23 MAY 2019

Meeting Status: Public

Purpose of Report: For Decision

ADOPTION OF 2019-20 ANNUAL PLAN

PURPOSE OF REPORT

1 This report seeks the Council adoption of the 2019/20 Annual Plan.

DELEGATION

2 Only the Council can adopt the 2019/20 Annual Plan.

BACKGROUND

- 3 Work began on developing the 2019/20 Annual Plan (the Annual Plan) in November 2018 guided by several planning assumptions.
- 4 On 14 February 2019 a Council workshop was held (in public) to determine the budget for the 2019/20 financial year and consider a number of minor changes necessary for year two (2019/20) of the 2018-38 *Toitū Kāpiti* Long Term Plan (LTP).
- 5 Because there were no significant or material differences proposed to what was included in year two of the Long Term Plan, Council decided to not formally consult on the Annual Plan but invite the community to provide feedback on the draft work programme and budgets for 2019/20.
- 6 On 2 April 2019 the Council published a guide to the draft Annual Plan which was available online and in service centres and libraries. The guide outlined the major activities planned for the 2019/20 financial year and explained the minor changes from year two of the Long Term Plan. The guide also indicated a draft average rates increase of 4.8%.
- 7 The period to provide feedback on the draft Annual Plan closed on 30 April 2019. A total of 13 responses were received, most from community organisations. Councillors received all feedback via email on 2 May 2019.
- 8 The feedback included a number of requests to Council which could impact the work programme or budget in 2019/20. These requests are summarised at Appendix A for discussion at this meeting.
- 9 Seven organisations have taken up the opportunity to speak to Council about their feedback on the Annual Plan at the public speaking slots available at either the end of the Operations and Finance Committee meeting on 16 May 2019, or at the beginning of the Council meeting on 23 May 2019.
- 10 This report seeks adoption of the Annual Plan (attached at Appendix C), including decisions on the requests received through community feedback, and adoption of the fees and charges schedule (pages 87 to 118 of Appendix C).

CONSIDERATIONS

Fees and charges

- 11 Council proposes to generally increase fees in accordance with the Local Government Cost Index (LGCI). There are some exceptions to this, and in addition, a number of fees and charges are proposed to be removed as they are no longer required. The exceptions and the fees to be removed as well as the full fees and charges schedule were detailed in the Report to Council Corp-19-749 on 14 March 2019.
- 12 The final schedule of fees and charges presented for adoption is included as part of the final Annual Plan attached at Appendix C.

Capital budgets and carryovers

- 13 Officers seek approval to carry over capital expenditure of \$6.23 million from 2018/19 to 2019/20 and future years as outlined in Appendix B.
- 14 The proposed carryover of \$4.87 million into 2019/20 will increase the proposed capital programme for 2019/20 to \$35.82 million. The Council will continue to monitor the deliverability of the 2019/20 capital programme and is proposing to complete a review of the capital budget during the first quarter of 2019/20 which will be presented to the Operations and Finance Committee for consideration.
- 15 The strategic land and property budget of \$1.9 million includes an additional \$1.0 million requested to fund potential strategic property expenditure for the District which was not included in the draft Annual Plan. This will start to address issues within our community facilities portfolio.
- 16 It is important to note that the proposed 2019/20 capital programme includes a few significant projects which make up just over 30% of the programme and contribute to the programme size but will not require the same level of internal resource as other capital projects (see table below). Excluding these projects, the capital programme is similar to the level of capital work completed in 2018/19 and 2017/18.

Proposed 2019/20 Capital Programme (including \$4.87m CF)	\$35.8
Significant expenditure explained by:	
Strategic land and property	\$1.9
Kapiti College – Performing arts centre	\$1.6
Water resilience project - Waikanae water treatment plant - Stage 2 (\$7.4m) & Otaki (\$0.7m)	\$8.1
Proposed normalised 2019/20 Capital Programme - excluding significant projects	\$24.2
Forecast capital expenditure for 2018/19 Actual capital expenditure for 2017/18	\$23.5 \$23.8

Community feedback

- 17 Feedback on the guide to the draft 2019/20 Annual Plan was received from four individuals and nine organisations.
- 18 Where the feedback included a request that could impact the work programme or budgets in 2019/20 it is summarised in Appendix A for discussion. Each request requires Councillors to agree a course of action and Officers have provided comment on the feedback for Councillors to consider.
- 19 Note that the Annual Plan attached at Appendix C does not include the requests made through the community feedback listed in Appendix A. If Council decides to progress with any of the requests, any relevant changes will be reflected in the final Annual Plan.

