paekākāriki, 33,301 for Paraparaumu, and 24,238 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 4,712 items added to the library collections in the first quarter. 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 171,521 items borrowed (including renewals) in the first quarter.

**Recreation and leisure – financial results to 30 September 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	22	4	734
Total projects over \$250,000	87	61	2,950
<b>Total</b>	<b>109</b>	<b>64</b>	<b>3,684</b>

**Cost of activity statement**

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	<b>Expenditure</b>			
7,451	Other operating expense	2,078	2,159	8,304
1,657	Depreciation and amortisation	441	363	1,520
1,168	Finance expense	195	247	1,024
<b>10,276</b>	<b>Operating expenditure</b>	<b>2,714</b>	<b>2,769</b>	<b>10,848</b>
	<b>Revenue</b>			
1,665	Fees and charges	388	405	1,675
40	Grants and subsidies	20	21	41
9	Other operating revenue	6	6	12
<b>1,714</b>	<b>Operating revenue</b>	<b>414</b>	<b>432</b>	<b>1,728</b>
<b>8,562</b>	<b>NET OPERATING COSTS</b>	<b>2,300</b>	<b>2,337</b>	<b>9,120</b>
	<b>Capital items</b>			
4,061	Asset renewal	83	61	777
127	New assets upgrade	26	3	2,907
<b>4,188</b>	<b>Total capital items</b>	<b>109</b>	<b>64</b>	<b>3,684</b>
<b>12,750</b>	<b>NET COST OF ACTIVITY</b>	<b>2,409</b>	<b>2,401</b>	<b>12,804</b>
	<b>Funding sources</b>			
8,562	Rates	2,299	2,337	9,120
127	Borrowings	16	3	2,707
4,061	Depreciation reserve	83	61	777
-	Reserves & special funds	11	-	200
<b>12,750</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>2,409</b>	<b>2,401</b>	<b>12,804</b>

# Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

## Key developments for the 3 months to 30 September 2018

### Community facilities

- A total of 424 external service requests were processed during the first quarter of 2018/19. This compares to 344 for the same period last year.
- Following a successful Expressions of Interest process for the appointment of architectural design services, the Mahara Gallery Redevelopment Steering Group obtained 11 expressions from architectural designers. The Steering Group has since shortlisted that to three architectural practices and these were subsequently asked to submit a proposal in the form of a Concept Design based on a total budget of \$5.205m. The Steering Group will be reviewing the responses in October and subject to reaching agreement on a preferred provider will be making recommendation to Council. 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 tender process for the remediation of the foundations at Paekākāriki Memorial Hall Council has elected to seek alternative options as the proposed method of work and costs were prohibitive. The engineer has been retained to develop further scenarios for retendering. Temporary works undertaken in May will ensure the structural integrity of the foundations and means the hall can be continue to be occupied in the meantime.
- Council undertook full interior renewals on three Housing for Older Persons units during the first quarter which were subsequently relet. During the quarter, a further five were vacated and full renewal work is underway on these units. Renewal works for these units have already been assigned to contractors and will be ready for occupation progressively from mid November 2018.
- Council completed a revalidation of the Housing Applicant Register which now stands at 48. Of these, 34 have expressed a preference for living South of Waikanae and the balance of 14 would consider housing options Districtwide including Otaki. In addition to the 48 there are a further 11 applications which require further revalidation to confirm eligibility and these are being worked on at present.
- Progress continues for a toilet facility to be installed at the Ōtaki River Estuary. Partial funding for the project has been raised by the Friends of the Ōtaki River. Resource Consent has been obtained and Building Consent likely to be received early in the third quarter. Quotes are currently being obtained for the construction and installation. Ownership will pass to Council on completion with ongoing operating costs being shared between KCDC and GWRC after that.



## Community support

- The Grants Allocation Committee met in August to allocate \$33,578 for the 2018 Community Grants Scheme. The scheme is a contestable fund available to not-for-profit groups and organisations that provide a local community or social service. Twenty organisations were awarded a grant of up to \$2,000 to support community-based projects that contribute to positive outcomes for local communities.
- The Police, Kāpiti Impact Trust, Zeal, Waikanae and Kāpiti Community Patrols and Council have collaborated on a Police-led crime prevention community safety initiative. In August and September 2018 two community engagement events were held in Paraparaumu, one in Paraparaumu East and one in the Makarini Street area. The community events provided a backdrop to engage with residents about their safety needs. The results of the surveys will inform a scope for work in collaboration with other stakeholders as part of a community safety programme. As part of this work the Police and Kāpiti Community Patrols, completed a modified CPTED<sup>1</sup> assessment.
- This year's No8 Wire Week event focused on supporting community-led projects and activities that promote sustainability and resilience. Over 1500 people took part in events around the district (doubling last year's numbers). Notably, a community 'Pop Up' wild playground was a popular event with over 450 people participating.
- A multicultural shared dinner evening was held in July 2018. A Kāpiti Multicultural Council initiative, supported by Council, provided an opportunity for different cultures to come together with their traditional food. The evening had approximately 60 people attend from a range of ethnicities. The aim of the evening was to share and learn more about other cultures.
- In August 2018, the Energy Efficiency Conservation Authority (EECA) announced their decision to matchfund the trans-regional partnership between the Kāpiti Coast District Council, Horowhenua District Council, Electra Ltd, and ChargeNet NZ. The project involves installing five electric vehicle fast chargers in Kāpiti including two in Paraparaumu and one each in Paekākāriki, Raumati Beach, and Waikanae Beach. Work is underway to engage with community, local businesses, electric vehicle users and local community boards. The results of the engagement will be used to inform Community boards around sites and parking designations for EV fast charger installations.
- Four Greener Neighbourhoods initiatives are underway with the aim to reduce environmental impacts and increase community resilience, projects include:
  - Power to the People: A bike to generate electricity for Ōtaki.
  - Dream Catcher Co-op: A flour mill for health benefits and to reduce food miles.
  - River Monastery Collective: Sharing the magic of sourdough bread making.
  - Raumati Village Community Garden: A new community garden in the heart of Raumati Beach.
- On 1 July, Council began directly managing the operations of Te Newhanga, Kāpiti Community Centre. Council has continued the room hire function and started to embed council driven community initiatives that aim to build social capital and resilient neighbourhoods. Since caretaking the centre, over 360 bookings have taken place at the Centre while it assesses a sustainable operating model for the Centre into the future.
- A joint initiative between Council and Wellington Regional Emergency Management Office (WREMO) is underway. The initiative aims to support Civil Defence welfare response in an

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<sup>1</sup> Crime Prevention through Environmental Design

emergency event. Two sessions have been held to date. In September 2018, 20 people took part in a session which explored the roles, responsibilities and practicalities of setting up an Emergency Assistance Centre at Te Newhanga, Kāpiti Community Centre. Participants were a mix of Red Cross, Council staff, Oranga Tamariki and Housing New Zealand.

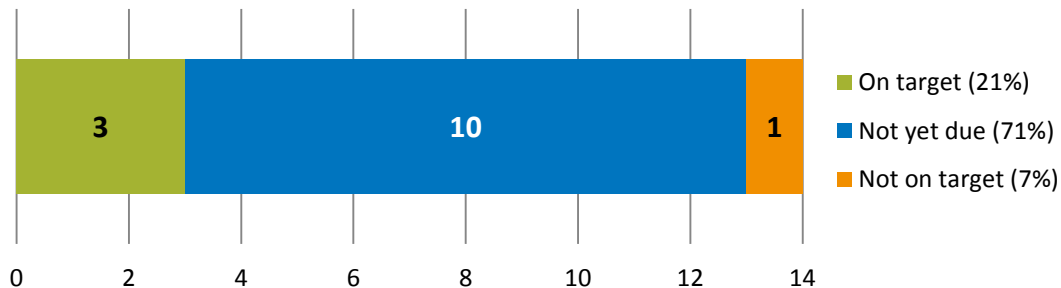
- Following the Kāpiti Youth Development Centre opened Zeal delivered a successful school holiday programme in July 2018 to introduce young people to the new facility. Over the last three months, regular programmes have been established after school and in the evenings, this has seen an increase in young people attending a variety of events, groups and other activities. Ongoing data is being gathered from participating young people to measure the impact of the programmes.
- In August, the youth council presented three sessions at the national youth development conference in Wellington on the journey of the youth development centre from 2010 to 2018. They have developed a short documentary video which includes footage of former and current youth council members, councillors and mayors.
- After the Social investment funding decisions were made in June 2018 with nine initiatives receiving three year funding, Council have worked up contracts for service to determine performance indicators and deliverables with each. Funding totalling \$89,000 was put aside from the social investment funding for emergency transport and surf lifeguard services. Contracts are now in place with Wellington Free Ambulance, Surf Lifesaving New Zealand and a grant agreement with LifeFlight New Zealand for this funding.

## 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 30 September 2018



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

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

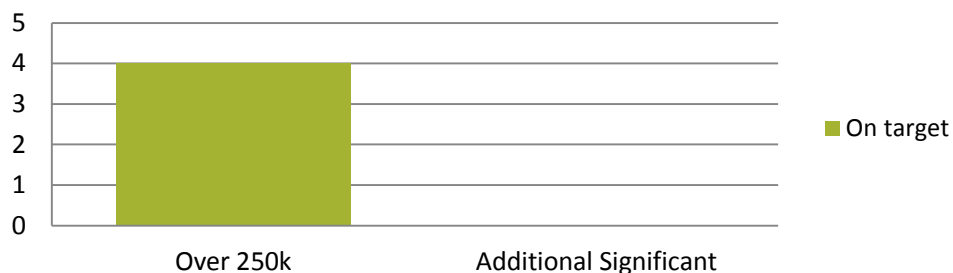
One KPI (*Urgent requests in regard to public toilet facilities that are responded to within four hours*) was slightly below target with a result of 97.7% against a target of 98%. It is expected that this will get back on target over the remainder of the year.

## Projects summary

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

### Community facilities - Projects

as at 30 September 2018



All four projects are currently on target but there are identified risks around both timing and budgets. In particular, condition assessments undertaken in the first quarter suggest that budgets may be insufficient to achieve the original scope of works for the Waikanae Library. There are also budget risks to EQP buildings and Paraparaumu Memorial Hall projects. Given the number of renewals of older persons housing units undertaken in the first quarter or coming due in the second quarter, the budget for this work is likely to be insufficient as well.

## Performance measures

as at 30 September 2018

Contribution to outcomes	Performance measures	Target	Result (ytd)	Comment
<b>Council owned property</b>				
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 <sup>1</sup> housing for older persons units	97%	On target (99.9%)	This result excludes units that are under renewal. That was not the case for the 2017/18 result of 98.7% occupancy.
	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%	Not yet due	Provisional results from the Resident Opinion Survey will be available in the second quarter. (2017/18 result was 85%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	Not on target (97. 7%)	44 service requests received in the year to date, with 43 meeting the four hour target.

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

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Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Community support</b>				
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.
	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%	Not yet due	Provisional results from the Resident Opinion Survey will be available in the second quarter. (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 upgrade					
Description	Renewal and upgrade 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.				
Group	Community Services				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in first quarter:					
1. Completion of building condition survey, report received.					
2. Completion of Fire and Accessibility survey, report received.					
3. Compilation of library and customer services team requirements.					
Upcoming milestones					
4. Preparation of scope of works including design and tender documentation.					
5. Identify alternative temporary library and customer service sites and requirements.					
Risks (to programme, cost, quality, other)					
1. The extent of building dilapidation is significantly greater than originally considered.					
2. Suitable temporary ‘fit for purpose’ accommodation needs to be found.					
Issues (for elected member attention)					
1. Insufficient funding to complete works as intended given building condition and the integration of building components.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	945,000	1,270	945,000	0
Next year	2019/20	100,000	-	100,000	
Total		1,045,000	1,270	1,027,000	

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	Community Services				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in first quarter:</i> 1. Paraparaumu Memorial Hall – Fire and Accessibility Survey undertaken, report received. 2. Quotes for undertaking foundation repairs to the Paekākāriki Memorial Hall are on hold pending alternative design scenarios being explored.  <i>Upcoming milestones</i> 3. Paraparaumu Memorial Hall - Building condition survey and Detailed Seismic Assessment to be completed. 4. Development of further scenarios for retendering foundation and strengthening Paekākāriki Memorial Hall.					
Risks (to programme, cost, quality, other)					
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)					
1. Methodology for Paekākāriki Memorial Hall is very complex and the building needs to be shut for three to four months.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	409,366	9,650	409,366	0

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

## 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	Community services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in first quarter:					
1. Three interior renewals were completed and units relet during September 2018.					
2. We received notice from a further five tenants intending to vacate during September 2018. All five units require full interior renewal and contractors have been instructed to provide quotes for the work.					
Upcoming milestones					
3. Completion of the five vacated units noted above before 30 November.					
Risks (to programme, cost, quality, other)					
1. Contractor/component availability may affect completion.					
2. General public’s perception of delays in bringing housing units back up to a lettable standard.					
Issues (for elected member attention)					
1. Budgets provide for eight renewals this financial year (so this year’s budget is already fully committed). Staff will continue to renew units as they become vacant, at an estimated cost of \$35,000 per full interior renewal. There may also be <i>ad hoc</i> replacement of kitchens and bathrooms. Additional budget may be needed to upgrade any units that come vacant over the remainder of the year.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	276,402	97,313	276,402	-

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



## Paraparaumu Memorial Hall renewals

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	Community services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in first quarter:</i> 1. Completion of asbestos survey, report received. 2. Completion of Fire and Accessibility survey, report received. 3. Request for Quote distributed for Building Condition survey and detailed seismic assessment.					
<i>Upcoming milestones</i> 4. Completion of building condition survey and detailed seismic assessment. 5. Draft Scope of works and obtain preliminary cost estimate.					
Risks (to programme, cost, quality, other)					
1. Scope of works may exceed project budget. 2. May not find suitable temporary accommodation that meets requirements of current users.					
Issues (for elected member attention)					
Nothing identified at this stage					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	260,352	0	260,352	-

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

**Community facilities and community support – financial results to 30 September 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	13	0	556
Total projects over \$250,000	107	52	948
<b>Total</b>	<b>120</b>	<b>52</b>	<b>1,504</b>

**Cost of activity statement**

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	<b>Expenditure</b>			
3,863	Other operating expense	866	1,348	4,032
1,153	Depreciation and amortisation	285	275	1,153
49	Finance expense	5	11	46
<b>5,065</b>	<b>Operating Expenditure</b>	<b>1,156</b>	<b>1,634</b>	<b>5,231</b>
	<b>Revenue</b>			
1,188	Fees and Charges	312	337	1,353
320	Development and Financial Contributions Revenue	22	12	48
63	Other Operating Revenue	20	-	43
<b>1,571</b>	<b>Operating Revenue</b>	<b>354</b>	<b>349</b>	<b>1,444</b>
<b>3,494</b>	<b>NET OPERATING COSTS</b>	<b>802</b>	<b>1,285</b>	<b>3,787</b>
	<b>Capital Items</b>			
128	Asset Renewal	111	52	1,471
335	New Assets Upgrade	9	-	33
<b>463</b>	<b>Total Capital Items</b>	<b>120</b>	<b>52</b>	<b>1,504</b>
<b>3,957</b>	<b>NET COST OF ACTIVITY</b>	<b>922</b>	<b>1,337</b>	<b>5,291</b>
	<b>Funding sources</b>			
2,644	Rates	579	1,052	2,857
335	Borrowings	9	-	33
128	Depreciation reserve	111	52	1,471
41	Movement in other reserves	19	19	76
(319)	Reserves & Special Funds	(22)	(12)	(48)
1,128	Unfunded Depreciation	226	226	902
<b>3,957</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>922</b>	<b>1,337</b>	<b>5,291</b>

Net Operating Costs of \$802,000 were \$483,000 favourable to budget. This was in part due to \$200,000 of contestable funding and \$70,000 of the Youth contract budgeted for the first quarter not due to be paid until November, and timing factors in the Community Facilities spend.

