

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

11 MAY 2017

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 JANUARY TO 31 MARCH 2017

PURPOSE OF REPORT

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the third quarter of the 2016/17 financial year for each activity published in the 2015-35 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 projects¹.
 - Appendix B provides detailed reports which present an overview of the performance for across council work programmes and performance in each of the thirteen council activities.

¹ An Additional Significant Project is a project that has a significant impact on community interests or has significant interest from a governance perspective, but has a capital expenditure budget of less than \$250,000 (although it may have a higher operational expenditure budget).

Activity overview dashboard

| Activity | | KPIs | | Projects | Capital Spend (\$000) | Operating Spend (\$000) | Income (\$000) |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------|---------------------------------|
| | | <div><div>Achieved</div><div>On target</div><div>Not on target</div></div> | <div><div>Not yet due</div><div>Not achieved</div></div> | <div><div>On target</div><div>Not on target</div><div>Complete</div></div> | <div><div>Favourable</div><div>On budget</div><div>Unfavourable</div></div> | | |
| INFRASTRUCTURE |  Coastal Management | <div><div></div></div> 100% | | <div><div></div></div> 100% | <div><div></div></div> \$590 | <div><div></div></div> \$660 | |
| |  Access & Transport | <div><div></div>20%<div></div>10%</div> <div><div></div>70%</div> | | <div><div></div>14%<div></div>71%<div></div>14%</div> | <div><div></div></div> \$4,648 | <div><div></div></div> \$8,070 | <div><div></div></div> \$8,228 |
| |  Water | <div><div></div>56%<div></div>33%<div></div>11%</div> | | <div><div></div>50%<div></div>50%</div> | <div><div></div></div> \$440 | <div><div></div></div> \$5,982 | <div><div></div></div> \$6,050 |
| |  Stormwater | <div><div></div>86%<div></div>14%</div> | | <div><div></div>25%<div></div>50%<div></div>25%</div> | <div><div></div></div> \$1,762 | <div><div></div></div> \$2,476 | <div><div></div></div> \$2,338 |
| |  Wastewater | <div><div></div>100%</div> | | <div><div></div>50%<div></div>50%</div> | <div><div></div></div> \$2,077 | <div><div></div></div> \$5,665 | <div><div></div></div> \$5,856 |
| |  Solid Waste | <div><div></div>50%<div></div>50%</div> | | <div><div></div>100%</div> | <div><div></div></div> \$363 | <div><div></div></div> \$959 | <div><div></div></div> \$408 |
| COMMUNITY SERVICES |  Recreation & Leisure | <div><div></div>25%<div></div>25%<div></div>38%<div></div>12%</div> | | <div><div>On hold</div>50%<div></div>50%</div> | <div><div></div></div> \$734 | <div><div></div></div> \$7,565 | <div><div></div></div> \$1,184 |
| |  Community Facilities & Community Support | <div><div></div>33%<div></div>67%</div> | | <div><div></div>100%</div> | <div><div></div></div> \$65 | <div><div></div></div> \$3,766 | <div><div></div></div> \$10,603 |
| |  Parks & Open Space | <div><div></div>16.5%<div></div>16.5%<div></div>67%</div> | | <div><div></div>25%<div></div>50%<div></div>25%</div> | <div><div></div></div> \$301 | <div><div></div></div> \$4,098 | <div><div></div></div> \$714 |
| |  Economic Development | <div><div></div>50%<div></div>50%</div> | | <div><div></div>100%</div> | <div><div></div></div> \$1,310 | <div><div></div></div> \$1,514 | <div><div></div></div> \$148 |
| PLANNING & REGULATORY |  Regulatory Services | <div><div></div>83%<div></div>17%</div> | | <div><div></div>100%</div> | | <div><div></div></div> \$6,422 | <div><div></div></div> \$3,111 |
| |  Districtwide Planning | <div><div></div>33%<div></div>67%</div> | | <div><div></div>100%</div> | | <div><div></div></div> \$2,205 | <div><div></div></div> \$56 |
| GOVERNANCE & TĀNGATA WHENUA |  Governance & Tāngata Whenua | <div><div></div>67%<div></div>33%</div> | | | <div><div></div></div> \$297 | <div><div></div></div> \$3,504 | <div><div></div></div> \$15,299 |
| |  Corporate | | | | <div><div></div></div> \$490 | <div><div></div></div> \$1,802 | <div><div></div></div> \$1,287 |
| | | | | | <div><div></div></div> \$13,077 | <div><div></div></div> \$54,688 | <div><div></div></div> \$55,282 |

CONSIDERATIONS

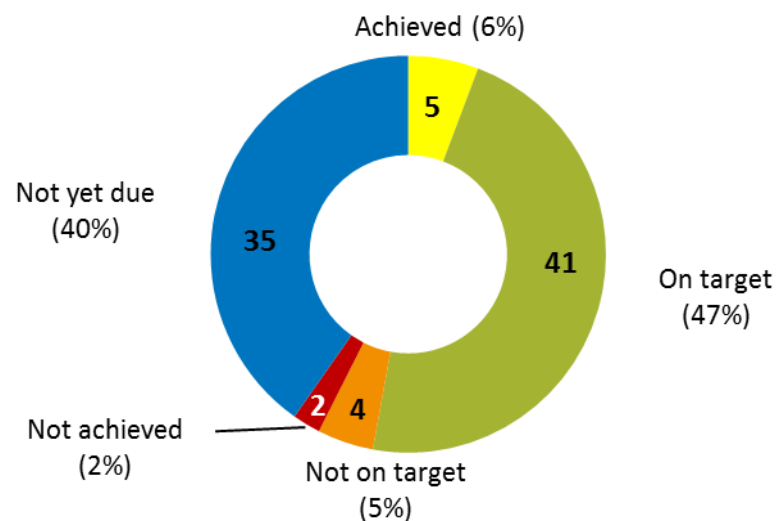
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 87 KPIs for which we have targets this year (three further KPIs are for monitoring only). Figure 1 below reports on KPI results against their targets.
- 9 KPI results are expanded on in the activity sections that follow later in this report.

Figure 1: Key Performance Indicators

as at 31 March 2017

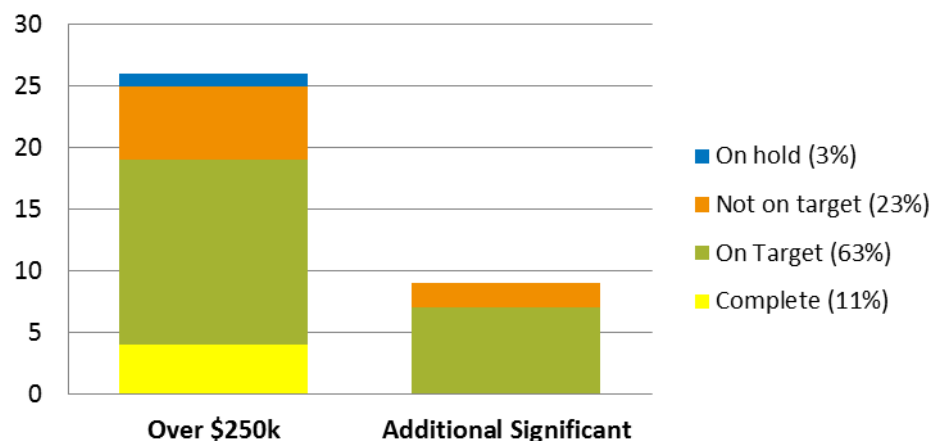


Summary of Projects

- 10 There are 35 significant projects being undertaken by Council in 2016/17. Of these, 26 are Capital Expenditure Projects with a value of \$250,000 and above and 9 are additional significant projects.
- 11 Figure 2 below provides a performance summary of these projects as at 31 March 2017.

Figure 2: Summary of Projects

as at 31 March 2017



- 12 Of the 35 projects four are complete and 22 others are on target at the end of the third quarter 2016/17. Details of progress on each project are included in the reports attached in Appendix B.
- 13 Six capital expenditure projects and two additional significant projects are not on target at the end of the third quarter. These are discussed in the relevant activity cluster sections below.

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, the Expressway Integration programme, and the Carbon and Energy Management programme. The latter is only reported on annually when audited results for the previous year are available.

Open for Business – Caring, Dynamic and Effective work programme

Culture Change programme

- 15 Progressed the culture change programme through a number of elements; defining what success looks like and how progress will be measured; identifying key challenges (arising from Regulatory case studies) and identifying and agreeing on the key focus areas (including launch of 'Let's Get Talking').

Business improvement programme

Key developments

- 16 QAS Manuals have been published for all teams in Regulatory Services bar one which will be completed within Regulatory Services.
- 17 The business improvement team have been assisting Building Control with preparedness for the IANZ audit in October 2017.
- 18 Work has started on the Customer Feedback project, identifying how feedback arrives into the organisation and where it travels.
- 19 Planning has started for a review of Long Term Plan Key Performance Indicators (KPIs) to improve how data is collected, stored and reported.
- 20 Three Corporate Business Continuity Plans have been updated and a Business Continuity Plan Policy has been prepared.

Expressway Integration work programme

Projects

- 21 Within this programme there are currently three active projects: the Stride 'n' Ride project (an Access and Transport project) the Town Centres project (an Economic Development project) and the Kapiti Road upgrade project (an Access and Transport project). The Kapiti Road Upgrade project is complete, the other two are on target.

Key developments

- 22 Completed the shared path upgrade near the airport control tower on Kapiti Road. Further shared path upgrade work on Kapiti Road, adjacent to Kapiti Landing, is due to start in April 2017.

- 23 Upgrade works on the Poplar Avenue shared paths at Leinster Avenue and between Matai Road and Glen Road were due to start in April 2017.
- 24 The Town Centres project is working towards detailed design on its priority projects.
- 25 The State Highway 1 Revocation project is at scheme design stage. There has been a strong focus on developing traffic modelling, road layout and design, and aligning it with the town centres workstream.



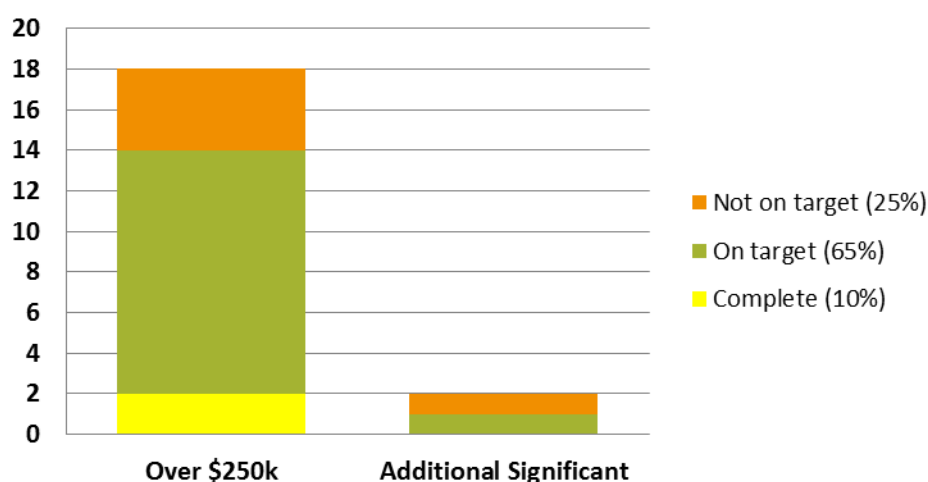
Section 3: Infrastructure

Projects

- 26 There are 20 Infrastructure projects, 18 of which are capital expenditure over \$250,000 projects and two which are additional significant projects.

Figure 4: Infrastructure Projects

as at 31 March 2017



- 27 Two of these projects are complete (the Ōtaki Stormwater pump station upgrade and the Kapiti Road/Arawhata Road intersection upgrade) and 13 are on target at the end of the third quarter.
- 28 Five projects are not on target:
- An Access and Transport project (Raumati Road Corridor upgrade) has experienced weather delays and is now expected to finish slightly later than planned, in July 2017 rather than June.
 - A Stormwater project (Waikākāriki Stream gravel extraction) is forecast to run over its original budget, the overspend will be funded from the Reactive Solutions budget.
 - Two Wastewater projects are not on target. The Ōtaki treatment plant upgrade project was initially delayed waiting for consent approval which held up commissioning of the Land Discharge Treatment Optimisation Study. The replacement Dissolved Air Flootation process unit project has been delayed by a number of factors but was thought to be still on target until the latest delays in accessing a specialist freight container to ship it

from Europe has meant that it is now expected to be installed in July 2017 rather than June.

- iv). One Water management project (River Recharge with Groundwater post-construction compliance monitoring) is an 'additional significant' project and is projected to run a little over budget by year end.

Key development highlights

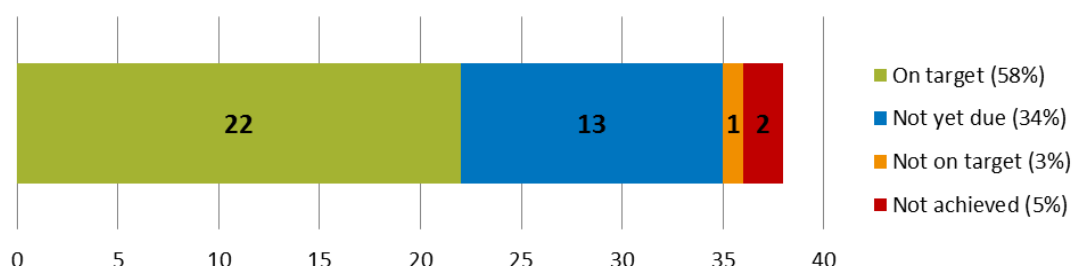
- 29 The annual road pavement reseal programme is on track with half of the programme completed and the remainder due for completion early in the fourth quarter.
- 30 Council has received approval from NZTA for additional subsidy towards the cost of emergency roading repairs as these have exceeded budget this year. M2PP have agreed a payment to Council to cover the remediation of the wear and tear on local roads due to heavy vehicles during the Expressway construction.
- 31 The Paekākāriki seawall gained Council approval to proceed with a revised scope and commenced detailed designs.
- 32 The 2016/17 clay deliveries for capping the Otaihanga landfill have been completed. A further three hectares of the landfill cap have been sown in grass this year, taking the total to around nine hectares with six hectares remaining.
- 33 The final list of re-prioritised stormwater projects was presented to Council in March 2017. The presentation included 182 projects with an estimated cost of \$256 million.
- 34 The enabling site works for the upgrade of the wastewater pumping station at Rata Road have commenced.
- 35 The 2016/17 water mains renewal programme has commenced and the first renewals package has been completed involving renewal of 19 water laterals (which connect the street mains to individual property meters) in an area of poor performance.
- 36 The 2016/17 leak detection programme has been completed in the targeted water supply zones. Initial results are being analysed and a repair schedule prepared.

Key performance indicators

- 37 In this cluster there are 40 KPIs. Two have been established for monitoring purposes only at this stage, leaving 38 KPIs with assigned targets.

Figure 5: Infrastructure KPIs

as at 31 March 2017



- 38 Thirteen KPIs are awaiting results not due until the fourth quarter.
- 39 Of the remaining 25 KPIs, 22 are on target at the end of the third quarter 2016/17.
- 40 One KPIs is not on target and two are not achieved.
- i). One Water management KPI measuring the number of complaints about the networked reticulation system is not on target. We have received 4.7 complaints per 1,000 connections in the first half of the year against a target of less than or equal to 4.7 per 1,000 for the year.
 - ii). One Access and Transport KPI is not achieved. It is the KPI measuring the number of serious injury and fatal accidents on local roads. There have been eight such accidents in the year to date against a target for the year as a whole of six.
 - iii). One Stormwater KPI is not achieved. It is the KPI measuring the number of complaints received about the performance of the district's stormwater system. Council has received 23.4 complaints per 1,000 connections against a target of less than 10 complaints per 1,000 connections. There is a significant programme of work planned in this activity to improve performance in future years.



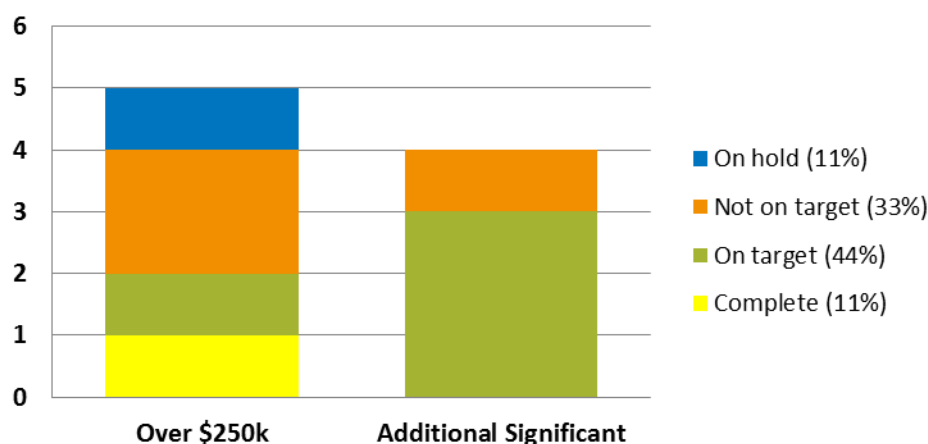
Section 4: Community Services

Projects

- 41 There are nine Community Services projects, five of which are capital expenditure over \$250,000 projects and four additional significant projects.

Figure 6: Community Services Projects

as at 31 March 2017



- 42 One project is complete (the Te Ātiawa Park court resurfacing) and five are on target at the end of the third quarter.
- 43 One project, the Waikanae Library and Mahara Gallery project, is on hold pending site decisions.
- 44 Three projects are not on target:
- i). The Ōtaki pool rebuild, is not on target because we lost time when we had to retender. Demolition started in late February and the rebuild is expected to be completed by the end of 2017.

- ii). The Youth Development Centre project is not on target as the Zeal Education Trust were unsuccessful in their initial bid for Lotteries funding.
- iii). One of the additional significant projects, the Maclean Park management and development plan project, is not on target. Costs are higher than expected as the scope of the project has expanded.

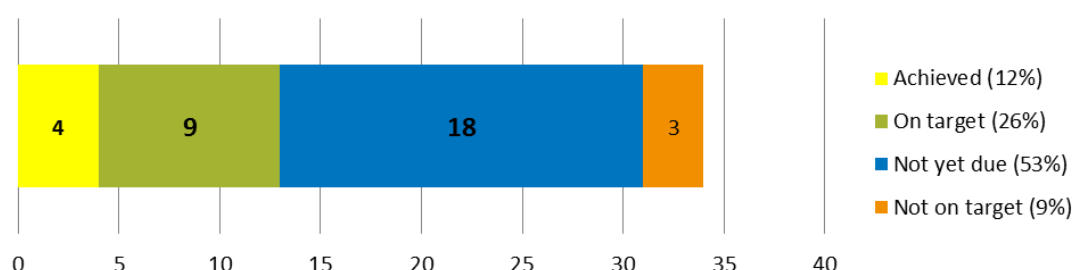
Key development highlights

- 45 A contract has been let to undertake Initial Evaluation Plans to identify any earthquake prone buildings that Council may own and provide indicative costs of remediation where necessary.
- 46 A contract has been let to undertake a districtwide condition assessment of the Council's property portfolio in order that maintenance needs can be prioritised.
- 47 Zeal Education Trust reapplied to the Lotteries Community Facilities Fund in March 2017 for a reduced amount of \$367,000 based on a reduced build scope budgeted at \$945,000. The application has been strengthened by Council increasing its contribution from \$250,000 to \$400,000.
- 48 A number of Council supported major events took place in Kāpiti including Coastella, Māoriland and Ōtaki Kite Festival. Council is undertaking some analysis to measure the economic benefits to the district.
- 49 Progress on the Maclean Park management and development plan project has been positive. Approximately 1,000 people took part in the very successful 'Maclean Park Experience' in January 2017.
- 50 Playground upgrades are underway, with Haruatai Park, Kaitawa Reserve, Aorangi Road Reserve and Tasman Road Reserve all getting improvements.
- 51 A WWI Centenary event - Ka Maumahara Tonu: Kāpiti Remembers (a student essay and film competition) was launched on the library website.
- 52 Coastlands Aquatic Centre was awarded 'Platinum' from Be.Accessible, a social change organisation providing accessibility information and assessments. The centre is the first recreation facility and the third business in the country to receive Platinum status.

Key performance indicators

- 53 In this cluster there are 34 KPIs.

Figure 7: Community Services KPIs
as at 31 March 2017



- 54 Thirteen of the 34 KPIs (38%) are either achieved or on target as at the end of the third quarter. Eighteen KPIs (53%) are awaiting results not due until the fourth quarter.
- 55 Three Recreation and Leisure KPIs are not on target:
- i). *The number of visits to the district's libraries* was below its pro rata target for the year to date. As noted previously this KPI is not expected to be achieved this year as the target was based on information from a faulty door counter.
 - ii). *Visits to swimming pools in the district* were 225,250 at the end of the third quarter, below the 2014/15 baseline year target of 235,784. This was due to both the closure of the Ōtaki Pool for the rebuild and the impact of poor summer weather on attendance figures at Waikanae Pool.
 - iii). *Learn to swim registrations* were 2,401 at the end of the third quarter, compared to the baseline target year figure of 2,438 for the same period. This was due to the Ōtaki Pool closure.



Section 5: Planning and Regulatory Services

Projects

- 56 There are no capital expenditure projects over \$250,000 in this cluster.
- 57 There are two additional significant projects, the Earthquake-prone building assessments project and the District Plan review project, and they were both on target at the end of the third quarter.

Key development highlights

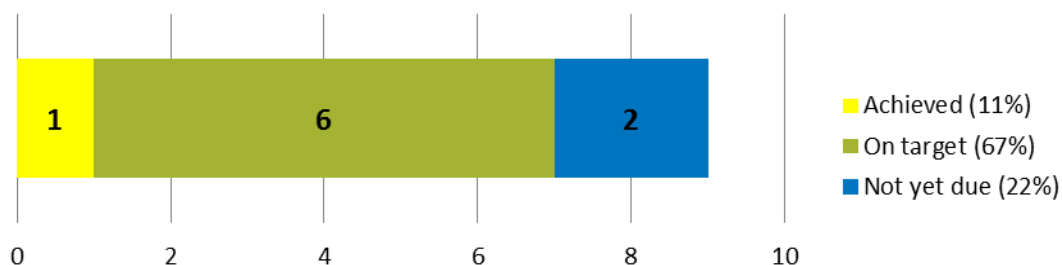
- 58 A further PDP hearing was held over one day in February. One PDP hearing required additional hearing days in April to complete. Once that is complete all twenty hearings will be complete and over 200 submitters will have been heard.
- 59 The final section 42A report was completed, bringing the total to twenty completed reports.
- 60 Work has been completed on Community Futures with the Waikanae Beach community to develop their vision. Following community feedback in February the final vision document was endorsed by the Waikanae Community Board on 14 March 2017.
- 61 The building control team has continued to receive significant growth in consents. The number of consents issued in the third quarter was 217, up 13% on the 192 issued in the same period last year. This workload continues to be challenging.
- 62 The resource consents team has seen a continuation of high numbers of consent applications in the year and have processed 34% more consents in the year to date compared with the same period last year.

Key performance indicators

63 In this cluster there are 9 KPIs.

Figure 8: Planning and Regulatory KPIs

as at 31 March 2017



64 One KPI is achieved and six are on target at the end of the third quarter. Two KPIs are awaiting results due in the fourth quarter.



Section 6: Governance and tūrangāwhenua

Projects

65 There are no significant projects in this activity.

Key development highlights

66 Council adopted the Annual Plan 2017/18 consultation document and approved the draft Waste Management and Minimisation Plan.

67 There were citizenship ceremonies on 8 February and 29 March which conferred citizenship upon 38 and 36 applicants, respectively.

68 The Council received 65 requests under the Official Information Act in the third quarter (185 for the year to date). This compares to 67 in the third quarter last year (190 for the comparative year to date).

69 A successful Waitangi Day event was co-hosted with Ngā Hapū o Ōtaki at the Ōtaki Māori Racing Club.

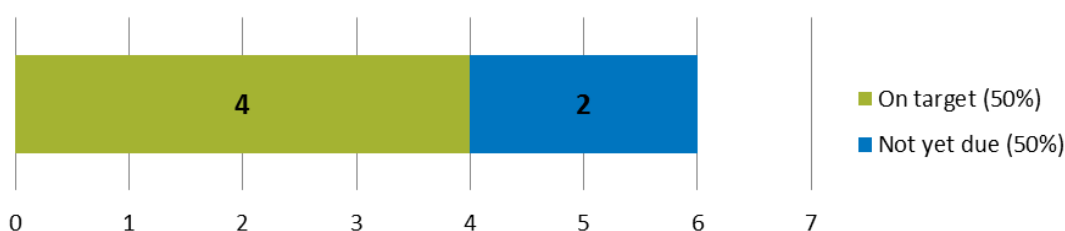
70 One of the citizenship ceremonies held this quarter (on 29 March) was held at Whakarongotai marae. This allowed elected members to be officially welcomed onto this marae early in the triennium..

Key performance indicators

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

Figure 9: Governance & Tūrangāwhenua KPIs

as at 31 March 2017



72 Four KPIs were on target as at the end of the third quarter 2016/17.

73 Two KPIs are awaiting results not due until the fourth quarter.

Legal considerations

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

Financial considerations

75 A summary of budget details for each activity (as at 31 March 2017) is provided in the activity reports attached as Appendix B to this Report SP-17-189.

SIGNIFICANCE AND ENGAGEMENT

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

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 third quarter of 2016/17 contained in the Activity Reports attached as Appendix B to this Report SP-17-189.

| | | |
|---------------------------|--------------------------------|--------------------------------|
| Report prepared by | Approved for submission | Approved for submission |
|---------------------------|--------------------------------|--------------------------------|

Terry Creighton

Sarah Stevenson

Wayne Maxwell

**Corporate
Monitoring Officer**

**Group Manager
Strategy and Planning**






**Group Manager
Corporate Services**

ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports












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

| Activity / Programme | Major Project | Status |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------|
| Expressway Integration Programme | Paraparaumu and Waikanae Town Centres ¹ (Town Centre major connectors) | LTP |
| | Cycleways, Walkways, Bridleways Implementation ² | |
| | Kapiti Road upgrade (undergrounding of power lines) ² | |
| Access and Transport  | Major connector upgrades – Nga Manu Reserve Road | |
| | Kapiti Road / Arawhata Road intersection upgrade | |
| | Raumati Road corridor upgrade | |
| | Waitohu Valley Road upgrade | AP |
| | Sealed road resurfacing | |
| | Minor improvements programme | |
| Coastal Management  | Coastal Protection Paekākāriki | LTP |
| | Marine Parade revetment | |
| Solid Waste  | Otaihanga landfill capping | |
| Stormwater Management  | Ōtaki Beach Pump Station | |
| | Waikākāriki Stream Gravel Extraction | |
| | Charnwood Grove upgrade | |
| | Reactive solutions (stormwater minor improvements) | |
| Wastewater Management  | Waikanae duplicate rising main | |
| | Wastewater treatment plant dissolved air flotation | |
| | Ōtaki WWTP consent upgrades | |
| | Paraparaumu north wastewater network reconfiguration | |

1. This is reported under the Expressway Integration programme section of the Across Council Work Programmes report, but is an Economic Development activity project.