Policy considerations

20 There are no proposed changes to the Council's existing policies contained in the 2018-38 *Toitū Kāpiti* Long Term Plan.

Legal considerations

- 21 By adopting the Annual Plan the Council will fulfil its obligations under the Local Government Act 2002.
- 22 The Annual Plan is required to be published within one month after it is adopted. The final document will be made available on the Council website and in service centres and libraries.

Financial considerations

- 23 The overall financial considerations of the Annual Plan have been previously discussed with Council in a public workshop on 14 February 2019 and Council meeting on 14 March 2019.
- 24 The final Annual Plan includes the financial impacts of the proposed carry forwards and an additional \$1.0 million for the strategic property budget detailed in paragraphs 12 to 15 of this Report.
- 25 This average rates increase for the 2019/20 financial year is 4.8%.
- 26 Striking these rates is the subject of a separate report scheduled for the Council meeting on 27 June 2019.

Tāngata whenua considerations

27 Te Whakaminega o Kāpiti has been briefed on the development process of the Annual Plan and had the opportunity to participate in the workshop held on 14 February.

Strategic considerations

28 The development of the Annual Plan gives effect to the Council's strategic direction and three-year focus outcomes.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

29 This matter is not considered significant under Council policy.

Consultation already undertaken

30 Community Boards provided their input to the Annual Plan process at the workshop on 14 February 2019.

Engagement planning

31 Council notified the community about the draft Annual Plan and received feedback during April. The engagement plan will now include advising the community about Council's decisions and work programme for 2019/20.

Publicity

32 A media advisory will be released following the adoption of the Annual Plan.

RECOMMENDATIONS

It is recommended that the Council:

- 33 NOTES that overall decisions made by the Council on 14 March 2019 are included as part of the 2019/20 Annual Plan, including the proposed average rates increase of 4.8% for the 2019/20 financial year.
- 34 DISCUSS each of the following verbatim requests received by community feedback at Appendix A and makes a decision on whether to include them in the 2019/20 Annual Plan.
 - 34.1 Urgently purchase all land in the Paekākāriki water supply Yes / No catchment (refer AP001)
 - 34.2 Amend the District Plan to protect and enhance Yes / No freshwater ecosystems and iwi values and align with the Greater Wellington Natural Resources Plan in respect to the Wainui Catchment (refer AP001)
 - 34.3 Urgently eliminate historic pathogen pollution from the Yes / No Haumia St stormwater discharge (refer AP001)
 - 34.4 Grant Kapiti Citizens Services Trust \$20,000 to assist with Yes / No funding renovations on Ocean Rd Community Centre (refer AP003)
 - 34.5 Take steps to protect the stand of Kanuka north of Te Ra Yes / No school in the land taken by NZTA for the Western Link Highway (refer AP004)
 - 34.6 Improved horse access to various parts of the district Yes / No (refer AP006)

