

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

17 MAY 2018

Meeting Status: **Public**

Purpose of Report: For Information

## **ACTIVITY REPORT: 1 JANUARY TO 31 MARCH 2018**

### **PURPOSE OF REPORT**

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the third quarter of the 2017/18 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 projects<sup>1</sup>.
- 8 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.

---

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

## Activity overview dashboard for the third quarter 2017/18

Activity	KPIs		Projects	Capital Spend (\$'000)	Operating Spend (\$'000)	Income (\$'000)
	<div> <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>	
INFRASTRUCTURE		30%	80%	\$4,258	\$9,040	\$11,163
	Access & Transport	50% 20%	20%			
		100%	100%	\$276	\$711	
	Coastal Management					
		83% 17%	100%	\$320	\$1,177	\$415
	Solid Waste					
COMMUNITY SERVICES		83% 17%	100%	\$686	\$2,417	\$2,421
	Stormwater					
		100%	50% 50%	\$952	\$6,167	\$5,937
	Wastewater					
		67% 22% 11%	50% 50%	\$486	\$6,290	\$7,371
	Water					
PLANNING & REGULATORY		42% 50% 8%	50% 50%	\$712	\$4,268	\$1,812
	Parks & Open Space					
		25% 37% 37%	100%	\$3,615	\$7,680	\$1,307
	Recreation & Leisure					
GOVERNANCE & TANGATA WHENUA		50% 50%	100%	\$444	\$3,701	\$11,545
	Community Facilities & Community Support					
GOVERNANCE & TANGATA WHENUA		50% 50%	100%	\$2,465	\$1,713	\$401
	Economic Development					
GOVERNANCE & TANGATA WHENUA		33% 67%	100%		\$1,653	\$26
	Districtwide Planning					
GOVERNANCE & TANGATA WHENUA		17% 67% 17%	100%	\$10	\$6,438	\$3,653
	Regulatory Services					
GOVERNANCE & TANGATA WHENUA		17% 50% 17%		\$101	\$3,545	\$16,702
	Governance & Tangata Whenua					
GOVERNANCE & TANGATA WHENUA				\$484	\$2,917	\$2,024
	Corporate					
				\$14,809	\$57,717	\$64,777

## CONSIDERATIONS

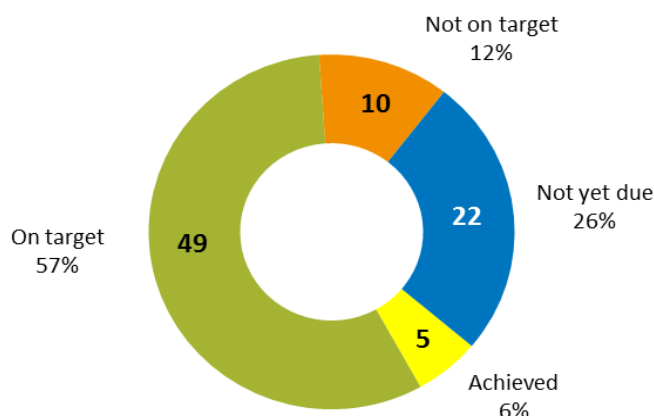
### Section 1: Overview of KPIs and Projects

#### Summary of Key Performance Indicators: Level of Service Measures

- 9 There are 86 KPIs which have targets this year. Figure 1 below reports on KPI results against their targets. For the first time we are reporting provisional resident opinion survey KPI results – these are cumulative results from the three quarterly surveys that have been run so far this year.
- 10 KPI results are expanded on in the activity sections that follow later in this report.