2. This is reported under the Expressway Integration programme section of the Across Council Work Programmes report, but is an Access and transport activity project.

Appendix A: Table One (continued)

| | | | |
|----------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------|
| Water Management |  | Pipe renewals |  |
| Community facilities and support |  | Kāpiti youth development centre |  |
| Economic Development |  | Strategic land purchase |  |
| Parks and open space |  | Te Ātiawa Park netball/tennis courts rebuild |  |
| | | Redevelop Raumati Pool building ³ | Final consultation phase in 2018/19 |
| Recreation and leisure |  | Ōtaki Pool rebuild and splash pad |  |
| | | Performing arts facility (at Kāpiti college) ⁴ | Our contribution not due until 2017/18 |
| | | Waikanae Library and Mahara Gallery upgrade ⁵ |  |

3. Not included in the activity reports as project hasn't started yet. This is a 2015-35 Long term plan project
4. Not included in the activity reports as our contribution isn't due until 2017/18. This is a 2015-35 Long term plan project.
5. Included in Recreation and leisure activity report as preliminary work is underway even though the project will not start in earnest until results of Mahara Gallery fundraising are known. Currently on hold while decisions made on site location.

Project Status Key

| | | | | | |
|-------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------|---------------|
|  | Complete |  | On target |  | Not on target |
|  | Failed |  | On hold | | |

Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.
AP = This is a 2016/17 Annual Plan project.

Appendix A: Table Two - Additional Significant Projects⁶

| Activity / Programme | Project | Status |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------|
| Business Improvement | Business Continuity Planning |  |
| Access and transport  | Footpath renewal |  |
| Water Management  | RRwG – Post construction compliance monitoring |  |
| Economic Development  | Strategy for supporting economic development |  |
| Parks and open space  | Community facilities strategy |  |
| | Maclean Park |  |
| | Otaraua Park development |  |
| Districtwide Planning  | District plan review |  |
| Regulatory services  | Earthquake prone buildings assessment |  |

6. 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).

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 three 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:

- Open for Business – Caring, Dynamic and Effective (including Culture Change and Business Improvement)
- Expressway Integration, and
- Carbon and Energy Management (this programme is only reported annually when the audited results for the previous year become available).

Open for Business – Caring, Dynamic and Effective

Background

This work programme formally commenced back in August 2014 following the Council's commitment to the vision of creating a district that would be recognised as vibrant, diverse and thriving. The organisation will deliver on that vision through an open for business approach for customers that would be delivered in a caring, dynamic and effective manner.

Two main work streams were identified to focus on achieving a consistent open for business approach across the organisation: Business Improvement and Culture Change. These work streams are joined up to ensure operational functionality does not get out of step with expectations.

Culture Change work programme – Caring, Dynamic and Effective

The culture change programme – “how we do things around here” was designed to achieve better service to all council customers, internal and external.

Key developments for the 3 months to 31 March 2017

- Defining ‘what success looks like’ and how will we know that we are making progress – reviewing the implementation of actions agreed through our Caring, Dynamic and Effective (CDE) workshops; the feedback received from internal and external customers; and the findings from the regulatory case studies.
- Continuing to work towards achieving a consistent demonstrated increase in collaboration and communication across teams within the organisation which provides a more joined-up approach– CDE phase 3 staff workshops will focus on their key internal stakeholder relationships; we have a revised launch date for ‘Let’s Get Talking’.
- Identifying our key challenges.
- Identifying and agreeing on our key focus areas for the next six months.
- Regular progress reports to the Senior leadership team and the Council.



Business Improvement work programme

The focus of the Business Improvement Team is to lead process improvement across the Council. The business improvement work programme is set by the Senior Leadership Team. The emphasis is on promoting consistency by evaluating and improving internal processes and public information, and establishing a Quality Assurance System (manual, controlled documents, continuous improvements and audit).

Our goal is to ensure that we give customers the best service that can be delivered and that we help them navigate through the rule book.

For the quarter reported this has included working alongside the Regulatory Services Group, the Corporate Services Group and the Strategy and Planning Group.

The following reports key developments across these work programmes.

| Business Improvement work programme | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description | <p>The focus of the Business Improvement Team is to lead process improvement across the Council.</p> <p>With the completion of implementing a Quality Assurance System across the Regulatory Services Group the team focus now extends across the wider organisation, as well as Regulatory Services.</p> |
| Group | Office of the Chief Executive |
| Comments (latest developments/upcoming milestones/critical activities) | |
| <p><i>Developments in the third quarter:</i></p> <p><u>Regulatory Services Group – Quality Assurance Systems</u></p> <ol style="list-style-type: none"> 1. Published QAS Manuals for all teams in Regulatory Services with the exception of the QAS manual for the Environmental Standards Compliance Team, this will be progressed in May 2017 when the appointee to the new Team Leader position takes up that role. The Continuous Improvement Process is being used to record issues identified and possible solutions, and monitor where these are currently assigned and the details of the last action taken. <p><u>Regulatory Services Group – BCA Accreditation IANZ 2017 Project</u></p> <ol style="list-style-type: none"> 2. Members of the Business Improvement Team are assisting the Acting Building Control Manager with preparedness for the October 2017 audit by IANZ. <p><u>Regulatory Services Group – Customer Feedback Project</u></p> <ol style="list-style-type: none"> 3. Identified how customer feedback arrives into the organisation and where it travels. This project has a particular emphasis on Regulatory Services. <p><u>Strategy and Planning Group – Non-financial performance reporting</u></p> <ol style="list-style-type: none"> 4. Commenced planning for a review of Long Term Plan and Annual Plan KPIs to improve how KPI data is collected, stored and reported. The review has a particular focus on investigating and testing greater use of MagiQ (the Council's financial and business management system that provides the functionality to capture KPI data). <p><i>Upcoming milestones:</i></p> <p><u>Regulatory Services Group – BCA Accreditation IANZ 2017 Project</u></p> <ol style="list-style-type: none"> 5. Continue to assist with preparedness for the October 2017 audit by IANZ. <p><u>Regulatory Services Group – Customer Feedback Project</u></p> <ol style="list-style-type: none"> 6. Update Senior Leadership Team on the pathways customer feedback travels within the organisation. | |

Business Improvement work programme (continued)Strategy and Planning Group – Non-financial performance reporting

7 Start and progress review.


Risks (to programme, cost, quality, other)





1. Resourcing - regular or other work programme requirements impact on staff capacity to assist the complete their process work.

Issues (for elected member attention)

1. None to report.

Business Improvement work programme – Business Continuity Planning Project

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------|
| Description | The work focus is Business Continuity Planning. It involves working with an external consultant on a Business Continuity Planning Project led by the Group Manager, Corporate Services to: <ul style="list-style-type: none"> • refresh and/or develop our planning around our corporate business and service continuity. | | |
| Group | Office of the Chief Executive | | |
| Status | Category | Timeliness | Budget |
| | |  ✓ | - |
| Comments (latest developments/upcoming milestones/critical activities) | | | |
| <i>Developments in the third quarter:</i> <ol style="list-style-type: none"> 1. Updated three Corporate Business Continuity Plans – (1) Payroll – Finance, (2) Payroll – Human Resources, and (3) Supplier Payments. 2. Prepared a Business Continuity Plan Policy and associated Framework. <i>Upcoming milestones:</i> <ol style="list-style-type: none"> 3. Continue to refresh and/or develop Business Continuity Plans, on request from Senior Leadership Team. | | | |
| Risks (to programme, cost, quality, other) | | | |
| <ol style="list-style-type: none"> 1. Resourcing - regular work programme requirements impact on staff capacity to assist with their business continuity planning work. | | | |
| Issues (for elected member attention) | | | |
| <ol style="list-style-type: none"> 1. None to report. | | | |

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 holdBudget

\$📉 budget underspend

\$✓ on budget

\$📈 budget overspend

Expressway Integration

Expressway Integration work programme

The major purpose of the programme is to provide long term transformational change and benefits to the district by:

- Maximising the opportunities created by, and helping our communities positively respond to, the Kāpiti expressway
- Supporting and developing economic development, growth and prosperity
- Transforming our town centres to improve their public amenity and create a sense of identity and place
- Leveraging effort, resources and funding to deliver positive outcomes that support the Council's vision for *FutureKāpiti*

This programme of work includes:

- i). The development of a number of cycleways, walkways and bridleways under the NZTA/KCDC Stride 'n' Ride project.
- ii). The Paraparaumu and Waikanae Town Centres transformation programme.
- iii). Council funded works related to the SH1 revocation project, including SH1 renaming.
- iv). The Kāpiti Road upgrade project. Although this work is largely funded out of the Stride 'n' Ride and Town Centres budgets, it is a significant project in its own right and as such is reported separately here.
- v). It is expected that as progress is made on the Waikanae Library and Mahara gallery upgrade projects, these will be aligned within the Town Centres project.

Key developments in the three months to 31 March 2017

Stride 'n' Ride

- There are three separate projects on Kāpiti Road which involve cycleways/shared paths improvements. The first site near the airport control tower to Magrath Avenue is complete. For the second and third sites, agreements have been reached with Kapiti Landing businesses (Mitre 10 and Burger Fuel) to connect into existing cycleways/shared paths and physical works scheduled to begin in April 2017.
- The Raumati Road corridor upgrade project is underway. Downer NZ limited was awarded the tender and the project is currently scheduled for completion in mid-July 2017 (refer to Access and Transport project reports).
- Poplar Avenue shared paths at Leinster Avenue and between Matai Road and Glen Road have been tendered and the preferred supplier will be selected shortly. Works are expected to begin in April 2017.
- Te Moana Road and Park Avenue intersection upgrade design has progressed to tender stage.

For further detail refer to the project report below.

Kāpiti Road Upgrade

Kāpiti Road project is now complete with the final claims being processed.

For further detail refer to the project report below

Town Centres

This project is working towards developed design on its priority projects: P2- Coastlands and civic precinct connection; P3 –Upgrade of Kāpiti Lights; and P4 - Iver Trask Place and Kāpiti Primary School projects.

For further detail refer to the project report below

State Highway 1 Revocation

The NZ Transport Agency (NZTA) and the Council have developed a programme of works to manage the revocation/ handover process for the existing section of SH1 from Raumati South to Peka Peka which will be by-passed by the M2PP Expressway. The project is largely funded by NZTA.

NZTA's and Council's work to revoke SH1 to a "fit for purpose" local road is at the scheme design stage with a strong focus on developing traffic modelling, road layout and design, and aligning it with the town centres workstream. Council funded works such as landscaping, planting and street furniture etc, are being developed as part of the scheme design. Detailed design for the SH1 revocation will occur from mid to late 2017 with construction starting in early 2018.

Projects – Summary

There are three projects currently reported on under the Expressway Integration programme. Two are Access and Transport projects (Stride 'n' Ride and Kapiti Road upgrade) and one is an Economic Development project (Town Centres). All three are projects over \$250,000.

Expressway integration - Projects

as at 31 March 2017



The Kapiti Road Upgrade project is complete; the other two projects are on target.

Project reports

| 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 third quarter: | | | | | |
| <div>1. The Indicative Business Case for the three-year Stride ‘n’ Ride programme has been approved by the NZTA.</div> <div>2. Construction of the Otaihanga Road / Ratanui Road CWB crossing is complete.</div> <div>3. The Kāpiti Road shared path construction is complete between the Airport Control Tower and Magrath Avenue. Approval has been given by Kapiti Coast Airport Holdings Ltd to widen the existing footpaths between Mitre 10 Mega and Friendship Place to shared standard with construction beginning in April 2017 adjacent to Kapiti Landing.</div> <div>4. Waikanae CWB facilities have been extended either side of the new interchange at significant cost. The upgrade of the intersection of Park Avenue and Te Moana Road to improve pedestrian and cyclist safety is currently being tendered. Consultation on possible cycleway options on Park Avenue indicated equal support for improvements to the intersections and with the expressway now operational, this upgrade is important to deliver benefits to pedestrians and cyclists in the short term.</div> <div>5. The Raumati Road corridor upgrade project includes a shared path on the north side of Raumati Road between the Expressway and Weka Road. The contract began in late January and is scheduled for completion in mid-July 2017.</div> <div>6. Poplar Avenue slow zone designs have been tendered and the preferred supplier is due to be confirmed by the end of March with construction scheduled to being on stage 1 in April.</div> | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| <div>1. The key risk is maintaining on-going public support for any proposed cycleway works that recommend re-allocation of road space in favour of cycle facilities.</div> <div>2. Procurement of limited contractor resources may also become a risk over the next 6 months.</div> | | | | | |
| Issues (for elected member attention) | | | | | |
| <div>1. Managing stakeholder’s expectations of increases in individual project scope which affect overall project affordability.</div> | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 869,000 | 795,754 | 795,754 | |
| This year | 2016/17 | 1,923,862 | 1,273,556 | 1,771,336 | 200,000 ¹ |
| Next year | 2017/18 | 1,980,226 | | 1,980,226 | |
| Total | | 4,773,088 | 2,149,379 | 4,547,316 | |

1. This carry forward is due to delays in the Raumati Road Corridor project and is reported there. That project is shown as ‘Not on target’ in the Access and Transport report.

| Town Centre major connectors | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------|------------------------------|----------------------|
| 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 third quarter: | | | | | |
| 1. The Town Centres projects for this FY16/17 have been presented to Council and Community Boards. | | | | | |
| 2. As part of the Expressway programme Town Centres projects were show-cased at March Open days in Paraparaumu and Waikanae. | | | | | |
| 3. The Town Centres design team continues to work with Te Ātiawa Town Centres Working Group (TCWG) to incorporate Rohe wide principles and values into our designs. | | | | | |
| 4. Project design update meetings have been held with; the Te Ātiawa TCWG; Paraparaumu Library, Kapiti Community Centre, Ngahina Kindergarten and Kapiti Women’s centre; the NZTA SH1 Revocation team; Kapiti Primary School; Coastlands, and the Kapiti Lights working party. Also briefings have been given to Council and Community Boards. | | | | | |
| 5. Council ratified the funding and endorsed the Partnership and Funding Agreement for the Kapiti Lights Upgrade project. | | | | | |
| 6. Coordinated SH1 Revocation works aligned with Town Centres master plan priority projects. | | | | | |
| Upcoming milestones: | | | | | |
| 7. Begin construction and confirm project cost estimates on the three priority projects. | | | | | |
| 8. Progress strategic framework for a placemaking strategy with a focus on Waikanae. | | | | | |
| 9. Develop SH1 - Town Centres project designs W1 and P1, Waikanae and Paraparaumu. | | | | | |
| 10. Progress designs for “Cultural thread” projects in Waikanae. | | | | | |
| 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. Communication to commence in April regarding construction of priority projects | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 1,328,000 | 1,320,493 | 1,320,493 | |
| This year | 2016/17 | 3,145,371 ¹ | 1,631,102 | 2,622,317 | 500,000 ² |
| Total | | 4,473,371 | 2,951,595 | 3,942,810 | |

1. The carry forward of \$720,000 from Strategic Land agreed at the end of last year has been added to the 2016/17 revised budget.
2. The carry forward is required as several Town Centres projects are late starting. However, this is a three-year programme of works and it is still on schedule to complete within that time despite some juggling of timeframes within that.

Major community connector upgrades - Kapiti Road upgrade

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|------------------------|------------|
| Description | Removal of the remaining section of power poles in the footpath, widening of shared path and undergrounding of cables on Kāpiti Road between the Expressway and Rimu Road. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. Kāpiti Road project has been completed with final claims being progressed. | | | | | |
| 2. A post construction BBQ was held with residents and businesses of Kapiti Road to thank them for their patience and cooperation during the works. | | | | | |
| 3. Final defects being rectified prior to retentions release. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. None. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2016/17 | 1,309,413 ¹ | 1,182,000 | 1,305,000 | |

1. This budget comes from the Stride 'n Ride programme and the Town Centres project.

| <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 | | |

Infrastructure

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

Access and transport

Putanga me to ikiiki

Key developments for the 3 months to 31 March 2017

Three capital projects are contributing to a programme of works to integrate Kapiti Road with the M2PP Expressway. This programme of works started in late August 2016. Two of these projects are complete.

Both the Stride 'n' Ride aspects of the Kapiti Road work and the Kapiti Road upgrade work between Arawhata Road and Rimu Road (which is now complete) are described in the 'Across Council Work Programmes' report under the Expressway Integration Programme. The Kapiti Road/Arawhata Road intersection upgrade project, which is also now complete, is discussed in the project report below.

Network Maintenance

- The annual reseal programme has commenced and was 50% completed by the end of the third quarter. It is expected to be fully completed by mid April 2017, weather dependent.
- Emergency management: in recent years and again this financial year, severe weather events have led to additional expenditure in emergency management budgets. This has required Council to seek additional funding approval from the NZ Transport Agency (NZTA) for emergency works. Approval from NZTA means Council will have to fund its share (52%) of these extra works to be able to claim the subsidy. Using maintenance budgets to fund emergency works, as has been done to date, ultimately affects the maintenance programme which can lead to not meeting levels of service for the roading network and increased risk as works are postponed or re-prioritised.
- M2PP and road remediation
As a result of the Expressway construction, the quality of some local roads has been impacted by heavy vehicles over and above the expected 'wear and tear'. To remedy these effects and maintain the levels of service required for these roads, M2PP and Council have negotiated and agreed a payment by M2PP into this year's Access & Transport budget. The remediation work will be carried out as part of the annual reseals programme that is underway and subsidy from NZTA will be claimed to enable better value for money as more remediation work can be done.

Network Planning

- Council and the NZTA began developing a Network Operating Framework Plan (NOP) for Kapiti earlier this financial year. This is an agreed process that enables collaborative discussions between transport operators (Council, NZTA, and Greater Wellington Regional Council) which links the strategic intent for the transport system with operational planning decisions. The Framework considers how the network should be managed for all transport modes, by different time of day and by land-use. The Framework in Kapiti focusses on the major east-west connections in Paraparaumu and Waikanae. The latest workshop was held in March 2017 and this now completes the development of the tool. The next steps are to start to understand how to use the tool and to look at the issues being highlighted by it. Once these issues have been

investigated and understood then we can begin to develop programmes of work to address these.

- Following feedback from NZTA, further minor changes have been carried out to the strategic business case for the Kapiti Road Relief Route/East–West connections project. NZTA have verbally indicated their acceptance of the strategic case but formal acceptance is being held up by NZTA's restructure process. Approval means that the subsidised next stage can start, which is the development of either a Programme Business Case or Indicative Business Case or a combination of both.
- Transport and traffic advice was provided on 30 resource consents in this quarter.
- In conjunction with NZTA and the Mackays to Peka Peka Alliance (M2PP), staff from the Access and Transport team attended both the M2PP fit for purpose pre-opening inspection and post construction safety audit meeting.

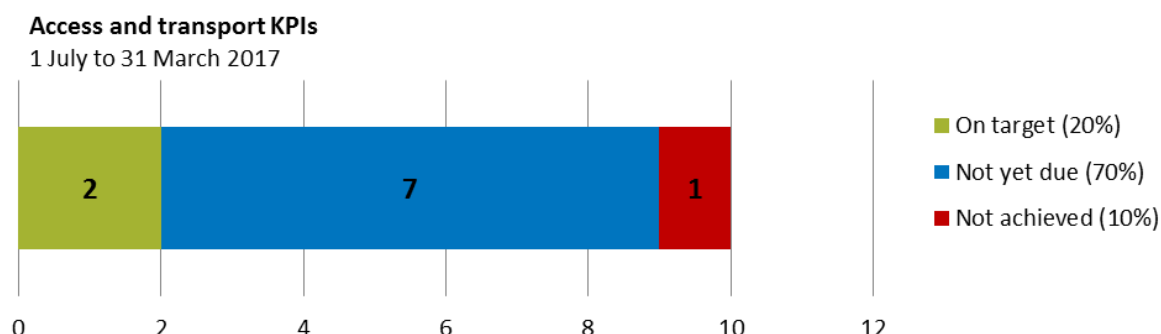
Travel planning and safety initiatives

- Recent safety education initiatives undertaken in this quarter include:
 - 'Take another look' motorcycle safety advertising signs were erected on State Highway One in Kāpiti.
 - The Shiny Side Up Bike Fest 2017 was held on 29 January at Southwards Car Museum where 2,500 Motorcyclists attended a very successful event.
 - Two Dave Moss Suspension seminars were run at the Kapiti Community Centre with a total of 28 motorcyclists attending.
 - The National Go By Bike Day was held on 8 March at the Paraparaumu Library with a breakfast for bicycle riders. Fifty cyclists of a variety of ages attended and everyone went into the draw for bicycle prizes. On the day, at the Paekākāriki end of the Te Ara o Whareroa shared path, 32 cyclists using the track were counted.
 - A Transport Forum for Older persons was held in the council chambers on 27 March with fifty older residents attending and listening to a variety of speakers on age related issues and services available in Kāpiti.
 - Radio advertising (joint action with the New Zealand Police) was undertaken on key road safety messages targeting motorcycle safety, visibility (being seen), seat belts and driver fatigue to coincide with the school holidays break.

Stride 'n Ride – This is a major Access and Transport piece of work. Key developments and a full project report can be found in the 'Across Council Work Programmes' report under the Expressway Integration programme.

Performance measures summary

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

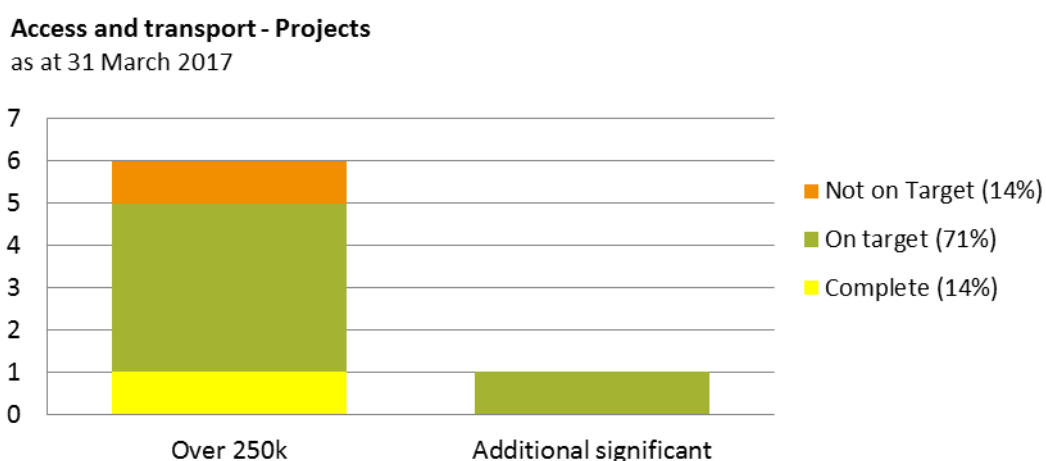


Two of the ten KPIs were on target at the end of the third quarter. Seven KPIs are not yet due. For one of these KPIs (average cost of local roading in comparison to similar sized districts) the data may not be available at the end of this year due to peer group changes made by NZTA and the delay in the development of the new data tool that delivers the data for this cost efficiency measure.

One KPI was not achieved. This KPI reports the number of serious injury and fatal crashes on the districts roads. There were eight such crashes (six serious injury and two fatal) reported in the first three quarters of this year against a target of six for the year as a whole (the target is determined by the result for the previous year). This is a DIA mandatory measure and to be achieved requires that the number of these crashes falls year-on-year.

Projects – Summary

There are seven Access and Transport projects reported on in this activity report (two others are reported in the Across Council Work Programmes report). Six are capital expenditure \$250,000 and above projects and one is an additional significant project.



One project is complete and five are on target at the end of the third quarter. The Raumati Corridor Upgrade project is not on target to complete by June 2017. The programme of work has suffered some delays and is now expected to be completed in July 2017.

