

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

12 MAY 2016

Meeting Status: **Public**

Purpose of Report: For Decision

ACTIVITY REPORT: 1 JANUARY TO 31 MARCH 2016

PURPOSE OF REPORT

- 1 This report provides the Corporate Business Committee with a quarterly performance overview for the third quarter of the 2015/16 financial year for each activity published in the 2015-35 Long Term Plan.

DELEGATION

- 2 The Corporate Business Committee has delegated authority to consider this report under the following two delegations in the governance structure:

Section B.3.7:

Annual Planning

7.3 Authority to monitor Annual Plan implementation.

Financial and Asset Management

7.5 Authority to monitor performance of the Council's financial activities, including income, operating and capital expenditure against budgets, remissions, key financial indicators and investment and debt/borrowings management.

BACKGROUND

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

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

CONSIDERATIONS

Section 1: Key Development Highlights

- 7 The information in the following is a very brief summary of key developments in the third quarter of the 2015/16 financial year. For further detail see the activity reports in Appendix B.

Infrastructure

- 8 The annual roading reseal programme is substantially completed. Footpath renewal work started in the third quarter and is due to complete by the end of June 2016.
- 9 The resource consent application for the Paekākāriki seawall was submitted to Greater Wellington Regional Council (GWRC) in March 2016. Indications now are that it will be treated as a non-notified consent.
- 10 Large volumes of peat have been delivered from the Expressway project for use as topsoil over the capped slopes of the landfill. This has added to landfill project costs for this year but has contributed to projected savings of around \$1 million over the full term of this project.
- 11 Machine cleaning of open drains (on a priority basis) is in progress.
- 12 Following the approval to re-prioritise wastewater capital projects funding in November 2015 Council has continued to work with M2PP and NZTA to explore alternative funding options to progress the remaining sections in the Expressway designation.
- 13 The terms of reference for the cultural impact assessment of application to land of biosolids in the district has been prepared and suitable consultants to undertake the work are being sought. A summary of work to date in considering biosolids reuse was presented Te Whakaminenga o Kāpiti.
- 14 The river recharge scheme has been given the highest rating for compliance by GWRC. The scheme was given a green four-star rating which means the scheme complies and its management has been excellent.

Community Services

- 15 Initial Evaluation Procedures (IEP's) have been undertaken on seven Council-owned buildings, as part of the Earthquake Prone Buildings Project. Out of those

initial assessments, two buildings have been identified as potentially earthquake prone.

- 16 A range of Council environmental sustainability services were promoted at community events and festivals over summer, these included; Waitangi Day celebrations at Waikanae, Ōtaki Kite Festival and The Waikanae Show.
- 17 In February, the Environment and Community Development Committee adopted the Kāpiti Visitor Attraction Plan; 2015-2018.
- 18 The Town Centre project has engaged Brian Perry Civil Ltd as the design and build technical support. This team has refined the implementation programme reflecting the impact of recent private developments. Designs are being developed with public re-engagement planned for June 2016.
- 19 Visitor Solutions have been engaged to assist with the development of the planned Community Facilities Strategy. It is due for completion by March 2017.
- 20 Work has been completed on the Te Ātiawa courts rebuild with a few very minor line-marking and post re-installation issues being tidied up. The synthetic surface will be completed in late 2016.
- 21 The “Stepping Up” programme has commenced in our libraries. This is a series of free digital workshops for the community to teach practical digital literacy skills at an introductory level.
- 22 “Moving Forward,” a programme delivered by our library team in conjunction with the Department of Corrections is continuing and producing good results.
- 23 Preliminary design for the Ōtaki pool rebuild was completed and the detailed design is well underway.

Planning and Regulatory Services

- 24 PDP Hearings commenced with the General/Plan-Wide hearing on 4 April 2016 and are expected to conclude in October 2016.
- 25 A Waikanae Beach Working Group has been formed to help capture the community’s vision for Waikanae Beach and possible ways of achieving it.
- 26 On 28 March 2016 the North Otaki Beach Residents Group made an Application for a Declaration to the Environment Court on matters concerning coastal provisions and the PDP process to date. The Council is responding to the application.
- 27 The initial pilot of Earthquake Prone Building Assessments has begun. The 1,500 building owners who may be impacted have been written to.
- 28 The Building Control team implemented a new electronic processing system (Go Get) which will improve data to assist our customers to provide the necessary information for consenting and has been working with other Council’s in a cross-council initiative to align building control systems and processes (Go Shift).