Capex was \$68,000 overspent largely due to higher than expected older person's housing vacancies and, consequently, renewals undertaken.

# Economic development

## Whakawhanake umanga

### Key developments for the 3 months to 30 September 2018

#### *Major Events Fund*

- The 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.

#### *Air Chathams*

- Support for Air Chatham's - A strategy to guide the Council/Air NZ-funded marketing activity has been developed and endorsed by Air Chathams. The strategy covers the period through to the end of March 2019 and includes a mix of more traditional advertising activities such as billboards and print advertising as well as targeted digital marketing. .
- The Council, working in partnership with the Kāpiti Coast Airport and Air Chathams, delivered a successful Kāpiti Coast Airport Open Day on 5 August 2018. This event attracted around 4,300 people.

#### *Destination Website*

- Further development of the destination website Kapiticoastnz.com is currently underway working with local business WebGenius to improve search engine optimisation. This will include improvements to traffic management and reporting on usage. The Economic Development team is also working closely with WREDA to further refine the content of the site.

#### *i-SITE*

- At least 2,089 people visited the i-SITE in the first quarter, slightly down on the count last quarter. Most visitors to the centre were local people (up by 300 to 1,833), 135 visitors were from overseas, 121 were from elsewhere in New Zealand. We had a large increase in local visitor numbers in July 2018 due to the role the i-SITE played in swapping Metlink customers to the new Snapper Cards. National and international visitors mostly asked about local attractions and activities with a reasonable interest still in walkways and cycleways.

#### *Publications*

- We continued to support a range of editorial coverage of Kapiti as a destination. We supported the hosting of freelance journalist Pamela Wade at a number of key Kāpiti destinations, including Kapiti Island. This activity resulted in a significant story through Stuff and the Sunday Star Times featured on 6 August 2018.
- Additionally the team commissioned a three page article about the Kāpiti Coast, for Go Travel magazine's spring edition which was featured in the seat pockets of Air Chatham flights and is available at selected i-SITE's, airports throughout the country, travel agents and tourism providers.

- The Kāpiti Visitor Guide was refreshed with a double page article featuring must do's, get creative, indulge, family fun and celebrate headings, highlighting some key features in Kāpiti. The i-SITE team delivered these to our local tourism providers and the airport.
- A *Studying in Kāpiti* tear-away newsletter was created for distribution, in collaboration with WREDA.

*Refresh of the Economic Development Strategy*

- Initial work to plan for the refresh was undertaken towards the end of the reporting period. The strategy will be refreshed in collaboration with the community, particularly those with a keen interest in Economic Development on the coast. Work has started on this later than originally planned but the objective is to have the refreshed strategy ready for Council consideration early in the new calendar year.

Town Centres

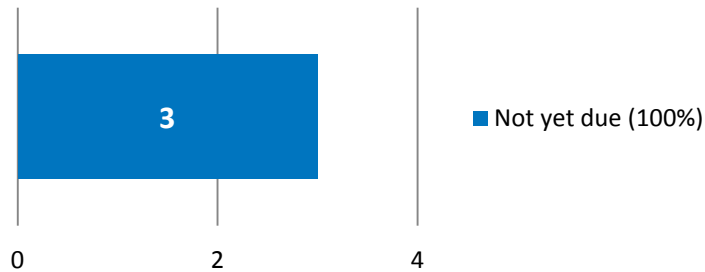
- Construction of the Cultural Thread and Integration of the Marae project into the town centre is complete. Mahara Place Development Committee have had three workshops and had designs endorsed by the Community board.

## Performance measures

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

### Economic development KPIs

1 July to 30 September 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.

### Economic development - Projects

as at 30 September 2018



Both 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 30 September 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)					
Developments in the first quarter					
1. W4 – Waikanae Town Centre Cultural Thread Project blessing held and lead by Council Kaumatua. Seven stakeholder updates have been sent.					
2. Mahara Place Upgrade Project Development committee held three workshops to develop Mahara Place concept designs. These have been shown to Waikanae Town Centre Business and Property owners. Project Start-up letter sent to all Waikanae residents.					
3. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects with a focus on Paraparaumu.					
Upcoming milestones:					
4. P2 - Coastlands and Civic Precinct Connection Project minor works to complete, cycle lanes markings and warning boxes to improve safety at the zebra crossing.					
5. Complete developed design for Mahara Place and hold two public information sessions on the Mahara Place Upgrade project. Stakeholder updates due to begin.					
6. Progress design of Paraparaumu transport hub connector projects.					
Risks (to programme, cost, quality, other)					
1. SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.					
Issues (for elected member attention)					
1. None to report.					
Current year project costs to 30 September 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	277,223	3,569,574	
Total		11,126,012	7,513,423	10,805,774	

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

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)					
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.					
Developments in the first quarter:					
1. None this quarter.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	762,500	43,194	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		



**Economic development – financial results to 30 September 2018****Capital expenditure summary**

	<b>2018/19 YTD Actual \$000</b>	<b>2018/19 YTD Budget \$000</b>	<b>2018/19 F/Y Budget \$000</b>
Total projects under \$250,000	-	-	-
Total projects over \$250,000	157	292	2,553
<b>Total</b>	<b>249</b>	<b>292</b>	<b>2,553</b>

**Cost of activity statement**

<b>2017/18 Actual \$000</b>		<b>2018/19 YTD Actual \$000</b>	<b>2018/19 YTD Budget \$000</b>	<b>2018/19 F/Y Budget \$000</b>
	<b>Expenditure</b>			
1,706	Other Operating Expense	420	393	2,004
4	Depreciation and Amortisation	1	34	141
561	Finance Expense	152	162	673
<b>2,271</b>	<b>Operating Expenditure</b>	<b>573</b>	<b>589</b>	<b>2,818</b>
	<b>Revenue</b>			
146	Fees and Charges	38	3	168
167	Grants and subsidies	-	-	-
<b>313</b>	<b>Operating Revenue</b>	<b>38</b>	<b>3</b>	<b>168</b>
<b>1,958</b>	<b>NET OPERATING COSTS</b>	<b>535</b>	<b>586</b>	<b>2,650</b>
	<b>Capital Items</b>			
4,066	New Assets Upgrade	249	292	2,553
<b>4,066</b>	<b>Total Capital Items</b>	<b>249</b>	<b>292</b>	<b>2,553</b>
<b>6,024</b>	<b>NET COST OF ACTIVITY</b>	<b>784</b>	<b>878</b>	<b>5,203</b>
	<b>Funding sources</b>			
2,126	Rates	535	586	2,650
3,898	Borrowings	249	292	2,553
<b>6,024</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>784</b>	<b>878</b>	<b>5,203</b>

# Planning and Regulatory Services

- Districtwide planning
- Regulatory services

# Districtwide planning

Ngā kaupapa takiwa

## Key developments for the 3 months to 30 September 2018

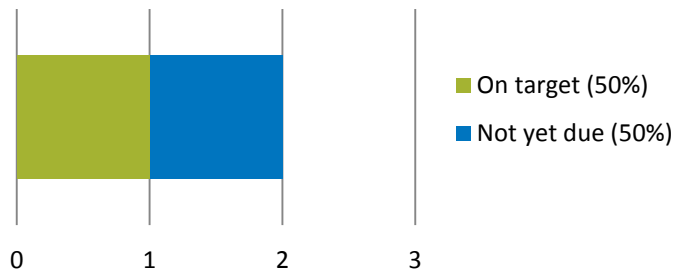
- Environment Court mediations have progressed through this quarter on a further seven PDP appeals. A number of draft consent orders, where Council has been able to reach agreement with appellants and other parties to the appeals, have been lodged with the Environment Court. We are anticipating confirmation from the Court before December 2018.
- 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 and Council is currently awaiting the Court's decision following the hearing.
- Council is developing the 2018-21 Council Policy Work Programme, in line with the current Long Term Plan.
- An annual monitoring report on urban development, for the 2017/18 year, was completed in September 2018. The report covers market indicators and development activity for the last year and also for the first quarter period of 2018/19 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 Zero Carbon Bill on 19 July 2018; and
  - to the Ministry for the Environment on its Draft First Set of National Planning Standards

## Performance measures summary

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

### Districtwide planning KPIs

1 July to 30 September 2018



One KPI is on target at the end of the first quarter.

One KPI is not yet due as it is based on results of a survey for which we don't have sufficient data yet.

## 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 30 September 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%	Not yet due	Provisional results from the Resident Opinion Survey-will be available in the second quarter.  (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	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. Court mediation took place on 23 July and 25-27 July in relation to a further seven PDP appeals (this follows hearings for nine of the 18 appeals in the fourth quarter of 2017/18).					
Upcoming milestones:					
2. Finalising the development of an E-Plan version of the Proposed District Plan and making it publicly accessible.					
Risks (to programme, cost, quality, other)					
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.					
3. Increased costs and budget pressures.					
Issues (for elected member attention)					
1. None to report.					
Current year project costs to 30 September 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	240,838	959,131	
Total		4,901,249	3,948,989	4,667,282	

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

**Districtwide planning – financial results to 30 September 2018**

<b>Cost of activity statement</b>				
<b>2017/18</b>		<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>
<b>Actual</b>		<b>YTD Actual</b>	<b>YTD Budget</b>	<b>F/Y Budget</b>
<b>\$000</b>		<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
	<b>Expenditure</b>			
2,572	Other Operating Expense	685	655	2,568
<b>2,572</b>	<b>Operating Expenditure</b>	<b>685</b>	<b>655</b>	<b>2,568</b>
	<b>Revenue</b>			
33	Fees and Charges	-	-	-
<b>33</b>	<b>Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2,539</b>	<b>NET OPERATING COSTS</b>	<b>685</b>	<b>655</b>	<b>2,568</b>
<b>2,539</b>	<b>NET COST OF ACTIVITY</b>	<b>685</b>	<b>655</b>	<b>2,568</b>
	<b>Funding sources</b>			
2,539	Rates	685	655	2,568
<b>2,539</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>685</b>	<b>655</b>	<b>2,568</b>

# Regulatory services

Ratonga whakaritenga

## Key developments for the three months to 30 September 2018

### Regulatory services

- Regulatory Services received a total of 2,972 service requests in the first quarter of 2018/19 (compared to 2,780 for the same quarter last year). Of those, 2,837 (95%) were responded to within required times against a target of 95%.
- Regulatory Services received 22 compliments and seven complaints about service received of which, after investigation, only one was upheld.
- In the first quarter, 189 Land Information Memoranda (LIM) were processed, 14% more than the 166 processed in the same period last year.

### Building

- In the first quarter, 279 building consents were processed and issued compared with 313 for the first quarter last year (down 11%). Of these, 279 consents (100%) were issued within 20 days with an average processing time of 11 days.
- 256 code compliance certificates were issued and 1,647 building inspections were undertaken in the year to date.
- Issue of the first three Earthquake-prone building notices.

### Resource consents

- The Resource Consents team issued 73 consents in the first quarter (compared to 93 resource consents in the same quarter last year). Two consents were processed via public notification. One of these was a consent for the demolition of a heritage building, Jubilee Hotel in Ōtaki. The second consent was to erect and display a commercial sign adjacent to the Expressway in Paraparaumu. Decisions were made on both consents by independent commissioners without the need for a hearing as no submitters wished to be heard. Of the 71 non-notified consents issued, 17 had time extensions under section 37 of the Resource Management Act<sup>1</sup>.
- For those non-notified consents that did not have their statutory timeframes extended, the average processing time this quarter was 14 days against a target of 17 days.
- The Resource Consents team processed 17 permitted boundary activities and two marginal exemptions within the first quarter of this year. 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 18 certifications for subdivisions in the first quarter of this year, compared to 15 at the same time last year. These certificates related to a total of 48 new allotments.

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<sup>1</sup> 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.



- 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 designation, alterations to Site Specific Environmental Management Plans and certifying the remaining chapters 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.
- Currently there are only 6 (currently registered) National Programme businesses which are left to transition from November 2018.
- In the first quarter 22 food businesses were registered under a risk-based measure and 49 Food Control Plan businesses were verified. In addition 33 support visits were undertaken for food businesses transitioning, changing hands or new businesses.
- In this first quarter staff inspected 14 health licensed premises.
- In this first quarter 23 alcohol licences were issued or renewed and inspected; a further 13 monitoring visits were undertaken and 49 managers certificates were issued or renewed.
- One stakeholder event was held with the reporting agencies and tavern licensees.

### **Animal management**

- The Animal Management team received seven service requests for urgent dog attacks. We did not receive any urgent-threatening complaints this quarter. All complaints were responded to within the required one hour.
  - Five of the seven complaints related to a dog attack on a person, and two were poultry related.
  - Four of these urgent attacks occurred in Paraparumu, two occurred in Waikanae and one serious attack occurred in Paekākāriki.
- This quarter just over 250 people used the new online dog portal to register their dogs. The ICT Team is working on increasing the capability of the Dog Portal to improve online services.
- The Animal Management team will continue to conduct proactive preventative patrols in locations such as the Waikanae River and Estuary where they receive a number of service requests.

### **Management KPIs**

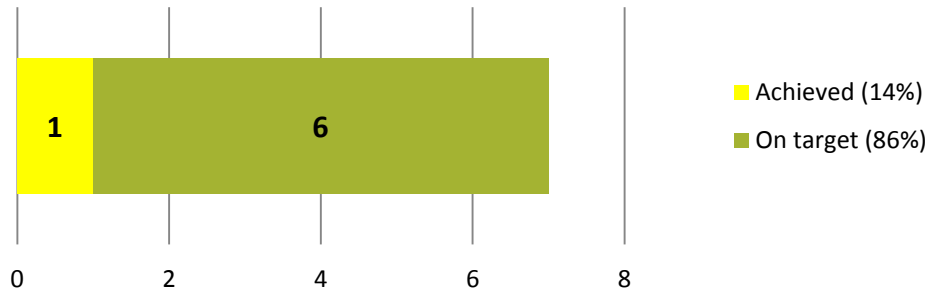
- Attached to this section of the report is a report on the management KPIs relating to Regulatory Services activity.