Performance measures

as at 31 March 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Our transport network allows for the safe and efficient movement of people and goods | Residents that agree that the existing transport system allows easy movement around the district | 85% | Not yet due | This measure will be reported in the fourth quarter . |
| | Number of serious and fatal crashes on district roads is falling (<i>excludes SH1</i>) (DIA mandatory measure) | Less than or equal to the 6 serious injury or fatal crashes in 2015/16 | Not achieved | Eight serious injury or fatal crashed (six serious injury crashes, two fatal crashes, in the first three quarters (interim data only as final quarterly NZTA data not available at end March). (2015/16 total was 6 crashes) |
| | Residents that are satisfied with street lighting | 85% | Not yet due | This measure will be reported in the fourth quarter. |
| 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% | Not yet due | This measure will be reported in the fourth quarter. |
| | Residents that are satisfied with the condition of the road and footpath network | Roads 70% | Not yet due | This measure will be reported in the fourth quarter. |
| | | Footpaths 70% | Not yet due | This measure will be reported in the fourth quarter . |
| | Roads that meet smooth roads standards. (DIA mandatory measure) | Overall Smooth Travel Exposure (STE) is above 85% | On target (85.3%) | Is the current result – annual result to be reported in 4 th quarter |
| | Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand | Achieve | Not yet due | As a result of the introduction of the One Network Operating Framework the peer groups have changed and benchmarking for 14/15 and 15/16 is no longer relevant. The overall network cost measure (\$/lane km and \$/vkt) is not available yet in the new reporting tool. |
| | Percentage of service requests relating to roads and footpaths responded to within 24 hours of notification (DIA mandatory measure) | Roads 85% Footpaths 85% | On target | All Service Requests (100%) were received and acknowledged within 24 hours |
| | Percentage of footpaths that fall within the level of service or service standard for the condition of footpaths as set out in the activity management plan. (DIA mandatory measure) | Target footpath condition rating (percentage compliant with standards) | Not yet due | The footpath network survey was completed. A forward works programme is being developed from this survey considering available funding, lifecycle management and condition rating information. |

Project reports

Major community connector upgrades - Nga Manu Reserve Road

| | | | | | |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL17950, GL1795A | | | | |
| Description | Design and construct new access road 0.2 km from Nga Manu Access Road to the east of Smithfield link Road. Road provides part of a link for future development between north of Waikanae and the beach. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ ¹ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. The Alliance is continuing with the construction programme. | | | | | |
| 2. Road formation works are complete, with new pavement to follow. | | | | | |
| 3. The Kakariki Stream Bridge is now complete, with traffic now diverted through the new Nga Manu access road. | | | | | |
| 4. Part of Smithfield Road has been “stopped” as a result, with access removed. | | | | | |
| Upcoming milestones: | | | | | |
| 5. Road extension works to be completed late April 2017. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None identified. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. None. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 1,102,924 ¹ | 1,171,123 | 1,171,123 | |
| This year | 2016/17 | 636,247 | 484,769 | 636,247 | |
| Total | | 1,739,171 | 1,655,892 | 1,807,370 ² | |

1. The carry forward of \$432,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
2. This project is currently forecast to be nearly \$70,000 overspent over the two years which is not regarded as significant for a budget of \$1.74 million.

| | | | |
|-----------------|-------------------------------------------------|-----------------------|-----------------------|
| <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 | | |

| Local area connectors - Kapiti Road / Arawhata Road Intersection upgrade | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL1794P | | | | |
| Description | Kapiti Road / Arawhata Road Intersection upgrade treatment incorporates installation of traffic signals and improved traffic lane configuration. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in the third quarter:</i> | | | | | |
| 1. Physical works are complete, with the traffic signalled intersection fully operational. | | | | | |
| 2. A final walkover inspection has been completed. | | | | | |
| <i>Upcoming milestones</i> | | | | | |
| 3. Any identified faults will be remedied. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Community dissatisfaction associated with traffic signal treatment and the number of sets of signals along Kāpiti Road. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. On-going adjustments to traffic signal phasing will be required to accommodate the changing traffic movements prior to and following the opening of the Expressway. | | | | | |
| Current year project costs to 31 March 2016 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 166,500 | 166,500 | 166,500 | |
| This year | 2016/17 | 166,504 | 159,990 | 166,500 | |
| Total | | 333,004 | 326.490 | 333,000 | |

| <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 | | |

| Local area connectors – Raumati corridor upgrade and road reconstruction | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL1794N, 17929, 179Q1 | | | | |
| Description | Raumati Corridor Development Works including intersection improvements and provision of a shared cycle/pedestrian path. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | ▼ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. The contract to build the shared cycle path on the northern side of Raumati Road, the Raumati / Hillcrest roundabout, the traffic calming left turn movement works at Matai Road and Weka Road triangle safety improvements was awarded to Downer NZ Limited who took possession of the site in January 2017. | | | | | |
| 2. Works are well underway on the Raumati/Hillcrest intersection. | | | | | |
| Upcoming milestones | | | | | |
| 3. The roundabout will be operational in May 2017. Works on the Weka Triangle safety improvements are scheduled to begin in the April school holidays to minimize school gate disruption when term two commences. Contract completion will be slightly later than planned, (currently scheduled for July 2017) due to unforeseen delays to the programme. As a result, there will be \$200,000 of this year’s budget carried forward from Roding and \$200,000 for CWB 2017/18. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Disruptions to traffic and pedestrian movements whilst works in progress | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Kapiti College’s one-way internal road system will be operating before the roundabout is built so there will be additional traffic demands on the Raumati / Hillcrest intersection. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 235,601 | 235,601 | 235,601 | |
| This year | 2016/17 | 1,393,587 | 436,541 | 840,085 | 400,000 |
| Total | | 1,629,188 | 672,142 | 1,075,686 | 400,000 |

| Category | Timeliness | Budget |
|----------|------------------------|-----------------------|
| YELLOW | 🕒 ▲ ahead of schedule | \$🕒 budget underspend |
| GREEN | 🕒 ✓ on time | \$✓ on budget |
| ORANGE | 🕒 ▼ behind schedule | \$🕒 budget overspend |
| RED | 🕒 ✖ Project has failed | |
| BLUE | 🕒 🛑 on hold | |

| Waitohu Valley Road upgrade | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------|-----------------------|------------------------|------------|
| GL codes | GL17952 | | | | |
| Description | Waitohu Valley Road pavement widening | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in the third quarter:</i> | | | | | |
| 1. The project has been tendered to selected contractors and will be starting in April 2017. Work will be completed this financial year. | | | | | |
| <i>Upcoming milestones</i> | | | | | |
| 2. Award contract and supervision of physical works. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Community expectations exceed what can be achieved within the budget allocation. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Potential on-going operational issues for Waitohu Valley Road associated with local access to quarry and future logging. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2016/17 | 305,701 | 3,551 | 305,700 | |

| <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 | | |

| Sealed road resurfacing | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------|-----------------------|------------------------|------------|
| GL codes | GL1792B | | | | |
| Description | To complete the annual reseal programme in accordance with the NZTA requirements. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in the third quarter:</i> | | | | | |
| 1. The resealing programme has commenced and is around 50% completed. | | | | | |
| 2. M2PP has made a \$190k contribution to remedy the impacts of the Expressway construction on local roads. The work will be carried out as part of the resealing programme that is underway. | | | | | |
| 3. The additional expenditure relating to this additional revenue will show as overspend of \$350k in this particular project as subsidy (48%) will be claimed from NZTA increasing the \$190k to an estimated available (subsidised) budget of \$350k . | | | | | |
| <i>Upcoming milestones:</i> | | | | | |
| 4. Sealing will be completed by mid-April 2017, weather dependent. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. On-going sweeping of chipseal sites to be monitored. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2016/17 | 1,017,692 | 619,877 | 1,367,693 | |

| | | | |
|-----------------|-------------------------------------------------|-----------------------|------------------------|
| <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 | | |

Minor improvements programme

| | | | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| GL codes | GL1793A/1793M | | |
| Description | Minor improvements are physical works which comprise small, isolated geometric road and intersection improvements, traffic calming, lighting improvements for safety, installation of new traffic signs and road markings. This programme is undertaken every year. | | |
| Group | Infrastructure | | |
| Status | Category | Timeliness | Budget |
| | | 🕒 ✓ | \$ ✓ |

Comments (latest developments/upcoming milestones/critical activities)

Developments in the third quarter:

1. The Electronic Cycle warning signs installed at Otaihanga Rd and Mazengarb Rd intersections with the Expressway Cycleway in the second quarter were switched on when the Expressway opened in February.
2. New dropped kerbs, ramps and footpath improvements were completed at disabled car parking spaces at four locations in central Ōtaki.
3. Work has begun on a pedestrian refuge and ramps on Rimu Road, Paraparaumu, providing a safer crossing to the Pathology Laboratory. Poor weather is delaying progress but completion is expected in April 2017.

Upcoming milestones:

4. Prioritising and selecting work for the 2017/18 Minor Improvements programme.

Risks (to programme, cost, quality, other)

1. No risks to note.

Issues (for elected member attention)

1. Nothing to report.


Current year project costs to 31 March 2017

| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
|----------------|---------|----------------|-----------------------|------------------------|------------|
| | | \$ | \$ | \$ | \$ |
| This year | 2016/17 | 433,596 | 427,014 | 463,596 ¹ | |

1. Original budget for minor works was \$356,000. Additional budget has been reallocated to Minor works to ensure completion of the program. The forecast spend is \$30,000 over budget as Kapiti Airport have contributed that amount toward the Kapiti Landing roundabout.

| <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 | | |

Additional significant project

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------------|---------------------------------------------------------------------------------------|------------------------------|------------------|
| Footpath renewal | | GL code | 1793F | | |
| <i>Developments in third quarter:</i> 1. The annual footpath programme has been issued and work will commence in April 2017. 2. A long term footpath forward works programme is being developed through inventory audit, life cycle management practices, and required field validations. <i>Upcoming milestones:</i> 3. A forward works programme will be confirmed with community boards and work programmed for completion. | | Status | | | |
| | | Timeliness |  ✓ | | |
| | | Budget | \$ ✓ | | |
| | | Current year project costs to 31 March 2017 | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 223,541 | 42,525 | 223,543 | |

Access and transport – financial results to 31 March 2017

| Capital expenditure summary | | | | |
|------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
| Total projects under \$250,000 | 828 | 1,039 | 1,454 | 1,537 |
| Total projects over \$250,000 | 3,822 | 5,449 | 6,807 | 6,151 |
| Total | 4,650 | 6,488 | 8,261 | 7,688 |


| Cost of activity statement | | | | |
|-------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
| | Expenditure | | | |
| 5,054 | Other operating expense | 3,359 | 3,587 | 4,896 |
| 4,918 | Depreciation and amortisation | 3,790 | 3,841 | 5,121 |
| 1,408 | Finance expense | 921 | 1,220 | 1,627 |
| 11,380 | Operating expenditure | 8,070 | 8,648 | 11,644 |
| | Revenue | | | |
| 24 | Fees and charges | 54 | 47 | 62 |
| 3,246 | Grants and subsidies | 2,884 | 3,456 | 4,532 |
| 397 | Development and financial contributions revenue | 300 | 151 | 201 |
| 251 | Other operating revenue | 513 | 199 | 266 |
| 3,918 | Operating revenue | 3,751 | 3,853 | 5,061 |
| 7,462 | NET OPERATING COSTS | 4,319 | 4,795 | 6,583 |
| | Capital items | | | |
| 2,033 | Asset renewal | 1,231 | 1,743 | 2,068 |
| 3,897 | New assets upgrade | 3,417 | 4,746 | 6,194 |
| 5,930 | Total capital items | 4,648 | 6,489 | 8,262 |
| 13,392 | NET COST OF ACTIVITY | 8,967 | 11,284 | 14,845 |
| | | | | |
| 5,195 | Rates | 3,590 | 4,475 | 5,940 |
| 3,406 | Borrowings | 2,345 | 3,129 | 4,255 |
| 2,033 | Depreciation reserve | 1,231 | 1,743 | 2,068 |
| (382) | Reserves & special funds | (286) | (151) | (201) |
| 3,140 | Unfunded depreciation | 2,087 | 2,088 | 2,783 |
| 13,392 | TOTAL SOURCES OF FUNDS | 8,967 | 11,284 | 14,845 |

Capital expenditure of \$4.65 million is \$1.84m underspent. Due to the weather there was a delay with the annual resurfacing program. Parts of the Stride 'n Ride program have also been rescheduled to best align with the Town centres program for the last quarter.

A carryover of \$400,000 has been identified for delivery of the Raumati Road project.

Coastal management

Whakahaere takutai



Key developments for the 3 months to 31 March 2017

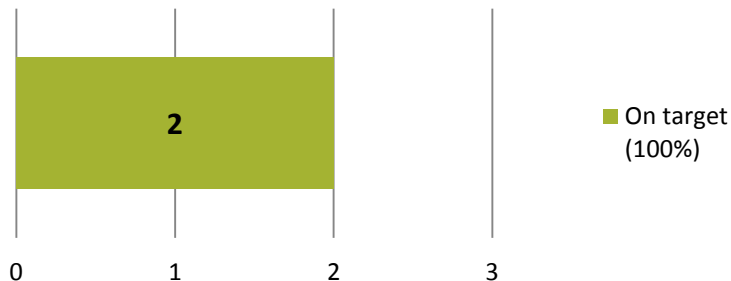
- Paekākāriki Seawall: gained Council approval to proceed with a revised project scope and commenced detailed designs.
- Continued replacing the assets damaged by the July 2016 and January/February 2017 storm events.
- Commenced compiling projects for the next long term plan based on the Coastal Assets condition assessment (766 assets).

Performance measures summary

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

Coastal management KPIs

1 July to 31 March 2017



Both KPIs were on target as at the end of the third quarter.

Projects – Summary

There are two standard Coastal management projects, both are over \$250,000 and both are on target. Although there have been delays with the start of the Paekākāriki seawall project it is still expected to be completed within the original project timeframe.

There is also an emergency storm damage repair project reported on in this report but it is an emergency response project with no initial budget, not a planned project. It is not included in the chart below or in the summary project statistics reported across all activities in the cover report to Operations and Finance.

Coastal management - Projects

as at 31 March 2017




Performance measures

as at 31 March 2017

| 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 (93%) | In the year to date there were 84 requests (37 in Q3). Of those 84 requests 29 were urgent. 27 of the 29 urgent requests (93%) were responded to within 48 hours. 2 requests were responded to within 72 hours. |
| 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. |

Project reports

| Coastal protection Paekākāriki | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL18775 | | | | |
| Description | Options and design for the replacement of the seawall along The Parade, Paekākāriki. Stage Two consultation and consenting: section of seawall from north of the Sand Track to balance of seawall with no rock protection. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | |  ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in the third quarter were:</i> | | | | | |
| <div>1. Finalised the revised project scope as the budget is not sufficient to complete the original project scope.</div> <div>2. Updated SLT and Council on the current project status and gain approval to proceed with the revised project scope.</div> <div>3. Commencement of detailed designs.</div> | | | | | |
| <i>Upcoming milestones:</i> | | | | | |
| <div>4. Lodgement of Building Consent application – early August 2017</div> <div>5. Physical works tender – early September</div> <div>6. Physical works Contract Award - end of October 2017.</div> <div>7. Construction on site – December 2017 to June 2019.</div> | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| <div>1. Challenge of identifying a suitably experienced and skilled physical works contractor and sourcing rock (large volume) in the light of other major construction works happening in the Wellington Region.</div> <div>2. PVC sheet piling proposed may not be suitable for coastal environment and extreme storm events.</div> | | | | | |
| Issues (for elected member attention) | | | | | |
| <div>1. Safety in design aspect may require additional safety elements (example: hand rail) to be incorporated in the design. These elements can affect the cost and the serviceability.</div> | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 1,249,996 | 340,630 | 449,997 | 800,000 |
| Next year | 2017/18 | 6,000,000 | | 6,800,000 | |
| Final year | 2018/19 | 3,422,327 | | 3,422,327 | |
| Total | | 10,672,323 | 340,630 | 10,672,324 | |

| Marine Parade revetment | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL1877D | | | | |
| Description | The rock revetment at Paraparaumu beach which has been built under emergency works provisions is currently resulting in some `end` effects causing erosion at the southern end. This project is to identify the most appropriate option for mitigating the end effect while providing protection to the Marine Parade, Paraparaumu. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in the third quarter were:</i> | | | | | |
| 1. Presented the design options together with cost estimates to Council in March 2017. | | | | | |
| 2. Decided to implement the option of “strengthening the existing block wall” in this financial year | | | | | |
| 3. Prepared a Resource Consent application to lodge with GWRC and completed a pre consent application meeting with GWRC. | | | | | |
| 4. Regarding “Old Coach Route”, received legal advice which suggests Council gain some interest in the land (example: easement). | | | | | |
| <i>Upcoming milestones:</i> | | | | | |
| 5. Lodgement of Resource Consent application with GWRC – mid April 2017 | | | | | |
| 6. Selection of a physical works contractor to complete Item 2 above – end April 2017 | | | | | |
| 7. Construction completion – end June 2017 | | | | | |
| 8. Requesting funds to implement a more permanent solution through the LTP process – September/October 2017 | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Resource Consent may not be granted / be notified due to the matters associated with Old Coach Road. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Organising resources (physical works contractors) may be an issue due to the other major work happening in the wellington region. | | | | | |
| 2. Budget may not be sufficient as the recently closed tenders shows that physical works contractors have increased the prices due to increased demand, but limited number of contractors. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 254,994 | 26,196 | 254,994 | |

| Category | Timeliness | Budget |
|----------|-----------------------|-----------------------|
| YELLOW | 🕒 ▲ ahead of schedule | \$🕒 budget underspend |
| GREEN | 🕒 ✓ on time | \$✓ on budget |
| ORANGE | 🕒 ▼ behind schedule | \$🕒 budget overspend |
| RED | 🕒 🛑 on hold | |
| BLUE | | |

Repairs / Replacements of Coastal Assets damaged by July 2016 Storm - Additional significant project

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL18764076 | | | | |
| Description | A storm event occurred in the Wellington Region (1 in 30 year event) on the 23/24 July 2016 causing significant damage to the Kapiti coastline. This project is to carry out the repairs and replacements of the council-owned assets damaged by the storm. Project also covers repairs carried out to fix the damages caused by subsequent storm events (in January and February 2017) | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | This is not a standard planned project. It is an emergency response project to deal with the impact of a significant weather event. | | | | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter were: | | | | | |
| <div>1. Carrying out repairs to seawalls at following locations which were damaged by January and February storm events.<ul style="list-style-type: none">Paekakariki SeawallRaumati SeawallSeawall at Tainui StreetTemporary block wall between 45 to 71 Wharemauku Road</div> <div>2. Completed detailed investigations on the repair needs for the stormwater outlets at Manly Street (damaged in February).</div> <div>3. Presented the current status of the project to Council to resolve the funding issues as there is no budget allocated for this emergency project.</div> | | | | | |
| Upcoming milestones: | | | | | |
| <div>4. Replacing the seawall at 18, 21-24 Arawa street (washed away in July 2016 and the original plan was to re build in March 2017) – by end May 2017.</div> <div>5. Preparation of cost estimates for Manly Street outlet repairs and engagement of a contractor – by June 2017.</div> <div>6. Replacement of rock which was used from the Council’s depot for the emergency repairs – by June 2017.</div> | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| <div>1. None at this stage.</div> | | | | | |
| Issues (for elected member attention) | | | | | |
| <div>1. This project was implemented with no budget allocation. More storm events occurring in the future (If any) will create more repair works.</div> <div>2. Further work needs to be carried out to identify Opex/Capex works.</div> | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | - | 324,834 | 425,000 ¹ | |

1. The forecast costs is comprised of \$350,000 of capital works as previously discussed with Council and \$75,000 of opex.

Coastal management – financial results to 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projections 2016/17 (\$'000) |
|--------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------|
| Total projects under \$250,000 | - | 90 | 130 | 170 |
| Total projects over \$250,000 | 590 | 442 | 1,505 | 1,115 |
| Total | 590 | 532 | 1,635 | 1,285 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|-------------------------------------|-------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| | Expenditure | | | |
| 341 | Other operating expense | 255 | 253 | 340 |
| 490 | Depreciation and amortisation | 280 | 322 | 430 |
| 187 | Finance expense | 125 | 173 | 231 |
| 1,018 | Operating expenditure | 660 | 748 | 1,001 |
| 1,018 | NET OPERATING COSTS | 660 | 748 | 1,001 |
| | Capital items | - | | |
| 371 | Asset renewal | 590 | 513 | 1,609 |
| 127 | New assets upgrade | - | 19 | 26 |
| 498 | Total capital items | 590 | 532 | 1,635 |
| 1,516 | NET COST OF ACTIVITY | 1,250 | 1,280 | 2,636 |
| 825 | Rates | 533 | 620 | 830 |
| 127 | Borrowings | - | 19 | 26 |
| 371 | Depreciation reserve | 589 | 513 | 1,609 |
| 193 | Unfunded depreciation | 128 | 128 | 171 |
| 1,516 | TOTAL SOURCES OF FUNDS | 1,250 | 1,280 | 2,636 |

Solid waste

Para ūtonga

Key developments for the 3 months to 31 March 2017

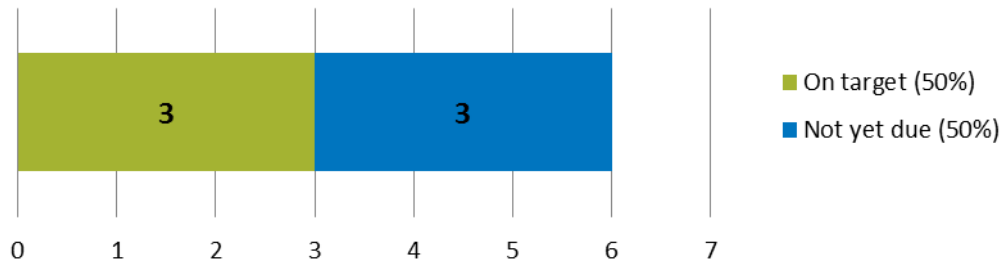
- The 2016/17 clay deliveries for the final capping of the Otaihanga landfill have been completed, with the planned 24,000 cubic metres for the year delivered. Peat has been spread over clay capped areas with a further three hectares of grass sown. This brings the total capped and grassed to date to around nine hectares, with a further six hectares remaining.
- The 2016/17 Waste Levy Grants for Innovation and Business project were allocated by the Grants Allocation Committee meeting in March 2017. The \$50,000 available for Innovation and Business projects was fully allocated.
- The formulation of the draft 2017-2023 Regional Waste Minimisation and Management Plan continued, with the document adopted for public consultation.
- A range of waste education and waste minimisation activities were conducted, including the Zero Waste Education Programme being delivered to 194 year one to six students at Paraparaumu School in March 2017.
- Waste minimisation at the Waitangi Day event co-organised by Council achieved 70% diversion of event waste from landfill this year, which is the best result in five years.
- The national Love Food Hate Waste programme continued with an information stall at the Ōtaki Kite Festival in March 2017, and an in-house “Love Food Hate Waste Week” in February/March 2017.

Performance measures summary

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

Solid waste KPIs

1 July to 31 March 2016



Three KPIs were on target at the end of the third quarter and three were not yet due.

Projects – Summary

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

Performance measures

as at 31 March 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Otaihanga, Ōtaki and Waikanae facilities are open seven days a week and we licence kerbside collection services for our urban areas | Disposal facilities are open 357 days | 357 days per year | On target | Otaihanga facility was closed for 30 minutes one day in the second quarter due to an accident on site involving a contractor's employee. |
| | Licensed collectors are compliant with licence requirements | Achieve | On target | |
| | Residents who are satisfied with the standard of kerbside collections | 85% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 92%) |
| We remove illegally dumped waste | Illegally dumped waste is removed within two working days | 85% | On target | 188 of 217 service requests (87%) were responded to within two working days in the year to date. |
| 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 | This measure will be reported in the fourth quarter. (2015/16 result was 81%) |
| | Waste minimisation community projects are successfully implemented | 80% | Not yet due | Will be measured at the end of the fourth quarter. |

Project reports

| Otaihanga landfill capping | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL18049 | | | | |
| 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) | | | | | |
| <i>Developments in the third quarter:</i> | | | | | |
| 1. 24,000 cubic metres of clay has been delivered for the 2016/17 year. Spreading of peat and grass seeding of completed cap areas continues. | | | | | |
| <i>Upcoming milestones:</i> | | | | | |
| 2. No milestones to report in the remainder of 2016/17. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Key risk is not securing the remaining clay volumes required from a local source. Increased costs may be incurred if this clay has to be sourced from other quarries or from outside the district. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. No issues to report | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 510,000 | 362,441 | 510,000 | |

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

Solid waste – financial results to 31 December**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) |
|--------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|------------------------------------------------------|
| Total projects under \$250,000 | 1 | 9 | 12 | 12 |
| Total projects over \$250,000 | 362 | 382 | 510 | 510 |
| Total | 363 | 391 | 522 | 522 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|-------------------------------------|-------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| | Expenditure | | | |
| 601 | Other operating expense | 528 | 567 | 755 |
| 404 | Depreciation and amortisation | 315 | 248 | 331 |
| 173 | Finance expense | 116 | 139 | 186 |
| 1,178 | Operating expenditure | 959 | 954 | 1,272 |
| | Revenue | | | |
| 509 | Fees and charges | 422 | 403 | 538 |
| 509 | Operating revenue | 422 | 403 | 538 |
| 669 | NET OPERATING COSTS | 537 | 551 | 734 |
| | Capital items | | | |
| - | Asset renewal | 363 | 392 | 522 |
| - | Total capital items | 363 | 392 | 522 |
| 669 | NET COST OF ACTIVITY | 900 | 943 | 1,256 |
| 647 | Rates | 588 | 551 | 734 |
| - | Depreciation reserve | 363 | 392 | 522 |
| 22 | Movement in other reserves | (51) | - | - |
| 669 | TOTAL SOURCES OF FUNDS | 900 | 943 | 1,256 |

Stormwater

Whakahaere wai araha

Key developments for the 3 months to 31 March 2017

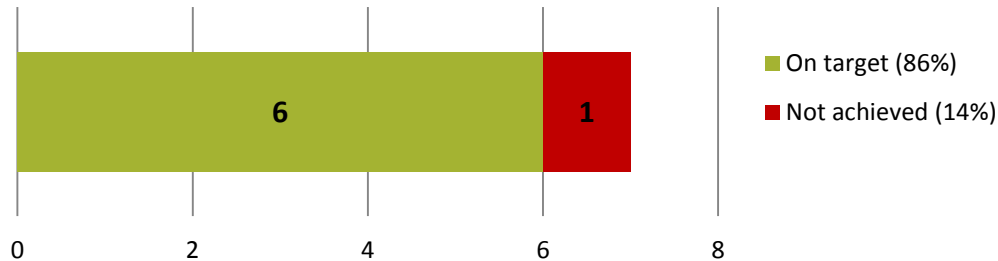
- Presented the findings, list of projects with their ranking, cost estimates and proposed programme options of the “re prioritisation of stormwater capital works “ project to the Council in March 2017. Presentation included 182 projects at an estimated cost of \$256 million. Detailed investigations of additional projects are to be completed to cover the flooding complaints received during the period from January to March 2017.
- Physical works for the Ōtaki Stormwater pump station upgrade are now complete.
- Responded to 189 service requests related to stormwater and flooding in the third quarter 2016/17, up from 168 for the same quarter last year.
- Gained Resource Consent from Greater Wellington Regional Council (GWRC) to carry out vegetation cleaning and sediment extraction from Mazengarb stream (Area 1 and Area 2).
- Cleaned 6.1 kms of open drains and streams in the district.
- Lodged a resource consent with GWRC to carry out sediment extraction in tributaries of Wharemauku stream. If the consent is issued in time that work will be done in the current financial year. If not then the work will be started early in 2017/18.
- Under the emergency work, removed gravel from Mangaone stream to protect properties and road from flooding.

Performance measures summary

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

Stormwater KPIs

1 July to 31 March 2017



Six of the seven KPIs (86%) were on target at the end of the third quarter.

One KPI was not achieved:

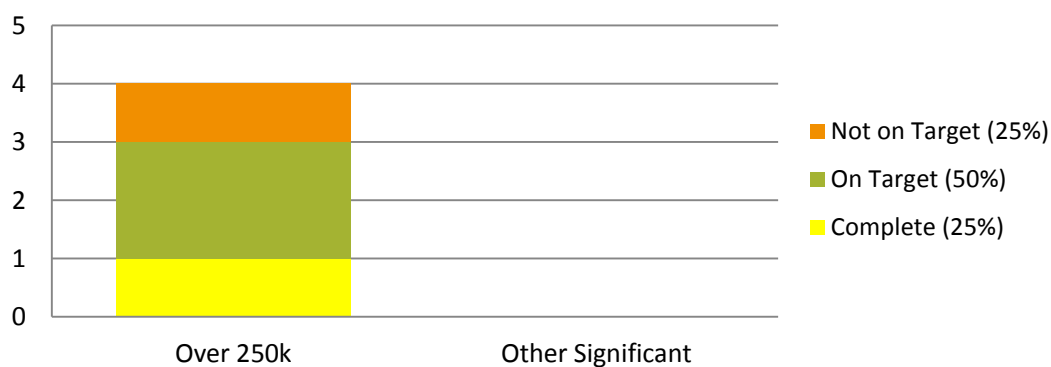
- *The number of complaints about the performance of the stormwater system* has a target of 10 complaints per 1,000 connections for the year. We have received 513 complaints in the year to date, which is 23.4 complaints per 1,000 connections (where complaints are measured by service requests in regard to flooding issues). There is a significant programme of work underway in this activity following on from the re-prioritisation of the stormwater work programme which is intended to improve performance in this area in future years.

Projects – Summary

There are four stormwater projects. All are capital expenditure \$250,000 and above projects.

Stormwater - Projects

as at 31 March 2017



One project is practically complete (the Ōtaki Stormwater Pump Station upgrade) and two projects are on target at the end of the third quarter.

One project, the Waikākāriki Stream Gravel Extraction project, was not on target at the end of the third quarter. It is forecast to run over initial budgets (*the project was completed in April*).