Governance and Tāngata Whenua

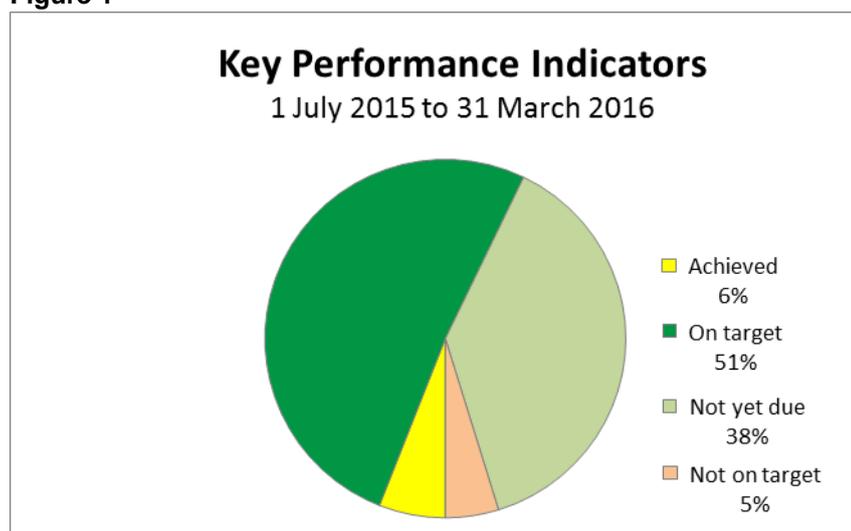
- 29 Council adopted the Annual Plan 2016/17 consultation document.
- 30 The Council received 67 requests under the Official Information Act in the third quarter (190 in the year to date). This compares to 61 in the third quarter last year (and 178 in the first three quarters).
- 31 Waahi Tapu/Sites of significance tour – 45 people from the community attended a tour aimed at promoting sites that are significant to Te Āti Awa.
- 32 Beginner classes in te reo Māori commenced for council staff to enhance their use and understanding of the language. Classes are held fortnightly with 20 staff members attending.

Section 2: Summary of Performance across all Activities

Summary of Key Performance Indicators: Level of Service Measures

- 33 There are 84 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.

Figure 1



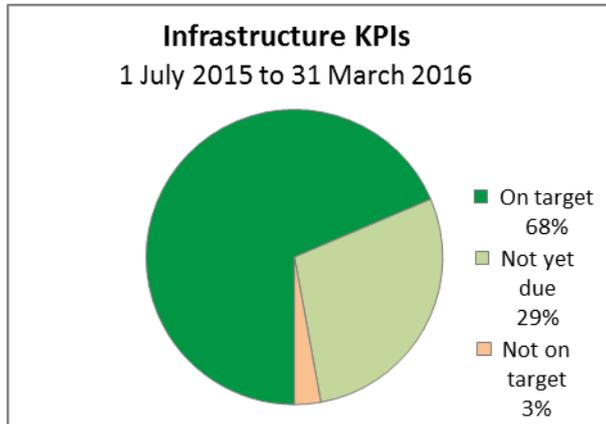
Achievement Category	Outcome at 31 March 2016
Achieved	5
On target	43
Not yet due	32
Not on target	4
Not achieved	0
Total Level of Service Measures	84

KPI results by Activity Cluster

Infrastructure

34 In this cluster there are 38 KPIs. Three have been established for monitoring purposes only at this stage, leaving 35 KPIs with assigned targets.

Figure 2



35 Twenty four of those 35 KPIs (68%) were on target at the end of the third quarter.

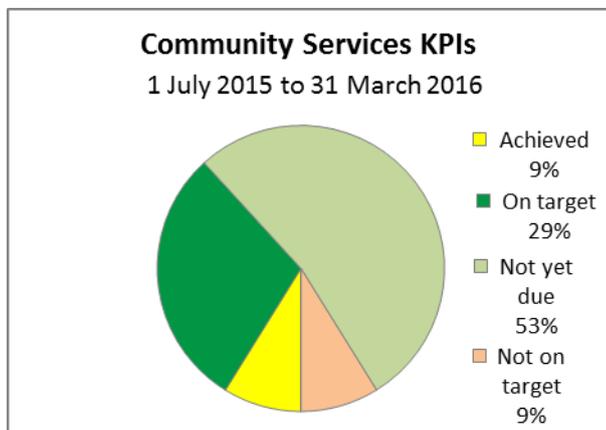
36 A further 10 KPIs (28%) are not due to be reported on until later in the financial year.