## Performance measures summary

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

### Regulatory services KPIs

1 July to 30 September 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.

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

## 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 30 September 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%)	2,837 of the 2,972 service requests received in the first quarter (95%) were responded to within time.
	Average working days to process building consents will not exceed 17 days	Achieve	On target (11 days)	11 working days on average for the first quarter.
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	On target (14 days)	14 working days on average for the first quarter (excluding consents deferred under s.37).
	Percentage of survey respondents that agree that the regulatory events are good or very good	85%	On target (100%)	One event was held this quarter.
	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 7 service requests for urgent dog attack or threatening for this quarter. These complaints were responded to within one hour of receipt of call.
We are responsive to customer feedback	Ratio of compliments to complaints greater than 3:1	Achieve	On target (3.1:1)	Received 22 compliments and 7 complaints in the quarter. One complaint was upheld.
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 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)					
Developments in the first quarter:					
<div>1. Profiling of buildings using the prescribed methodology continued - 159 buildings were profiled in the first quarter and 71 properties are yet to be profiled.</div> <div>2. The Territorial Authority Quality Assurance System has been re-published incorporating new EQP processes.</div> <div>3. Issue of the first three EQP building notices following receipt of owner’s assessments confirming Council’s evaluation/profiling.</div>					
Upcoming milestones:					
<div>4. Profiling of the remaining building stock to be completed in the 2018-19 year.</div> <div>5. First applications for extension of time to provide assessments to be decided in the second quarter.</div> <div>6. Decisions made regarding the status of potentially earthquake-prone buildings transitioning from the former legislation in the 2018-19 year.</div>					
Risks (to programme, cost, quality, other)					
<div>1. The new methodology for identifying potentially earthquake prone buildings<div><div>Will not identify buildings that may be earthquake-prone due to parts as the prescribed profiling methodology does not consider parts such as unreinforced masonry chimneys,</div><div>May dissatisfy owners who will be asked to provide a more detailed assessment than previously.</div></div></div> <div>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.</div>					
Issues (for elected member attention)					
1. Budget now reduced to reflect changed project scope following legislative change					
Current year project costs to 30 September 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	16,737	80,003	
Total		1,195,205	554,488	617,754	

#### Category

YELLOW	Project complete
GREEN	Project on target
ORANGE	Project not on target (there are issues)
RED	Project has failed
BLUE	Project on hold

#### Timeliness

🕒 ▲	ahead of schedule
🕒 ✓	on time
🕒 ▼	behind schedule
🕒 🛑	on hold

#### Budget

\$ 🕒	budget underspend
\$ ✓	on budget
\$ 🕒	budget overspend

**Regulatory services – financial results to 30 September 2018**

<b>Cost of activity statement</b>				
<b>2017/18</b>		<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>
<b>Actual</b>		<b>YTD Actual</b>	<b>YTD Budget</b>	<b>F/Y Budget</b>
<b>\$000</b>		<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
	<b>Expenditure</b>			
8,856	Other operating expense	1,895	2,275	8,976
79	Depreciation and amortisation	22	18	75
11	Finance expense	3	1	3
<b>8,946</b>	<b>Operating expenditure</b>	<b>1,920</b>	<b>2,294</b>	<b>9,054</b>
	<b>Revenue</b>			
4,409	Fees and charges	1,412	1,643	4,417
<b>4,409</b>	<b>Operating revenue</b>	<b>1,412</b>	<b>1,643</b>	<b>4,417</b>
<b>4,537</b>	<b>NET OPERATING COSTS</b>	<b>508</b>	<b>651</b>	<b>4,637</b>
	<b>Capital items</b>			
<b>7</b>	Asset renewal	3	-	20
57	New assets upgrade	(3)	-	-
<b>64</b>	<b>Total capital items</b>	<b>-</b>	<b>-</b>	<b>20</b>
<b>4,601</b>	<b>NET COST OF ACTIVITY</b>	<b>508</b>	<b>651</b>	<b>4,657</b>
	<b>Funding sources</b>			
4,537	Rates	508	651	4,637
57	Borrowings	(3)	-	-
7	Depreciation reserve	3	-	20
<b>4,601</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>508</b>	<b>651</b>	<b>4,657</b>

Net Operating Costs of \$508,000 are \$143,000 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

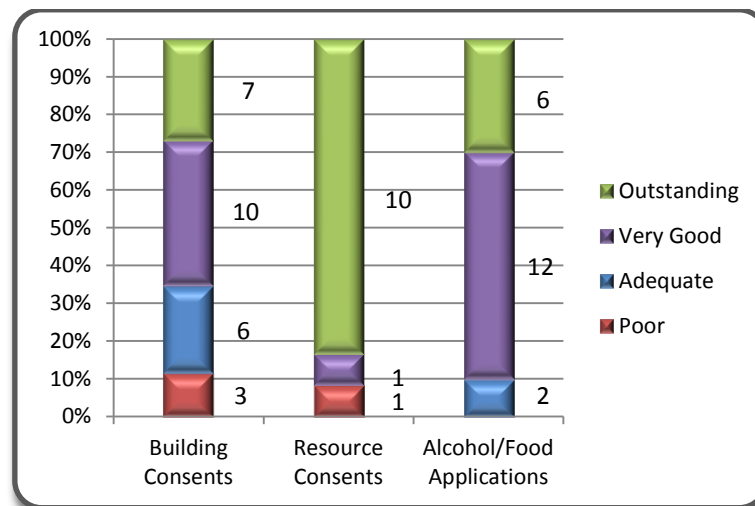
First Quarter 2018/19

### 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 (93%)

#### Application survey respondents' results

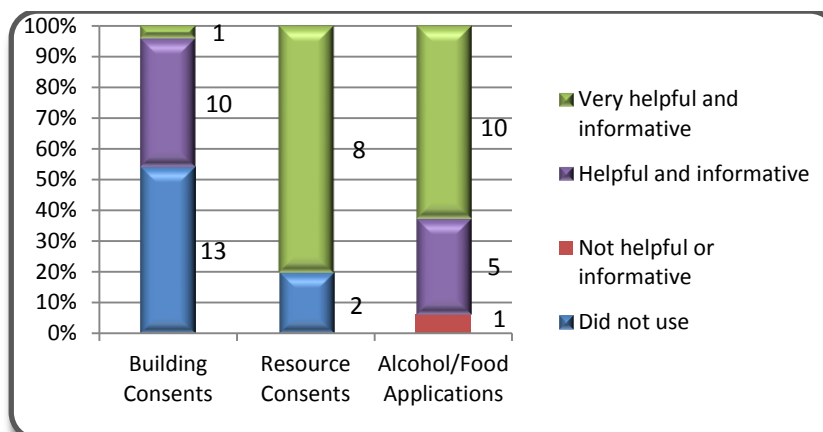
"How would you rate the performance of staff involved in processing your application?"  
(Note: the survey data below is cumulative for the year)



	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 (97%)

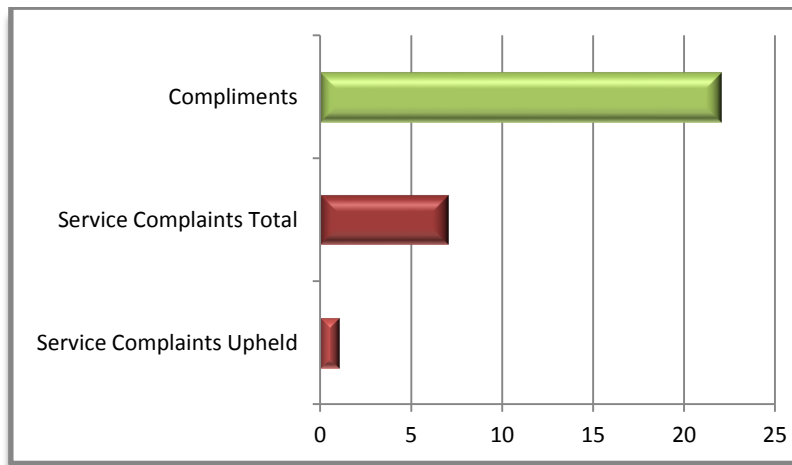
#### Rating of pre-application services

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

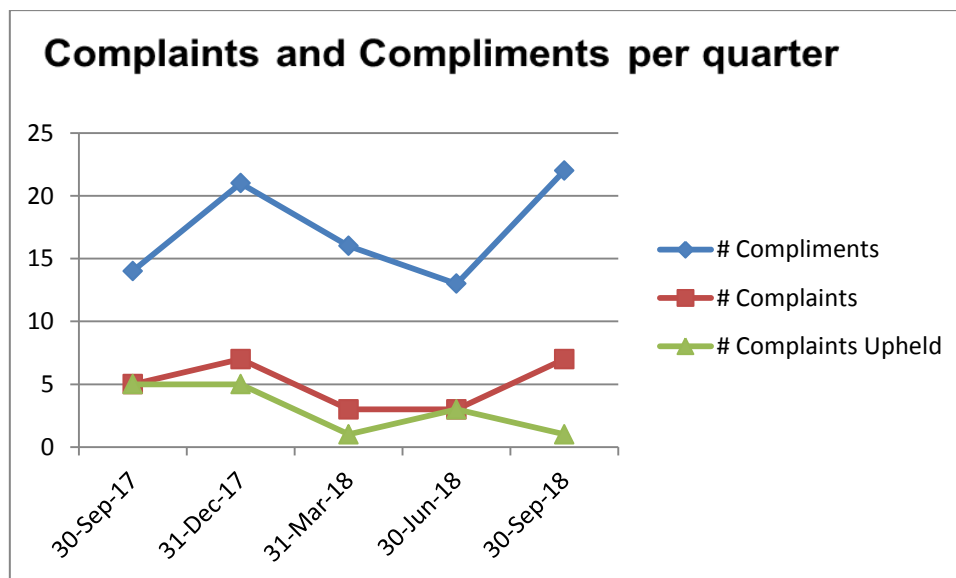


	Level of Service	Measure	Target 2018/19	Result
KPI 3	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Compliments and upheld complaints are recorded, evaluated, and potential improvements are entered into the Continuous Improvement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

### Compliments and complaints formally received year to date



**Regulatory Services** received 22 compliments and 1 upheld complaint. A further six complaints regarding the service, were received, in the first quarter. However, after investigation these were not upheld.



The above graph illustrates the tracking of compliments and complaints per quarter for comparative purposes.

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KPI 4	Level of Service	Measure	Target 2018/19	Result
	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	20	109	129
Animal Control	1	1	2
Alcohol / Environmental Health	31	12	43
Resource Consents	7	2	9
LIMs	1	0	1
Compliance	4	0	4



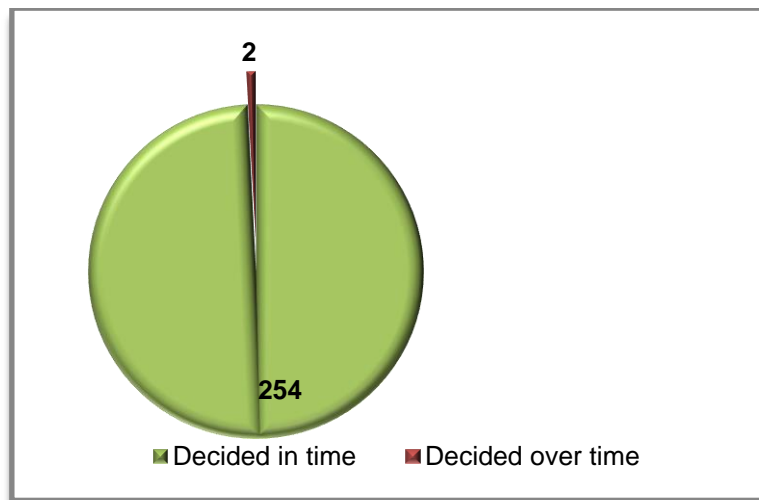
## Building

	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%	On target

Profiling of buildings is progressing well with 159 buildings profiled in the first quarter.

	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 (99.2%)

### Code Compliance Certificates Decided (Year to Date)

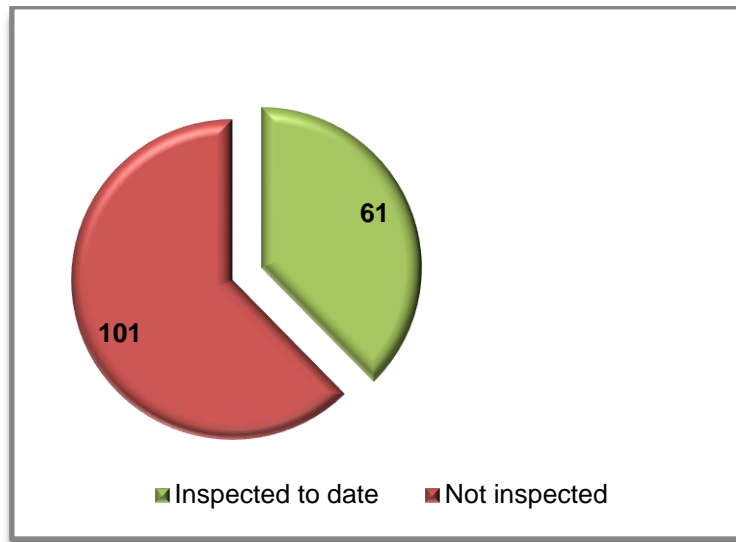


256 Code Compliance Certificates were issued and 15 refused, 99.2% within statutory times, this quarter.

Administrative error resulted in delays to notifying the Building Team of two CCC applications. The errors were not discovered until the owners followed up and the CCCs 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.

1,647 building consent inspections were undertaken this quarter.

	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. 61 inspections have been carried out this quarter (38% of target).

KPI 8	Level of Service	Measure	Target 2018/19	Result
	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 (87.5%)

Eight notified complaints regarding illegal building work were received this quarter. One overdue record was due to an administrative delay. The inspection was carried out same day as the complaint was received by the Building Team and the site was re-visited to ensure the site was secured before closing the complaint.

KPI 9	Level of Service	Measure	Target 2018/19	Result
	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	On target (4 days)

189 LIMs were issued this quarter, with the average days to process a LIM in the year to date being 4 days. 100% of LIMs were processed within statutory timeframes this quarter.

## **Building Noticeboard**

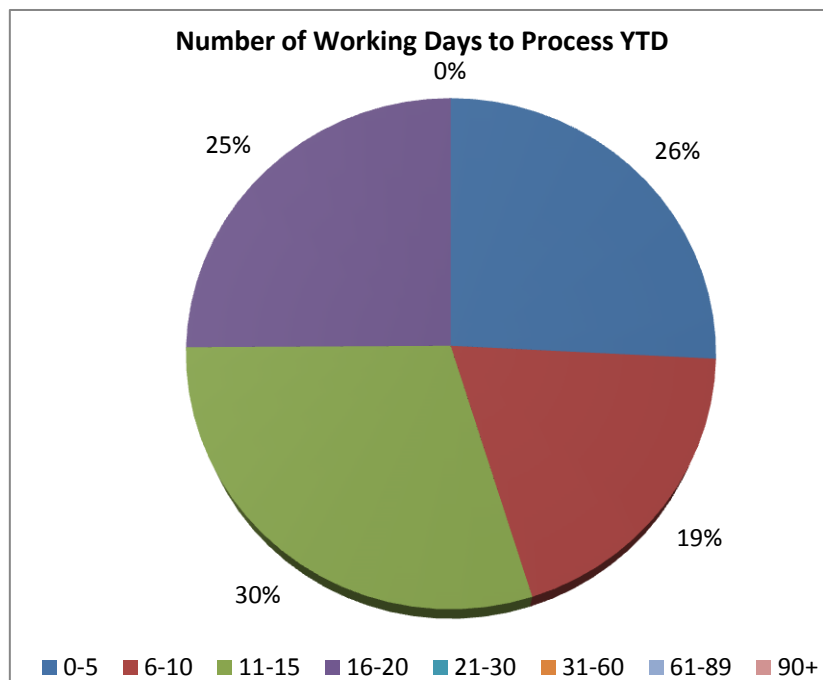
Progress made by the team this quarter includes:

- A request for tender process has resulted in 2 contractors being engaged on an open panel for BCA processing commencing 1 October 2018. This will ensure we have available resource to deal with peak workloads.
- Three more building officers have achieved the Diploma in Small Buildings which is a qualification that satisfies the accreditation regulation 18. One new recruit is in his first year of a course. All other building officers now have qualifications that meet the requirement of the accreditation regulations.
- Winter illness in previous years has resulted in periods where Building consent processing was not consistently meeting statutory timeframes. Despite unprecedented illness this August, the new intervention strategies (which includes processing at lower days) were proven successful. Performance was able to be maintained this year with no consents exceeding statutory timeframes.