Performance measures



as at 31 March 2017

| 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) | To date, there are 576 service requests and out of them 513 were related to flooding (147 in Q1, 209 in Q2 and 157 in Q3). Among the 513 flooding requests received, 247 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 266 non-urgent requests in the year to date. |
| | Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks | 90% | On target (100%) | There were 14 building related requests (1 dwelling, 1 workshop and 12 garages) and all of them were visited within 4 weeks. |
| | Number of complaints received about the performance of the district's stormwater system <i>(DIA mandatory measure)</i> | Less than 10 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i> | Not achieved (23.4 complaints per 1,000 connections) | Of the 576 requests to date, 513 can be regarded as complaints (= 23.4 per 1,000 connections) |
| | 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 | Four projects had work carried out in this category in the year to date. Two of them are now completed and have been implemented to the accepted standards. (Ōtaki Pump Station upgrade and Wharemauku Stream works). |
| | 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 (0.05 per 1,000) | Flooding reported for 14 buildings to date. Only one was a habitable floor, one was a workshop and 12 were garages. (= 0.045 per 1,000 connections) |

SP-17-189 Appendix B – Activity report to 31 March 2017



| 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"> a) abatement notices; b) infringement notices; c) enforcement orders; and d) successful prosecutions, received by the council in relation those resource consents. <p><i>(DIA mandatory measure)</i></p> | None | On target (none) | <p>No non-compliance with council's resource consents for discharge from its stormwater system.</p> <p>Received GWRC Compliance Report in Q2 for the year 2015/16 which confirmed we were compliant with all our resource consents for last year.</p> |

Project reports

| Ōtaki Beach pump station upgrade | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------|------------------|
| GL codes | GL58133 | | | | |
| Description | Major upgrade to Ōtaki Beach stormwater system with the construction of a replacement pump station and upgraded gravity system. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | |  ✓ | | \$  | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in third quarter:</i> | | | | | |
| 1. Issued the Practical Completion Certificated to the physical works contractor, 9 January 2017. | | | | | |
| 2. Assets handed over to the Council’s Operation team. | | | | | |
| 3. Completed a pre- operational health and safety audit. | | | | | |
| 4. Installed signs and fenced the dune discharge area. | | | | | |
| 5. Completed survey related to the sub division at 37 Moana Street (where the pump station is located) and gained internal certification. | | | | | |
| <i>Remaining tasks:</i> | | | | | |
| 6. Lodgement of the title plan for 37 Moana Street with Land Information New Zealand (LINZ) by end of June 2017. | | | | | |
| 7. Planting in the dune area is to be undertaken in 2017/18 financial year (aligned with the planting season). | | | | | |
| 8. Issue of Defects Liability Certificate to the physical works contractor – December 2017 | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None at this stage. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Initial budget was insufficient to complete the project. Council approved up to an additional \$401,000 to complete the project, to be drawn from the reactive solutions budget. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 3,073,799 ¹ | 3,152,937 | 3,152,937 | |
| This year | 2016/17 | 527,000 | 777,451 | 807,451 | |
| Total | | 3,600,799 | 3,930,387 | 3,960,387 | |

1. The carry forward of \$527,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
2. Council approved the allocation of additional budget of up to \$401,000 to this project (from the Reactive Solutions budget) to complete this work.

Waikākāriki Stream gravel extraction

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------|
| GL codes | GL18412 | | | |
| Description | Required flood protection and associated gravel extraction works on the Waikākāriki Stream located on the site of the existing “1906 building” State Highway 1, Paekākāriki. | | | |
| Group | Infrastructure | | | |
| Status | Category | Timeliness | Budget | |
| | |  ✓ |  | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | |
| <i>Developments in the third quarter:</i> | | | | |
| 1. Planting and restoration plan was approved by GWRC. | | | | |
| 2. Building consent application for the retaining wall and the bridge gained Council approval. | | | | |
| 3. Construction on site is substantially completed. | | | | |
| <i>Upcoming milestones are:</i> | | | | |
| 4. Procurement of light vehicle bridge and construction on site – early April 2017. | | | | |
| 5. Construction completion on site – end of April 2017 | | | | |
| 6. Planting as per the Resource Consent conditions – 2017/18 financial year | | | | |
| Risks (to programme, cost, quality, other) | | | | |
| 1. Land owner’s nominated representative’s expectation on reinstatement of the construction site may create an issue. | | | | |
| Issues (for elected member attention) | | | | |
| 1. Initial budget was insufficient and the shortfall is to be provided from the reactive solutions budget (up to \$100,000) and cost recovery from New Zealand Transport Agency (\$70,000). | | | | |
| Current year project costs to 31 March 2017 | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ |
| Last year | 2015/16 | 101,000 ¹ | 105,305 | 105,305 |
| This year | 2016/17 | 298,999 | 218,619 | 439,516 |
| Total | | 399,999 | 133,925 | 544,821 |

1. The carry forward of \$299,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
2. The forecast project cost for 2016/17 is now \$140,517 higher than initially expected – this will be funded from the Stormwater Reactive Solutions budget and cost recovery from NZTA.

| <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 | | |

| Charnwood Grove stormwater upgrade | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL481C1 | | | | |
| Description | Major upgrade to stormwater system at Charnwood Grove and Nimmo Avenue with the construction of a pump station and upgrade of five existing stormwater outfalls and installation of a new stormwater outfall that traverses the proposed foot print of the Jim Cooke Park stop bank. (The stop bank is planned to be constructed by Greater Wellington Regional Council in the current financial year). | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. Formalising the cost sharing arrangement with GWRC on installing the stormwater outlets under the proposed stop bank and monitoring the work progress. | | | | | |
| 2. Updating the interested residents in the community affected by this project, on the changes in the scope and the implementation programme. | | | | | |
| 3. Designing interim solutions for the critical locations. | | | | | |
| Upcoming milestones: | | | | | |
| 4. Installing stormwater outlet pipes under the proposed stop bank completed – end June 2017 | | | | | |
| 5. Implementation of the interim solutions designed for the critical locations. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Council is not involved with the management of the GWRC contract listed under Item 4 above and there is a risk that Council may be asked to pay towards any increased costs to cover variations associated with the main GWRC contract. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. None at this stage | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 100,000 | 83,218 | 83,218 | |
| This year | 2016/17 | 459,000 | 121,852 | 458,998 | |
| Total | | 559,002 | 205,070 | 542,216 | |

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

| Reactive solutions (stormwater minor improvements) | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|------------------------|------------|
| GL codes | GL18415 and GL3817D | | | | |
| Description | Detailed investigations of 140 projects (in 34 catchments district wide), design and construction of selected minor improvement works. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. Detailed investigations of 182 projects completed. | | | | | |
| 2. Completed preparation of a prioritised work programme to replace the current Long term plan programme and presented to Council through the Annual plan process. | | | | | |
| 3. Commenced construction of minor capital works in 11 locations. | | | | | |
| 4. Completed designs for the Hookway Grove stormwater extension project. | | | | | |
| 5. Held a pre consent meeting with GWRC and Department of Conservation (DOC) for the Kena Kena project. | | | | | |
| 6. Identified an additional 39 projects to be investigated (to cover the flooding complaints received during the period from January to March 2017). | | | | | |
| Upcoming milestones: | | | | | |
| 7. Selection of a physical works Contractor for Hookway Grove project and commence construction – mid May 2017. | | | | | |
| 8. Completion of concept designs for the Kena Kena project – end June 2017. | | | | | |
| 9. Completion of minor capital works , 11 locations contract – end June 2017. | | | | | |
| 10. Completion of detailed investigations of the additional 39 projects – end June 2017. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Used/ allocated, funds from this budget to cover the budget deficit for the Ōtaki stormwater upgrade project and Waikākāriki stream project. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2016/17 | 1,479,000 | 550,927 | 1,094,441 | |

1. The Reactive Solutions forecast project cost has been adjusted to a lower cap to allow for the re-allocation of funds to the Ōtaki stormwater upgrade project and to the Waikākāriki Stream gravel extraction project.

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

Stormwater – financial results to 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
|--------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| Total projects under \$250,000 | 172 | 181 | 302 | 265 |
| Total projects over \$250,000 | 1,590 | 2,034 | 2,560 | 2,596 |
| Total | 1,762 | 2,215 | 2,862 | 2,861 |


Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|-------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| | Expenditure | | | |
| 1,169 | Other operating expense | 1,127 | 1,024 | 1,362 |
| 1,095 | Depreciation and amortisation | 795 | 872 | 1,163 |
| 841 | Finance expense | 554 | 768 | 1,024 |
| 3,105 | Operating expenditure | 2,476 | 2,664 | 3,549 |
| | Revenue | | | |
| 48 | Fees and charges | 32 | 50 | 66 |
| 129 | Development and financial contributions revenue | 96 | 39 | 52 |
| 177 | Operating revenue | 128 | 89 | 118 |
| 2,928 | NET OPERATING COSTS | 2,348 | 2,575 | 3,431 |
| | Capital Items | | | |
| 189 | Asset renewal | 150 | 587 | 758 |
| 3,840 | New assets upgrade | 1,612 | 1,629 | 2,104 |
| 4,029 | Total capital items | 1,762 | 2,216 | 2,862 |
| 6,957 | NET COST OF ACTIVITY | 4,110 | 4,791 | 6,293 |
| 3,057 | Rates | 2,444 | 2,614 | 3,483 |
| 3,840 | Borrowings | 1,612 | 1,629 | 2,104 |
| 189 | Depreciation reserve | 150 | 587 | 758 |
| (129) | Reserves & special funds | (96) | (39) | (52) |
| 6,957 | TOTAL SOURCES OF FUNDS | 4,110 | 4,791 | 6,293 |

Capital expenditure is \$454,000 underspent due to delays with the Waikākāriki Stream gravel extraction and a change in timing for the completion of Charnwood Grove.

Wastewater management

Whakahaere wai



Key developments for the 3 months to 31 March 2017

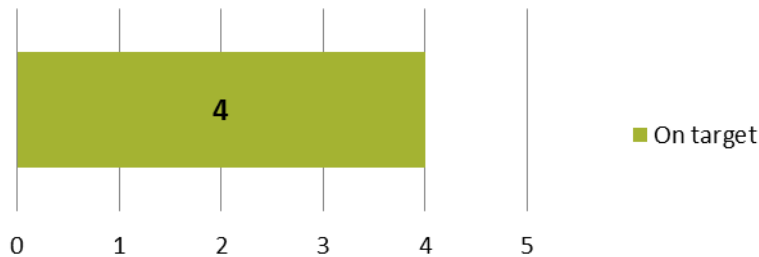
- The orders for the control building and electrical equipment for the upgrading of the wastewater pumping station located at Rata Road have been placed with manufacturers and the enabling site works have commenced.
- The manufacture of the dissolved air flotation (DAF) package plant for the Paraparaumu Wastewater Treatment Plant has been completed in Austria and shipping arrangements are being finalised. The ancillary works contract was finalised for tendering and construction in preparation for the arrival of the DAF. The completion of the DAF is now programmed for July 2017.

Performance measures summary

There are five key performance indicators (KPIs) in the wastewater management activity. All five of the KPIs are mandatory measures but only four of these have prescribed targets. The fifth is being monitored against the baseline established in 2015/16 to assess performance over time.

Wastewater KPIs

1 July to 31 March 2017



All four KPIs with prescribed targets were on target at the end of the third quarter.

Projects – Summary

There are four wastewater management projects, all are Capital Expenditure \$250,000 and above projects.

Wastewater - Projects

as at 31 March 2017



Two of the four projects are on target at the end of the third quarter..

Two projects are not on target:


- i). The Ōtaki Wastewater treatment plant consent upgrade project is not on target due to delays in issuing the consent which delayed commissioning of the Land Discharge Treatment Area optimisation study.
- ii). The replacement of the Dissolved Air Floatation process unit has been delayed. Tender negotiations delayed the award of the contract to December 2016. Certification of pressure vessels, and then availability of specialist freighting containers has meant the shipping of the completed DAF unit has been delayed. The delivery of the package plant from overseas and its installation is now programmed for July 2017

Performance measures


as at 31 March 2017

| 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 (24 minutes) | Median attendance time was 24 minutes, for 101 blockages or faults attended in the first three quarters. |
| | Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i> | Less than or equal to 5 hours | On target (2 hours and 8 minutes) | Median resolution time was 2 hours and 8 minutes for 101 blockages or faults resolved in the first three quarters. |
| | 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> | Monitor against 2015/16 base line of 7.2 or less complaints per 1,000 connections. | Monitor only (5.3 complaints per 1,000 connections) | 106 complaints were received year to date (from a total of 19,856 connections). This measure is being monitored against the 2015/16 baseline to assess performance over time. |
| 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> | Less than 5 per 1000 connections to council's sewerage system | On target (0.25 overflows per 1000 connections) | Five overflows from the wastewater system 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 in the first three quarters. |


Project reports

| Waikanae duplicate rising main | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL4773R | | | | |
| Description | <p>This project will duplicate the rising main from Waikanae’s terminal wastewater pumping station to the Paraparaumu wastewater treatment works. The existing rising main is a critical wastewater lifeline asset in the transfer of wastewater from Waikanae to the treatment plant. The existing rising main is nearing its rated design capacity and further capacity will be needed to meet future growth.</p> <p>The project was planned in two stages. The first stage was timed to take advantage of any cost savings from installing limited lengths at road crossings in conjunction with construction of the M2PP Expressway. The second completes final lengths.</p> | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | Budget | | |
| | |  ✓ | \$ ✓ | | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <p><i>Developments in the third quarter:</i></p> <ol style="list-style-type: none">1. The Waikanae Bridge crossing was installed prior to opening of the expressway in February.2. The scoping of investigations to confirm the final alignment of the rising main outside of the designation, along Te Moana Road to the pumping station and to the Paraparaumu Wastewater Treatment Plant (WWTP) has been completed. Once procured the design will be finalised and procured for construction. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none">3. The final section of the rising main in expressway alignment from north of the bridge through to Te Moana Road is being finalised for installation in the current year to complete the advanced stage 1 works.4. Procurement of the rising main installation at each end of the expressway designation to the Paraparaumu Wastewater Treatment Plant and along Te Moana Road to the pumping station. These, in conjunction with the power supply upgrade, are programmed to be completed within the current four year programme. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| <ol style="list-style-type: none">1. Finalisation of alignment approvals for the closing section to Te Moana road may delay completion to later this year. | | | | | |
| Issues (for elected member attention) | | | | | |
| <ol style="list-style-type: none">1. Parts of the project have been delayed while NZTA resolves some land ownership issues. It is still expected to complete on time. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 250,000 | 1,924,007 ¹ | 1,924,007 | |
| This year | 2016/17 | 2,089,720 | 1,535,872 | 2,089,720 | |
| Total | | 2,339,720 | 3,459,879 | 4,013,727 ¹ | |

1. Overall this project has been brought forward with additional funds from re-prioritisation of budgets within Wastewater and advanced funding from NZTA.

| Wastewater treatment plant dissolved air flotation | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL47745 | | | | |
| Description | This project is to replace the aging existing Dissolved Air Flotation (DAF) process unit at the Paraparaumu wastewater treatment plant (WWTP). Dissolved Air Flotation is a key process in the efficient management and disposal of waste activated sludge and production of biosolids from the plant. The renewal/upgrade is being procured through two construction contracts, the first a replacement DAF plant and the second for the enabling ancillary works at the plant. | | | | |
| | The project will increase operational efficiencies and provide flexibility and additional capacity to meet any future growth. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | Budget | | |
| | |  ▼ | \$✓ | | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. This project was deferred from last year to allow a reallocation of funding to the Waikanae rising main project. The DAF package plant contract was retendered in June 2016 in preparation for construction works in 2016/17. | | | | | |
| 2. The manufacture of the dissolved air flotation (DAF) package plant for the Paraparaumu Wastewater Treatment Plant has been completed in Austria and shipping arrangements are being finalised. | | | | | |
| 3. The ancillary works contract was finalised for tendering and construction in preparation for the arrival of the DAF. | | | | | |
| 4. The completion of the DAF is now programmed for July 2017. | | | | | |
| Upcoming milestones: | | | | | |
| 1. Ancillary works tendered and awarded for construction. | | | | | |
| 2. The arrival of the DAF Package Plant on site for installation and commissioning. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Nothing to report, project has been delayed as explained below. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Tender negotiations delayed the award of the contract to December 2016. Certification of pressure vessels, availability of specialist freighting containers has meant the shipping of the completed DAF unit has been delayed. The delivery of the package plant from overseas and its installation is now programmed for July 2017. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 699,997 | 305,348 | 471,348 | 225,000 |

Other major capital expenditure projects

| Ōtaki Wastewater Treatment Plant consent upgrades | | GL code | 5881E, 5882B | | |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------|------------------------------|------------------|
| Progress | <i>Developments in third quarter:</i> <ul style="list-style-type: none">The contract was awarded for preparation of the site for testing and the testing methodology was confirmed. <i>Upcoming milestones (quarter four):</i> <ul style="list-style-type: none">Site testing of the Land Discharge Treatment Area.Concept development workshop.Preferred option selection and recommendation report. | Status | | | |
| | | Timeliness |  ▼ ¹ | | |
| | | Budget | \$✓ | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 306,000 | 151,580 | 151,580 | 150,000 |

1. Delays in issuing of the consent delayed commissioning of the Land Discharge Treatment Area optimisation study.

| Pumping station rising main re-lay | | GL code | 3883M | | |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| Progress | <i>Developments in third quarter:</i> <ul style="list-style-type: none">The construction contract was tendered and evaluation is underway. <i>Upcoming milestones (quarter four):</i> <ul style="list-style-type: none">Award of contract.Installation of rising main and associated works. | Status | | | |
| | | Timeliness | 🕒✓ | | |
| | | Budget | \$✓ | | |
| Current year project costs to 31 December 2016 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 303,589 | 46,093 | 283,923 | |

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 |

Wastewater management – financial results to 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
|--------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| Total projects under \$250,000 | 153 | 659 | 880 | 734 |
| Total projects over \$250,000 | 1,924 | 2,627 | 3,400 | 3,224 |
| Total | 2,077 | 3,286 | 4,280 | 3,958 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|-------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| | Expenditure | | | |
| 4,194 | Other operating expense | 3,017 | 3,308 | 4,348 |
| 2,547 | Depreciation and amortisation | 2,211 | 2,337 | 3,116 |
| 700 | Finance expense | 437 | 703 | 938 |
| 7,441 | Operating expenditure | 5,665 | 6,348 | 8,402 |
| | Revenue | | | |
| 79 | Development and financial contributions revenue | 64 | 112 | 150 |
| 79 | Operating revenue | 64 | 112 | 150 |
| 7,362 | NET OPERATING COSTS | 5,601 | 6,236 | 8,252 |
| | Capital items | | | |
| 657 | Asset renewal | 460 | 1,111 | 1,481 |
| 2,119 | New assets upgrade | 1,617 | 2,176 | 2,799 |
| 2,776 | Total capital items | 2,077 | 3,287 | 4,280 |
| 10,138 | NET COST OF ACTIVITY | 7,678 | 9,523 | 12,532 |
| 6,680 | Rates | 5,075 | 5,840 | 7,724 |
| 2,103 | Borrowings | 1,617 | 2,176 | 2,799 |
| 593 | Depreciation reserve | 336 | 1,104 | 1,472 |
| 75 | Movement in other reserves | 205 | 7 | 9 |
| (79) | Reserves & special funds | (64) | (112) | (150) |
| 766 | Unfunded depreciation | 509 | 508 | 678 |
| 10,138 | TOTAL SOURCES OF FUNDS | 7,678 | 9,523 | 12,532 |

Operating expenditure is \$683,000 favourable to budget. This is due to lower maintenance costs and reduced depreciation and interest following timing changes in the delivery of capital works.

Capital expenditure was \$1.21 million underspent mainly due to changes in timing for the delivery of the Dissolved Air Floatation, treatment and pumping station renewals, and the Ōtaki consent upgrade carryover of \$150,000.

Water management

Whakahaere wai

Key developments for the 3 months to 31 March 2017

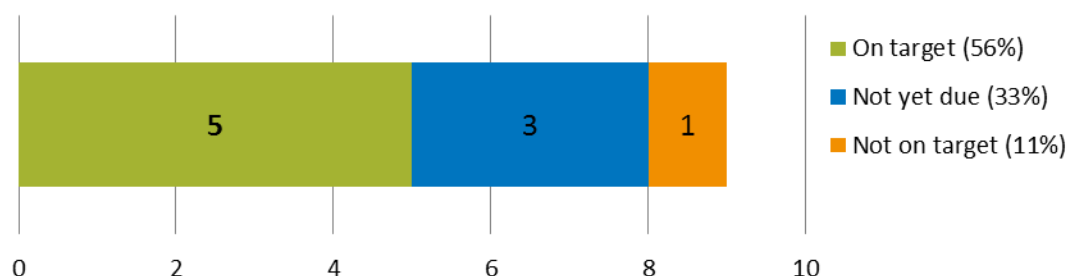
- The river recharge scheme has not been used this year due to the wet summer we have experienced. In previous years low flows in the river would have required river recharge, as per last year, or the need to supplement supply with bore water prior to the availability of the recharge scheme.
- Detailed plans for the analysis of the three years of baseline river recharge monitoring data have been put in place in preparation for the completion of the baseline monitoring in April. Considerable work is required to analyse the data, prepare the ongoing mitigations plans and have those approved ready for the 2017/18 summer season.
- The Waikanae River baseline monitoring was completed in March 2017. The final months of the 2016/17 summer environmental monitoring for the river recharge scheme continues in accordance with Council's consent obligations.
- The 2016/17 water mains renewal programme was commenced and the first renewals package has been completed. The first package of work has renewed 19 water laterals in an area of poor performance. The laterals connect the water pipes in the street to the properties meter (supply point). Works continue on the renewal programme with more packages of water mains and lateral pipe renewals.
- The 2016/17 leak detection programme has been completed in the targeted water supply zones and initial results are being analysed and a repair schedule prepared.

Performance measures

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 31 March 2017



Five of the nine KPIs with prescribed targets (56%) were on target at the end of the third quarter. The results for three KPIs are not due until the end of the year.

One KPI is not on target. That is the total number of complaints about the council's networked reticulation system, including complaints about water quality and continuity of supply. We recorded 110 complaints in the first three quarters (60 water quality complaints and 50 service requests for no water supply). This translated to 4.7 complaints per thousand connections for the year to date, already hitting the target of 4.7 complaints per 1,000 connections for the full year (*Note: 17 of the 60 water quality complaints were about discoloured water in central Waikanae immediately following the Kaikoura earthquake which is thought to have shaken up sediment in the bottom of pipes*).

Projects – Summary

There are two water management projects. The pipe renewals project and the River Recharge with Groundwater post construction compliance monitoring project. The former is an over \$250,000 project and is on target. The latter is an 'other significant' project and is not on target as it is projected to run slightly over budget by year end.

Water - Projects

as at 31 March 2017



Performance measures

as at 31 March 2017

| 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 | Median attendance time was 9 minutes for 50 urgent water interruptions. |
| | | Non-urgent = less than or equal to 3 days | On target | Median attendance time was 57 minutes for 630 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 | Median resolution time was 1 hour and 2 minutes for 50 urgent water interruptions. |
| | | Non-urgent = less than or equal to 4 days | On target | Median resolution time was 5 hours 34 minutes for 630 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 | Not yet due | Compliance results are not due until the end of the year. (2015/16 result was 100% compliance with part 4 of the drinking water standards) |
| | | b) Achieve | Not yet due | Compliance results are not due until the end of the year. New filters have been installed for the Paekākāriki supply and work is planned in the fourth quarter for the Hautere supply. These changes should result in 100% compliance for both these supplies. The Ōtaki supply will not be 100% compliant until a reservoir is built. (2015/16 result was less than 100% for the Ōtaki, Hautere and Paekākāriki supplies.) |
| | Residents who are satisfied with the quality of council's water supply (taste, odour, clarity) | 80% | Not yet due | This measure will be reported on in the fourth quarter. (2015/16 result was 68%) |

SP-17-189 Appendix B – Activity report to 31 March 2017


| Contribution to outcomes | Performance measures | Target | Result | Comment |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We provide a continuous potable water supply that meets NZ drinking water standards | <p>Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following:</p> <ul style="list-style-type: none"> 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. <p><i>(DIA mandatory measure)</i></p> | Maintain or reduce 2014/15 baseline (4.7 per 1,000 connections) | Not on target (4.7 per 1,000) | <p>A total of 110 'complaints' were logged in the first two quarters (60 water quality complaints and 50 service requests for no water supply).</p> <p>Notably, 17 of the 60 water quality complaints were for dirty water in Waikanae, following the Kaikoura earthquake on 14 November 2016 which was thought to have disturbed sediment lying in the bottom of the pipes.</p> <p>With a total 22,973 connections 110 complaints translates to 4.7 complaints per 1,000 connections.</p> |
| We encourage the sustainable use of potable water and aim to reduce water loss from our water network | Peak water consumption per person declines to 400 litres per person per day (plus 90 litres per person for water loss) by 2016/17 | 490 litres per person per day by 2016/17 and maintained thereafter | On target (375 l/p/d) | <p>Peak day water use to date this year was 375 l/p/d. Water use is currently tracking similar to last year although the peak days experienced last summer haven't been repeated as yet.</p> <p>(2015/16 result was 420 l/p/d)</p> |
| | <p>Percentage of real water loss from the council's networked reticulation system</p> <p><i>(DIA mandatory measure)</i></p> | Establish a baseline in 2015/16 that is no greater than 2014/15 and monitor | Monitor only | <p>The overall real water loss from the council's network in 2015/16 was calculated at 3,584 m³/day.</p> <p>Data for 2016/17 will be available at year end.</p> |

Project reports

| Pipe renewals | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|------------------------|------------|
| GL codes | GL28349, 38318, 48320, 58355, 58742 | | | | |
| Description | Network pipe renewals in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki. This works includes reactive and planned networks renewals works. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. The 2016/17 water mains renewal programme was commenced and the first renewals package has been completed. The first package of work has renewed 19 water laterals in an area of poor performance. The laterals connect the water pipes in the street to each property’s meter (supply point). | | | | | |
| 2. Ongoing reactive renewals by Council’s operations depot continues as required. This work will be supported by a programme of proactive laterals renewals incorporated into the water main renewals construction contract. | | | | | |
| Upcoming milestones: | | | | | |
| 3. Works continue on the renewal programme with more packages of water mains and lateral pipe renewals | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. The forecast spend on the 2016/17 renewals programme has been reduced to offset increases in forecast costs of the Riwai reservoir roof renewal from \$150,000 to \$230,000 following receipt of tenders and additional costs of around \$80k for treatment plant renewals. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2016/17 | 509,997 | 225,977 | 338,809 | - |

| <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 | | |

Additional significant project

| | | | | | |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------|------------------------------|------------------|
| River Recharge with Groundwater scheme – Post construction compliance monitoring | | GL code | 48424 | | |
| Progress | <p><i>Developments in third quarter:</i></p> <ul style="list-style-type: none">• The river recharge scheme has not been used this year due to the wet summer we have experienced.• Detailed plans for the analysis of the three years of baseline river recharge monitoring data are in place.• The baseline monitoring of the Waikane river was completed in March. <p><i>Upcoming milestones (quarter four):</i></p> <ul style="list-style-type: none">• Confirmation of completion of baseline monitoring requirements for all ecosystem due to be received from Greater Wellington Regional Council.• The commencement of the annual reporting process and analysis of baseline monitoring data. | Status | | | |
| | | Timeliness- |  ✓ | | |
| | | Budget | \$0 ¹ | | |
| | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 255,004 | 158,878 | 286,000 | |

1. Additional costs associated with adaptive management consenting requirements – long term this will reduce costs.

Water management – financial results to 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
|--------------------------------|--------------------------------------|--------------------------------------|--------------------------------------------|------------------------------------------------|
| Total projects under \$250,000 | 305 | 548 | 730 | 832 |
| Total projects over \$250,000 | 134 | 207 | 275 | 157 |
| Total | 439 | 755 | 1,005 | 989 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|----------------------------|-------------------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 3,280 | Other operating expense | 2,691 | 2,975 | 3,922 |
| 2,865 | Depreciation and amortisation | 2,018 | 2,054 | 2,738 |
| 1,915 | Finance expense | 1,273 | 1,349 | 1,798 |
| 8,060 | Operating expenditure | 5,982 | 6,378 | 8,458 |
| | Revenue | | | |
| 36 | Fees and charges | 31 | 29 | 39 |
| 299 | Development and financial contributions revenue | 330 | 77 | 103 |
| 335 | Operating revenue | 361 | 106 | 142 |
| 7,725 | NET OPERATING COSTS | 5,621 | 6,272 | 8,316 |
| | Capital items | | | |
| 731 | Asset renewal | 376 | 635 | 847 |
| 474 | New assets upgrade | 64 | 119 | 158 |
| 1,205 | Total capital items | 440 | 754 | 1,005 |
| 8,930 | NET COST OF ACTIVITY | 6,061 | 7,026 | 9,321 |
| | | | | |
| 7,854 | Rates | 5,899 | 6,250 | 8,289 |
| 474 | Borrowings | 64 | 119 | 158 |
| 731 | Depreciation reserve | 376 | 635 | 847 |
| 24 | Internal balances | (45) | - | - |
| (299) | Reserves & special funds | (330) | (77) | (103) |
| 147 | Unfunded depreciation | 97 | 99 | 130 |
| 8,931 | TOTAL SOURCES OF FUNDS | 6,061 | 7,026 | 9,321 |

Net Operating Costs are \$651,000 favourable to budget due to higher development and financial contributions resulting from increased development activity and lower maintenance costs.