**Figure 1: Key Performance Indicators**

as at 31 March 2018

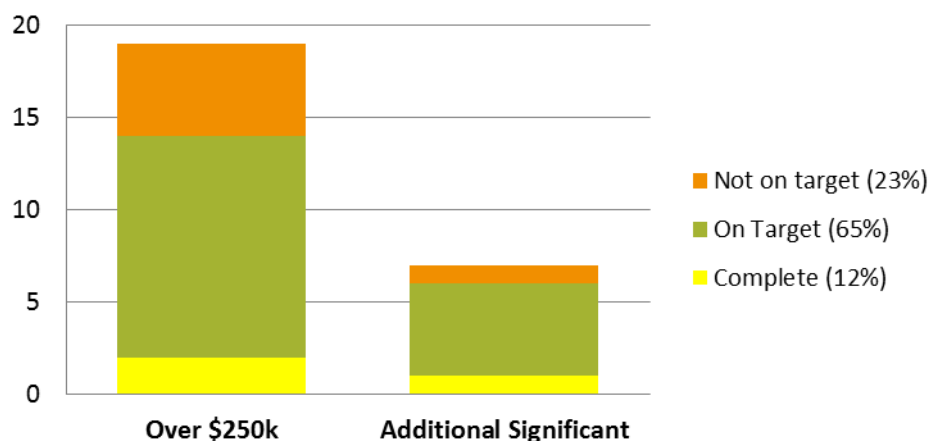


#### Summary of Projects

- 11 There are 26 significant projects being undertaken by Council in 2017/18 (down from 34 last year). Of these, 19 are Capital Expenditure Projects with a value of \$250,000 and above and seven are additional significant projects.
- 12 Figure 2 below provides a performance summary of these projects.

**Figure 2: Summary of Projects**

as at 31 March 2018



- 13 Of the 26 projects, three are complete and 17 are on target. Six projects are not on target with original timelines and brief explanations are given below. Details of progress on each project are included in the reports attached in Appendix B.

## Section 2: Across Council Work Programmes

- 14 There are three programmes of work that cross a number of activities. These are the Open for Business – Caring, Dynamic and Effective programme (which includes Business Improvement work), the Expressway Integration programme, and the Carbon and Energy Management programme. Only the first two are reported on this quarter.

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

#### **Culture Change programme**

- 15 The results of the staff survey in November 2017 have been reviewed by SLT and the Leaders Forum and have been presented to staff by Group Managers. Action plans are being developed in response to those results.

#### **Business improvement programme**

##### *Key developments*

- 16 Finalised improvements to council's lease management process for staff to trial.
- 17 Started a 12 month assignment to provide the GM, Regulatory Services with support. The priority is to ensure readiness for the Building Consent Authority audit by IANZ in October 2019.
- 18 Completed a review of all LIM district planning statements and maps to ensure consistency with the Proposed District Plan Decisions Version (2017).

### **Expressway Integration work programme**

##### *Key developments*

- 19 Works are completed on shared path and crossing upgrades at three out of four sections along Kapiti Road west of Mcgrath Avenue.
- 20 Stride 'n' Ride works on Poplar Avenue are completed.
- 21 Construction on the Rimu Road Upgrade Project is underway and designs for the Cultural Thread project in Waikanae have been finalised.

##### *Projects*

- 22 Within this programme there are currently two active projects: the Stride 'n' Ride project (an Access and Transport project) and the overall Town Centres project (an Economic Development project). They are both on target.



## Section 3: Infrastructure

### Key development highlights

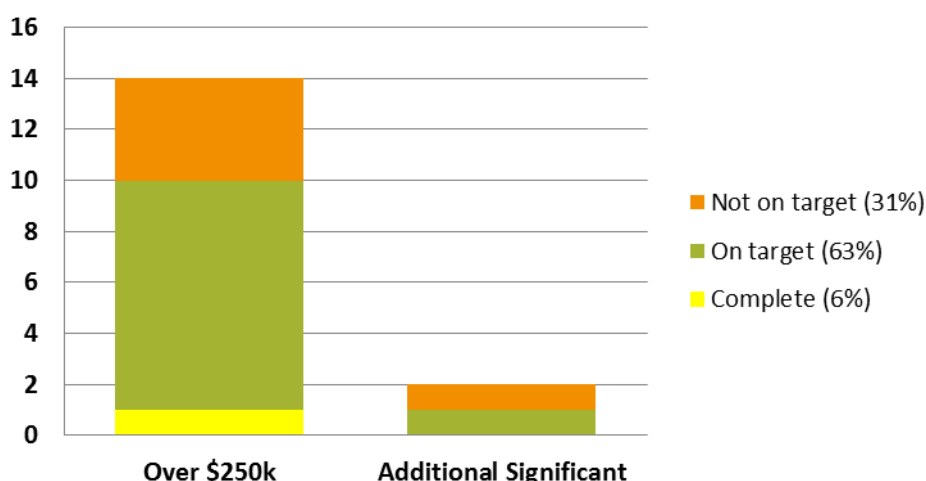
- 23 The Waterfall Road earthworks project to reinstate this road is underway and due to be completed in May 2018.
- 24 Repairs of the damage caused by Cyclone Gita in February 2018 got underway quickly and most were completed by the end of March.
- 25 Resource consent has been granted by Greater Wellington Regional Council to carry out maintenance work at Mazengarb stream and Wharemauku Stream tributaries.
- 26 The installation of the new dissolved air flotation plant (DAF) is substantially complete. Additional testing, by the supplier, has failed to demonstrate satisfactory performance of the new plant.
- 27 River recharge was used in January and early February 2018 as river levels remained low following the dry period late last year. This allowed river water to continue to be supplied to households with no disruption to supply and no water restrictions.