## BUILDING CONSENTS ISSUED 2018/19

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

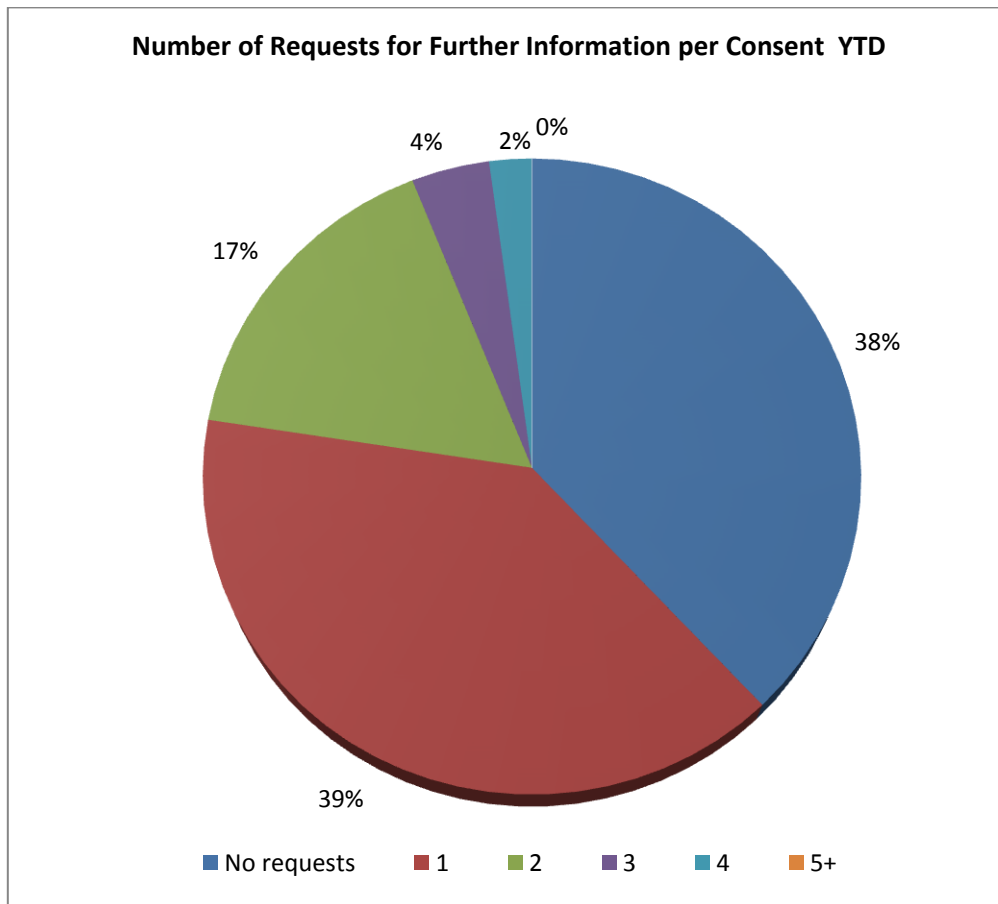
Year to date		
Number of Days (X)	Number of consents processed within (X) Working Days <sup>2</sup>	Number of consents processed within (X) Actual Days <sup>3</sup>
0-5	72	58
6-10	54	29
11-15	83	37
16-20	70	46
21-30	0	49
31-60	0	49
61-89	0	6
90+	0	5
<b>TOTAL</b>	<b>279</b>	<b>279</b>



<sup>2</sup> 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.

<sup>3</sup> 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 FURTHER INFORMATION<sup>4</sup>



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	106				106
1	110				110
2	46				46
3	11				11
4	6				6
5+	0				0
<b>TOTAL</b>	<b>279</b>				<b>279</b>

<sup>4</sup> 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

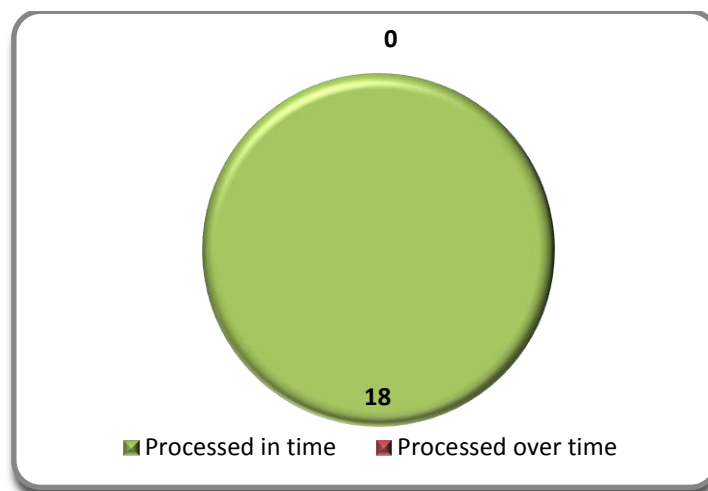
KPI	Level of Service	Measure	Target 2018/19	Result
10	Co-management opportunities are endorsed through Te Whakaminenga o Kāpiti.	Tāngata whenua have the opportunity to review all resource consent applications.	Achieve	On target

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%	100%

This quarter 18 certificates have been issued with all s223 certifications being issued within the statutory timeframe of 10 working days. This is compared to 15 in the first quarter last year where 67% were processed within timeframes. The consents team implemented a number of process improvements throughout last year which saw an increase in the percentage approved within the timeframes, and this continues to be successful.

### 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%	0%

No resource consent fees were refunded under s36AA of the Resource Management Act 1991 in the first quarter of this year.

	Level of Service	Measure	Target 2018/19	Result
KPI 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 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 Notice of Requirement in Paekākāriki.

	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

All consents known to have been given effect to during the quarter have been monitored. For the first quarter, 102 resource consent inspections (including subdivision consents) were undertaken. Three inspections were undertaken in relation to Transmission Gully and eight inspections were undertaken of the Peka Peka to Ōtaki Expressway project.

	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 one abatement notice issued in relation to a consent holder failing to comply with the conditions of their consent. The Enforcement Decisions Group met once during this quarter in regards to an on-going enforcement case.

### Resource Consents and Compliance Noticeboard

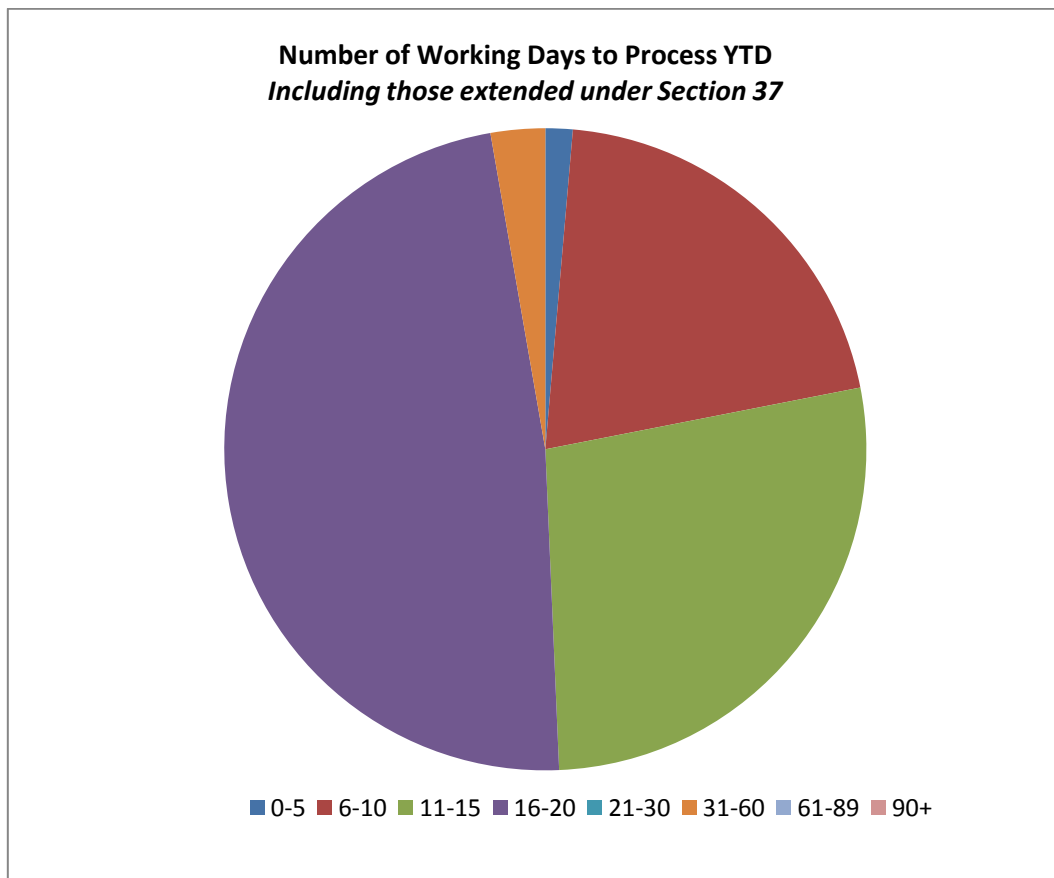
- The resource consents team continue to work closely with the Research, Policy and Planning team on the implementation of the Proposed District Plan (PDP). The teams meet on a regular basis to discuss interpretations with the consents team providing feedback on the provisions of the PDP.
- The Resource Consents and Compliance team have formulated a set of standard conditions which have been utilised this quarter for the first time. Discussions were held with key external stakeholders and the document was reviewed by an expert planning consultant. The development of standard conditions is anticipated to result in greater consistency across resource consent applications.
- 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 last quarter and Environment Court Mediation is scheduled for 13 November 2018. This may be deferred at the request of the parties as discussions between Kiwirail and the Appellants are on-going and the appeal may be resolved.

**RESOURCE CONSENTS ISSUED 2018/19**

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

<b>1 July to 30 September</b>		
<b>Number of Days (X)</b>	<b>Number of resource consents processed within (X) Working Days<sup>2</sup></b>	<b>Number of resource consents processed within (X) Actual Days<sup>3</sup></b>
0-5	1	1
6-10	15	11
11-15	20	9
16-20	35	18
21-30		11
31-60	2	11
61-89		3
90+		9
<b>TOTAL</b>	<b>73</b>	<b>73</b>

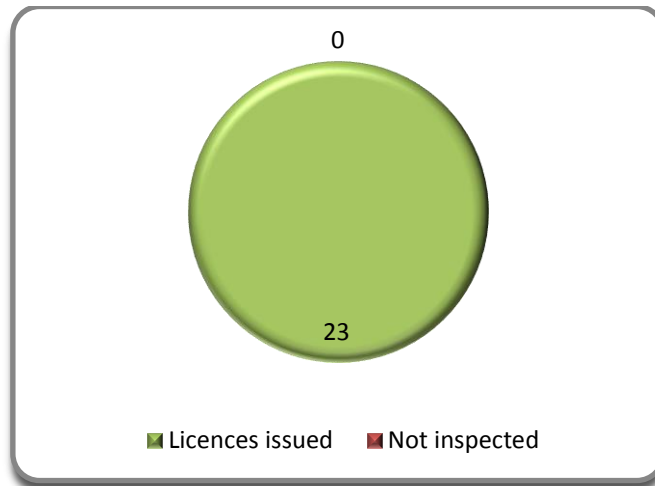




1. Further information is requested due to applicants not providing sufficient information in order to understand the impact of the subdivision and/or land use on the environment. This included incomplete information in relation to noise impacts, traffic, visual, earthworks, drawings not to scale, no 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%)

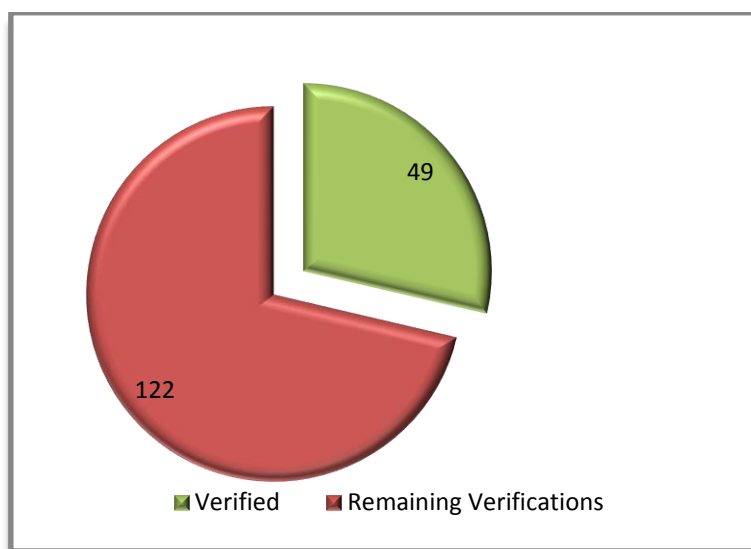


A total of 23 Alcohol licensed premises (new or renewal) had their licences issued and were inspected this quarter.

A total of 13 further monitoring inspections were undertaken during this quarter.

A total of 22 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



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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.

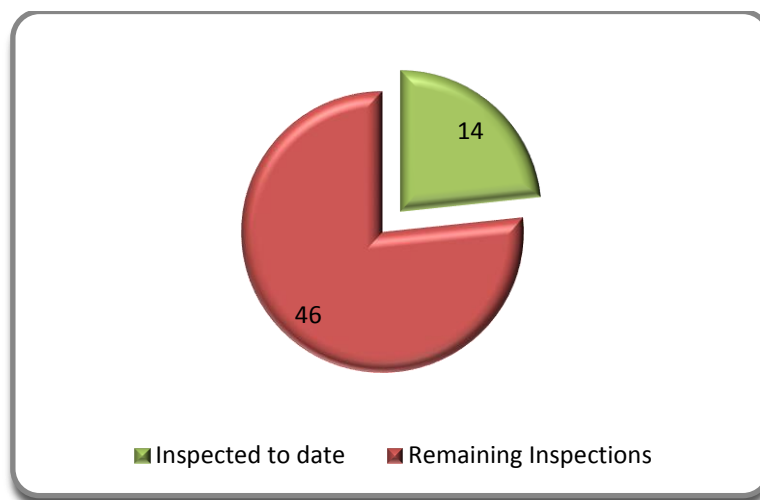
There are 35 businesses this financial year that require verification at 18 month frequencies so they are not part of our current annual target. Having made all necessary adjustments the verification target on 1 July 2018 was 171.