Capital expenditure is \$314,000 underspent due to planned reservoir and network renewals now being delivered in the fourth quarter.

Community Services

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

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 31 March 2017

Property

- A total of 478 Service Requests were processed during the third quarter of 2016/17 (comparable data for last year is unavailable).
- A contract has been let to Spencer Holmes to undertake Initial Evaluation Plans for the purposes of identifying any earthquake prone buildings that Council may own. The contract also requires Spencer Holmes to provide indicative costs of remediation where buildings have been identified as earthquake prone so that Council is in a position to make informed decisions on any subsequent remediation initiatives.
- The draft Funding Contribution and Access Agreement supporting Council's \$1.6 million contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre is under negotiation with the Kapiti College Board of Trustees and Ministry of Education. This matter is nearing completion and is expected to be finalised in the fourth quarter and will be taken to Council for acceptance once agreement with the Ministry is reached.
- A contract has been let to SPM LTD to undertake a districtwide condition assessment of the property portfolio. This information is required to assist Council to review and prioritise maintenance needs.
- The contract has been awarded and work is underway on internal refurbishments of four Housing for Older Persons units in Ōtaki.

Community support

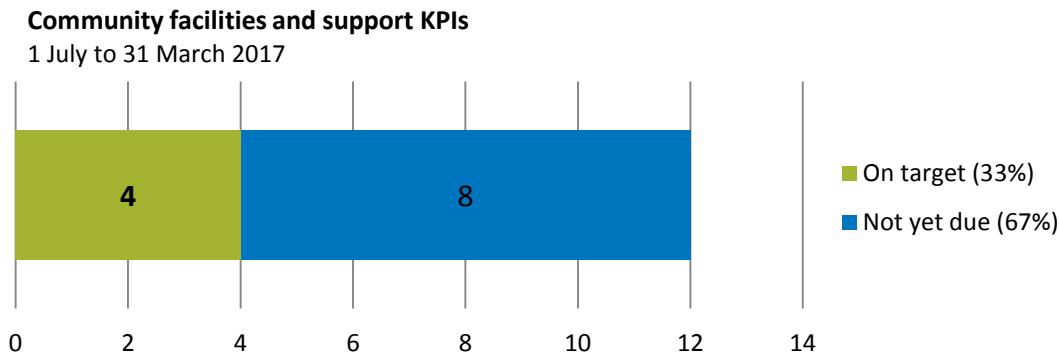
- The Council's Neighbours Day 'Over the Fence Cuppa' initiative took place on the 25th and 26th of March (with two events also taking place on 1st and 2nd of April). Overall, more than 1,000 people took part in 48 'Over the Fence Cuppas' organised by residents from Ōtaki to Paekākāriki. The focus of the initiative is to provide some support for residents in Kāpiti to get to know their immediate neighbours as well as other people living on the same street. This initiative is in its third year and numbers of households delivering events has more than doubled.
- Zeal Education Trust was unsuccessful in receiving funding from the The Lotteries Community Facilities Fund in December 2016, Zeal applied to the Fund for a total of \$696,000 to contribute to the refurbishment and fit-out of the Youth Development Centre. Zeal lodged a new application in March 2017 to the Lotteries Community Facilities Fund for \$367,000 based on a reduced project scope with a build cost of \$945,000. This application has been strengthened by Council deciding to increase their capital funding contribution from \$250,000 to \$325,000 and by re-purposing \$75,000

from their current contract toward the fit-out. As a result, Council's total contribution has increased to \$400,000 towards the fit out and build of the Centre.

- Zeal Education Trust launched the satellite unit 'The Music Box' at Waitangi Day in February as part of its Youth Development contract with Council. The unit is now primarily located at Ōtaki College for the next year but will move around the district in school holidays. The satellite service is proving very popular with over 100 young people coming through its door each day.
- Six youth led community projects are being supported with a grant and mentoring through the joint Youth Council and Council's Think Big initiative. These projects range from a yacht renovation project to a project focused on young women's mental health wellbeing.
- The Youth Council partnered with Zeal to complete a photography exhibition of 13 young people aged between 12 and 20 years of age from across the district which was displayed in Coastlands in March. The project aimed to show the public the diversity of young people living in Kapiti. The exhibition will be developed further for National Youth Week in May 2017 and beyond.
- The Kāpiti Older Persons' Council are partnering with Council to hold it's biennial 'Age on the Go' Expo, which will be held in late April. The event is designed to promote opportunities for older residents and their families to engage with key service providers and access important information. Past expo events have attracted between 1,500 and 2,000 people
- As part of Council's sustainable neighbourhoods activity, a civil defence community hui was held in Paekākāriki, resulting in a local group forming to lead the development and refinement of a Community Response Plan.
- Council staff have been investigating the impacts of central government funding changes for affected local organisations who provide social services for the community's most vulnerable. Recent changes in funding will negatively impact social and community service provision. Council's role has been to advocate for and support the organisations where it can.
- The Greener Neighbourhoods 2016/17 programme is in its ninth month. A final judges visit and award ceremony is scheduled for late April and May. Recent work by Greener Neighbourhood groups has included:
 - Establishing a 'Walking School Bus'
 - A neighbourhood Bee Hive
 - Regular working bees
 - Community gardens
 - Neighbours Day gatherings
 - Electricity saving initiatives
- The Council's Eco Design advisory service provided 26 two-hour home consultations and 21 short appointments and presentations, including a stall at Waitangi Day and a presentation to the Paraparaumu Lions Club.

Performance measures summary

There are 12 key performance indicators (KPI) in the Community facilities and community support activity. There is one additional KPI that is for recording and monitoring purposes only – there is no target.



Four KPIs are on target at the end of the third quarter.

The remaining eight KPIs cannot be reported on yet as they are dependent on the outcome of surveys to be conducted in the fourth quarter.

Projects – Summary

There is one Community facilities and community support project, the Kāpiti youth development centre. This project is not on target as Zeal was unsuccessful in their application to the Lotteries Commission for funding. However, they are reapplying to the Lotteries Commission in March 2017. The application was strengthened with Council now contributing a total of \$400,000 to the fit out build. Funding application results will be known in June 2017.

Performance measures

as at 31 March 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------|-------------------|--------------------------------------------------------------------------------------|
| Council owned property | | | | |
| We provide a good standard of comfort, convenience, quality and usability of the library buildings | Users that are satisfied with the standard of the library building facilities | 85% | Not yet due | Library Users Survey due in fourth quarter. (2015/16 result was 92%) |
| Council hall hirers are satisfied that the halls meet their needs | Users that are satisfied with halls | 80% | Not yet due | Hall Hirers Survey due in fourth quarter. (2015/16 result was 89%) |
| 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 housing for older persons units | 97% | On target (97.8%) | |
| | Housing for older persons tenants that rate services and facilities as good value for money | 85% | Not yet due | Housing for Older Persons Survey due in fourth quarter. (2015/16 result was 100%) |
| | Housing for older persons tenants that are satisfied with services and facilities | 85% | Not yet due | Housing for Older Persons Survey due in fourth quarter. (2015/16 result was 98%) |
| 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% | On target (100%) | All building warrants of fitness issued. |
| Our toilets are clean, feel safe, and are well maintained | Residents that are satisfied that public toilets are clean, well-maintained and safe | 60% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 78%) |
| | Urgent requests in regard to public toilet facilities that are responded to within four hours | 98% | On target (100%) | |

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community support | | | | |
| We provide resources to the community for capacity building and service provision focused on community priorities and we provide the youth council, older persons' council and the accessibility advisory group with opportunities to influence the content of council strategies, policies and project planning | Community groups that are satisfied with the advice and support provided by council | 85% | Not yet due | To be surveyed in fourth quarter. (2015/16 result was 92%) |
| | 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 | To be surveyed in fourth quarter. (2015/16 result was 87% satisfied) |
| | Residents who are satisfied with the council's community support services | 85% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 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 | 85% | On target | Achievements in the year to date: Support for an event at Nga Purapura in Ōtaki for the community to celebrate Matariki. Support for Tu Rangatira initiative held at Kāpiti College. Facilitate community funding workshops for not-for-profit community groups. Green neighbourhood initiative promotes community resilience and emergency preparedness. Over 1,000 people and 48 households participated in the annual Neighbours day event; Over the fence cuppa campaign |
| 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 | 250 people attended and participated in the first No.8 Wire week series of events aimed at promoting resilience and community connectedness. |

Project reports

| Kāpiti youth development centre | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL13951 | | | | |
| Description | To progress the development of a youth development centre in the Kāpiti district. | | | | |
| Group | Strategy and planning | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ▼ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in third quarter: | | | | | |
| 1. Zeal was unsuccessful in their first application to the Lotteries Commission for funding. However, they reapplied to the Lotteries Commission in March 2017. | | | | | |
| 2. The application was strengthened with the Council decision to increase its contribution of \$250,000 to \$400,000 towards to the fit out build. Funding results will be known in June 2017. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Inability to get sufficient external grant funding. This will impact on the contract agreement with Zeal if funding not acquired by 30 June 2017. | | | | | |
| 2. Zeal has lodged a second application for Lotteries Community Facilities Fund for \$367,000, down from the initail \$696,000. | | | | | |
| 3. Currently there is not enough funding to fit out the Youth Development Centre to the design and plans developed in consultation with young people. | | | | | |
| *It is important to note that the grant funding has impacts on the Youth Development Centre facility only. The associated youth activities within the contract agreement are on track and in some cases exceeding contract service deliverables. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. The Council may be seen to not be delivering on its commitment to young people in the District. | | | | | |
| 2. The Council may come under criticism for not delivering the Youth Development Centre as a Council delivered service instead of a contract for service with a national provider. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 254,500 | - | - | 254,500 |

| <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 | | |

Community facilities and community support – financial results to 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
|--------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| Total projects under \$250,000 | 65 | 486 | 707 | 318 |
| Total projects over \$250,000 | - | - | 255 | - |
| Total | 65 | 486 | 962 | 318 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|-------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| | Expenditure | | | |
| 3,829 | Other operating expense | 3,052 | 2,930 | 3,691 |
| 891 | Depreciation and amortisation | 658 | 685 | 913 |
| 84 | Finance expense | 56 | 122 | 163 |
| 4,804 | Operating Expenditure | 3,766 | 3,737 | 4,767 |
| | Revenue | | | |
| 1,096 | Fees and Charges | 856 | 867 | 1,155 |
| | Development and Financial Contributions | | | 48 |
| 94 | Revenue | (33) | 36 | |
| 113 | Other Operating Revenue | 63 | - | - |
| 1,303 | Operating Revenue | 886 | 903 | 1,203 |
| 3,501 | NET OPERATING COSTS | 2,880 | 2,834 | 3,564 |
| | Capital Items | | | |
| 207 | Asset Renewal | 61 | 364 | 536 |
| 134 | New Assets Upgrade | 4 | 122 | 426 |
| 341 | Total Capital Items | 65 | 486 | 962 |
| 3,842 | NET COST OF ACTIVITY | 2,945 | 3,320 | 4,526 |
| | | | | |
| 2,351 | Rates | 2,003 | 2,013 | 2,469 |
| 134 | Borrowings | 4 | 122 | 426 |
| 207 | Depreciation reserve | 61 | 364 | 536 |
| (47) | Internal balances | (13) | - | |
| (93) | Reserves & Special Funds | 33 | (36) | (48) |
| 1,290 | Unfunded Depreciation | 857 | 857 | 1,143 |
| 3,842 | TOTAL SOURCES OF FUNDS | 2,945 | 3,320 | 4,526 |

Capital expenditure is \$421,000 underspent due to Earthquake prone building remedial works required (Council to develop an earthquake prone strategy), Housing renewals (currently underway), Kāpiti youth development centre, and new toilet facilities at Waikanae (part of the Library / Gallery upgrade project).

Carryovers totalling \$489,000 are currently planned for Earthquake prone building remedial works, Kāpiti youth development centre and the Waikanae toilet facilities.

Economic development

Whakawhanake umanga

Key developments for the 3 months to 31 March 2017

- Research work is underway to build and develop a plan for business attraction and retention. The research will indicate the types of businesses which are likely to be attracted to locate in Kāpiti. This will inform a plan that aligns with “Positioning Kāpiti” and “building capability” in the Economic Development Strategy.
- Visitor maps for Paekākāriki, Raumati and Paraparaumu have been developed and include accessibility friendly tracks in consultation with the Kāpiti Accessibility Advisory Group. The maps will be printed on aluminium and placed in Queen Elizabeth Park at Paekākāriki, Paekākāriki village, Raumati South village, Raumati Beach, Paraparaumu Beach, Otaihanga Domain, Paraparaumu central (TBA), Waikanae (Mahara Place) and Waikanae Beach. These will be similar to the maps already in Ōtaki. They feature photos of various visitor attractions.
- The Economic Development Leadership Group membership has been selected based on skills and attributes, currently there is representation from the ICT and retirement sector, iwi, the Kāpiti chamber of commerce, Wellington Regional Economic and Development Agency, Council and a health and education expert. The Group has met twice with officer support provided in terms of administration and data capture. They have developed a Terms of Reference and continue to build work streams to support the Economic Development Strategy.
- The new Kāpiti Visitor Guide was published last year with 10,000 copies distributed; the Guide is now translated into simplified Chinese, Korean, Malay and Japanese.
- The Youth Pathways to Employment project is currently in its pilot phase. Ōtaki College, YouthQuest and Whitireia Polytechnic are testing the Youth Passport resource. The resource is a tool to enable young people to connect with local employers and gain qualifications and experiences that make them work ready.
- Over 2,800 people visited the Kāpiti i-SITE Visitor Centre this quarter, with an average of 31 visitors per day to the Centre. Statistics recorded since January show that most visitors were local people (just over 1,500), 390 people that visited the centre were from somewhere else in New Zealand while just over 900 visitors were from overseas. Overall visitor numbers were down compared with last year, it is expected that the poor weather over summer contributed to this.
- A number of Council supported major events took place in Kāpiti including Coastella, Māoriland and Ōtaki Kite Festival. Council staff supported the events, activities included: environmental waste minimisation support, volunteering at Coastella and having an environmental sustainability stall at the Ōtaki Kite Festival. Council is undertaking some analysis to measure the economic benefits to the district. A full report will go to Council in the coming weeks.

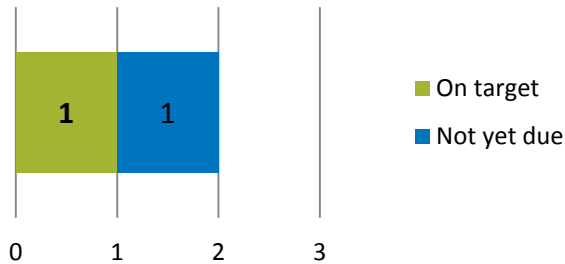
- Marketing and promotional material was provided for Go Travel (NZ's biggest tourism magazine/website), and photos and information were supplied to Guardian UK for an article on Paekākāriki. The Council is also running a 'Design your perfect Kāpiti Weekend' promotion, building on the success of the first promotion run earlier this year.
- The 'Destination Kāpiti' Facebook page continues with targeted promotion to Aucklanders and lower North Island residents. 45,128 people were reached with specific promotions of Māoriland, Kite Festival, Kāpiti Marine Reserve, Otara Park, Stairway to Heaven path, Steam Inc and markets. The page is also used to promote Air New Zealand domestic sales.
- It was announced that Ōtaki is one of 151 towns around the country that will be given access to ultra-fast broadband (UFB) in the near future. In the second phase of the Government's rollout, installation of UFB for these towns will start this year and be completed between 2018 and 2024 with each build taking up to 12 months.

Performance measures summary

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

Economic development KPIs

1 July to 31 March 2017



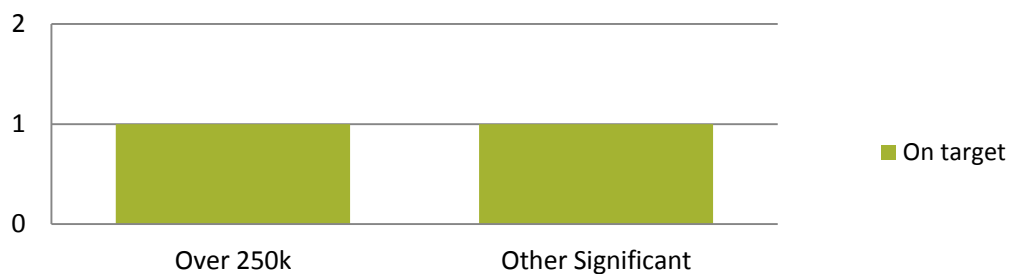
One KPI is on target at the end of the third quarter. Results for the other are not due until the fourth quarter.

Projects – Summary

There are two economic development projects reported in this activity report (a third project, Town Centres, is reported in the Across Council Work Programmes report under the Expressway Integration Programme). One of these two projects is a capex over \$250,000 project and one is an additional significant project.

Economic development - Projects

as at 31 March 2017



Both projects are on target at the end of the third quarter.

Performance measures

as at 31 March 2017

| 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 2015 economic development strategy implementation plan deliverables are achieved | Achieve | On target | <p>Major Events funding has been allocated for 2016/17.</p> <p>A new Governance Structure has been endorsed and an independent Chair selected.</p> <p>The Youth Pathways Passport has been launched.</p> <p>Visitor attraction work has been carried out according to the Visitor Plan, including the relocation of the Kāpiti i-SITE service.</p> |
| | 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 | <p>Business leaders will be surveyed in the fourth quarter.</p> <p>(2015/16 result was 100%)</p> |

Project reports

| Strategy for supporting economic development - additional significant project | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------|--------------------------|---------------------------|---------------|
| Description | Development and implementation of the economic development strategy. | | | | |
| Group | Strategy and planning | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. A new Governance Structure for the Economic Development Leadership Group is underway; members have been selected based on their skills and attributes. The group meets monthly. | | | | | |
| 2. The Youth Pathways to Employment Passport is being piloted with three local education providers. | | | | | |
| 3. Regular meetings with Wellington Regional Economic Development Agency and Air New Zealand representatives. | | | | | |
| 4. Ōtaki is one of 151 towns around the country that will be given access to ultra-fast broadband as part of the second phase of the Government’s rollout installation of UFB. Work will start this year and be completed between 2018 and 2024. | | | | | |
| Upcoming milestones: | | | | | |
| 5. Council is working with WREDA to develop a Kāpiti Coast website from Wellingtonnz.com | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None identified. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 859,125 | 518,348 | 860,030 | |

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

| Strategic land purchase | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL13170 | | | | |
| 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) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. In 2016 the Property Subcommittee approved the acquisition of a number of properties (approximately eight) for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. When each transaction is complete we will report on the individual properties. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None identified. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 1,480,440 | 68,974 | 100,440 | 1,380,000 |

| | | | | | |
|-----------------|------------------------------------------|-------------------|-------------------|---------------|-------------------|
| <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 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
|--------------------------------|--------------------------------------|--------------------------------------|--------------------------------------------|------------------------------------------------|
| Total projects under \$250,000 | - | - | - | - |
| Total projects over \$250,000 | 1,310 | 1,720 | 3,316 | 2,333 |
| Total | 1,310 | 1,720 | 3,316 | 2,333 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 1,506 | Other Operating Expense | 1,184 | 1,327 | 1,770 |
| 62 | Depreciation and Amortisation | 46 | 83 | 110 |
| 429 | Finance Expense | 284 | 383 | 510 |
| 1,997 | Operating Expenditure | 1,514 | 1,793 | 2,390 |
| | Revenue | | | |
| - | Fees and Charges | 149 | 37 | 50 |
| - | Operating Revenue | 149 | 37 | 50 |
| 1,997 | NET OPERATING COSTS | 1,365 | 1,756 | 2,340 |
| | Capital Items | | | |
| 789 | New Assets Upgrade | 1,310 | 1,720 | 3,316 |
| 789 | Total Capital Items | 1,310 | 1,720 | 3,316 |
| 2,786 | NET COST OF ACTIVITY | 2,675 | 3,476 | 5,656 |
| 1,997 | Rates | 1,365 | 1,755 | 2,341 |
| 789 | Borrowings | 1,310 | 1,721 | 3,315 |
| 2,786 | TOTAL SOURCES OF FUNDS | 2,675 | 3,476 | 5,656 |

Operating expenditure is \$279,000 favourable to budget. This is mainly due to the Business attraction project now being delivered in the last quarter.

Capital expenditure is \$410,000 underspent. This relates to the Town Centres project.

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

Key developments for the 3 months to 31 March 2017

- Maclean Park management and development plan progress continues as planned, with three development concepts for the Park currently being prepared. The first phase of the management plan is underway. Approximately 1,000 people took part in the 'Maclean Park Experience' in January 2017.
- Playground upgrades for 2016/17 are now underway, with Haruatai Park, Kaitawa Reserve, Aorangi Road Reserve and Tasman Road Reserve all getting improvements. It is expected that the bulk of the work will be completed by early June, but this is dependent on the weather and there being no unforeseen issues.
- Community engagement about the planned playground upgrades for 2017/18 was undertaken.
- Greater Wellington Regional Council work on the Waikanae River stopbank continues. Kāpiti Coast District Council officers are working with GWRC to ensure that access for users of the pathway is retained.
- The Otaraua development plan process commenced with 'The Otaraua Park Experience' event in March 2017. Over 1,000 people came to the event to enjoy the entertainment and provide feedback about how they would like to see the park used.
- The Te Ātiawa Courts multi-sport surfacing was completed in January 2017. Feedback has been very positive from local and out of district players.

Cemeteries

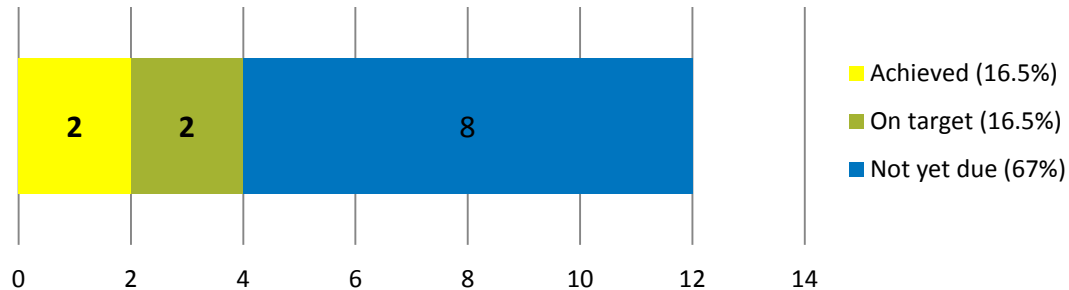
- There was a total of 73 interments across all four cemeteries in the three months to 31 March 2017, being 49 ashes interments and 24 burials.

Performance measures summary

There are 12 key performance indicators (KPI) in the parks and open space activity.

Parks and open space KPIs

1 July to 31 March 2017



Four of the twelve KPIs are either achieved or on target at the end of the third quarter. The remaining eight are not yet due as they depend on surveys that won't be undertaken until later in the year.

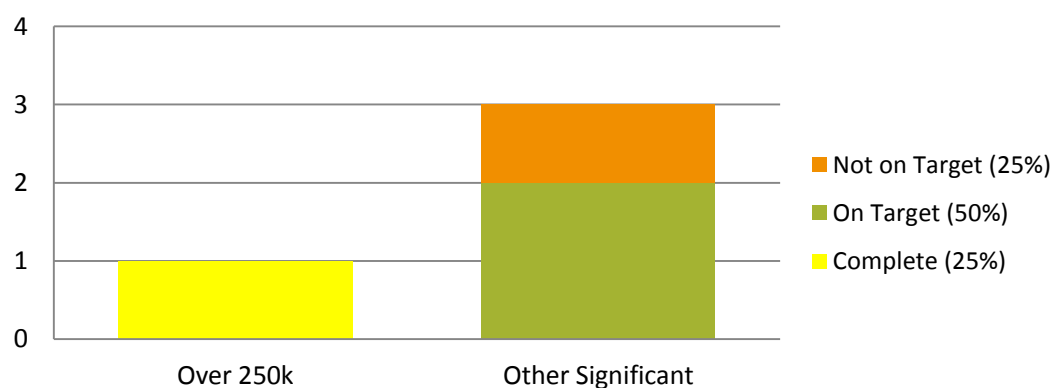
Projects – Summary

There are four parks and open space projects. One is a capital expenditure \$250,000 and above project (Te Ātiawa Park) and the other three are additional significant projects.

The Te Ātiawa Park court resurfacing project was completed in January. One of the additional significant projects is not on target (the Maclean Park management plan and development plan project) as it is projected to run over budget this year. The other two additional significant projects are on target with agreed timelines for 2016/17.