### Projects

- 28 There are 16 Infrastructure projects, 14 of which are capital expenditure over \$250,000 projects and two which are additional significant projects.

**Figure 3: Infrastructure Projects**

as at 31 March 2018



- 29 One project, the Raumati Road upgrade and reconstruction, was completed in the first quarter.
- 30 Ten projects are on target.
- 31 Five projects are not on target.
  - The two coastal management projects are not on target. The Paekākāriki seawall project has been delayed, initially by reconsideration of design options and more latterly by LTP budget considerations. The Wharemauku block wall has been delayed by Old Coach Route issues with a hearing date set by GWRC for 5 April 2018.

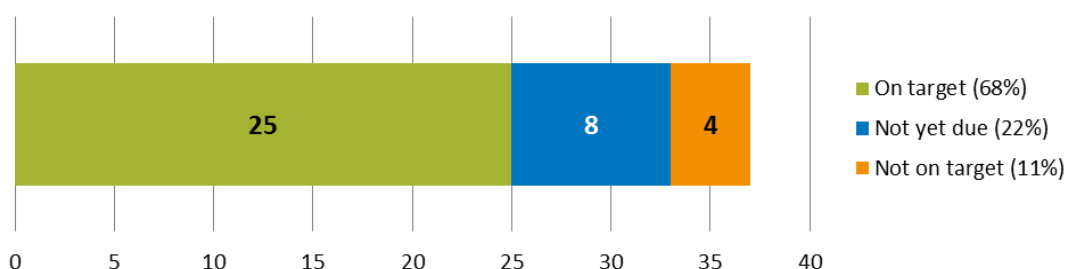
- Two Wastewater projects are not on target due to factors outside Council's control. The Waikanae duplicate rising main, is not on target due to unresolved NZTA/landowner consultation. The DAF plant installation is complete but the project has run over budget largely due to earlier delays with manufacture and shipping of the plant from Europe and the installed plant does not perform to specification.
- One Water project, the river Recharge with Groundwater post construction compliance monitoring project is not on target. It is projected to be \$84,000 over budget due to additional compliance monitoring work and further Ongoing Mitigation Plan discussions with GWRC.

### Key performance indicators

32 In this cluster there are 37 KPIs with assigned targets to report against this year.

**Figure 4: Infrastructure KPIs**

as at 31 March 2018



33 Twenty-five KPIs were on target at the end of the second quarter.

34 Eight KPIs depend on information that is not due until the end of the year.

35 Four KPIs were not on target:

- There are two access and transport KPIs not on target;
  - *“the number of serious and fatal crashes on district roads is falling”*. There have been nine such crashes in the first three quarters of this year compared to 11 in the whole of last year.
  - *“Residents that agree that the existing transport system allows easy movement around the district”* is not on target. The first three quarterly Resident Opinion Surveys this year give a provisional result of 79% satisfied. Although still below target this continues the gradual improvement seen over recent years from a low of 61% in 2015/16 when the M2PP expressway construction was underway.
- *The number of complaints about the performance of the stormwater system* was 19.4 per 1,000 connections for the year to date against a full year target of 10 per 1,000. There is a significant programme of work required in this activity to improve performance in future years.
- One water management KPI is not on target - *the number of complaints received about the council reticulation network*, was 5.6 per 1,000 connections for the first three quarters against a full year target of 4.7 complaints per 1000 connections.