- 34.7 Provide a solution for horses to cross Raumati Rd either Yes / No via land acquisition or allowing horses on the expressway bridge (refer AP006)
- 34.8 Install new rural signs for horse safety awareness (refer Yes / No AP006)
- 34.9 Add information to existing signs indicating where horses Yes / No are permitted (refer AP006)
- 34.10 NOTES that work to include a horse safety flyer with dog registration information is already in progress (refer AP006).
- 34.11 With regards to the request to improve horse access to various parts of the District (refer AP006), NOTES that the areas specified are controlled by Greater Wellington Regional Council and Officers have forwarded the feedback onto GWRC for consideration.
- 34.12 With regards to the Wainuiwhenua Working Group, Yes / No include provision for the time and attention of staff and Councillors to support the Group's community-led planning (refer AP007)
- 34.13 Include additional budget for Cycleway, Walkway and Yes / No Bridleway network maintenance (refer AP008)
- 34.14 Create a grassed trackside berm suitable for unshod Yes / No ("barefoot") horses.
- 34.15 Install safe tethering (bike racks, horse hitching rails) at Yes / No key locations (refer AP008)
- 34.16 Provide e-bike charging points at key locations (refer Yes / No AP008)
- 34.17 Improve Waikanae River track counters to count walkers, Yes / No cyclists and horses. (refer AP008)
- 34.18 Paint signs onto sealed shared paths (refer AP008) Yes / No
- 34.19 Allocate some funds from the i-SITE closure towards Yes / No providing a temporary i-SITE in a suitable location (refer AP010)
- 34.20 NOTES that following recently identified issues across our property portfolio, Council is currently investigating where improvements are needed (refer AP010).
- 34.21 Bring forward the Maclean Park amenities block upgrade Yes / No to 2019/20 (refer AP010)
- 34.22 Fund rates for Te Horo Hall and reimburse the society for Yes / No previous years' rates (refer AP011) totalling \$2,600
- 34.23 Support work on Te Horo Hall tennis courts and Yes / No earthquake strengthening (refer AP011)

- 34.24 Approve a \$5,000 grant to help pay for hall hire, Yes / No advertising, stationery, tea, coffee and a logo for the Kapiti Health Advisory Group (refer AP012) OR
- 34.25 Approve a \$2,000 grant to the Kapiti Health Advisory Yes / No Group for marketing and advocacy work from existing budget, and continue supporting the Group with secretariat duties (refer AP012)
- 34.26 Reduce or waive Council fees and levies where Yes / No appropriate when a residential development includes provision for affordable or social housing (refer AP013)
- 34.27 Lease Council's social housing and land to local Yes / No community housing providers such as the Housing Trust, Dwell Housing Trust, and iwi providers to manage and develop (refer AP013)
- 34.28 NOTES that Council will discuss options for disposal of property in Paekākāriki with the Paekākāriki Housing Trust.
- 35 ADOPTS for inclusion in the 2019/20 Annual Plan the changes to the capital programme outlined in paragraphs 12 to 15 of this Report (Corp-19-777).
- 36 ADOPTS the 2019/20 Annual Plan as attached at Appendix C of this Report (Corp-19-777).
- 37 AGREES to delegate to the Mayor, Deputy Mayor and the Chief Executive the authority to make minor editorial changes to the material contained in the 2019/20 Annual Plan attached to this report prior to its publication.
- 38 NOTES that the decision to strike the rates for 2019/20 is scheduled for the Council meeting on 27 June 2019.
- 39 NOTES that the final 2019/20 Annual Plan will be published within one month after adoption. It will be available on the Council website and in service centres and libraries.
- Report prepared by Approved for submission Approved for submission

Chris Pearce Acting Manager Corporate Planning and Reporting Sean Mallon Deputy Chief Executive Group Manager Infrastructure Services Ewen Church Acting Group Manager Corporate Services

ATTACHMENTS

Appendix A	Requests received through community feedback
Appendix B	2018/19 indicative capital expenditure carryovers
Appendix C	2019/20 Annual Plan