Parks and open space - Projects

as at 31 March 2017



Performance measures

as at 31 March 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parks and open space | | | | |
| Our residents in urban areas live reasonably close to a recreation facility and a range of active recreation facilities is available throughout the district | Residential dwellings in urban areas are within 400 metres of a publicly owned open space | 85% | Achieved (99%) | 103ha out of 18,452ha of the total District Plan residential area are not within 400m of a publicly owned open space. This is a provisional result only and work is planned to source information based on residential dwellings. |
| | Sports grounds are open (scheduled hours and weather dependent) | 85% | On target (94%) | |
| | Residents that are satisfied with the current availability of facilities | 85% | Not yet due | User survey results due in fourth quarter. (2015/16 result was 90%) |
| | Residents that are satisfied with the quality of council parks and open space | 85% | Not yet due | User survey results due in fourth quarter. (2015/16 result was 88%) |
| | Residents that are satisfied with the quality and range of recreation and sporting facilities in the district | 85% | Not yet due | User survey results due in fourth quarter. (2015/16 result was 88%) |
| | Residents that are satisfied with council playgrounds | 85% | Not yet due | User survey results due in fourth quarter. (2015/16 result was 90%) |
| Cemeteries | | | | |
| We provide well maintained cemeteries and we want to ensure that most family members can access the interment site and records are available online | Users who are satisfied with the cemeteries appearance and accessibility | 85% | Not yet due | User survey results due in fourth quarter. (2015/16 result was 92%) |
| | All available records will be on council's website within four weeks of interment | 100% | On target | |
| 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 | Current capacity is approximately 34 years |

SP-17-189 Appendix B – Activity report to 31 March 2017

| Contribution to outcomes | Performance measures | Target | Full year outcome | Comment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------|-------------------|----------------------------------------------------------------------------------|
| Cycleways, walkways and bridleways | | | | |
| A range of cycleway, walkway and bridleway networks including low carbon alternatives are available throughout our district and the quality and range increase over time | Users who are satisfied with council walkways, cycleways and bridleways | 85% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 93%) |
| | Users who are satisfied with the safety and availability of the on road cycleway network | 85% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 54%) |
| Our beach accessways are maintained and are in a usable condition | Residents who are satisfied with access points to beaches | 85% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 94%) |

Project reports

| Te Ātiawa Park netball/tennis courts rebuild | | | | | |
|-------------------------------------------------------------------------|----------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL Code | GL1218C | | | | |
| Description | Rebuild the netball and tennis courts at Te Ātiawa Park. | | | | |
| Group | Community Services | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | 💰🕒 | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. The multi-sport surfacing of the Te Ātiawa Courts has been completed | | | | | |
| 2. The final price for resurfacing is significantly under budget. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. None | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 975,000 | 782,429 | 782,429 | |
| This year | 2016/17 | 305,400 | 166,174 | 166,174 | |
| Total | | 1,280,400 | 948,603 | 948,603 | |

| <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 | | |

Other significant projects

| Community Facilities Strategy – additional significant project | | GL code | 01716 | | |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| Progress | <i>Developments in third quarter:</i> <ul style="list-style-type: none">• The draft strategy was completed and approved by Council for community consultation. <i>Upcoming milestones:</i> <ul style="list-style-type: none">• Community consultation commenced on 5 April 2017 and will close on 3 May 2017• Adoption of the strategy June 2017. | Status | | | |
| | | Timeliness- | ✓ | | |
| | | Budget | \$✓ | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 50,900 | 30,910 | 50,900 | |

| | | | | | |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|------------------------|------------|
| Otaraua Park development plan – additional significant project | | | | GL code | 1219Y |
| Progress | <i>Developments in third quarter:</i> <ul style="list-style-type: none">The ‘Otaraua Park Experience’ event started the development plan engagement process <i>Upcoming Milestones</i> <ul style="list-style-type: none">Workshops with key stakeholders to take place in April/May 2017 | | | Status | |
| | | | | Timeliness- | ✓ |
| | | | | Budget | \$✓ |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2016/17 | 50,900 | 5,352 | 13,352 | |

| Maclean Park – additional significant project | | | GL code | 121A9 | |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| Progress | <p><i>Developments in third quarter:</i></p> <ul style="list-style-type: none">• Three development concepts for the Park are being prepared based on what we heard during the community engagement process.• The first phase of the management plan is underway.• Discussions with iwi are on-going with regard to the management plan and development concepts. <p><i>Upcoming milestones:</i></p> <ul style="list-style-type: none">• Three development concepts will be presented to Council on 13 April 2017.• Community engagement on the three development concepts will commence late April 2017. | | Status | | |
| | | | Timeliness- | ✓ | |
| | | | Budget | \$🔄 | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 25,450 | 34,991 | 60,000 ¹ | |

1. Costs for this project are higher than expected as the scope has expanded on that originally planned. The overspend will be offset by savings elsewhere in this activity.

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

Parks and open space – financial results to 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
|--------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| Total projects under \$250,000 | 123 | 532 | 983 | 1,125 |
| Total projects over \$250,000 | 166 | 346 | 895 | 546 |
| Total | 289 | 878 | 1,879 | 1,671 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|-------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| | Expenditure | | | |
| 4,018 | Other operating expense | 3,121 | 3,049 | 4,068 |
| 1,187 | Depreciation and amortisation | 843 | 809 | 1,079 |
| 209 | Finance expense | 134 | 211 | 281 |
| 5,414 | Operating expenditure | 4,098 | 4,069 | 5,428 |
| | Revenue | | | |
| 147 | Fees and charges | 216 | 119 | 158 |
| 384 | Development and financial contributions revenue | 563 | 391 | 521 |
| 531 | Operating revenue | 779 | 510 | 679 |
| 4,883 | NET OPERATING COSTS | 3,319 | 3,559 | 4,749 |
| | Capital items | | | |
| 1,071 | Asset renewal | 253 | 466 | 756 |
| 647 | New assets upgrade | 47 | 412 | 1,124 |
| 1,718 | Total capital items | 301 | 878 | 1,880 |
| 6,601 | NET COST OF ACTIVITY | 3,620 | 4,437 | 6,629 |
| 4,360 | Rates | 3,324 | 3,417 | 4,559 |
| 348 | Borrowings | 47 | 410 | 838 |
| 1,003 | Depreciation reserve | 253 | 466 | 746 |
| 106 | Internal balances | 25 | - | - |
| (18) | Reserves & special funds | (562) | (389) | (225) |
| 802 | Unfunded depreciation | 533 | 533 | 711 |
| 6,601 | TOTAL SOURCES OF FUNDS | 3,620 | 4,437 | 6,629 |

Operating revenue is \$269,000 favourable to budget which is mainly due to higher development and financial contributions resulting from increased development in the district.

Capital expenditure is \$577,000 underspent due to changes in the timing of Haruatai Park, CWB and the Ōtaki Splash Pad as part of the Ōtaki Pool Development and the Te Ātiawa Park project costing less than expected.

Recreation and leisure

Hākinakina

Key developments for the 3 months to 31 March 2017

Libraries

Operations

- A total of 168,415 items issued in the third quarter (176,775 items in same quarter last year).
- A total of 20,600 items reserved in the third quarter (21,157 items in same quarter last year).
- A total of 588 new members in the third quarter (633 in the same quarter last year).
- A total of 4,203 eBooks issued in the third quarter (4,046 eBooks issued in the same quarter last year).
- There were a total of 490 active eBook users in the third quarter (421 active eBook users in the same quarter last year).

Programmes/Activities

- Health and Safety: In response to the Milford report, Paraparaumu Library had a swipe card access security gate and a secondary staff exit door installed in the service area. Building alterations for the service area at the Waikanae Library commenced, with a secondary staff exit door being installed there also. The mezzanine barrier at the Waikanae Library has been covered over, to prevent it from being climbed.
- The Ōtaki Library has been established as a temporary Ōtaki Emergency Community Hub. The move was undertaken because the previous venue, the Ōtaki Memorial Hall was classified as earthquake prone. The move is temporary as the intention is to return to the Memorial Hall if and when remediation work is carried out.
- The summer reading programme was held in January, with 278 registered children. The Summer Reading Programme Finale Party was held at Waikanae Pool – 150 attended.
- The team took part in both the Maclean and Otaraua Park Experiences (as part of consultation events organised by the Parks and Recreation team) offering story time/entertainment.
- Waitangi Day series of events hosted: Māori and Libraries talk at Waikanae Library, Expressway Archaeologist talk at Ōtaki Library, Kāpiti Marine Reserve talk and display at Paraparaumu Library (a collaborative project with Guardians of the Marine Reserve).
- 315 visitors / 4,000 page views on the Mau Mahara website (online photographic archive)
- A WWI Centenary event was launched on website - Ka Maumahara Tonu: Kāpiti Remembers (student essay and film competition).

Arts and Museums

- The second round of Creative Communities Scheme funding for this financial year received 27 eligible applications. The new Grants Allocation Committee has been given an induction to the scheme.
- Planning is underway for the 2017 Kāpiti Arts Trail, which will be held on 28/29 October and 4/5 November (these are the same two weekends as last year's event).

Aquatics

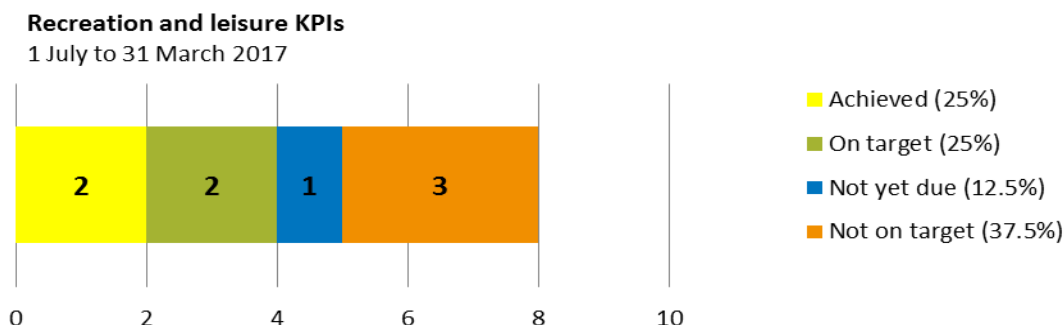
- The Ōtaki Pool rebuild started on 27 February 2017 and contractors have been making good progress with demolition. On the day the pool closed there was a VIP morning tea with the Deputy Mayor, councillors, community board and customers. Ōtaki residents and regular customers have been issued with a free pass to use at other Kāpiti Coast pools for the duration of the rebuild.
- Coastlands Aquatic Centre was awarded 'Platinum' from Be.Accessible, a social change organisation providing accessibility information and assessments. The centre is the first recreation facility and the third business in the country to receive Platinum status.
- There were a total of 85,672 visits to the district's pools in the third quarter compared to 98,090 in the same period of last year. The total visits for the year to date are 225,520 compared to 229,414 last year. Total visits are down overall compared to 2015/16 as Ōtaki pool closed on 24 February for the rebuild. If Q3 figures for Ōtaki pool are left out to enable a proper like-for-like comparison, the total visits for the year to date are 215,992, up slightly from 214,585 last year – but still down on the 2014/15 baseline year figure of 220,488. This was due to very strong attendance figures for Waikanae pool in 2014/15 as a result of exceptionally good summer weather (see figure 1 following KPI table). Summer this year had poor weather.
- A total of 530 people were registered for swimming lessons in the third quarter; 465 at Coastlands Aquatic Centre, 65 at Waikanae Pool. There were no lessons at Ōtaki Pool due to the closure for the rebuild. In addition, 159 children completed the holiday swimming programme during the third quarter across all three pools.
- A total of 119 private lessons were delivered across the three pools. A total of 114 people were registered for AquaEase and AquaYoga in the third quarter at Coastlands Aquatic Centre.
- A new programme 'Sit and Be Fit' was launched at Coastlands Aquatic Centre. A total of 27 people registered for the first course.
- A total of 513 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre.
- Coastlands Aquatic Centre's lane pool was closed for two weeks for replacement of the pool 'Myrtha' liner.
- Coastlands Aquatic Centre hosted two swimming competitions- the Gold Coast Zone and the Marsden Whitby School Swimming Sports.
- Kapiti Primary Schools Triathlon was held at Waikanae Park and Waikanae Pool on 1 March with over 100 children participating.

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- Waikanae Pool hosted its first 'Dogs in Togs' event on the final day of the season on 16 March 2017. 150 dogs and their owners attended and \$420 was raised for Kapiti SPCA. This was a very successful event and will be held at the end of next season.

Performance measures summary

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



Four of the eight KPIs are either achieved or on target at the end of the third quarter. One KPI is not yet due.

Three KPIs are not on target at the end of the third quarter.

- There were 225,520 combined swims in the year to date compared to the target of 235,784 (the result for the first three quarters of 2014/15). Adjusting for the Ōtaki Pool closure attendance figures were up for the Aquatic Centre and Ōtaki Pool compared to the baseline 2014/15 year but down for Waikanae Pool (which was affected by the poor summer weather this year compared to the baseline year). Even if data were adjusted to remove the effect of the Ōtaki Pool closure it is likely the KPI would still be not on target due to this year's poor summer.
- There were 2,401 learn to swim registrations in the year to date compared to the target of 2,438 (the result for the first three quarters of 2014/15). Again this has been strongly influenced by the closure of the Ōtaki pool.
- The number of visits to libraries was 260,785 by the end of the third quarter, against a target of 550,000 for the year. It was reported last year that the target set in the Long Term Plan was too high, based on faulty data from the old door counters at Paraparaumu Library. This only came to light when the door counters were replaced in late 2015. This KPI is not expected to be achieved this year.

Projects – Summary

There are two recreation and leisure projects, the Ōtaki Pool rebuild and the Mahara Gallery/ Waikanae Library upgrade. The November 2016 agreement with the Mahara Gallery Trust gives them until 30 June 2018 to meet their fundraising target. The project is currently on hold pending site decisions. The Ōtaki Pool rebuild is not on target as it had to go out to tender for a second time. The second tender was successful and construction commenced in February 2017 and will be completed by the end of 2017.



Performance measures

as at 31 March 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aquatics | | | | |
| We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities | Council will maintain PoolSafe accreditation | Achieve | Achieved | Annual PoolSafe audit completed in the third quarter. Accreditation was retained for all three pools. |
| | Users that are satisfied with the pools services and facilities | 85% | Achieved (98%) | 98% of participants rated the reception staff, lifeguards and instructors good or excellent in the customer satisfaction survey in the third quarter. (2015/16 result was 96% or better for the three pools) |
| 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 | Maintain or increase (<i>cf 2014/15 baseline</i>) | Not on target | 225,520 combined swims in the year to date (compared to 229,414 and 235,784 for the first three quarters of 2015/16 and 2014/15, respectively). The Ōtaki Pool was closed during the third quarter and the poor summer had an impact. |
| | Learn to swim registrations | Maintain or increase (<i>cf 2014/15 baseline</i>) | Not on target | 2,401 registrations in the year to date (compared to 2,669 and 2,438 for the first three quarters of 2015/16 and 2014/15, respectively). The Ōtaki Pool closure strongly affected this result. |
| Arts and museums | | | | |
| We are progressing our public art programme and installing art in appropriate community spaces | The public art panel makes recommendations to council for approval on all public art commissions | Achieve | On target | The Public Art Panel Terms of Reference are currently under review. A briefing will be given to Council to review options in May 2017. |
| Libraries | | | | |
| Our libraries offer a range of materials and spaces | Users that are satisfied with the library services | 85% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 98%) |
| | Collections are refreshed in accordance with New Zealand public library standards | 17,186 (annually) | On target | 9,561 new items were added to the library collections in the year to date. It is expected that the full year target will be met, as a short-term hiatus in ordering (due to setting up automatic electronic document identification processes with the vendors) has now been resolved. |

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|-----------------------------------------------------|---------------------------|--------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Our libraries offer a range of materials and spaces | Total visits to libraries | 550,000 (annually) | Not on target | 260,785 visits to the district's three libraries in the year to date (65,047 Ōtaki + 107,917 Paraparaumu + 87,821 Waikanae). (NB: expect this will be 'Not achieved' this year given that the annual target set in the Long Term Plan was based on faulty data. Also, the network cable that connects the Waikanae Library gate counter was cut on 28/3/17 during building works, so reported figure is slightly lower than it should be.) |

Figure 1: Pool attendance figures for Aquatics KPI

| | CAC | Ōtaki | Waikanae | Total | Total (excl Ōtaki Q3) |
|----------------|----------------|---------------|-------------------|----------------|-----------------------|
| 2016/17 | | | | | |
| Q1 | 48,812 | 13,079 | Closed for winter | 61,891 | 61,891 |
| Q2 | 51,209 | 13,148 | 13,600 | 77,957 | 77,957 |
| Q3 | 51,295 | 9,528 | 24,849 | 85,672 | 76,144 |
| YTD | 151,316 | 35,755 | 38,449 | 225,520 | 215,992 |
| | | | | | |
| 2015/16 | | | | | |
| Q1 | 40,820 | 11,366 | Closed for winter | 52,186 | 52,186 |
| Q2 | 50,592 | 12,727 | 15,819 | 79,138 | 79,138 |
| Q3 | 54,569 | 14,829 | 28,692 | 98,090 | 83,261 |
| | 145,981 | 38,922 | 44,511 | 229,414 | 214,585 |
| | | | | | |
| 2014/15 | | | | | |
| Q1 | 47,325 | 9,894 | Closed for winter | 57,219 | 57,219 |
| Q2 | 49,875 | 12,083 | 14,370 | 76,328 | 76,328 |
| Q3 | 53,715 | 15,296 | 33,226 | 102,237 | 86,941 |
| | 150,915 | 37,273 | 47,596 | 235,784 | 220,488 |

Project reports

| Ōtaki pool rebuild and SplashPad development | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL 11241, 11243 and 123C7 | | | | |
| Description | Otaki Pool rebuild and splash pad development. | | | | |
| Group | Community services | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ▼ ¹ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. Ōtaki pool closed on 24 February 2017 and the building was handed over to Crowe Construction on 27 February 2017. | | | | | |
| 2. The work is on track with the contractor’s programme; demolition is almost complete and excavation of the ramp and splash pad area is complete. | | | | | |
| 3. The splash pad equipment has been confirmed as per the choices from the community. | | | | | |
| Upcoming milestones: | | | | | |
| 4. Ōtaki Pool to reopen late 2017. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Nothing to report at present. | | | | | |
| Issues (for elected member attention by when) | | | | | |
| 1. Nothing to report at present. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 4,981,200 | 221,467 | 2,490,596 | 2,490,596 |

1. The start of this project was delayed as no satisfactory tenders were received initially and it had to go out for a second tender round.

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

| Waikanae Library and Mahara Gallery upgrade | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | GL 13452, 13454, 1483W | | | | |
| Description | Planned upgrade of the Waikanae Library and Mahara Gallery as part of the Waikanae Town Centre development. | | | | |
| Group | Community services | | | | |
| Status | Category | Timeliness | Budget | | |
| | | 🕒✓ | \$✓ | | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the third quarter: | | | | | |
| 1. The Steering Group has approved a Request for Proposals document, ready to invite proposals from an agreed list of preferred design brief consultants once the site for the development is agreed. | | | | | |
| 2. The project is on hold pending external negotiations regarding site options. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. That the Mahara Gallery Trust is not able to meet its funding requirements for the Mahara Gallery Upgrade. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Not applicable. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2016/17 | 522,234 | 17,314 | 30,234 | 492,000 |
| Next year | 2017/18 | 3,508,809 | | 3,508,809 | |
| Final year | 2018/19 | 5,150,248 | | 5,150,248 | |
| Total | | 9,181,292 | 17,314 | 8,689,291 | |

| <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 | | |

Recreation and leisure – financial results to 31 March 2017

| Capital expenditure summary | | | | |
|--------------------------------|--------------------------------------|--------------------------------------|--------------------------------------------|------------------------------------------------|
| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
| Total projects under \$250,000 | 251 | 374 | 604 | 427 |
| Total projects over \$250,000 | 483 | 3,524 | 5,403 | 2,674 |
| Total | 734 | 3,898 | 6,007 | 3,101 |

| Cost of activity statement | | | | |
|----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
| | Expenditure | | | |
| 7,201 | Other operating expense | 5,564 | 5,339 | 6,883 |
| 1,455 | Depreciation and amortisation | 1,150 | 1,132 | 1,509 |
| 1,276 | Finance expense | 851 | 1,014 | 1,352 |
| 9,932 | Operating expenditure | 7,565 | 7,485 | 9,744 |
| | Revenue | | | |
| 1,586 | Fees and charges | 1,173 | 1,210 | 1,543 |
| 42 | Grants and subsidies | 40 | 35 | 35 |
| 7 | Other operating revenue | 5 | - | - |
| 1,635 | Operating revenue | 1,218 | 1,245 | 1,578 |
| 8,297 | NET OPERATING COSTS | 6,347 | 6,240 | 8,166 |
| | Capital items | | | |
| 502 | Asset renewal | 397 | 2,985 | 4,363 |
| 582 | New assets upgrade | 337 | 913 | 1,645 |
| 1,084 | Total capital items | 734 | 3,898 | 6,008 |
| 9,381 | NET COST OF ACTIVITY | 7,081 | 10,138 | 14,174 |
| | | | | |
| 8,299 | Rates | 6,350 | 6,240 | 8,178 |
| 582 | Borrowings | 337 | 913 | 1,645 |
| 502 | Depreciation reserve | 397 | 2,985 | 4,363 |
| - | Internal balances | (3) | - | - |
| (2) | Reserves & special funds | - | - | - |
| 9,381 | TOTAL SOURCES OF FUNDS | 7,081 | 10,138 | 14,186 |

Net operating costs are \$107,000 overspent mainly due to the Ōtaki Swimming Pool remaining open longer than planned.

Capital Expenditure is \$3.16 million underspent mainly due to delays to the Ōtaki Pool rebuild. A carryover of \$2.49 million is planned for the Ōtaki pool rebuild and SplashPad development

Planning and Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 31 March 2017

- One PDP hearing (for Appendix 3.1 Development Incentive Guidelines) was held over one hearing day in February. Nineteen PDP hearings (out of a total of twenty) have been completed, over a total of 44 hearing days. More than 200 submitters have been heard. The Hearings Panel has issued eighteen 'Minutes' – which can be found on the council website, along with other communication to and from submitters.
- The final section 42A report (recommendations to the Hearings Panel) was completed in the third quarter. All twenty section 42A reports have now been completed. One hearing closing statement was completed by reporting officers, with a total of 19 closing statements completed so far. Work continues on the final closing statement (for the Chapter 1/Integration hearing).
- On 5 July 2016 Coastal Ratepayers United lodged Declaration Applications with the Environment Court. Buddle Findlay has been engaged to act for the Council on these matters. An Environment Court Hearing was held on 23 November 2016. Judge Dwyer issued his interim decision on 3 March 2017. Parties provided memoranda to the Court on 24 and 27 March 2017. Council awaits an update or final decision from the Court.
- The hearing for Plan Change 84 (Kapiti Coast Airport) was held over 13-15 February and 20 March 2017. The section 42A report, submitter evidence statements and hearings closing statement are all available on Council's website. The Hearing Panel's recommendations on submissions are anticipated to be received in May 2017.
- Work has been completed on Community Futures with the Waikanae Beach community to develop their vision. The draft vision document was tested with the Waikanae Beach Working Group, and the wider community provided feedback during February. The revised vision document (incorporating community feedback) was endorsed by the Waikanae Community Board on 14 March. Following on from that work has commenced on a Waikanae beach Character Assessment study.
- Implementation of the Policy Work Programme continues. Engagement has been taking place to inform the writing of a draft Community Facilities Strategy, and work continues on the Public Places Bylaw and Sustainable Transport Strategy. The Council will review the programme in 2017 as part of the Long Term Plan development process.
- The company **.id profile** has been contracted to provide an updated population forecast for the Kāpiti District which will be used across council to underpin our various planning processes. A representative of **.id profile** ran two training sessions on 27 March for staff and community organisations on how to access data via the **.id profile** websites. Additional data work is occurring to gather a wider range of social and demographic data on the Kāpiti District, which will be used to underpin the development of the Long Term Plan.
- The following submissions and feedback have been made:
 - On 31 January 2017, a submission was made to the Local Government and Environment Committee on the Rates Rebate (Retirement Village Residents) Amendment Bill;

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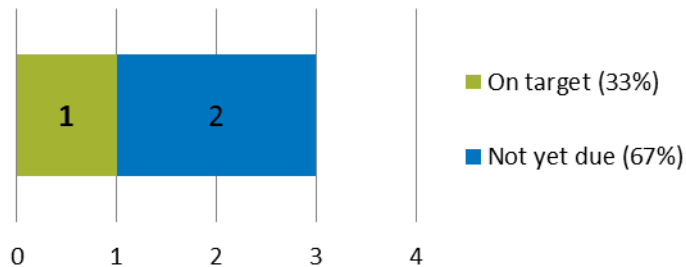
- On 2 February 2017, feedback was provided to LGNZ for its submission on the Health (Fluoridation of Drinking Water) Amendment Bill;
- On 20 February 2017, a submission was made to Standards New Zealand on the Standards on testing and decontamination of methamphetamine-affected properties;
- On 13 March 2017, feedback was provided to the Wellington Regional Transport Committee for their submission to the GPS on Land Transport 2018.and
- On 23 March, Council endorsed the Wellington Region Natural Hazards Management Strategy.

Performance measures summary

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

Districtwide planning KPIs

1 July to 31 March 2017



One of the three KPIs is on target. Two KPIs are not yet due as results for one won't be available until the PDP hearings are completed and results for the other depend on a survey that is being undertaken in the fourth quarter.

Projects summary

There is one districtwide planning project, the district plan review. It is an additional significant project.


Substantive hearings started on 4 April 2016 and are due to conclude in April 2017 (*concluded on 5 April 2017*). The project is expected to be completed in this financial year within the allocated budget.