37 One Stormwater KPI is not on target (*the number of complaints about the performance of the stormwater system*). This is a new mandatory measure introduced by the Department of Internal Affairs. It has a target of less than 10 complaints per thousand connections but has recorded 18.5 complaints per thousand connections in the first three quarters of the year (i.e. up to 1.85% of total connected properties have reported an issue with the stormwater system in the year to date). Around 25% of properties in Kāpiti are in flood-prone areas.

Community Services

38 In this cluster there are 34 KPIs.

Figure 3

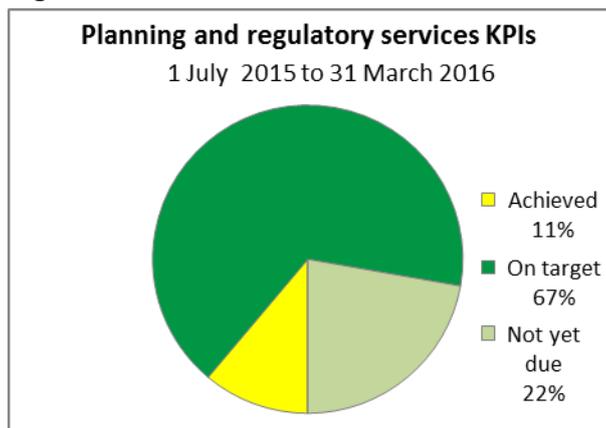


- 39 Thirteen of the 34 KPIs (38%) were either achieved (3) or on target (10) at the end of the third quarter.
- 40 Eighteen KPIs (53%) are not due to be reported on until the end of the financial year.
- 41 Three Recreation and Leisure KPIs (9%) are not on target:
 - i). The number of visits to both the district’s pools and libraries in the first three quarters of 2015/16 are below figures for the same period in 2014/15. Council will continue to promote the facilities, services and programmes, particularly through targeted marketing to different sectors of the community. Separate (libraries and pools) projects are planned to better understand what people want from the facilities, why people aren’t using the facilities as much as they have and how they can be encouraged to do so.
 - ii). The public art KPI is not on target as the acquisition originally intended to be undertaken in 2015/16 has been deferred until 2016/17. The Public Art Panel has commenced it’s engagement with Paraparaumu Beach Business Association and Paraparaumu College Art students and Art teachers

Planning and Regulatory Services

- 42 In this cluster there are 9 KPIs.

Figure 4

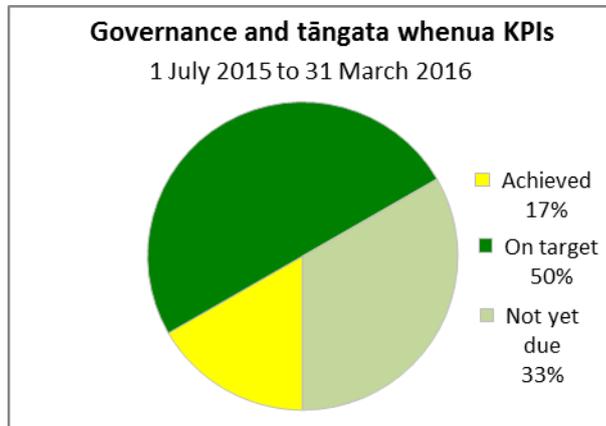


- 43 Seven of the nine KPIs (78%) were either achieved (1) or on target (6) at the end of the third quarter.
- 44 The other two KPIs (22%) are not yet due.
- 45 Regulatory services continue to report performance against their management key performance indicators to the Regulatory Management Committee.

Governance and Tāngata Whenua

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

Figure 5



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

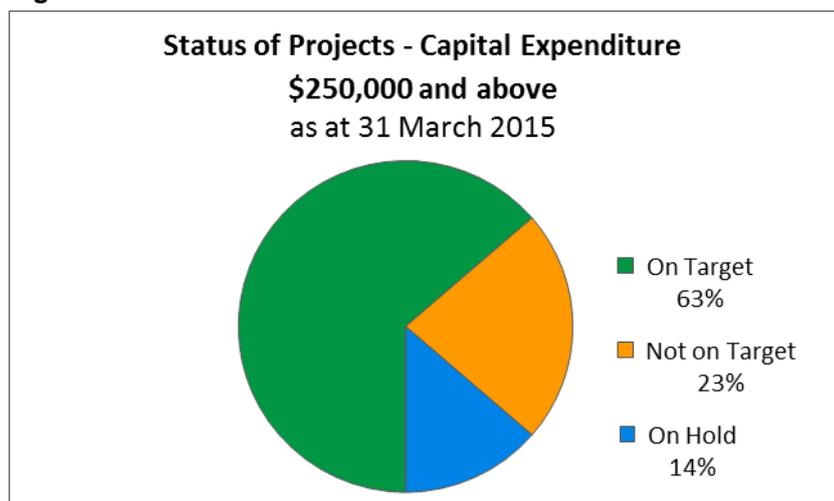
48 Two KPIs are determined by surveys that are not due to be undertaken until later in the year.