APPENDIX A – REQUESTS RECEIVED THROUGH COMMUNITY FEEDBACK

Request	Opex impact	Capex impact	Officer comment		
AP001 Individual feedback (name withheld)					
1. Urgently purchase all of the private land in the Paekakariki water supply catchment	N/A	N/A	 Our water treatment plants are designed to manage the current risks associated with forestry and private septic tanks being present in the catchment. 		
2. Amend the District Plan to protect and enhance freshwater ecosystems and iwi values and align with the new Greater Wellington Natural Resources Plan in respect of all activities in the Wainui Catchment.			 It may be more appropriate to wait until decisions have been released (July 2019) before deciding what priority should be given to any District Plan changes to give effect to the PNRP. 		
 Urgently eliminate historic pathogen pollution from the Haumia St stormwater discharge. 			 Council's consent to discharge stormwater was granted by GWRC on 11 May 2018. Our monitoring confirms that contaminants remain below the limits allowed in the consent. 		
AP003 Kapiti Citizens Services Trust Request a grant of \$20k to assist with funding renovations on Ocean Rd Community Centre, subject to further funding from Lotteries Commission.	\$20,000 (Rates 0.03%)	N/A	Given the concerns with Council's own property portfolio, this request would be best weighed up against funding requirements for other halls over next 12 months. The Trust has already been paid \$32k towards the renovations.		
AP004 Raumati South Residents Association Requests Council take steps to protect the stand of Kanuka north of Te Ra school in the land taken by NZTA for the Western Link Highway.	N/A	N/A	The native vegetation is currently protected in the District Plan as Ecological Site K131, Raumati South Peatlands. This means resource consent would be required for any activity that had potential adverse effects on the ecological site.		
 AP006 Kapiti Equestrian Advocacy Group 1. Allow horses to cross Raumati Rd via a bridle path with land acquisition or by allowing horses to use the expressway bridge. 	N/A	N/A	 The current diversion along Raumati – Matai Rd to Fincham Rd is considered the safest access. It is unsafe for horses to use the bridge. 		
2. Install new rural signs for horse safety awareness			2. New signs would require additional budget if Council decided to approve this (approx. \$2k per sign)		
3. Add information to existing signs indicating where horses are permitted.			3. This can be done within the existing maintenance budget.		
 Include a horse safety flyer with dog registration information. 			4. We have developed a brochure which includes information for dog owners to put their dog on lead and go wide and slow when horses approach. It will be sent out with dog registration invoices in June by post and email.		
 Improve horse access to various parts of the District (pts 5-8 in submission) 			5. The listed areas require action from GWRC. We have passed this feedback onto them for consideration in their annual planning process.		

Request	Opex impact	Capex impact	Officer comment		
AP007 Wainuiwhenua Working Group Include provision for the time and attention of key staff and councillors. This will allow them to make informed decisions on the opportunities and costs involved and whether to take a lead agency role in seeking to retain these lands for public works.	N/A	N/A	Officers acknowledge that the work in stage one will help inform Council's decision about what role it may take beyond this. Timing of this work and the NZTA disposal process is expected to be well suited for decisions about future Council role and requested funding to be made in the 2020/21 Annual Plan process. Staff will be able to provide limited coordination support and planning advice to the Group (approximately 0.1FTE on average) throughout the 2019/20 year. Regarding possible District Plan changes, when it is clearer what might be required here, this can be considered alongside other priorities for District Plan changes. The current focus is on resolving appeals to the Proposed District Plan.		
 AP008 CWB Advisory Group 1. Include sufficient budget for network maintenance to allow safe passage for horses. 2. Create a grassed trackside berm suitable for unshod ("barefoot") horses. 	TBD	N/A	 The plantings alongside paths are maintained as part of existing budget. Additional budget would be required for a grassed trackside berm to cover setup cost and on-going maintenance. 		
3. Safe tethering at key locations (bike racks, horse hitching rails)	N/A	N/A	3. Some work could be done within existing budgets, priorities to be agreed with the group.		
4. Provide e-bike charging points at key locations	N/A	TBD	4. This would require additional budget.		
5. Improve Waikanae River track counters to count walkers, cyclists and horses.	N/A	\$10K	5. This would require additional budget. (approx. \$10k)		
6. Paint signs onto sealed shared paths.	N/A	N/A	6. This is not currently considered a priority and is not budgeted for.		
7. Horse crossing for Raumati Rd.	N/A	N/A	 Refer to comment on AP006 item 1: It is unsafe for horses to use the bridge; the current diversion is considered the safest access. 		
 AP010 Individual feedback (name withheld) 1. Allocate some funds from the i-SITE closure towards providing a temporary i-SITE in a suitable location. 	N/A	N/A	 i-SITEs are reducing in number across the country in favour of providing similar services online. Some critical services are now available (at increased hours) from Coastlands customer services counter. We are also increasing 'self-help' visitor information at various locations across the District. 		
2. Undertake an independent review of the Council's asset management practices			 This is noted. Following recently identified issues across our property portfolio, Council is currently investigating where improvements are needed. 		
 Bring forward the Maclean Park amenities block upgrade to 2019/20. 			3. A minor refurbishment on the amenities block is scheduled to begin in June. Staff could investigate further solution options in 2019/20 for Council to consider including in subsequent years. Options could include installing an additional relocatable amenities building, or moving forward the planned budget		