Performance measures

as at 31 December 2016

| 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 that agree that the district is developing in a way that takes into account its unique character and natural environment | 75% | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 68%) |
| | Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings | More than 40% | Not yet due | The result for 2016/17 will be reported after conclusion of the hearings. (2015/16 result was 66%) |
| | A strategic policy framework and research programme are developed | Achieve | On target | The strategic policy work programme was agreed in April 2016 and will be reviewed in 2017 as part of the LTP development process. Work continues on the research programme and the updating of Council's demographic data is nearly complete. |

Project reports

| District plan review – additional significant project | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------|
| Description | <p>To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA).</p> <p>NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.</p> | | |
| Group | Strategy and Planning | | |
| Status | Category | Timeliness | Budget |
| | |  ✓ | \$ ✓ |
| Comments (latest developments/upcoming milestones/critical activities) | | | |
| <p><i>Developments in the third quarter:</i></p> <p>On 24 July 2014, the Council chose Option 4 recommended by the Independent Review of the Proposed District Plan (PDP), which was to continue with a modified PDP process using the 'basket of tools' available to the Council. Current activities include:</p> <ol style="list-style-type: none"> 1. Supporting the Hearings Panel in its continuing detailed submission analysis, working toward recommendations to Council in April 2017, in respect of the Proposed District Plan and Urban Tree Variation. 2. All twenty section 42A reports have now been completed and loaded onto the PDP website. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 3. Proposed District Plan Hearings will continue through to April 2017. 4. All section 42A reports have been completed. There is one remaining hearing closing statement to be completed. <p>Submissions and further submissions on the proposed Urban Tree Variation have been heard, with recommendations expected in May 2017.</p> | | | |
| Budget comment | | | |
| <p>The PDP project is currently within budget for this financial year (see financial table overleaf). Although expenditure was relatively high in the first two quarters due to the focus on section 42A reporting, it levelled off as expected in the third quarter and is expected to remain within budget for the year. A transfer of \$75k has been made from PDP to infrastructure to cover the costs of ongoing coastal monitoring.</p> | | | |
| Risks (to programme, cost, quality, other) | | | |
| <ol style="list-style-type: none"> 1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan. 2. Sustained workload pressure for staff. 3. Increased costs and budget pressures. | | | |
| Issues (for elected member attention) | | | |
| <p>Following the completion of the hearings the Council will consider recommended decisions from the Hearings Panel and make a final decision.</p> | | | |

District plan review (continued)

| Current year project costs to 31 March 2017 | | | | | |
|---------------------------------------------|---------|----------------------|-----------------------------|------------------------------|------------------|
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 1,458,324 | 1,720,750 | 1,720,750 | - |
| This year | 2016/17 | 1,305,712 | 958,591 | 1,230,712 ¹ | |
| Total | | 2,764,036 | 2,679,341 | 2,951,462 | |

1. A transfer of \$75,000 has been made from PDP to infrastructure to cover the costs of coastal monitoring.

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

Districtwide planning – financial results to 31 March 2017

| Cost of activity statement | | | | |
|-------------------------------------|-------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
| | Expenditure | | | |
| 3,925 | Other Operating Expense | 2,205 | 2,597 | 3,141 |
| 3,925 | Operating Expenditure | 2,205 | 2,597 | 3,141 |
| | Revenue | | | |
| 52 | Fees and Charges | 56 | - | - |
| 52 | Operating Revenue | 56 | - | - |
| 3,873 | NET OPERATING COSTS | 2,149 | 2,597 | 3,141 |
| 3,873 | NET COST OF ACTIVITY | 2,149 | 2,597 | 3,141 |
| 3,873 | Rates | 2,149 | 2,597 | 3,141 |
| - | | | | |
| 3,873 | TOTAL SOURCES OF FUNDS | 2,149 | 2,597 | 3,141 |

Operating expenditure is \$392,000 favourable to budget due to some costs for the completion of the district plan review now scheduled for the fourth quarter and staff vacancies over the first three quarters.

Regulatory services

Ratonga whakaritenga

Key developments for the 3 months to 31 March 2017

- 2,988 of the 3,126 service requests (95.6%) for regulatory services received in the third quarter were responded to within required times. This is an increase in requests received compared to the previous quarter (2,941). As a result the first three quarters saw 8,573 of the 8,926 service requests received (96%) responded to within required times against a target of 95%.

Building control

- In the third quarter, 246 building consents were processed and issued, compared with 192 for the third quarter last year, a 28% increase. Of these 244 consents (98%) were issued within 20 days with an average processing time of 13 days. The number of new dwelling consents remains high and is comparable with the corresponding number last year.
- In the year to date 712 of the 822 building consents that were processed (87%) were processed within statutory timeframes and the average processing time was 14 days. The year to date results are impacted by poorer performance in the first quarter. There are still a few consents in processing awaiting further information from earlier in the year that will become overtime statistics when issued.
- The higher volume of consents granted also impacts on demand for inspections. There were 1,403 inspections undertaken this quarter, a 19.8% increase over the previous year. Contractors were used to cover for staff on leave. As other Councils in the region also experience increased demand, the availability for contracted resource has dried up. Two half-time resources have been added to the team which will boost capacity once they have achieved inspection competency.
- The number of consents received was 249 in the third quarter this year (which includes the January month which is typically light). The workload continues to be challenging with recruitment to fill vacancies unsuccessful and limited contractor support available. Reduced staff resource levels in processing have been partially offset with contracted resource. A trial is underway as a precursor to offering a contract to a private building consent authority for processing building consents.
- The Building Control team also currently has significant work programmes related to changed legislation/regulations commencing on 1 July 2017 related to accreditation as a building consent authority (with an IANZ audit scheduled in October 2017) and earthquake prone buildings.
- Council is participating in a pilot of an electronic portal for the receipt of building consent applications and payments is also imminent with a proposed roll out to the public also on 1 July 2017.

Resource consents

- The resource consents team processed 58 consents in the third quarter. Of those, two were processed under limited notification and one had a time extension under section 37 of the Resource Management Act¹. For those non-notified consents that did not have their statutory timeframes extended, the average processing time was 14 days against a target of 17 days.
- The resource consents team has seen a continuation of high numbers of consent applications in the year and have processed 34% more consents in the year to date compared with the same period last year.
- The team continues to work closely with the CPB/HEB Joint Venture and the NZ Transport Agency to ensure compliance is maintained in relation to the Transmission Gully motorway project and with the Fletchers team and NZTA for the Peka Peka to Ōtaki (PP2O) expressway project. The team has received the first suite of draft management plans required under the Board of Inquiry decision for PP2O and will be providing feedback on these shortly. The team's work on the MacKays to Peka Peka Expressway has now reduced, but was high during most of the quarter with the push to expressway opening date. There is some remaining completion work underway and Council continues to liaise with the Alliance regarding noise and other matters.

Animal management

- The KPI for responding to dog attacks was achieved this quarter. The animal management team responded to 8 urgent dog attack or threatening complaints within one hour of request. The animal management team continues to work on service requests to ensure quick response times with no overdue items. This quarter overall the team experienced a 20% increase in demand through service requests.
- On 30 January 2017 the animal management team introduced a seven day roster. The team now provides a greater service and is more accessible to customers outside of normal hours. It also has an Animal Management Officer on-call for any urgent call outs. Staff have been issued laptops enabling them to access, enter and process information while they are in the field. The team has the use of a mobile eft-pos machine and can now process payments in the field. This means a dog can be impounded, processed, payment received and released to owner as opposed to holding over the weekend or returning to process at the Shelter. This has improved both our efficiency, and our customer service.

Management KPIs

- Attached to this section of the report is a report on the management KPIs relating to the Regulatory Services activity. These are included here as they include the Open for Business measures.

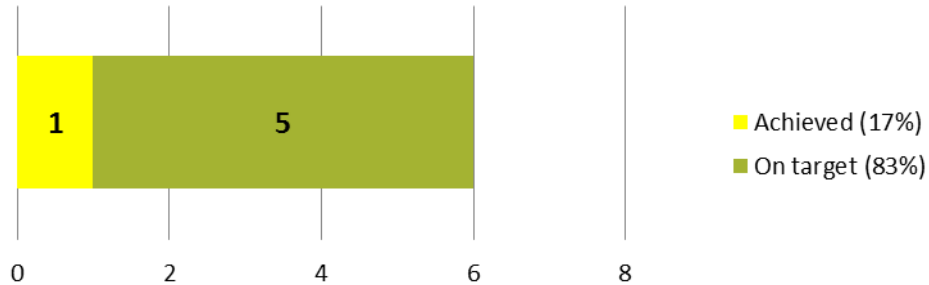
¹ Section 37 allows for the extension of a statutory timeframe provided special circumstances apply or the applicant agrees; and the interests of any person or the community is not affected and unreasonable delay is avoided.

Performance measures summary

There are six key performance indicators (KPI) in the regulatory services activity.

Regulatory services KPIs

1 July to 31 March 2017



One KPI is achieved and five are on target at the end of the third quarter.

Projects

There is one regulatory services project, the earthquake-prone buildings assessment project. It is an additional significant project and is on target.

Performance measures

as at 31 March 2017

| 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 (96%) | 8,573 of the 8,926 service requests received in the year to date (96%) were responded to within time. |
| | Average working days to process building consents will not exceed 17 days | Achieve | On target | 14 working days on average for the year to date. |
| | Average working days to process non-notified resource consents will not exceed 17 days | Achieve | On target | 15 working days on average (excluding consents deferred under s.37) for the year to date. |
| | Percentage of survey respondents that agree that the regulatory events are good or very good | 85% | On target (90%) | There have been two events in the year to date facilitated by the Environmental Health Team. The first, in the second quarter, was to introduce Food Act changes to food businesses. Feedback showed 80% of survey respondents agreed the event was good or very good. The second event, in the third quarter, was to assist early childhood education providers with an introduction to the Food Act 2014 changes. Feedback from this event showed 100% of survey respondents agreed the event was good or very good. |
| | All dog attacks (classified as urgent) are responded to within 1 hour of notification | 100% | On target (100%) | There were 8 reports of urgent dog attack/threatening for this quarter. All of which were responded to in time. |
| We will retain Building Consent authority (BCA) accreditation and substantively comply with statutory timeframes | Building Consent Authority (BCA) accreditation is retained | Achieve | Achieved | The two-yearly IANZ audit took place in October 2015 with accreditation approved. The next accreditation audit is programmed for October 2017. |

Project reports

| Earthquake prone building assessments – additional significant project | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|------------------------------|------------------|
| GL codes | 17150 (opex) | | | | |
| Description | The Earthquake-prone Building project is to undertake seismic assessments of buildings in the Kapiti Coast District. Buildings that require assessment are those that are used for commercial or industrial purposes, schools and residential buildings which are two or more storeys and have three or more household units. Council is required to undertake this work under the Building Act 2004. | | | | |
| Group | Planning and regulatory services | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in the third quarter:</i> | | | | | |
| 1. There were 84 assessments of buildings undertaken during the third quarter and 383 assessments year to date. We are currently ahead of target for the production of initial evaluation reports (IEP). The target was 250 assessments for the complete year. | | | | | |
| <i>Upcoming milestones:</i> | | | | | |
| 2. The project is currently completing assessments in Paraparaumu North heading towards Paraparaumu Beach | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. The Building (Earthquake-prone Building) Amendment Act 2016 is now in place and is likely to come into effect in July 2017. | | | | | |
| 2. The 12 month period given for owners to provide additional information is up for the first IEPs provided at the end of May. The formal issue of notices will be delayed until the new regulations are in place and Council has re-categorised affected buildings, as this may affect the timeframe given for upgrading. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. The Building Act 2004 requires that the Council policy is reviewed at intervals of not more than 5 years. The current policy is dated 2006. It will be necessary to review the policy following the legislative changes commencing. | | | | | |
| Current year project costs to 31 March 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2015/16 | 200,000 | 169,572 | 169,572 | |
| This year | 2016/17 | 407,202 | 238,194 | 407,200 | |
| Future years | 2017/20 | 2,007,377 | | 2,007,377 | |
| Total | | 2,614,579 | 407,766 | 2,584,149 | |

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

Regulatory services – financial results to 31 March 2017

| Cost of activity statement | | | | |
|-----------------------------------|-------------------------------|-------------------|-------------------|-------------------|
| 2015/16 | | 2016/17 | 2016/17 | 2016/17 |
| Actual | | YTD Actual | YTD Budget | F/Y Budget |
| \$000 | | \$000 | \$000 | \$000 |
| | Expenditure | | | |
| 8,174 | Other operating expense | 6,390 | 6,038 | 8,047 |
| 63 | Depreciation and amortisation | 21 | 5 | 7 |
| 17 | Finance expense | 11 | 12 | 15 |
| 8,254 | Operating expenditure | 6,422 | 6,055 | 8,069 |
| | Revenue | | | |
| 3,839 | Fees and charges | 3,112 | 2,702 | 3,400 |
| 3,839 | Operating revenue | 3,112 | 2,702 | 3,400 |
| 4,415 | NET OPERATING COSTS | 3,310 | 3,353 | 4,669 |
| | Capital items | | | |
| 5 | Asset renewal | - | - | - |
| 49 | New assets upgrade | - | - | - |
| 54 | Total capital items | - | - | - |
| 4,469 | NET COST OF ACTIVITY | 3,310 | 3,353 | 4,669 |
| 4,415 | Rates | 3,772 | 3,353 | 4,669 |
| 49 | Borrowings | - | - | - |
| 5 | Depreciation reserve | - | - | - |
| - | Internal balances | (462) | - | - |
| 4,469 | TOTAL SOURCES OF FUNDS | 3,310 | 3,353 | 4,669 |

Increased building activity in the district has resulted in higher revenue and resourcing costs.

Appendix: Regulatory Services– Management KPIs

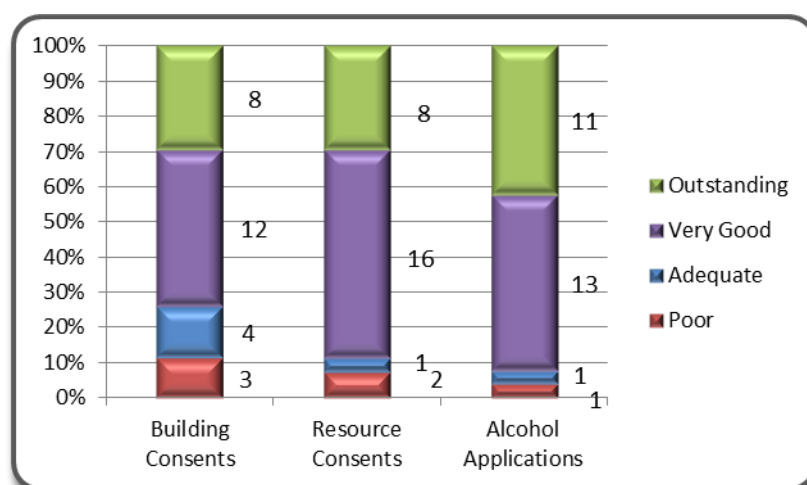
1 January 2017 to 31 March 2017

Open for Business (All Teams)

| | Level of Service | Measure | Target 2016/17 | Result |
|-------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|
| KPI 1 | Consenting and licencing issue applicants receive good service. | Percentage of alcohol, resource consent, building consent and LIMs application survey respondents agree that they have received good or better service. | 75% | On target 85% |

Application survey respondents' results

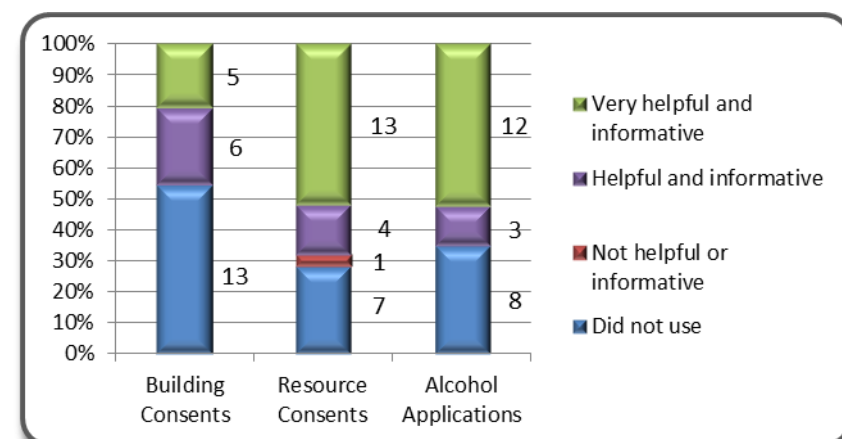
"How would you rate the performance of staff involved in processing your application?"



| | Level of Service | Measure | Target 2016/17 | Result |
|-------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|---------------|
| KPI 2 | Pre-application services are informative and helpful. | Percentage of users / respondents agree that pre-application processes are useful and informative. | 75% | On target 98% |

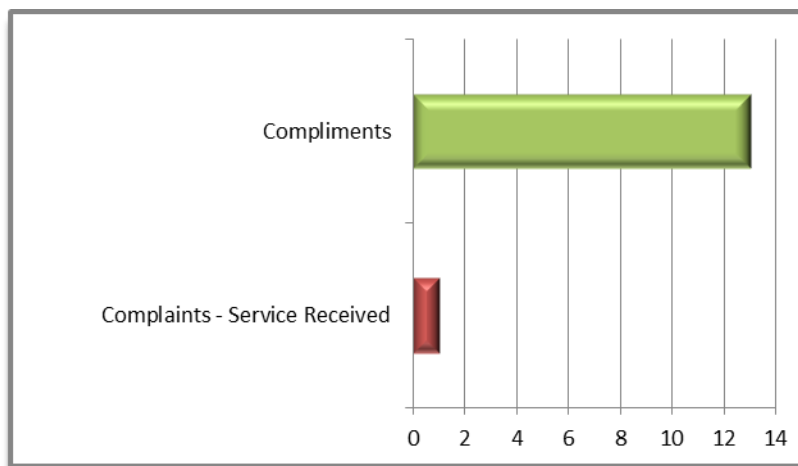
Rating of pre-application services

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



| KPI 3 | Level of Service | Measure | Target 2016/17 | Result |
|----------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|
| | Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers. | Compliments and complaints are recorded, evaluated, and potential improvements are entered into the Continuous Improvement process. | Achieve | On target |

Compliments and complaints formally received in the third quarter



Regulatory Services has received 32 compliments and 11 complaints regarding the service delivered in the year to date.

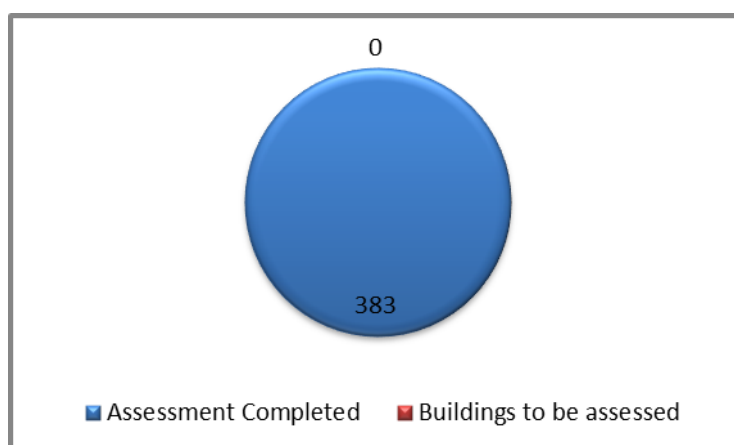
| KPI 4 | Level of Service | Measure | Target 2016/17 | Result |
|----------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|
| | 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 | | | |
|--------------------------------|----------|----------|-------|
| | Underway | Complete | Total |
| Building Control | 16 | 10 | 26 |
| Animal Control | 4 | 0 | 4 |
| Alcohol / Environmental Health | 17 | 6 | 23 |
| Resource Consents | 10 | 0 | 10 |
| LIMs | 1 | 4 | 5 |
| Compliance | 4 | 1 | 5 |

Building Control

| | Level of Service | Measure | Target 2016/17 | Result |
|-------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------|-------------|
| KPI 5 | The earthquake prone status of buildings in the Kāpiti district are reliable. | There are no successful challenges to earthquake prone building status. | Achieve | Not yet due |
| KPI 6 | The earthquake prone status of buildings in the Kāpiti district are reliable. | Buildings are assessed per year to determine whether they are likely to be earthquake prone. | 250 buildings | Achieved |

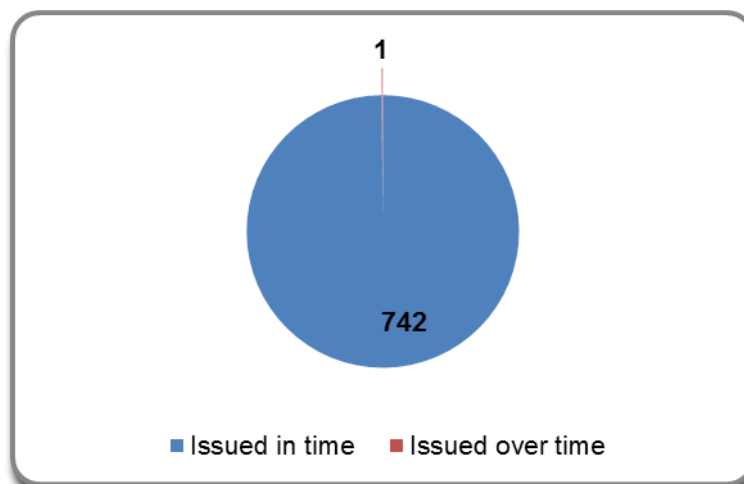
Progress of Earthquake Prone Building Assessments



The project is currently completing the assessments in Paraparaumu North heading towards Paraparaumu Beach.

| | Level of Service | Measure | Target 2016/17 | Result |
|-------|-----------------------------------------------------------------|--------------------------------------------------------------------------|----------------|---------------------|
| KPI 7 | All Code Compliance Certificates are issued in a timely manner. | All code compliance certificates are issued within statutory timeframes. | 100% | Not on target 99.9% |

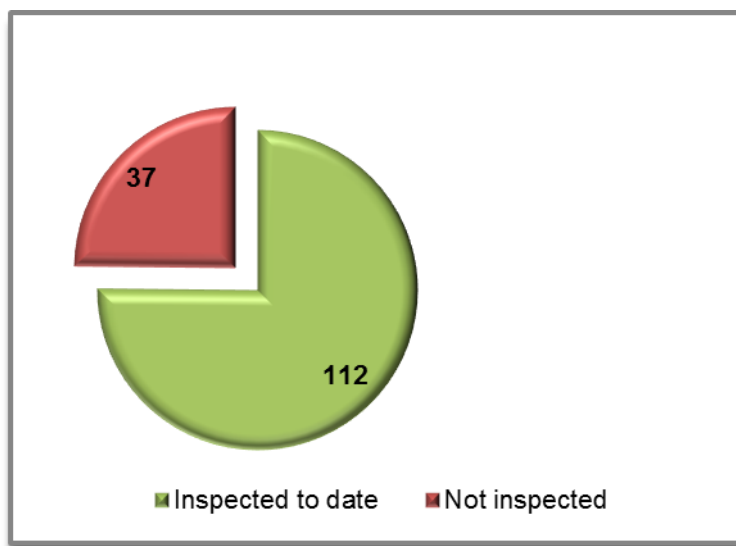
Code Compliance Certificates Issued



205 Code Compliance Certificates were all issued on time in the third quarter and 742 issued in the year to date.

1,403 building inspections were undertaken in the third quarter and 4,639 inspections in the year to date.

| KPI 8 | Level of Service | Measure | Target 2016/17 | Result |
|----------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------|-----------|
| | Commercial buildings are safe for users to occupy or visit. | 33% of all buildings that are subject to a Building Warrant of Fitness are inspected annually. | 33% | On target |

Building Warrant of Fitness Inspections

There are 448 buildings subject to a Building Warrant of Fitness, 149 are due to be inspected in the 2016/17 year.

| KPI 9 | Level of Service | Measure | Target 2016/17 | 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 91.67% |

Three notified complaints regarding illegal building work were received in the third quarter and there are 12 complaints year to date. All 3 complaints were investigated within required timeframes this quarter. With very low numbers of complaints the 95% statistic is not likely to be achieved at year end although only one investigation (earlier in the year) is over time to date.

| KPI 10 | Level of Service | Measure | Target 2016/17 | Result |
|-----------|-------------------------------------------------------------------|-----------------------------------------------------------|-------------------|-----------|
| | Substantive compliance with statutory timeframes for LIMs issued. | The average days to process a LIM will not exceed 7 days. | Achieve | On target |

184 LIMs were issued in third quarter and 561 in the year to date with the average days to process a LIM in the year to date being five. The process improvements initiated in 2016 have substantially reduced the processing times for LIMs.

Building Control Noticeboard

There are three main projects being progressed.

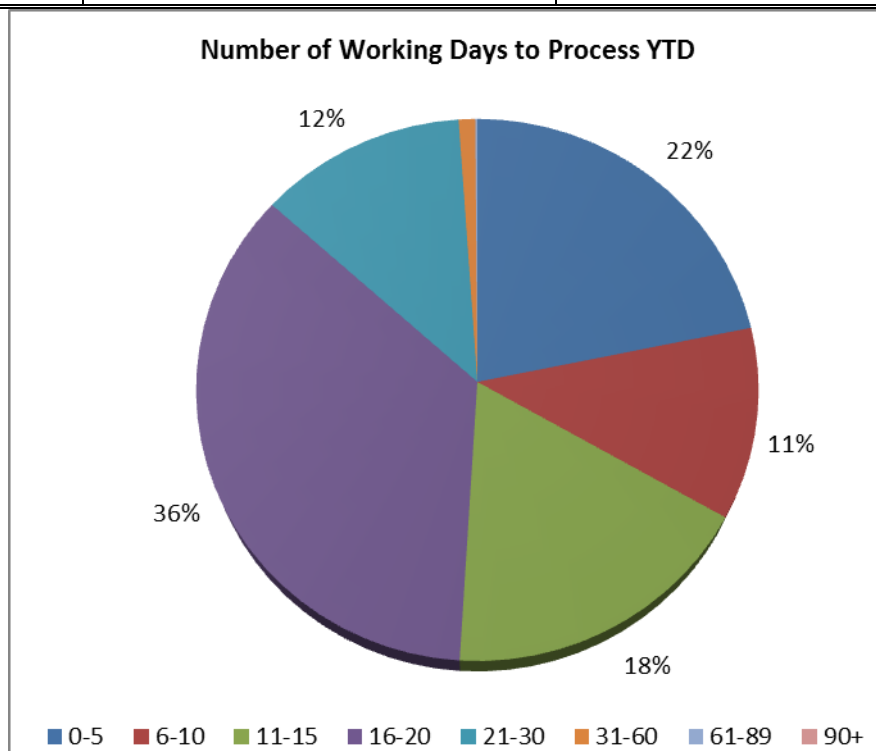
- The Earthquake prone building project has already exceeded the number of initial evaluations targeted for the year. The 12 month period for providing information to Council to consider is ending for the first buildings evaluated. The next step to issue earthquake prone building notices is delayed as there is new legislation due to come into effect on 1 July 2017 which may set timeframes for upgrading different to those in the current Council policy.
- An IANZ audit of the building consent authority for accreditation is to be held in October 2017. A recent change in the accreditation legislation comes into effect on 1 July 2017. There is significant preparatory work under way to demonstrate consistent effective performance against the new checklist criteria.
- User testing of a new portal that will allow applications for building consent and payment to be made electronically is currently underway as part of a collaborative project between several councils. The GoShift portal is scheduled to be run as a pilot from the end of April 2017 with a few selected designers and, if successful, commence as an offered alternative from 1 July 2017. There is scope for integration with Council systems in the future.

Workloads remain high with a lot of building activity in the district forecast to continue. Recruitment and retention of experienced staff is proving difficult. Contracted firms are being utilised to fill the gap.