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 49 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%	On target



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

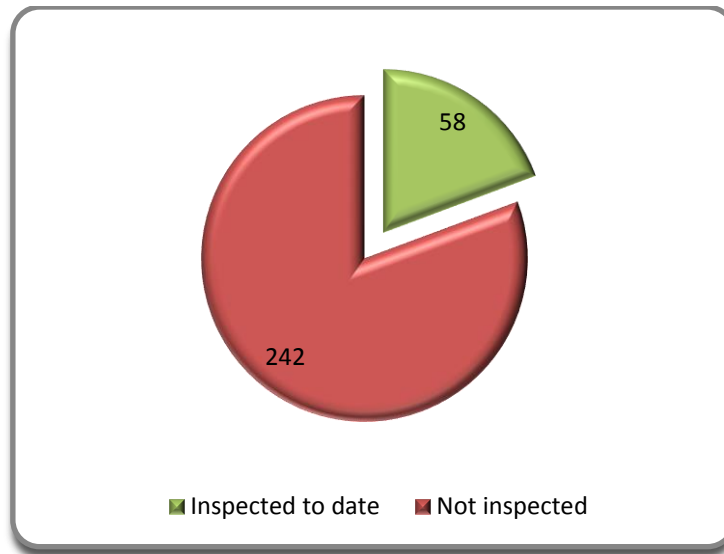
The number of premises can fluctuate based on businesses ceasing to trade, change of ownership or new businesses opening.

The target for this quarter was to inspect 15 premises. This quarter staff inspected 14 premises.

KPI 20	Level of Service	Measure	Target 2018/19	Result
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	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 (77%)
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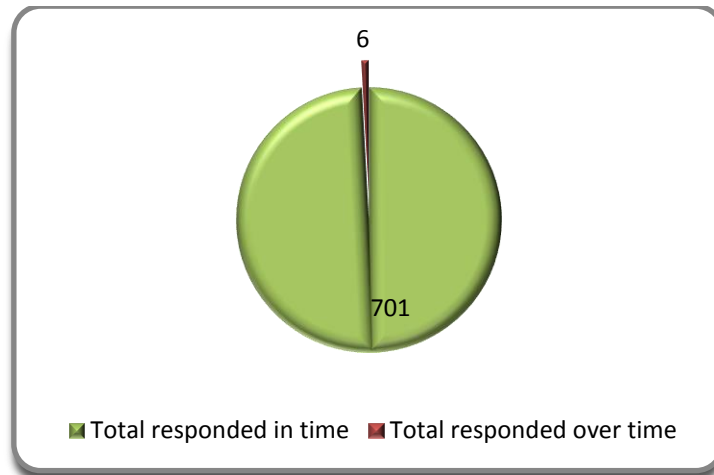
This financial quarter staff conducted 58 inspections of residential pools to ensure pool barriers meet the new legislative requirements.

The target for this quarter was 75 inspections and was not met. Staff resourcing in this area has been affected due to the departure of the Team Leader. Recruitment is underway to address this issue and improve progress on swimming pool inspections.

Further, there was a significant amount of administration work that flowed over from a large number of inspections undertaken to meet the KPI target for quarter four of the 2017/18 year, and that inevitably affected the number of potential inspections that could be undertaken in quarter one of this year.

	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 (99%)

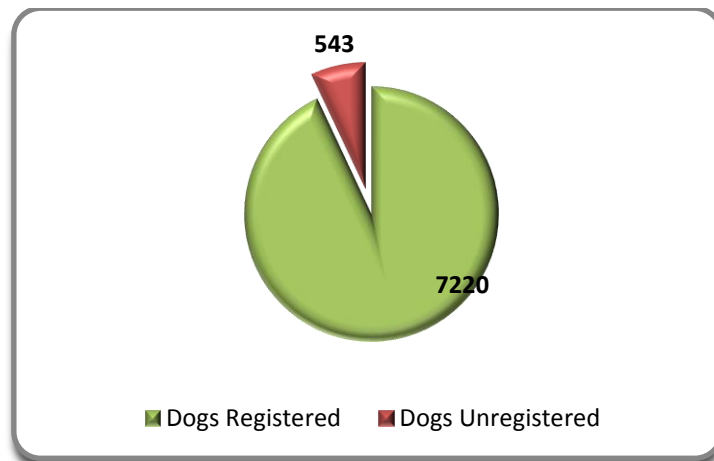
### Response to routine dog calls/complaints



The Animal Management Team responded to 707 service requests this quarter. 701 were responded to on time.

	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%	Not on target (94%)

### Registered dogs in district



The Animal Management team has not met this target but this is not unusual for this time of year. From 1 September of each financial year staff begin to follow up with all unregistered dogs, having given the customer opportunity to register. Of the 543 unregistered dogs, 72 are with rehoming agencies so the actual current total unregistered to follow up with dog owners is 471.

The Dogs online portal was introduced this financial year. Dog owners were able to register their dogs online through this portal. Further online services will be offered in future for dog owners.

# **Governance and Tāngata Whenua**

# Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

## Key developments for the 3 months to 30 September 2018

### Governance

- Council adopted, pursuant to Section 98 of the Local Government Act 2002, the Kāpiti Coast District Council Annual Report for the year ended 30 June 2018.
- Council approved submissions to the Ministry for the Environment and Greater Wellington Regional Council.
- Council approved the appointment of a second Independent Member to the Audit and Risk Committee.
- There were two citizenship ceremonies on 25 July and 5 September 2018, which conferred citizenship upon 73 applicants. Their countries of origin included Britain, America, Philippines, India, the Ukraine, Samoa, Canada, Poland, France, Holland, Cambodia, Sweden, South Africa, Peru, France and Fiji.
- The Council received 61 requests under the Local Government Official Information and Meetings Act in the first quarter compared to 54 in the first quarter last year.
- There were three Council meetings, nine Committee meetings and no subcommittee meetings in this quarter. There were fourteen briefings and no public workshops.

### Tāngata whenua

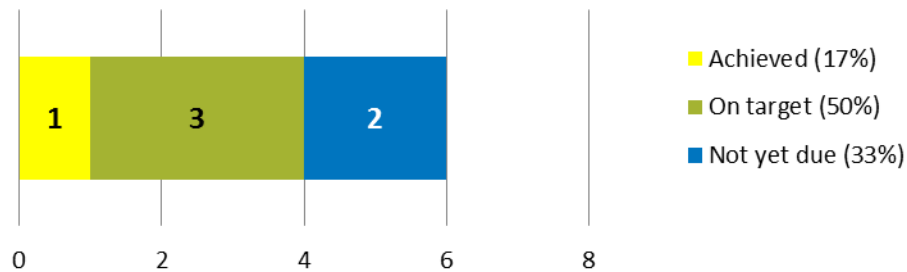
- Te Whakaminenga o Kāpiti (TWoK) met twice in this quarter.
- Te Wiki o Te Reo Māori was celebrated and promoted through the community via a short video that was released on 10 September 2018. The video models and encourages the correct pronunciation of some of the place names across Kāpiti.
- Ongoing 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 30 September 2018



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

Three KPIs are on target at the end of the first quarter 2018/19.

Two KPIs are not yet due as they rely on results from surveys that will be undertaken later in the year.

## Projects – Summary

There are no significant projects to report on in this activity



## Performance measures

as at 30 September 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Civil defence emergency management</b>				
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 yet due	A provisional result will be available from the Residents Opinion Survey in the second quarter. (2017/18 result was 75%)
<b>Governance</b>				
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 <sup>1</sup>	100%	On target (100%)	All 61 official information requests were responded to within 20 working days in this quarter (there were 54 requests in the same quarter last year).
<b>Tāngata whenua</b>				
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 30 September 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	-	-	-
<b>Total</b>	<b>9</b>	<b>13</b>	<b>116</b>

**Cost of activity statement**

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	<b>Expenditure</b>			
4,984	Other operating expense	1,170	1,161	4,690
55	Depreciation and amortisation	13	13	54
43	Finance expense	(10)	(3)	(11)
<b>5,082</b>	<b>Operating expenditure</b>	<b>1,173</b>	<b>1,171</b>	<b>4,733</b>
	<b>Revenue</b>			
667	Fees and charges	284	257	532
60	Interest income	-	12	62
<b>727</b>	<b>Operating revenue</b>	<b>284</b>	<b>269</b>	<b>594</b>
<b>4,355</b>	<b>NET OPERATING COSTS</b>	<b>889</b>	<b>902</b>	<b>4,139</b>
	<b>Capital items</b>			
504	Asset renewal	9	13	85
-	New assets upgrade	-	-	31
<b>504</b>	<b>Total capital items</b>	<b>9</b>	<b>13</b>	<b>116</b>
<b>4,859</b>	<b>NET COST OF ACTIVITY</b>	<b>898</b>	<b>915</b>	<b>4,255</b>
	<b>Funding sources</b>			
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
<b>4,859</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>898</b>	<b>915</b>	<b>4,256</b>

# 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 30 September 2018

### Network Maintenance

- The Road Maintenance contract has been awarded to Higgins Kāpiti and commenced on 2 July 2018.

### Network Planning

- NZTA have confirmed Council's maintenance and renewals budget for the following three years, which includes subsidised funding for footpaths. Our NZTA subsidy for this period is confirmed as 51% of the total works cost. This will substantially increase our footpaths budget.
- In addition to continuing to provide advice on resource consents received in the previous quarter 28 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 the available NZTA 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 likely to start in late 2018 or early 2019. Briefings with elected members on the detailed SH1 scheme design, construction programme and timeframes will continue.

### Stride 'n' Ride

- The shared path on Kapiti Road at Paraparaumu Beach from Golf Road to Maclean Park, including a central refuge on Hurley Road, is completed. 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.
- Consultation is completed for the Ngaio Road section of shared path in the Waikanae Corridor. Tender documents are being prepared to contract the work, to build 700m of shared path on the south side of Ngaio Road, in the next quarter.

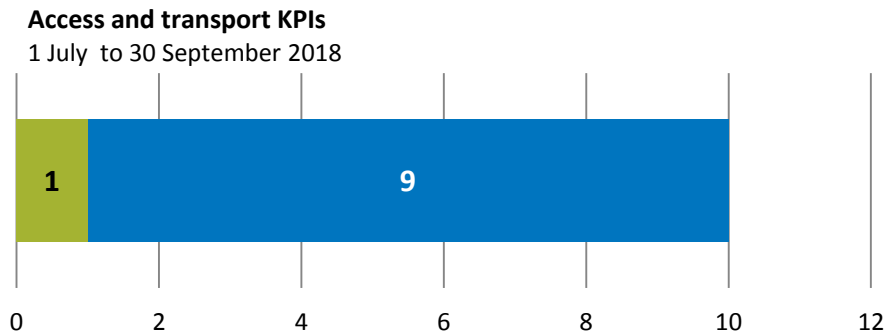
Travel planning and safety initiatives

→ Recent safety education initiatives undertaken in this quarter include:

- Installation of two newly purchased convertible child restraints.
- Rail Safety week run by Track Safe in cooperation with Kiwi Rail, TransDev and GWRC using the community signs at Raumati, Paraparaumu and Waikanae to advertise Rail Safety week. The roading team handed out flyers and promoted track safety at both Paraparaumu and Waikanae Railway stations and also counted the number of commuters crossing the rail tracks.
- Staff met with representatives of Te Kura Kaupapa Māori o Te Rito and Police to discuss safety concerns regarding speeding drivers past the Kura. The Police are going to increase their enforcement activities in this area.
- A meeting was held with the Ōtaki electorate MP Nathan Guy, Bryan Miller and Beverley Jay from the Kapiti and Waikanae mobility scooter clubs regarding issues surrounding mobility scooter safety and the current lack of regulations pertaining to these.
- Radio advertising undertaken for road safety in July and September 2018 included sunstrike, driver fatigue, driver distractions, drive to the conditions, motorcycles and schools back for two weeks from 23rd July at the beginning of the third term.

## Performance measures summary

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



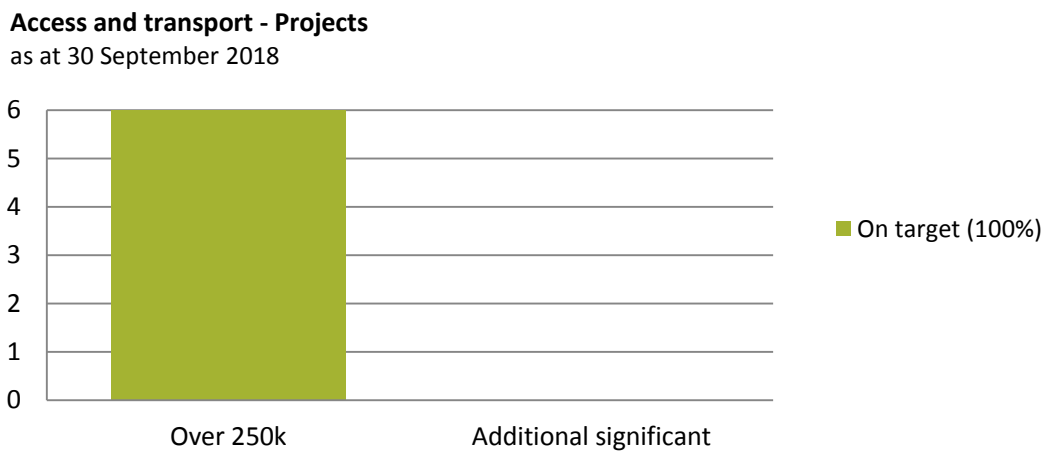
One KPI was provisionally on target at the end of the first quarter.

Nine KPIs are not yet due.

- four of these KPIs rely on the quarterly resident opinion survey which won't have sufficient data to report results until the second quarter.
- the remaining five KPIs are annual measures and won't be reported until the end of the year.