Section 3: Summary of Project Performance

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

49 There are 22 Capital Expenditure Projects with a value of \$250,000 and above in 2015/16. Figure 6 below provides a performance summary of these projects as at 31 March 2016.

Figure 6



50 Of the 22 projects, 14 were on target (63%) at the end of the third quarter. Three wastewater management projects (14%) are on hold for reasons discussed in the infrastructure cluster below and five infrastructure projects were not on target (also discussed below).

- 51 The 14 projects on target include the following key initiatives and major projects from the 2015-35 Long term Plan (see Appendix A, Tables 1 and 2):

Key Initiatives

- i). Paraparaumu and Waikanae Town Centres
- ii). Te Ātiawa Park netball/tennis court rebuild
- iii). Ōtaki Pool rebuild and splash pad

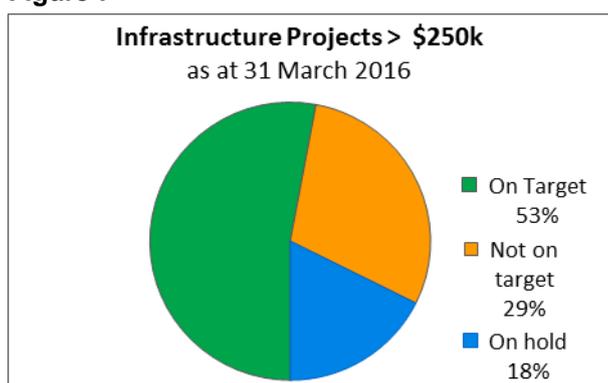
Major projects

- iv). Coastal Protection Paekākāriki
- v). Kāpiti Youth development centre
- vi). Otaraua Park development
- vii). Earthquake prone building assessments

Infrastructure

- 52 There are 17 Infrastructure projects with a value of \$250,000 and above. These include the coastal protection project in Paekākāriki (see Appendix A, Table 2) and the sixteen infrastructure projects listed in Appendix A, Table 3.

Figure 7



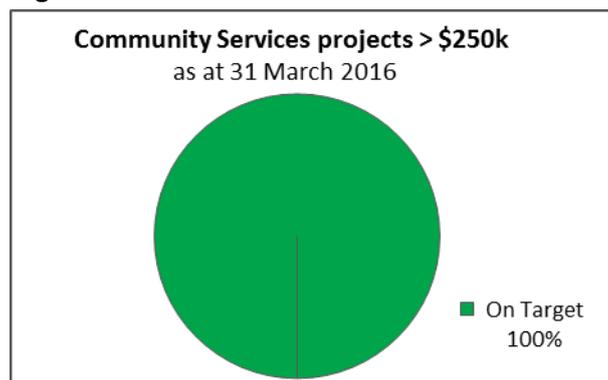
- 53 Nine of the 17 projects were on target (70%) at the end of the third quarter.
- 54 Three Wastewater projects are on hold (18%) as their funding has been reallocated to the Waikanae duplicate rising main project to take advantage of an opportunity to bring some of that work forward in synergy with development of the Expressway.
- 55 Five projects are not on target:
- i). The Ōtaki Wastewater Treatment Plant consent upgrades project was initially held up by delays to awarding the contract for the wetland optimisation study. That has now been awarded but has been put on hold pending completion of the consenting process for the treatment plant.
 - ii). The RRwG post construction and compliance monitoring project is projected to overspend its budget. Significant additional work including documentation updates, compliance and consultation process management and consent revisions were undertaken through the year.