BUILDING CONSENTS ISSUED 2016/17

| | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Year |
|-------------------------------------------------|---------|---------|---------|---------|-----------------------------|
| Total Building Consents Issued | 314 | 262 | 246 | | 822 |
| Total Consents Processed within 20 working days | 230 | 238 | 244 | | 712 |
| Percentage complete within 20 working days | 73% | 91% | 99% | | 87% |
| Average processing time | 16 days | 13 days | 13 days | | 14 days (target 17 days) |

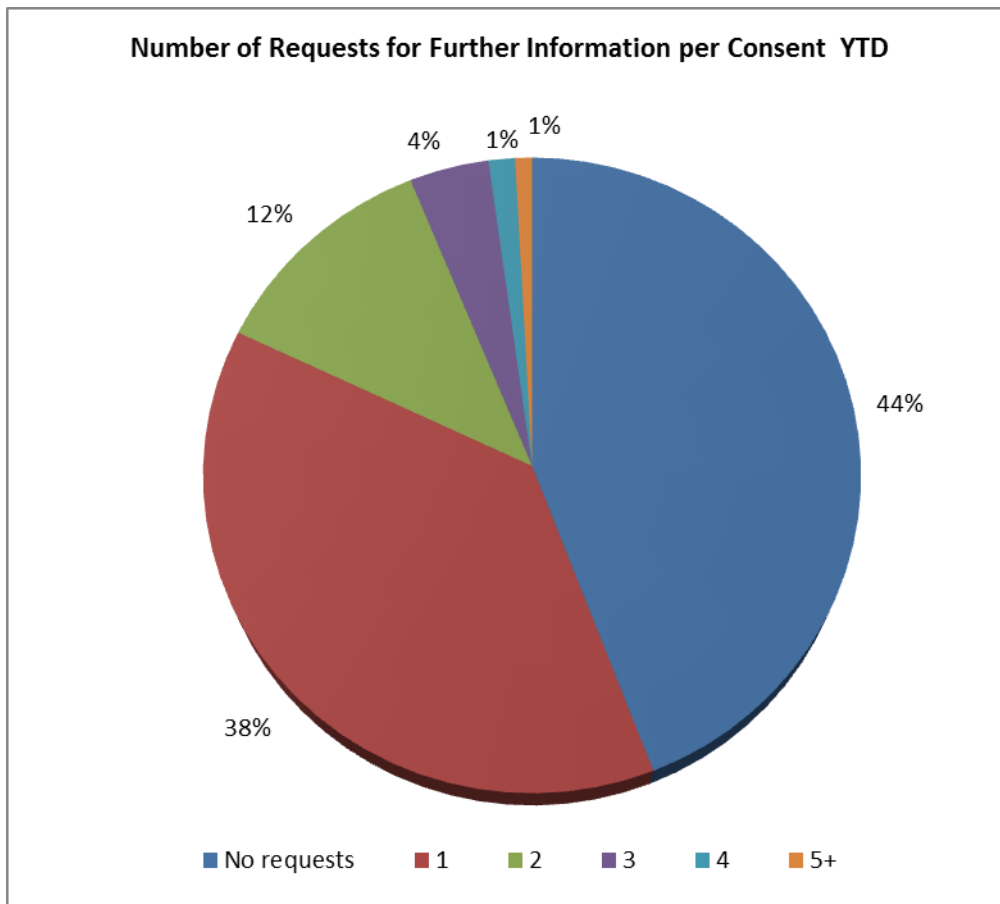
| 1-01-2017 - 31-03-2017 | | |
|------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------|
| Number of Days (X) | Number of consents processed within (X) Working Days ² | Number of consents processed within (X) Actual Days ³ |
| 0-5 | 53 | 51 |
| 6-10 | 35 | 23 |
| 11-15 | 54 | 28 |
| 16-20 | 102 | 44 |
| 21-30 | 2 | 55 |
| 31-60 | 0 | 39 |
| 61-89 | 0 | 3 |
| 90+ | 0 | 3 |
| TOTAL | 246 | 246 |



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

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

REQUESTS FOR FURTHER INFORMATION⁴



| Requests for Information | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Year |
|--------------------------|------------|------------|------------|---------|------------|
| No requests | 161 | 97 | 105 | | 363 |
| 1 | 107 | 117 | 87 | | 311 |
| 2 | 28 | 33 | 36 | | 97 |
| 3 | 11 | 8 | 14 | | 33 |
| 4 | 4 | 4 | 3 | | 11 |
| 5+ | 3 | 3 | 1 | | 7 |
| TOTAL | 314 | 262 | 246 | | 822 |

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

Resource Consents and Compliance

| KPI | Level of Service | Measure | Target 2016/17 | Result |
|-----|----------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------|-----------|
| 11 | 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 to the planner for processing.

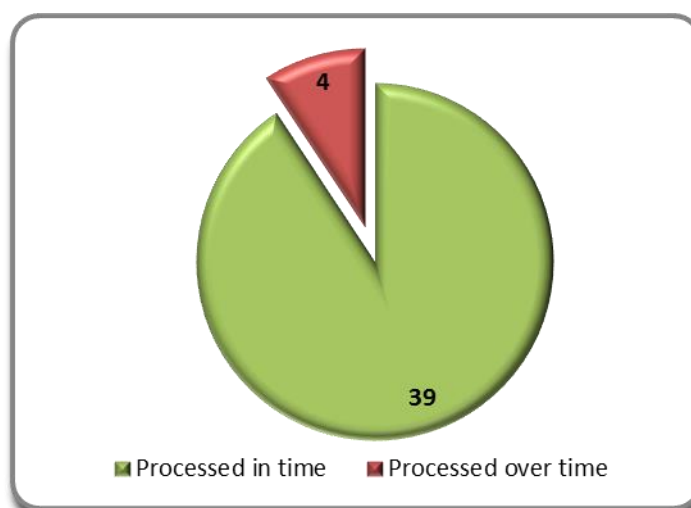
| KPI | Level of Service | Measure | Target 2016/17 | Result |
|-----|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------|----------------------|
| 12 | Avoid unnecessary delays with notified consents, which due to their complexity can span a lengthy period. | Percentage of all notified consents are processed within statutory timeframes. | 95% | Not on target 75% |

There were two limited notified consent applications completed within this quarter, bringing the total processed within the year to date to four. Both were processed within statutory timeframes. An application in the first quarter did not meet statutory timeframes due to difficulties in finding an available venue. Closer management of notified consent is now in place to ensure timeframes are met.

| KPI | Level of Service | Measure | Target 2016/17 | Result |
|-----|------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------|----------------------|
| 13 | Process completion certificates promptly to avoid costly delays. | Percentage of all s223 completion certificates are processed within statutory timeframes. | 95% | Not on target 91% |

There were 14 completion certificates issued in the third quarter, bringing the total in the year to date to 43. All 14 were processed within statutory timeframes. Results in the first two quarters were impacted by a significantly higher than normal consents workload and so the result is likely to fall short of the target for the year. We have processed 34% more resource consents in the year to date, compared with the same period last year. Successful recruitment means greater resource can be applied to improve compliance with statutory timeframes.

S223 Applications processed in year to date



| | Level of Service | Measure | Target 2016/17 | Result |
|--------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------|-----------|
| KPI 14 | Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes. | Time recording is introduced to monitor efficiency and provide a baseline for performance management. | Achieve | Completed |

Completed in July 2016

| | Level of Service | Measure | Target 2016/17 | Result |
|--------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------|-----------------|
| KPI 15 | Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes. | Percentage of application deposits refunded less than 5% of decisions issued per year. | <5% | On target 1% |

No refunds were processed in the third quarter. The total refunds given in the year to date is three.

| | Level of Service | Measure | Target 2016/17 | Result |
|--------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------|-----------|
| KPI 16 | 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 | On target |

There have been no decisions issued for any appeals of decisions this quarter, and no further appeals have been lodged on Council decisions.

| | Level of Service | Measure | Target 2016/17 | Result |
|--------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|
| KPI 17 | All development in the community are monitored to ensure they are consistent with District Plan. | Resource consents known to be given effect to are monitored in accordance with Regulatory Services Monitoring Strategy / Procedures Manual. | 95% | Not on target 80% |

136 inspections of 19 Resource Consents [including Subdivision Consents] were recorded during this third quarter and 14 inspections were undertaken in relation to the Expressway project. Our focus has been on monitoring of large subdivisions, Expressway projects, and complaint response.

Not all resource consents known to have been given effect to have been monitored in this quarter. This has been due to internal changes in resourcing and roles, and high demand responding to duty compliance issues (i.e. complaints response) has reduced RMA compliance resource through this quarter. Recruitment has been undertaken to boost resourcing on RMA compliance and additional resourcing has been sourced. As a result we still expect to meet this target over the full year.

The completion of the majority of works prior to the opening of the MacKays to Peka Peka Expressway through this quarter has resulted in a large demand on RMA Compliance Officer time. This includes checking compliance requirements for the opening to occur, and also the large number of complaints that derived from the opening of the Expressway around issues such as noise, expansion joints, and signage.

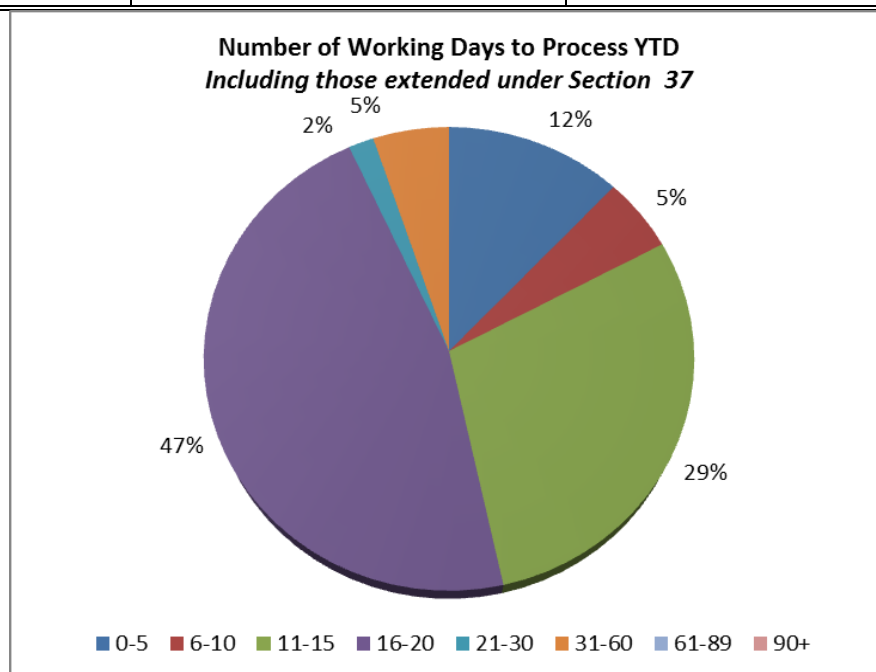
| | Level of Service | Measure | Target 2016/17 | Result |
|-----------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------|-----------|
| KPI 18 | 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 continue to work with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. No formal enforcement action was taken in this quarter. The Enforcement Decisions Group met twice during this quarter.

RESOURCE CONSENTS ISSUED 2016/17

| | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Year to Date |
|--------------------------------------------------------------------------------------------------|---------|---------|---------|---------|--------------------------|
| Total Resource Consents – decision issued during period | 78 | 92 | 58 | | 228 |
| Total non-notified issued within statutory timeframes | 76 | 89 | 55 | | 220 |
| Total notified issued within statutory timeframes | 0 | 1 | 2 | | 3 |
| Percentage complete within statutory timeframes | 97 % | 98% | 98% | | 98% |
| Average processing days for non-notified decision (excl. consents with S37 timeframe extensions) | 16 days | 15 days | 14 days | | 15 days (target 17 days) |
| Average processing days for notified decision (excl. consents with S37 timeframe extensions) | N/A | N/A | | | N/A |
| Consents where further information requested ¹ | 29 | 41 | 30 | | 100 |

| 1-01-2017 - 31-03-2017 | | |
|------------------------|-------------------------------------------------------------------|------------------------------------------------------------------|
| Number of Days (X) | Number of consents processed within (X) Working Days ² | Number of consents processed within (X) Actual Days ³ |
| 0-5 | 7 | 3 |
| 6-10 | 3 | 2 |
| 11-15 | 17 | 11 |
| 16-20 | 27 | 23 |
| 21-30 | 1 | 6 |
| 31-60 | 3 | 7 |
| 61-89 | | |
| 90+ | | 6 |
| TOTAL | 58 | 58 |



- 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.
- 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.
- 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 2016/17 | Result |
|--------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|
| KPI 19 | 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%) |

Premises inspected for new/renewal alcohol licence applications

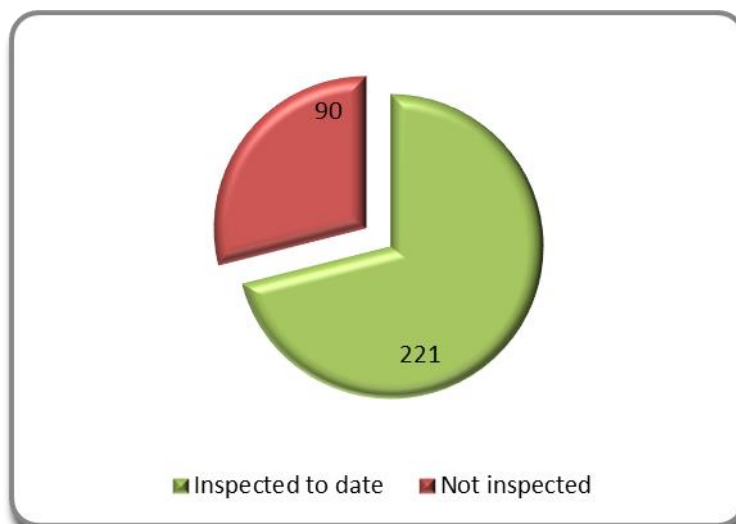


A total of 13 Alcohol licensed premises (new or renewal) had their licences issued and were inspected as part of that process this quarter. This brings the total for the year of 62 licences issued and 62 inspections related to that process.

In addition a total of 30 monitoring inspections were undertaken during the quarter bringing the total monitoring visits for the year to 74.

| | Level of Service | Measure | Target 2016/17 | Result |
|--------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|
| KPI 20 | All food premises operate within an environment that is safe and healthy. | A minimum of 80% of all food premises are audited/ inspected using a risk based approach in accordance with government acts or regulations each year. | 80% | On target |

Licensed food premises inspected



The number of food premises can change from week to week as premises close or new premises open. The numbers shown are calculated based on only the premises that are relevant within the timeframe of this report.

The total number of food premises for the year was 311 based on the grading of each premises at 1 July 2016. In order to inspect/audit all food premises in the year an average of 78 inspections/audits would be required per quarter (or 234 in the first three quarters). The total inspections or audits conducted this quarter were 67 bringing the total inspections/audits to 221. This is on target for the year to date as the minimum target for the first three quarters is 188 (which is 80% of 234).

In keeping with our open for business drivers the team have also continued to support businesses which have or are transitioning into the new system and we conducted an additional 11 support visits this quarter, bringing the total number of these support visits during the year to 42.

| | Level of Service | Measure | Target 2016/17 | Result |
|--------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------|-----------|
| KPI 21 | All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy. | A minimum of 80% of all other licensed premises' are inspected for compliance with appropriate regulations. | 80% | On target |

Other licensed premises inspected

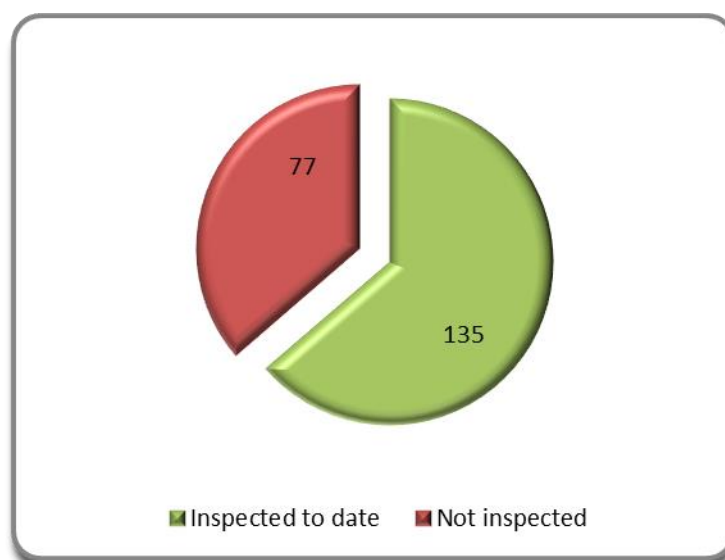


The number of premises can change from week to week as businesses close or new premises open. The numbers shown are calculated based on only the premises that are relevant within the timeframe of this report.

The target for the year was based on the existing business as of 1 July 2016 which was 60 other licensed premises. This relates to approximately 15 visits per quarter (or 45 for the first three quarters). The total inspections this quarter were 2 bringing the total for the year to 47, ahead of target.

| | Level of Service | Measure | Target 2016/17 | Result |
|--|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------|
| | Private swimming pools comply with the legislated requirements. | 20% of all known private swimming pools are inspected to ensure compliance with the Fencing of Swimming Pools Act 1987. | 212 | 135. This is 64% of total target for 30 June 2017 |

Swimming pool inspections



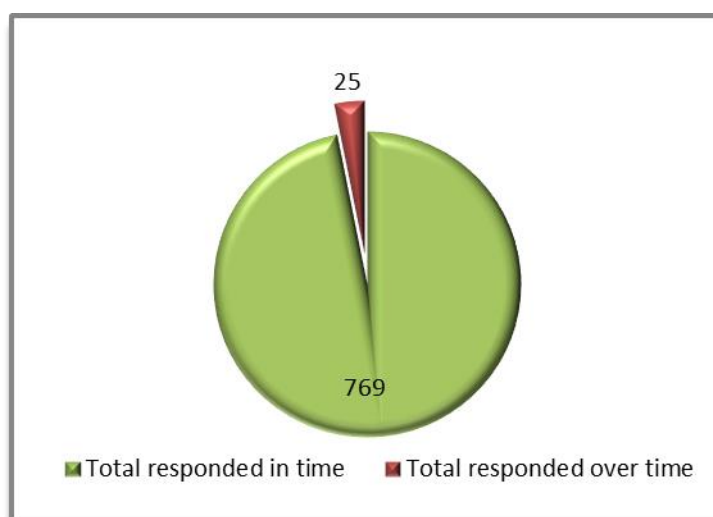
This financial quarter Council Staff conducted 25 pool inspections. The target for each quarter is 53 pools to meet the annual target that 20% of all known pools are inspected each year. This quarter Council has seen an increase in pool owners requesting pool inspection and certification in order to assist sale of property. Traditionally some of these pools had a history of non-compliant fencing restrictions under the repealed Act, which still apply under the amendment. Pool inspection and certification continue to be an ongoing challenge with many pool owners requiring second and subsequent inspections.

Also pool owners are requiring repeat inspections as staff invest time assisting pool owners with compliance under the The Building (Pools) Amendment Act 2016. This amendment came into effect on 1 January 2017. It repealed the Fencing of Swimming Pools Act 1987 and included new pool safety provisions in the Building Act 2004. Under current legislation Councils must ensure pools are compliant under the Act and inspections are now due on three yearly cycles. While the amendment allows for Independently Qualified Pool Inspectors (IQPI) to inspect and certify pools, there is currently no certified IQPI registered through Ministry of Business Innovation and Employment (MBIE).

The current target referred to in this report was set prior to legislative change and Council continues to work to this target while waiting for IQPI to register and for acceptable solutions to be developed by MBIE.

| | Level of Service | Measure | Target 2016/17 | Result |
|--------|----------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|---------------------|
| KPI 23 | Dogs are managed effectively to minimise nuisance. | Percentage of all routine calls/complaints about dogs are responded to within 24 hours of receipt. | 95% | On target 96.75% |

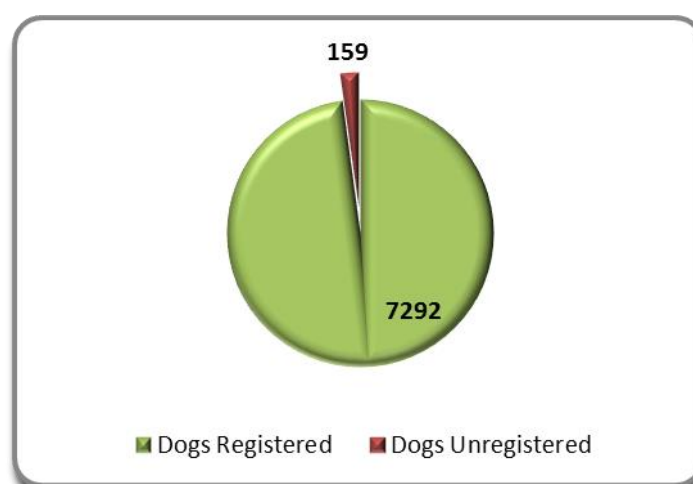
Response to routine dog calls/complaints



The Animal Management Team responded to 769 service requests this quarter. Calls for service increased by about 20% on last quarter. Staff did well to maintain level of service through a busy quarter.

| | Level of Service | Measure | Target 2016/17 | Result |
|--------|------------------------------------------|----------------------------------------------|----------------|------------------|
| KPI 24 | All dogs in the District are registered. | Percentage of all known dogs are registered. | 95% | On target 98% |

Registered dogs in district



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The number of known dogs continues to grow in Kapiti. Unregistered dogs are routinely followed up by Animal Management. Of the 159 that remain outstanding a percentage of these are often discovered to have moved out of District, moved within District but with no forwarding address or deceased. It is challenging for staff making enquiries to locate dog owners.

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me to tāngata whenua

Key developments for the 3 months to 31 March 2017

Governance

- Council adopted the Governance Statement for the 2016-2019 Triennium.
- Council approved the Triennial Agreement for the Wellington Region (2016-2019 Triennium).
- Council adopted the Annual Plan 2017/18 consultation document.
- Council approved the Fees Framework for Non-Elected Members.
- Council approved nomination of an Elected Member to the Local Government New Zealand National Council's Policy Advisory Group.
- Council approved the draft Waste Management and Minimisation Plan.
- There were citizenship ceremonies on 8 February and 29 March which conferred citizenship upon 38 and 36 applicants respectively. Their countries of origin included South Africa, Britain, Australia, India, Fiji, Israel, Ireland, America, Chile, Spain, Poland, Indonesia, Zambia Philippines, India, Kiribati, Germany, Russia and Canada.
- The Council received 65 requests under the Official Information Act in the third quarter (185 for the first three quarters). This compares to 67 in the third quarter last year (190 for the first three quarters last year).
- There were four Council Meetings, eight Committee Meetings and no Subcommittee meetings in the third quarter. There were 23 briefings.

Tāngata whenua

- Waitangi Day 2017 – a successful event co-hosted with Ngā Hapū o Ōtaki took place at the Ōtaki Māori Racing Club.
- A citizenship ceremony was held at Whakarongotai marae on 29 March 2017. A key reason for hosting at the marae was to ensure that the elected members for this triennium were officially welcomed onto this marae early in the triennium.
- The Māori Economic Development working group was established and is focused on reviewing and adopting a revised strategy for Māori Economic Development.
- Work across the organisation continues with iwi engaged in Working Parties including: town centres, water, district plan, bio-solids and development of Cultural Impact Assessments. This work continues to inform council on the critical values and aspirations that are significant to iwi.
- Te Whakaminenga o Kāpiti, the council partnership committee has met twice in this quarter.

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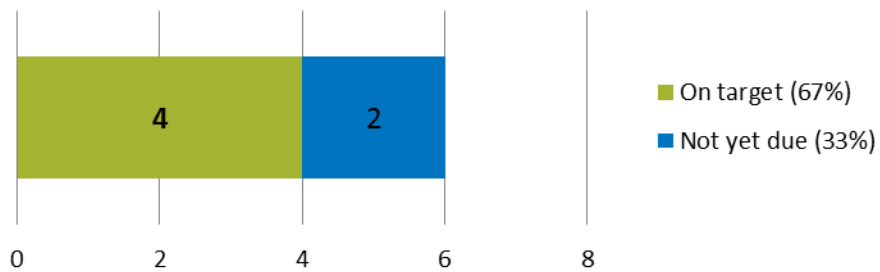
- Te Whakaminenga o Kāpiti have approved the Memorandum of Partnership and Terms of Reference. Awaiting consideration by council.
- Engagement with Te Ātiawa is underway for McLean Park and Otaraua Park.
- Bio-solids working with iwi – exploring iwi frameworks and partnership approaches to inform wastewater treatment and disposal options.
- Te Reo Māori classes were offered for the community at the districts libraries.

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July to 31 March 2017



Four of the six KPIs were on target at the end of the third quarter.

Results for two KPIs are not yet due.

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 31 March 2017

| Contribution to outcomes | Performance measures | Target | Result (ytd) | Comment |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------|
| Civil defence emergency management | | | | |
| We encourage households to be ready for emergencies | Number of households that have an emergency plan and kit sufficient for three days following an emergency event | Maintain or increase 2014/15 baseline (69%) | Not yet due | This measure will be reported in the fourth quarter. (2015/16 result was 74%) |
| Governance | | | | |
| Residents will be informed of opportunities to engage and participate in decision-making processes within statutory timeframes | Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting | 100% | On target | |
| Official information requests will be responded to within statutory timeframes | Percentage of official information requests responded to within 20 working days ¹ | 100% | On target | All 185 official information requests in the first three quarters were responded to within 20 working days. |
| Tāngata whenua | | | | |
| We value the partnership with tāngata whenua and it is strong | The memorandum of partnership is renewed each triennium | Achieve | On target | MoP has been reviewed by TWoK and is now due to be reviewed by Council. |
| | Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership | Achieve | Not yet due | Feedback to be sought in the fourth quarter. |
| 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 | Representation is established and working parties are actively involved in significant programmes |

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

Governance and tāngata whenua – financial results to 31 March 2017**Capital expenditure summary**

| | YTD Actual 2016/17 (\$'000) | YTD Budget 2016/17 (\$'000) | Full year Budget 2016/17 (\$'000) | Full year Projection 2016/17 (\$'000) |
|--------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| Total projects under \$250,000 | 54 | 57 | 97 | 123 |
| Total projects over \$250,000 | 243 | 344 | 458 | 458 |
| Total | 297 | 401 | 555 | 581 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2016/17 YTD Actual \$000 | 2016/17 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|-------------------------------------|-------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| | Expenditure | | | |
| 4,533 | Other operating expense | 3,427 | 3,573 | 4,797 |
| 61 | Depreciation and amortisation | 39 | 36 | 48 |
| 65 | Finance expense | 38 | 51 | 69 |
| 4,659 | Operating expenditure | 3,504 | 3,660 | 4,914 |
| | Revenue | | | |
| 593 | Fees and charges | 429 | 478 | 611 |
| 37 | Interest income | 2 | 48 | 64 |
| 630 | Operating revenue | 431 | 526 | 675 |
| 4,029 | NET OPERATING COSTS | 3,073 | 3,134 | 4,239 |
| | Capital items | | | |
| 395 | Asset renewal | 293 | 378 | 523 |
| 6 | New assets upgrade | 4 | 23 | 31 |
| 401 | Total capital items | 297 | 401 | 554 |
| 4,430 | NET COST OF ACTIVITY | 3,370 | 3,535 | 4,793 |
| | | | | |
| 3,620 | Rates | 2,926 | 3,155 | 4,268 |
| 6 | Borrowings | 4 | 23 | 31 |
| 25 | Depreciation reserve | 50 | 34 | 65 |
| (8) | Movement in other reserves | - | - | - |
| 787 | Reserves & special funds | 390 | 322 | 429 |
| 4,430 | TOTAL SOURCES OF FUNDS | 3,370 | 3,534 | 4,793 |

Operating expenditure is \$156,000 favorable to budget due to savings in transport costs, councilor training and council ceremonies/functions.