## 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 30 September 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 yet due	A provisional result from the Resident Opinion Survey will be available in the second quarter. (2017/18 result was 78%)
	Number of serious and fatal crashes on district roads is falling (DIA mandatory measure)	5-year rolling average reduces each year	On target	On provisional information no serious injury or fatal crashes are recorded in NZTA's crash analysis system for the first quarter this year. (2017/18 result was 15 crashes)
	Residents (%) who are satisfied with street lighting	85%	Not yet due	A provisional result from the Resident Opinion Survey will be available in the second quarter. (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 (DIA mandatory measure)	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	Roads 70%	Not yet due	A provisional result from the Resident Opinion Survey will be available in the second quarter. (2017/18 result was 80%)
	Roads that meet smooth roads standards. (DIA mandatory measure)	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 roads	65%	Not yet due	A provisional result from the Resident Opinion Survey will be available in the second quarter. (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. (DIA mandatory measure)	40% (target increases over the next three years )	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). (DIA mandatory measure)	Roads 85% Footpaths 85%	Not yet due	This is reported on at the end of the year

## Project reports

### LED streetlight upgrade project

Description	In April 2017 NZTA introduced an opportunity of 85% funding for LED conversion projects for work completed during the 2017/18 year.				
	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 entire network to be substantially completed this financial year.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒✓	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter					
1. Over the 2017/18 financial year Stage 1 of the LED upgrade programme was fully delivered with 1,993 streetlights upgraded in Ōtaki, Waikanae and Paekākāriki.					
2. Stage 2 has been confirmed for the 2018/19 financial year with approximately 2,150 streetlights programmed to be upgraded.					
Upcoming milestones:					
3. The 2018/19 programme has been established and is set to commence in October 2018.					
Risks (to programme, cost, quality, other)					
1. Nil					
Issues (for elected member attention)					
1. Nil					
Current year project costs to 30 September 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	37,270	1,486,587	
Total		2,507,587	1,058,292	2,507,609	


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




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)					
Developments in the first quarter					
1. The annual chipsealing and asphalt programme has been finalised and validated in the field. This will be circulated internally and externally to ensure there are no clashes with upcoming planned project works.					
2. Pre-seal repairs have been marked out and are programmed for completion.					
Upcoming milestones:					
3. A standalone chipsealing contract will go out to tender early October 2018 to ensure this work is done by specialist contractors.					
4. Pre-seal sites to be completed.					
5. Award of the chipseal contracts.					
6. Completion of all programmed surfacing sites.					
Risks (to programme, cost, quality, other)					
1. Usual risks associated with loose chips after sealing work completed. On-going sweeping of chipseal sites to be monitored.					
2. Negative impacts from last season’s chipseal failures on Mazengarb Drive and Realm Drive.					
Issues (for elected member attention)					
1. Nil.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	1,143,870	35,424	1,143,870	

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

## 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)					
Developments in the first quarter:					
1. The Golf Road to Maclean Park shared path on Kapiti Road was completed this quarter including the installation of a central refuge at the throat of Hurley Road.					
2. Consultation on the options for Ngaio Road is complete. The preferred option is a shared path on the south side of Ngaio Road. Tender documents are being prepared. Physical works are expected to begin November 2018.					
3. Stakeholder consultation with the Pony Club and CWB Advisory in regard to the Park Avenue shared path.					
Upcoming milestones:					
4. Ngaio Road shared path tenderer to be selected and construction to begin.					
5. Work on consultation and design of the Park Avenue cycleway path will begin again in the second quarter. Officers will be recommending a two-way separated cycleway as the preferred option for the western end of Park Avenue and a shared path will be appropriate for the eastern end of Park Avenue based on earlier public feedback and discussions with park users. A second round of consultation will inform this design.					
6. The shared path on Kapiti Road between Arawhata Road and Brett Ambler Way is being value engineered while the details are being worked out on how to deliver the project without significantly compromising access to private property.					
Risks (to programme, cost, quality, other)					
1. The proposed treatment for Park Avenue is key for the completion of the cycle network in Waikanae.					
Issues (for elected member attention)					
1. Key stakeholders have influenced the proposed design of the shared path at the eastern end of Park Avenue leading to the recommendation that a number of street trees be removed to make room for the shared path. It is likely that if this preferred option proceeds, there will be some negative feedback at the loss of 6 mature street trees, regardless of those with declining health, and those located underneath overhead power lines which have already been topped for line clearance.					
Current year project costs to 30 September 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	116,802	1,480,359	
Total		5,939,097	4,627,539	5,991,096	

## Footpath renewals

Description	NZTA have agreed to provide funding subsidy for footpath maintenance and renewals, which was previously 100% funded by Council. This will allow increased alignment of lifecycle management of our footpath network of 390km's, and assist with catching up on previous under-investment.  NZTA have also confirmed additional subsidised funding for new and improved footpaths, with a programme of works to be established.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter					
1. The annual footpath renewal programme has been finalised and validated in the field. This has been circulated to ensure there are no clashes with upcoming planned project works.					
2. All sites have been marked out for completion, excepting Ōtaki.					
3. A list of new and improved paths is to be determined and circulated.					
Upcoming milestones:					
4. Completion of programmed footpath upgrade sites.					
5. Completion of planned new and improved footpath sites.					
Risks (to programme, cost, quality, other)					
1. Nothing to report.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	966,700	114,530	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 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 for users.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. Preliminary design work for the 2018/19 improvements has been completed.					
2. Higgins, who undertake Council’s Road Maintenance contract, will be used to complete portions of the minor improvements programme.					
Upcoming milestones:					
3. Final design and confirmation of the programme in November2018.					
Risks (to programme, cost, quality, other)					
1. Final consultation 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 30 September 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	443,135	30,632	443,135	

CategoryYELLOW **Project complete**GREEN **Project on target**ORANGE **Project not on target** (there are issues)RED **Project has failed**BLUE **Project on hold**Timeliness

🕒 ▲ ahead of schedule

🕒 ✓ on time

🕒 ▼ behind schedule

🕒 🛑 on hold

Budget

\$ 🕒 budget underspend

\$ ✓ on budget

\$ 🕒 budget overspend

## 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. This new emergency access will go from Elizabeth Street into Anne Street, then through Goodman’s yard and across the rail tracks, joining ‘old SH1’ south of the Waikanae township.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. GWRC has confirmed there is no consent required, NZTA and iwi have confirmed that they have no concerns with this project.					
2. KiwiRail has proposed an alternative location that staff are working through.					
Upcoming milestones:					
3. Confirm final location of the emergency crossing in November 2018.					
Risks (to programme, cost, quality, other)					
1. KiwiRail approval may be delayed due to the proposed location change.					
Issues (for elected member attention)					
1 The proposed location may be changed as per above.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	354,715	8,868	354,715	

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

**Access and transport – financial results to 30 September 2018**

<b>Capital expenditure summary</b>			
	<b>2018/19 YTD Actual (\$'000)</b>	<b>2018/19 YTD Budget (\$'000)</b>	<b>2018/19 F/Y Budget (\$'000)</b>
Total projects under \$250,000	142	138	1,191
Total projects over \$250,000	423	1,710	7,964
<b>Total</b>	<b>565</b>	<b>1,848</b>	<b>9,155</b>

<b>Cost of activity statement</b>				
<b>2017/18 Actual \$000</b>		<b>2018/19 YTD Actual \$000</b>	<b>2018/19 YTD Budget \$000</b>	<b>2018/19 F/Y Budget \$000</b>
	<b>Expenditure</b>			
5,459	Other operating expense	1,236	1,157	5,799
5,506	Depreciation and amortisation	1,430	1,356	5,681
1,648	Finance expense	502	512	2,126
<b>12,613</b>	<b>Operating expenditure</b>	<b>3,168</b>	<b>3,025</b>	<b>13,606</b>
	<b>Revenue</b>			
107	Fees and charges	9	17	70
5,420	Grants and subsidies	553	796	5,650
447	Development and financial contributions revenue	47	50	201
329	Other operating revenue	58	68	272
<b>6,303</b>	<b>Operating revenue</b>	<b>667</b>	<b>931</b>	<b>6,193</b>
<b>6,310</b>	<b>NET OPERATING COSTS</b>	<b>2,501</b>	<b>2,094</b>	<b>7,413</b>
	<b>Capital items</b>			
2,753	Asset renewal	274	365	2,997
4,619	New assets upgrade	291	1,483	6,158
<b>7,372</b>	<b>Total capital items</b>	<b>565</b>	<b>1,848</b>	<b>9,155</b>
<b>13,682</b>	<b>NET COST OF ACTIVITY</b>	<b>3,066</b>	<b>3,942</b>	<b>16,568</b>
	<b>Funding sources</b>			
6,748	Rates	2,151	2,010	7,948
1,882	Borrowings	139	1,068	3,627
2,753	Depreciation reserve	274	365	2,997
(448)	Reserves & special funds	(47)	(50)	(201)
2,747	Unfunded depreciation	549	549	2,197
<b>13,682</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>3,066</b>	<b>3,942</b>	<b>16,568</b>

Net Operating Costs of \$2.5 million were \$407,000 unfavourable to budget. This is in large part due to delays on capex projects which has resulted in Grants and subsidies being \$243,000 lower than expected. The remainder is due to minor timing differences in a number of areas.

Capital expenditure of \$565,000 is \$1.28 million underspent. This is mainly due to delays in starting the LED replacement project, the Kapiti Road Stride n' Ride works, and the start of the minor works program.

# Coastal management

Whakahaere takutai



## Key developments for the 3 months to 30 September 2018

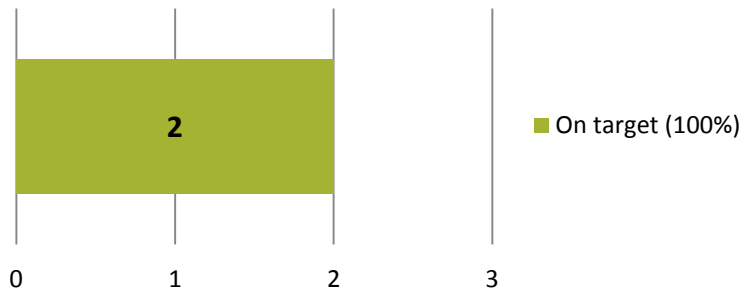
- Re-commenced the detailed designs of Paekākāriki seawall which was “on hold” during 2017/18 until a decision was made by Council through the 2018 LTP process.
- Started to explore options for advancing the Wharemauku Block wall strengthening project, following issue of resource consent by GWRC last quarter.
- Processed and responded to 15 service requests.

## Performance measures summary

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

### Coastal management KPIs

1 July to 30 September 2018



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

## Projects – Summary

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

All three projects are on target with 2018 LTP timelines. 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 30 September 2018





## Performance measures

as at 30 September 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 15 requests in total in the year to date. Four 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)					
Developments in the first quarter were:					
1. Re-commenced detailed designs.					
2. Meeting held with the Paekākāriki Community Board and Community Design Group in August 2018 to provide an update on the project and the programme (detailed designs and physical works tender documents in year 1 of the LTP, procurement of physical works in year 3 of the LTP and physical works in years 4 and 5 of the LTP).					
3. Completed initial discussions with the KCDC Building team on the Building Consent application requirements.					
Upcoming milestones:					
4. Providing the urban design work scope to the Paekākāriki Community Board and Community Design Group for gaining community feedback – October 2018.					
5. Lodgement of Building Consent application – January 2018.					
Risks (to programme, cost, quality, other)					
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 if the increases in construction costs over future years exceed the inflation index used by the Council.					
Issues (for elected member attention)					
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 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2016–18	589,250 <sup>1</sup>	589,250	589,250	
This year	2018/19	853,996	83,979	853,996	
Total		1,443,246	673,229	1,443,246	

1. The original budget for this period was \$1,443,242 but detailed investigation of the technical design elements, together with other factors, led to a decision to delay the project. \$853,996 of that budget was carried forward and is now showing in 2018/19.

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)					
<i>Developments in the first quarter were:</i>					
<div>1. Received advice from a property rights consultant engaged by Research Policy and Planning team of KCDC to determine how best to address the issues raised by the descendent of the original land owner who has registered an interest on the land.</div> <div>2. Advice sought from an expert in land law to further explore alternative acquisition strategies and compulsory acquisition process to obtain easements for construction and maintenance.</div>					
<i>Upcoming milestones:</i>					
<div>3. Once advice is received on Item 2 above, consider acquisition strategies and implement. – by December 2018.</div> <div>4. Commencement of the procurement of physical works – by December 2018.</div> <div>5. Construction – February – April 2018.</div>					
Risks (to programme, cost, quality, other)					
<div>1. Legal ownership issues continue to affect the programme as well as the cost.</div>					
Issues (for elected member attention)					
<div>1. If the proposed block wall strengthening project does not go ahead, this will cause issues due to the following:<div><div>• 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.</div><div>• Wall failure can occur due to a major storm exposing the Council sewer at high risk.</div><div>• Old Coach Route ownership issue is extremely complex and resolution has been attempted a few times in the past, without success.</div></div></div>					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	135,322 <sup>1</sup>	135,322	135,322	
This year	2018/19	265,001	2,363	265,001	
Total		400,323	137,685	400,323	

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

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 first quarter were:</i></p> <p>1. Work got underway to prepare a re-prioritised list of assets to be renewed/replaced in the first 3 years of the LTP, in a priority order based on the condition and risk of failure. This work is required as the budget for this project was cut through the 2018 LTP process.</p> <p><i>Upcoming milestones:</i></p> <p>2. Commencement of concept designs and resource consent process – September to December 2018</p>					
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 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	585,156	14,629	585,156	

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

**Coastal management – financial results to 30 September 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	15	22	190
Total projects over \$250,000	100	228	1,704
<b>Total</b>	<b>115</b>	<b>250</b>	<b>1,894</b>

**Cost of activity statement**

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	<b>Expenditure</b>			
409	Other operating expense	61	118	524
374	Depreciation and amortisation	100	100	419
323	Finance expense	16	50	206
<b>1,106</b>	<b>Operating expenditure</b>	<b>177</b>	<b>268</b>	<b>1,149</b>
<b>1,106</b>	<b>NET OPERATING COSTS</b>	<b>177</b>	<b>268</b>	<b>1,149</b>
	<b>Capital items</b>			
395	Asset renewal	94	177	992
262	New assets upgrade	21	73	902
<b>657</b>	<b>Total capital items</b>	<b>115</b>	<b>250</b>	<b>1,894</b>
<b>1,763</b>	<b>NET COST OF ACTIVITY</b>	<b>292</b>	<b>518</b>	<b>3,043</b>
	<b>Funding sources</b>			
937	Rates	143	234	1,014
262	Borrowings	21	73	902
395	Depreciation reserve	94	177	992
169	Unfunded depreciation	34	34	135
<b>1,763</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>292</b>	<b>518</b>	<b>3,043</b>

Capital expenditure of \$115,000 is \$135,000 underspent due to delays with the design of the Paekākāriki seawall and procurement works relating to the Wharemauku block wall.

# Solid waste

## Para ūtonga

### Key developments for the 3 months to 30 September 2018

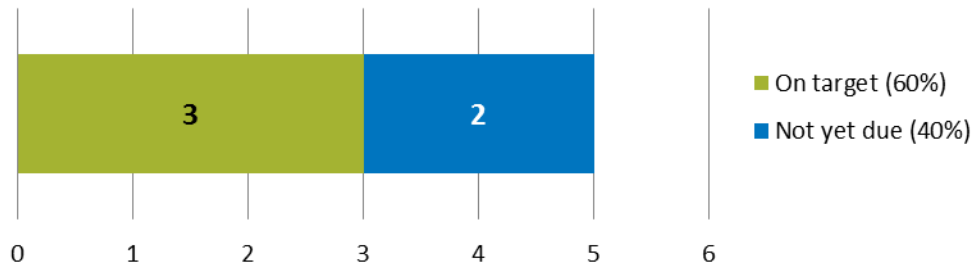
- Work continued on the capping of the Otaihanga landfill. Applications for resource consents associated with wetlands development were lodged with GWRC and KCDC in August 2018.
- Waste minimisation activities included;
  - Our new Waste Minimisation Advisor has been busy this quarter with the following:
    - regular visits to Transfer Stations to inform customers on waste diversion options (e.g. recycling, home composting),
    - making contact with 16 community organisations to support waste minimisation practices and offer support to members/clients, and
    - making a number of home visits (particularly to the elderly and/or disadvantaged) in response to calls to Council or referrals from community organisations.
  - Delivery of the Zero Waste Education programme to 360 students at Te Horo and Paraparaumu Beach Schools.
  - The Waste Levy Grant application period was opened on 1 August and closed on 21 September. Ten applications were received for the Community Projects fund and five applications were received for the New Technologies and Seed fund.
  - A number of event organisers were supported in their zero waste efforts through advice and loan of waste station bin hoods and other equipment, including the Airport Open Day and the Vegan Expo.
  - Supported several community clean up events most of which occurred during Keep New Zealand Beautiful Week.
  - Presentations were delivered to community groups on topics of waste minimisation and recycling best practice including the Waikanae Scout Group and an Enviroschools Hui.
  - Supported several waste minimisation community presentations and expos including a presentation by The Rubbish Trip and the Ōtaki Community Expo.
  - Hosted a Waste Free Parenting Workshop run by Kate Meads with 19 people in attendance.
  - Facilitated four workshops as part of the No8 Wire Week programme focussed on reducing food waste and packaging.