- iii). The Ōtaki Beach pump station upgrade had additional conditions imposed by GWRC which has extended the project completion date from June to September 2016.
- iv). The Waikākāriki Stream gravel extraction project has been delayed waiting for affected party approvals to support the resource consent application. These were finally received in the third quarter but the expected completion date has, as a result, been pushed out from June to September 2016.
- v). The landfill capping project is ahead of schedule but over budget due to decisions made to purchase peat from the Alliance and clay materials from a local supplier for transport and handling cost only. The additional spending this year will result in significant savings over the life of this project as reported in paragraph 10 above.

Community Services

56 There are five Community Services projects with a value of \$250,000 and above. These include three key initiatives from the long term plan (the Paraparaumu and Waikanae town centres project, the Te Ātiawa Park rebuild, and the Ōtaki pool rebuild – see Appendix A, Table 1) one major project from the long term plan (the Kāpiti youth development centre, see Appendix A, Table 2) and the strategic land purchase project (see Appendix A, Table 3).

Figure 8

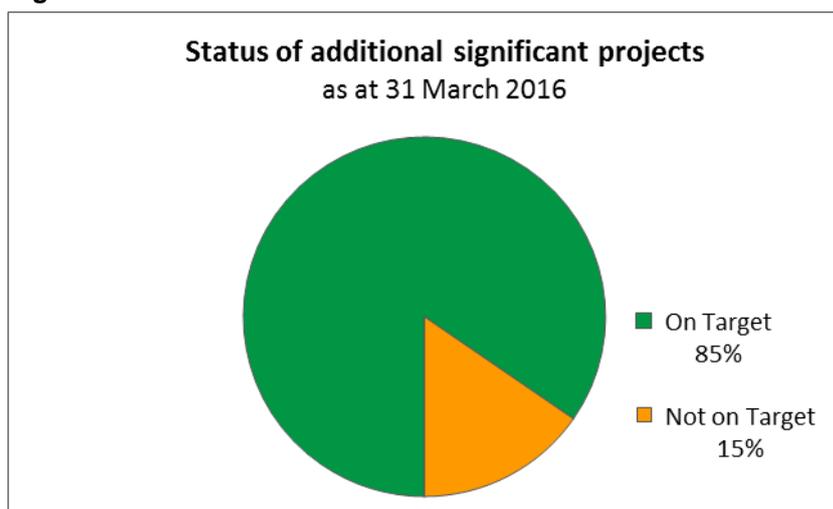


57 All five projects were on target at the end of the third quarter.

Summary of Projects – Additional Significant

- 58 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).
- 59 There are now 13 additional significant projects in 2015/16. Figure 9 below is a summary of performance for these projects as at 31 March 2016.

Figure 9



- 60 Eleven of the 13 projects (85%) were on target at the end of the third quarter. This includes three major projects from the 2015-35 Long term plan (see *Appendix A, Table 2*. The other 10 additional significant projects are listed in *Appendix A, Table 4*):
- i). Otaraua Park Development
 - ii). Earthquake prone building assessments
 - iii). Waikanae Library and Mahara Gallery upgrade
- 61 The District Plan Review project is ahead of its planned timeframes, but is over budget due to an extensive submitter engagement process and additional work required to ensure a robust evidence base and high quality reporting for the hearings.
- 62 The EDRMS (Electronic Document and Records Management System) software renewal project is running behind schedule due to delays in the Technical Infrastructure upgrade.

Financial Considerations

- 63 A summary (as at 31 March 2016) of budget details for each activity is provided in the activity reports attached as Appendix B to this Report SP-16-1886.

Legal Considerations

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

SIGNIFICANCE AND ENGAGEMENT

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

RECOMMENDATION

66 That the Corporate Business Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the third quarter of 2015/16 contained in the Activity Reports attached as Appendix B to this Report SP-16-1886.

Report prepared by	Approved for submission	Approved for submission
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**Group Manager
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ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports

Appendix A - Summary List of Projects

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

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

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

2. Included in Recreation and leisure activity report as preliminary work is underway even though the project will not start in earnest until results of Mahara Gallery fundraising are known..

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

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

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

Table 4: Other Significant Projects		
Activity	Project Name	Status Category
Access and transport	Major bridge repairs	Green
	Footpath renewal	Green
	Raumati Road corridor study	Green
Wastewater	Paraparaumu WWTP consent renewal	Green
Water management	Waikanae WTP – Stage 2 Planning and Risk study	Green
Economic development	Strategy for supporting economic development	Green
Districtwide planning	District plan review	Orange
Regulatory	Business improvement – Phase 1	Green
Governance and Tāngata Whenua	Website updates	Green
	EDRMS renewal	Orange