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Request	Opex impact	Capex impact	Officer comment	
			for the major upgrade.	
 AP011 Te Horo Hall Society 1. Request that Council waive rates for Te Horo Hall and reimburse the society for previous years' rates. 2. Support work on Te Horo Hall tennis courts and 	\$2,600 (rates less than 0.01%)	N/A TBD	The Hall's rates were previously paid by Council until two years ago. The annual rates bill will be between \$500-\$600.	
earthquake strengthening.	TBD			
AP012 Kāpiti Health Advisory Group \$5,000 grant to help pay for Hall Hire, Advertising, Stationery, Tea, Coffee and a Logo for the Kapiti Health Advisory Group.	\$5,000 (rates 0.01%)	N/A	Council can continue to support the group through providing secretary duties (at its current level) and contribute a one off amount of \$2,000 towards its marketing/advocacy campaign. The funding and support would continue to come from the community support activity.	
 AP013 Paekākāriki Housing Trust Enable affordable housing by reducing or waiving Council fees and levies where appropriate when a residential development includes provision for affordable or social housing. Lease Council's social housing and land to local community housing providers such as the Housing Trust, Dwell Housing Trust, and iwi providers to manage and develop, or at least include in the annual plan provision for local management of Council-held housing Trust. Include the Housing Trust and other housing providers in the district in the development of Council's understanding of what your role could be to influence housing issues. Ensure adequate funds are set aside to maintain Councilowned properties in Paekākāriki remain up to a healthy and liveable standard. With regards to 4 Te Miti St, Paekākāriki, consider asking 	N/A	N/A	 Council has engaged The Property Group Limited (TPG) to investigate the options Council has to influence housing issues in the District. This will include: Confirmation of the District's housing continuum opportunities and constraints Proposed actions to enable the opportunities and mitigate the constraints Measurable outcomes to support Council and stakeholders reach consensus on supporting areas of housing in need in the District The findings of this work will inform the next steps for Council to consider establishing a housing programme. The Trust will be approached by TPG as part of its stakeholder engagement. Council will discuss with the options for disposal of property in Paekākāriki with the Trust. 	
a community housing provider to manage the property, or selling it a nominal cost to the Housing Trust or reinvest profit into expanding housing on Wellington Road.				

APPENDIX B – 2018/19 INDICATIVE CAPITAL EXPENDITURE CARRYOVERS

Project	Full Year Forecast	2018/19 Total Budget	Variance	Carryover to 2019/20	Carryover to future years	Explanation
Public Art Acquisition	\$33,402	\$140,540	\$107,138	\$107,138	-	Commencement on design work on the art installation in Maclean Park has been delayed due to issues with undertaking the relevant consultation with local Iwi
Kapiti College Performing Arts Centre	-	\$1,600,000	\$1,600,000	\$1,600,000	-	Capital contribution payment to Kapiti Performing Arts Centre is due on completion. Funding is not required until January 2020.
Fixture & Fittings - Access control system (Districtwide)	\$6,500	\$107,802	\$101,302	\$101,302	-	Project has been delayed because staff resources had been redirected to other urgent capital projects.
Paraparaumu Memorial Hall	\$77,729	\$260,352	\$182,623	\$182,623	-	Professional fees and consent is expected to be completed before 30 June 2019, but the rest of the project has been delayed as other staff resources has been redirected to other urgent capital projects.
EQP Building Remedial Work	\$286,788	\$409,366	\$122,578	\$122,578	-	EQP component of Paraparaumu Memorial Hall delayed due to staff resources being redirected to other urgent capital projects.
Paraparaumu Escarpment	\$2,871	\$203,400	\$200,529	\$200,529	-	KiwiRail have indicated they are not in a position to commence work this financial year.
Otaki Beach Development	-	\$51,765	\$51,765	\$51,765	-	More time required to complete road stopping process associated with the project.
SH1 Revocation Funding	\$362,795	\$1,779,329	\$1,416,534	\$298,000	\$750,000	SH1 revocation Category 1 work is 100% funded & delivered by NZTA, Category 2 is 50/50 split between Council and NZTA, and Category 3 is 100% Council funded. NZTA have incurred delays delivering Category 1 revocation work and has therefore, impacted when Council can start Category 2 and 3. Note that the balance of this budget is being spent in Town Centres.
Ratanui Roundabout	-	-	-	\$750,000	(\$750,000)	Ratanui Roundabout (\$602k funded from SH1 revocation and \$148k from additional NZTA funding received in 2018/19)