## Performance measures summary

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

### Solid waste KPIs

1 July to 30 September 2018



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

Two KPIs are reliant on resident opinion survey data and are not yet due. Provisional results will be available for these in the second quarter.

## 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.

## Performance measures

as at 30 September 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Otaihangā, 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 yet due	Provisional result due from the Resident Opinion Survey in the second quarter. (2017/18 result was 88%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	On target (88%)	44 of 49 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 yet due	Provisional result due from the Resident Opinion Survey in the second quarter. (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)					
Developments in the first quarter:					
1. Landfill capping progressed with all programmed work completed with 90% (15 hectares) capped and grassed and wetlands development consents applied for in August 2018.					
Upcoming milestones:					
2. 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 30 September 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	549,351	28,795	549,351	

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

**Solid waste – financial results to 30 September 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	1	1	37
Total projects over \$250,000	29	22	549
<b>Total</b>	<b>30</b>	<b>23</b>	<b>586</b>

**Cost of activity statement**

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	<b>Expenditure</b>			
887	Other operating expense	98	153	719
672	Depreciation and amortisation	129	161	673
97	Finance expense	50	47	196
<b>1,656</b>	<b>Operating expenditure</b>	<b>277</b>	<b>361</b>	<b>1,588</b>
	<b>Revenue</b>			
609	Fees and charges	168	145	569
<b>609</b>	<b>Operating revenue</b>	<b>168</b>	<b>145</b>	<b>569</b>
<b>1,047</b>	<b>NET OPERATING COSTS</b>	<b>109</b>	<b>216</b>	<b>1,019</b>
	<b>Capital items</b>			
509	Landfill Capping	30	23	586
<b>509</b>	<b>Total capital items</b>	<b>30</b>	<b>23</b>	<b>586</b>
<b>1,556</b>	<b>NET COST OF ACTIVITY</b>	<b>139</b>	<b>239</b>	<b>1,605</b>
	<b>Funding sources</b>			
1,033	Rates	144	243	1,021
509	Depreciation reserve	30	23	586
14	Movement in other reserves	(35)	(27)	(2)
<b>1,556</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>139</b>	<b>239</b>	<b>1,605</b>

# Stormwater

Whakahaere wai araha

## Key developments for the 3 months to 30 September 2018

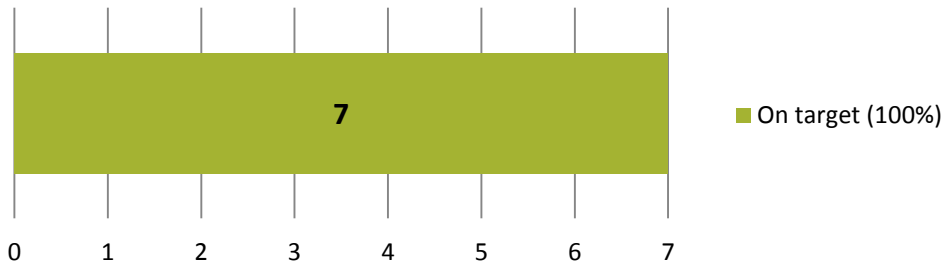
- There were 152 service requests in the first quarter of 2018/19, compared to 97 in the same quarter last year.
- Cleaned 1 kilometre of open drains. More work is planned for the second and third quarters.
- Concept designs completed for 9 major projects (concept design for the 10<sup>th</sup>, the Kena Kena project, were completed last year).
- Completed remaining physical works of Phase 2 of the Charnwood Grove minor stormwater improvement project (80% of the work was completed in 2017/18).

## Performance measures summary

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

### Stormwater KPIs

1 July to 30 September 2018



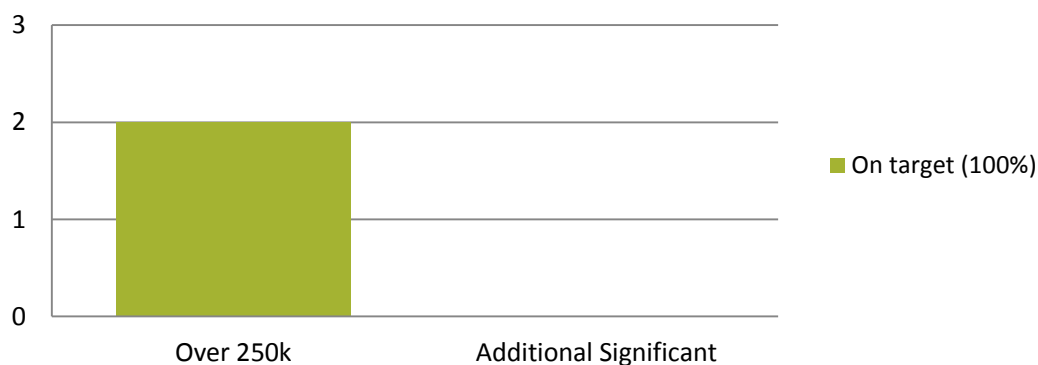
All seven KPIs were on target at the end of the first quarter 2018/19.

## 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 30 September 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 30 September 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 152 service requests. 110 were flooding related complaints. Of the 110 flooding requests 35 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 75 non-urgent 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 2 building (garages) related minor flooding requests. Both of them were visited within a day.
	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 (5 per 1000)	There were 110 flooding related service requests (complaints) in the first quarter (= 5 per 1,000 connections). On a pro-rata basis the target for the first quarter is 7.5 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	Existing flood protection and control works will be maintained to the key standards. There are 10 new major flood control projects planned for this year. To date we have not started physical works on any of them.
	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 quarter that affected habitable floors.

SP-18-669 Appendix B – Activity report to 30 September 2018

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

## Project reports

Major stormwater projects			
<b>Description</b>	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.		
<b>Group</b>	Infrastructure		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		 ✓	\$ ✓
<b>Comments</b> (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the first quarter:</i></p> <ol style="list-style-type: none"> <li>1. Kena Kena - Completed a pre lodgement meeting for resource consent application with Greater Wellington Regional Council and Department of Conservation (DOC). At the meeting managed to gain acceptance from DOC to carry out detailed investigations on alternative discharge options (via the wetland) which were not acceptable to DOC earlier.</li> <li>2. Moa Road – Concept designs completed.</li> <li>3. Karaka Grove – Concept designs completed.</li> <li>4. Alexander Bridge – Concept designs completed.</li> <li>5. Titoki – Concept designs completed.</li> <li>6. Riwai – Concept designs completed.</li> <li>7. Amohia - Concept designs completed. Due to safety concerns, it was decided to implement stage 1 of this project (listed below) sooner than the other stages. <ul style="list-style-type: none"> <li>• Piping 93 Amohia – Designs completed and resource consent application submitted.</li> <li>• Te Uruhi Grove – Geotechnical investigations completed.</li> </ul> </li> <li>8. Kākāriki – Concept designs completed.</li> <li>9. Raumati Road Area 1 – Concept designs completed.</li> <li>10. Sunshine Avenue – Concept designs completed.</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>11. Kena Kena – Completing detailed investigations on alternative discharge options (via the wetland) and re-drafting the resource consent application by December 2018. Physical works tender for the areas not affected by the resource consent by February 2019 and construction completion by June 2019.</li> <li>12. Moa Road – Gaining affected property owner acceptance of the concept design. Preparation of the Resource Consent application for KCDC by February 2019. Detailed designs by June 2019.</li> <li>13. Karaka Grove – Gaining affected property owner acceptance of the concept design. Preparation of the Resource Consent application for KCDC by February 2019. Detailed designs by June 2019.</li> <li>14. Alexander Bridge – Detailed investigations including modelling and geotechnical assessments by December 2018.</li> </ol>			

15. Titoki – Preliminary/ detailed designs by December 2018. Lodgement of Resource Consent application with GWRC by December 2018.
16. Riwai – Preliminary/ detailed designs by March 2019. Lodgement of Resource Consent application with GWRC by March 2019.
17. Amohia - stage 1
  - Piping 93 Amohia – Physical works tender by end of December 2018 and construction completion by April 2019.
  - Te Uruhi Grove – Concept design completed by October 2018. Resource Consent application lodgement by December 2018. Detailed designs and tender documents for physical works by June 2019.
18. Kākāriki – Lodgement of Resource Consent by February 2019.
19. Raumati Road Area 1 - Lodgement of Resource Consent by February 2019.
20. Sunshine Avenue – Lodgement of Resource Consent by December 2018.
21. Preparation of concept designs for projects identified for Years 2- 5 of the LTP by June 2019.

**Risks (to programme, cost, quality, other)**

1. None at this stage.

**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 30 September 2018**

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	1,826,055	165,681	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)					
Developments in the first quarter:					
1. 2018/19 minor stormwater improvements - Compiled physical works tender (draft) for 14 locations.					
2. Phase 2 of the minor stormwater improvements at Charnwood Grove - Completed remaining physical works (80% of the work completed in 2017/18).					
3. 95 to 117 Riwai - Gained the relevant permits from Kiwirail to connect the newly installed pipes to KiwiRail infrastructure.					
4. Asset inspections based on age and severity – Commenced inspections in Paraparaumu catchments 1, 2, 3, 4, 5, 6, 7 and 8.					
Upcoming milestones:					
5. 2018/19 minor stormwater improvements – Tender award and commencement of physical works by end November 2018.					
6. 95 to 117 Riwai – Completion of physical works (50% of the work completed in 2017/18).					
7. Asset inspections based on age and severity					
• Completion of inspections in Paraparaumu catchments 1, 7 and 8 – By December 2018					
• Completion of inspections in Paraparaumu catchments 2,3,4,5,6 – By March 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 30 September 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	730,168	63,893	730,168	

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

**Stormwater – financial results to 30 June 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	-	-	-
Total projects over \$250,000	227	824	2,557
<b>Total</b>	<b>227</b>	<b>824</b>	<b>2,557</b>

**Cost of activity statement**

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	<b>Expenditure</b>			
1,571	Other operating expense	446	502	2,001
1,163	Depreciation and amortisation	285	289	1,210
942	Finance expense	278	202	837
<b>3,676</b>	<b>Operating expenditure</b>	<b>1,009</b>	<b>993</b>	<b>4,048</b>
	<b>Revenue</b>			
-	Fees and charges	14	17	68
	Development and financial contributions			
122	revenue	29	13	52
2	Other operating income	-	-	-
<b>124</b>	<b>Operating revenue</b>	<b>43</b>	<b>30</b>	<b>120</b>
<b>3,552</b>	<b>NET OPERATING COSTS</b>	<b>966</b>	<b>963</b>	<b>3,928</b>
	<b>Capital Items</b>			
1	Asset renewal	10	228	512
1,500	New assets upgrade	217	596	2,045
<b>1,501</b>	<b>Total capital items</b>	<b>227</b>	<b>824</b>	<b>2,557</b>
<b>5,053</b>	<b>NET COST OF ACTIVITY</b>	<b>1,193</b>	<b>1,787</b>	<b>6,485</b>
	<b>Funding sources</b>			
3,674	Rates	995	976	3,980
1,500	Borrowings	217	596	2,045
1	Depreciation reserve	10	228	512
(122)	Reserves & special funds	(29)	(13)	(52)
<b>5,053</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>1,193</b>	<b>1,787</b>	<b>6,485</b>

Capital expenditure of \$227,000 is nearly \$600,000 underspent. It appears that the budget phasing did not accurately reflect the design completion only nature of work in the first quarter. The bulk of the spend will start when construction commences on the stormwater projects. The budgets are expected to be fully spent this year.

# Wastewater management

Whakahaere wai

## Key developments for the 3 months to 30 September 2018

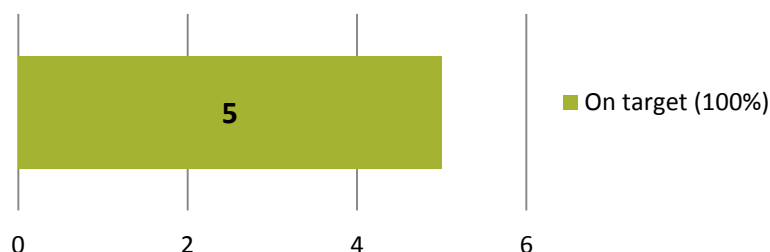
- The professional services contract for the consenting of discharges from the Paraparaumu Wastewater Treatment Plant was signed this quarter. The project will consider the best practicable option for the treatment and discharge of wastewater from our Waikanae, Paraparaumu and Raumati communities through technical and consultation processes. The early stages of the project will look to work closely with iwi partners in project setup and initiation.
- A request for pricing for the Water Supply Professional Services Panel will be released to the market early in the second quarter. This five-year agreement underpins the procurement of services to support the capital programme for water and wastewater capital expenditure and technical asset management support.
- 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.
- Contracts are in place for the second phase of wastewater pumping station upgrades and wastewater pipe renewals, with the pumping station upgrades completed in this quarter and network renewals to complete in the second quarter of 2018/19.
- Works to mitigate process failure at the Paraparaumu WWTP have advanced this quarter. Two blowers have been procured in advance of the programmed 2021/22 upgrade works; one blower was commissioned in the first quarter of this financial year and the remaining unit is to be installed in the second quarter. A major power distribution board is being replaced, with over half of the original functionality already transferred to the new board.
- The testing phase of the dissolved air flotation (DAF) plant at the Paraparaumu Wastewater Treatment Plant failed to demonstrate satisfactory performance of the new DAF equipment. The contractual mechanism to complete the scheme is being developed with the contractor.

## Performance measures summary

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

### Wastewater KPIs

1 July to 30 September 2018



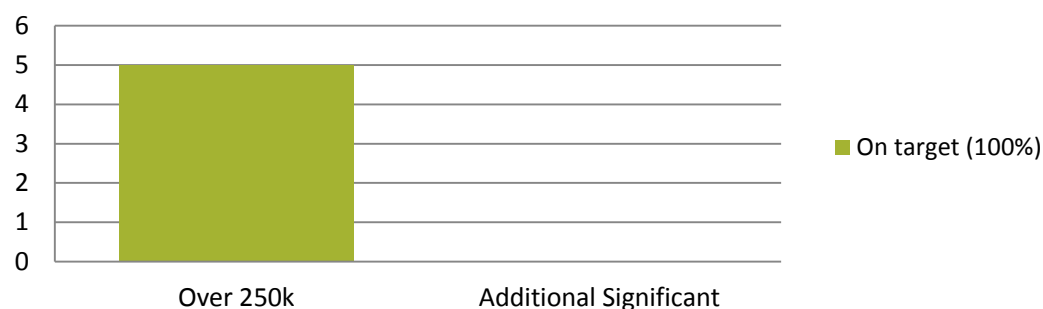
All five KPIs were on target at the end of the first quarter 2018/19.

## Projects – Summary

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

### Wastewater - Projects

as at 30 September 2018



All five projects are on target.


However there are significant risks around the Waikanae Duplicate Rising Main project given that negotiations between landowners and NZTA over one section of the rising main in the expressway alignment already substantially delayed progress last year and appear no closer to resolution. This issue needs to be resolved to allow for application for resource consent.

## Performance measures

as at 30 September 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 (26 minutes)	Median attendance time was 26 minutes, for 19 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 hour and 5 minutes)	Median resolution time was 2 hour and 5 minutes for 19 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 (1.1 complaints per 1,000 connections)	21 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 ( <i>nil</i> overflows per 1,000 connections)	There were no dry weather overflows (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 this year.

## Project reports

Waikanae duplicate rising main			
<b>Description</b>	<p>This project will duplicate the rising main from Waikanae's terminal wastewater pumping station to the Paraparaumu wastewater treatment works.</p> <p>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.</p>		
<b>Group</b>	Infrastructure		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		 ✓	\$ ✓
<b>Comments</b> (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the first quarter:</i></p> <ol style="list-style-type: none"> <li>1. NZTA discussions with landowners to resolve issues along the northern end of the Expressway alignment are progressing slowly which is impacting our project timeline.</li> <li>2. 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.</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>3. 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.</li> <li>4. 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.</li> <li>5. Tendering of the construction works is now expected in financial year 2018/19.</li> </ol>			
<b>Risks</b> (to programme, cost, quality, other)			
<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> </ol>			
<b>Issues</b> (for elected member attention)			
<ol style="list-style-type: none"> <li>1. Parts of the project have been delayed while NZTA resolves some land owner approval issues.</li> </ol>			


**Waikanae duplicate rising main (continued)**

**Current year project costs to 30 September 2018**

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	210,747 <sup>1</sup>	163,536	163,536	
This year	2018/19	971,201	10,431	971,201	
<b>Total</b>		<b>1,181,948</b>	<b>173,967</b>	<b>1,134,737</b>	

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..


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

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)					
<i>Developments in the first quarter:</i>					
<div>1. Replacement work for one of two mains power distribution boards (“DB1”) commenced installation on site this quarter (“DB2” was replaced in 2017/18), and is now at an advanced stage in the transfer of functionality to the new equipment. The remaining works will be completed in the second quarter.</div> <div>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, and one is now in service. The remaining blower will be delivered and installed in the second quarter.</div> <div>3. The air system that supportss pneumatic equipment was made more resilient by the installation of a second compressor.</div>					
<i>Upcoming milestones:</i>					
<div>4. Installation of the second replacement blower.</div> <div>5. 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.</div>					
Risks (to programme, cost, quality, other)					
<div>1. None at this stage</div>					
Issues (for elected member attention)					
<div>1. None to report</div>					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	480,807	129,398	480,807	


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




## 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)					
<i>Developments in the first quarter:</i>					
1. The wastewater pipe renewal contract was commenced in 2017/18 and a large proportion of the second phase has been completed in the first quarter of this year.					
2. The contract for wastewater pumping stations upgrades continued this year, with the balance of upgrade works completed in this quarter.					
<i>Upcoming milestones:</i>					
3. 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 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	466,763	238,531	466,763	

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

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 first quarter:</i>					
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 with commence in the third quarter.					
<i>Upcoming milestones:</i>					
3. Design and tendering of LTDA upgrade works.					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. None to report					
Current year project costs to 30 September 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	4,773	235,290	
Total		484,333	163,745	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 achieve that, 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 first quarter:</i>					
1. The contract with consultant Stantec was signed in the first quarter for the three-year consent renewal project.					
2. Preliminary work on scoping key elements of the consenting strategy is underway, including communications and engagement planning and development of governance structures.					
3. The Advanced Monitoring Plan is at an advanced stage of refinement, designed to drive specialist field sampling work in the second and third quarters of this financial year.					
4. Iwi engagement is being sought to shape and finalise this preliminary stage.					
<i>Upcoming milestones:</i>					
5. Establishment of project governance structures.					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. None to report					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	215,002	4,300	215,000	
Future years	2019–2022	1,215,000	-	1,215,000	
Totals		1,430,002	4,300	1,430,002	

**Wastewater management – financial results to 30 September 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	27	20	114
Total projects over \$250,000	402	456	2,368
<b>Total</b>	<b>429</b>	<b>476</b>	<b>2,482</b>

**Cost of activity statement**

2017/18 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	<b>Expenditure</b>			
4,480	Other operating expense	1,089	1,066	4,276
3,098	Depreciation and amortisation	895	816	3,420
861	Finance expense	9	79	329
<b>8,439</b>	<b>Operating expenditure</b>	<b>1,993</b>	<b>1,961</b>	<b>8,025</b>
	<b>Revenue</b>			
180	Development and financial contributions revenue	8	37	150
<b>180</b>	<b>Operating revenue</b>	<b>8</b>	<b>37</b>	<b>150</b>
<b>8,259</b>	<b>NET OPERATING COSTS</b>	<b>1,985</b>	<b>1,924</b>	<b>7,875</b>
	<b>Capital items</b>			
1,867	Asset renewal	413	428	1,199
265	New assets upgrade	16	48	1,283
<b>2,132</b>	<b>Total capital items</b>	<b>429</b>	<b>476</b>	<b>2,482</b>
<b>10,391</b>	<b>NET COST OF ACTIVITY</b>	<b>2,414</b>	<b>2,400</b>	<b>10,357</b>
	<b>Funding sources</b>			
7,769	Rates	1,859	1,827	7,489
265	Borrowings	16	48	1,283
1,867	Depreciation reserve	413	428	1,199
(180)	Reserves & special funds	(8)	(37)	(150)
670	Unfunded depreciation	134	134	536
<b>10,391</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>2,414</b>	<b>2,400</b>	<b>10,357</b>

# Water management

Whakahaere wai

## Key developments for the 3 months to 30 September 2018

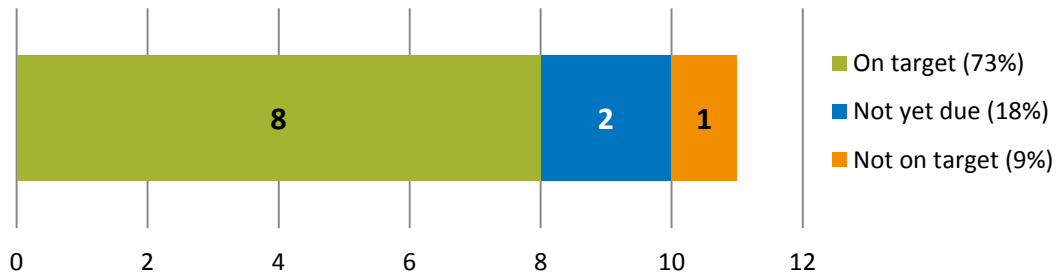
- Three of the four Ongoing Mitigation Plans (OMPs) for the ongoing operation of the river recharge scheme have been approved, the third in this quarter, with the remaining plan now being the focus of efforts to secure approval from GWRC. An interim contract for managing the transition of systems and processes from baseline monitoring to ongoing mitigation is underway, to put the new agreed measures in place for use of the river recharge scheme in the summer of 2018/19 if needed. The annual Adaptive Management Group review process continued, delivering positive borefield and water conservation reports for this year. The focus is now to set up operation under the the OMPs for the next eleven years.
- The procurement strategy for professional services has been completed for the 2018 LTP Capital Programme, with a request for pricing (RFP) for the Water Supply Professional Services Panel to be imminently released to the market. This five-year agreement underpins the procurement of services to support the capital programme for water and wastewater capital expenditure and technical asset management support. A key focus of the panel for Water will be to execute the \$15M Drinking Water Safety and Resilience programme of work (Waikanae water treatment plant (WTP) Stage 2, Otaki WTP upgrades, and Hautere/ Te Horo WTP upgrades).
- Initiatives to maintain confidence in the safety of our drinking water are still progressing; in this quarter we installed and brought into service the new tertiary treatment micro-filters at the Paekākāriki water treatment plant. This is expected to give us full compliance with part 5 of the drinking water standards (protozoal compliance) for this treatment plant but we will have to wait for confirmation from the Drinking Water Assessors. This plant is already fully compliant with part 4 of the standards (bacterial compliance).
- Advanced procurement options have been reviewed for the Waikanae WTP Stage 2 upgrades scheme to maintain reliable service whilst the upgrades scheme develops.
- Following submission of the Otaki Water Abstraction Consent application, a stream impact assessment has been assembled for water bodies adjacent to the raw water bores. The extent of monitoring requirements is being developed with GWRC so as to be issued with the approved consent.
- Council were briefed on the current state of the Government's national three waters review, in August 2018. Council provided a response to LGNZ's queries on the three waters review, and we are currently developing an overall position statement for Kāpiti. In September 2018 the Auditor-General released a report covering the recent detailed review of national water supply services of four councils in the local region (comparing Horowhenua, Kāpiti, Manawatu and Palmerston North City); Kāpiti was described in glowing terms as a good example with its future-focused and holistic approach to supplying drinking water.

## Performance measures summary

There are ten key performance indicators (KPIs) in the water management activity. Nine of the ten KPIs have prescribed targets, one is only included for monitoring purposes.

### Water KPIs

1 July to 30 September 2018



Eight KPIs were on target at the end of the first quarter 2018/19.

Two KPIs are not yet due.

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. New micro filters installed at the Paekākāriki water treatment plant in the first quarter are expected to ensure we achieve 100% compliance in regard to part 5 of the standards (protozoal compliance) for this plant.

## Projects – Summary

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

Both projects are on target

### Water - Projects

as at 30 September 2018



## Performance measures

as at 30 September 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 (36 mins)	Median attendance time was 36 minutes for 6 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target (1 hour and 23 mins)	Median attendance time was 1 hour and 23 minutes for 159 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 (2 hrs and 55 mins)	Median resolution time was 2 hours and 55 minutes for 6 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target (6 hrs and 49 mins)	Median resolution time was 6 hours 49 minutes for 159 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 Quarter 2. 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.)

## SP-18-669 Appendix B – Activity report to 30 September 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%	Not yet due	The Resident Opinion Survey provisional result will be available in the second quarter. (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. (DIA mandatory measure)	At or below 6.2 complaints per 1,000 connections	On target (0.78 per 1,000)	A total of 18 'complaints' were logged this year to the end of the first quarter (5 water quality and 6 water pressure complaints and 7 service requests for no water supply). With a total of 23,020 connections, 18 complaints translate to 0.78 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 (325 l/p/d)	Peak day water use in the first quarter was 325 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 (DIA mandatory measure)	At or below 325 l/p/d	On target (289 l/p/d)	Average use was 289 l/p/d in the first quarter. (2017/18 result was 311 l/p/d)
	Percentage of real water loss from the Council's networked reticulation system.  (DIA mandatory measure <sup>1</sup> )	At or below 23.6%	Not yet due	The water loss from the council's network for 2017/18 was 20.5% (3,089m <sup>3</sup> /day).

<sup>1</sup> 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)					
Developments in the first quarter:					
<div>1. The Water Supply Professional Services Panel RFP is about to be released to the market, with evaluation and award completed by end of the second quarter. This five-year agreement underpins the procurement of services to support the capital programme for water and wastewater capital expenditure and technical asset management support. The consultant engagement for the next phase of strategic planning and outline design for Waikanae WTP Stage 2, Otaki WTP and Hautere/ Te Horo WTP upgrades is being conducted along with this Panel engagement.</div> <div>2. The Paekākāriki WTP tertiary filters upgrade is advanced, with filters and ancillaries operational in September 2018. Minor works are now needed to the filter bypass and treated water piping systems. The Drinking Water Assessor will then be approached to confirm the now viable A Grade status for this treatment plant.</div> <div>3. 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.</div>					
Upcoming milestones:					
<div>1. Finalising the professional services panel and awarding the DWSR programme.</div>					
Risks (to programme, cost, quality, other)					
<div>1. Nothing to report at this stage.</div>					
Issues (for elected member attention)					
<div>1. Nothing to report.</div>					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	1,250,000	49,096	1,142,500	-

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

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 first quarter:</i>					
1. The pipe renewal contract for Ames Street in Paekākāriki was deferred from the 2017/18 financial year. Tender evaluation and price negotiation was completed this quarter and award is being finalised. The work is expected to start in late November 2018.					
2. Work on reactive lateral replacements is progressing as required – based on pipe failure information.					
<i>Upcoming milestones:</i>					
3. A review of planned and unplanned works budgets indicates that unplanned works remain on track with forecast spend for this year.					
4. Commencement of Ames Street pipework renewal contract.					
5. Engagement of contractor to install new Zone Meter for Ngaio Road, if intended installer remains unresponsive.					
Risks (to programme, cost, quality, other)					
1. None to report at this stage.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	504,600	116,653	504,600	-

**Water management – financial results to 30 September 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	68	26	141
Total projects over \$250,000	166	91	1,755
<b>Total</b>	<b>234</b>	<b>117</b>	<b>1,896</b>

**Cost of activity statement**

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	<b>Expenditure</b>			
3,842	Other operating expense	810	1,008	4,358
2,686	Depreciation and amortisation	752	701	2,938
1,859	Finance expense	151	268	1,114
<b>8,387</b>	<b>Operating expenditure</b>	<b>1,713</b>	<b>1,977</b>	<b>8,410</b>
	<b>Revenue</b>			
37	Fees and charges	13	10	40
87	Grants and subsidies	13	-	-
	Development and financial contributions			
858	revenue	59	26	103
<b>982</b>	<b>Operating revenue</b>	<b>85</b>	<b>36</b>	<b>143</b>
<b>7,405</b>	<b>NET OPERATING COSTS</b>	<b>1,628</b>	<b>1,941</b>	<b>8,267</b>
	<b>Capital items</b>			
758	Asset renewal	135	78	396
-	New assets upgrade	99	39	1,500
<b>758</b>	<b>Total capital items</b>	<b>234</b>	<b>117</b>	<b>1,896</b>
<b>8,163</b>	<b>NET COST OF ACTIVITY</b>	<b>1,862</b>	<b>2,058</b>	<b>10,163</b>
	<b>Funding sources</b>			
8,222	Rates	1,674	1,941	8,267
(87)	Borrowings	86	39	1,500
758	Depreciation reserve	135	78	396
(858)	Reserves & special funds	(59)	(26)	(103)
128	Unfunded depreciation	26	26	103
<b>8,163</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>1,862</b>	<b>2,058</b>	<b>10,163</b>

Net operating costs of \$1.63 million are \$313,000 favourable to budget due largely to lower than forecast spending on bore maintenance in the quarter and other timing factors.