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Project	Full Year Forecast	2018/19 Total Budget	Variance	Carryover to 2019/20	Carryover to future years	Explanation
Waikanae Duplicate Rising Main	\$50,111	\$971,201	\$921,090	-	\$921,090	The project is delayed due to unresolved land ownership sign off for the pipe alignment in the M2PP corridor. This budget has been carried over into 2020/21.
Water Treatment Plant Stage 2	\$618,114	\$1,250,000	\$631,886	-	\$438,852	The delay to the water safety and resilience programme, including Stage 2 Waikanae water treatment plant upgrade is due to the extended procurement process to set up the Water Supply Panel and award the consultancy. This budget has been carried over into 2020/21.
Aerial Photo Update	-	\$40,800	\$40,800	\$40,800	-	This project was delayed due to other project priorities, and current weather conditions are not suitable for a flyover. This project will be rescheduled to take place next summer.
Waikanae Memorial Park Tennis Courts	\$726	\$71,190	\$70,464	\$70,464	-	The project has been delayed due to unsuccessful contractor negotiations with lead tenderer. Contractor availability now falls in winter months where there are weather issues (cracking risks). The work is recommend to occur during warmer months so that no direct failure is imminent.
Mountains to Sea	-	\$10,170	\$10,170	\$10,170	-	Delayed due to project partners (D.O.C and Iwi) needing to establish a partnership arrangement as a foundation for the project.
Mahara Gallery	\$194,295	\$200,000	\$5,705	\$5,705	-	Contractors have been engaged and residual funds will need to be carried over.
Paraparaumu Community Centre	\$1,824	\$147,465	\$145,641	\$145,641	-	Council briefing is scheduled in May to set out new direction for the community centre.
Strategic Land Purchases	\$85,227	\$762,500	\$677,273	\$677,273	-	Unspent capital funds required for future property acquisitions.
Otaki Service Centre/Museum	-	\$31,000	\$31,000	\$31,000	-	Unspent funds to be spent on EQP in 2019/20.
Otaki Theatre Renewals	\$2,818	\$50,485	\$47,667	\$47,667	-	Subject to building condition survey, the work is not expected to occur in 2018/19. Remediation plan needs to go to Council.

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Project	Full Year Forecast	2018/19 Total Budget	Variance	Carryover to 2019/20	Carryover to future years	Explanation
Waikanae Beach Hall	-	\$21,360	\$21,360	\$21,360	-	Subject to building condition survey, the work is not expected to occur in 2018/19. Remediation plan needs to go to Council.
Waikanae Hall Renewals	-	\$53,235	\$53,235	\$53,235	-	Subject to building condition survey, the work is not expected to occur in 2018/19. Remediation plan needs to go to Council.
Paraparaumu WWTP Consent	\$20,710	\$215,002	\$194,292	\$194,292	_	The professional services contract for the consenting of discharges from the Paraparaumu Wastewater Treatment Plant (WWTP) is underway. Iwi engagement has been sought to shape and finalise the planning stage. This has progressed slowly and the work programmed for this year has not been able to be completed. The project is now on hold amid concerns that excessive advancement of governance and workstream planning will effect stakeholder (especially Iwi) relationships.
Animal Management Centre	\$38,562	\$20,400	(\$18,162)	\$161,700	-	Work on the Animal Management Centre is expected to cost \$275k in total. There is currently \$95k budgeted over 2 years (\$20k in 2018/19 and \$75k in 2020/21). The work is scheduled to be completed in 2019/20, so the funds in 2020/21 needs to be brought forward with additional \$162k as carryover.
Total indicative capex carryovers	\$1,782,472	\$8,397,362	\$6,614,890	\$4,872,242	\$1,359,942	
Other capital projects	\$21,695,471	\$21,323,566	(\$371,905)	-	-	
Total capital expenditure programme 2018/19	\$23,477,943	\$29,720,928	\$6,242,985	\$4,872,242	\$1,359,942	Total indicative carryovers \$6.23 million