## Section 4: Community Services

### Key development highlights

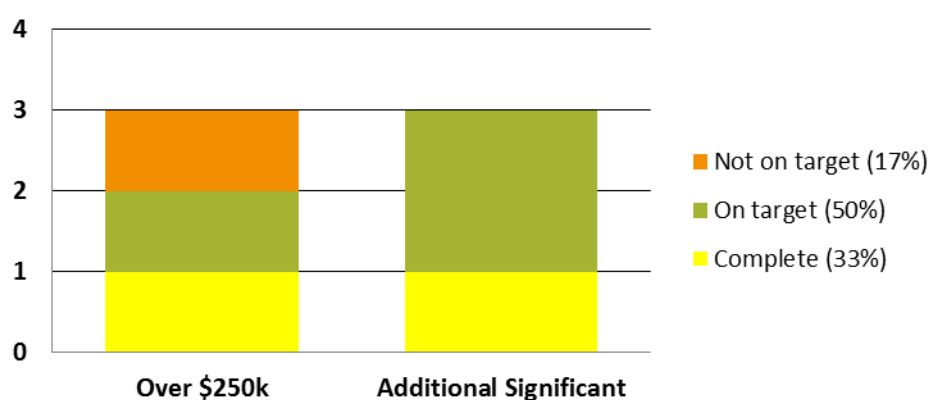
- 36 Parks week was a huge success with events happening every day. In particular the 'Pharazyn Experience' had more than 500 people attend.
- 37 The drainage upgrade of half the playing fields at Otaraua Park was completed and the land required for an additional access to the park was secured.
- 38 *Te Tiriti: 'Me huri whakamuri, ka titiro whakamua'* exhibition was hosted in the Paraparaumu, and Ōtaki Libraries during this quarter.
- 39 The second round of Creative Communities Scheme funding for this financial year received 19 eligible applications.
- 40 Following the rebuild the Ōtaki Pool attendance numbers continue to be significantly higher than previous years.
- 41 A consultant has been engaged to assist with the development of an Earthquake Prone Building policy for Council-owned buildings. The report is due in April 2018 and will form the basis of a report to Council before 30 June 2018.
- 42 Council has initiated the Kāpiti Community Garden Party series as a community-led event to support Community Gardens across the district. Six garden party events have been held across the district with two more planned for April 2018.
- 43 An estimated 100 people attended a fun day at the Mahara Square pop-up park in Waikanae as part of a summer series placemaking initiative to promote the Waikanae town centre as a destination.
- 44 A Digital Strategy for Economic Development is under development which includes the delivery of a destination website to promote Kapiti. It is expected to go live by end March 2018.

### Projects

- 45 There are six Community Services projects, three of which are capital expenditure over \$250,000 projects and three are additional significant projects.

**Figure 5: Community Services Projects**

as at 31 March 2018



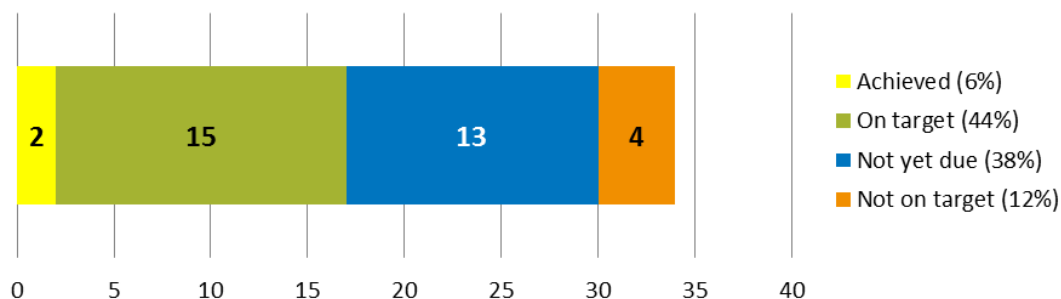
- 46 Two projects were completed in the second quarter (the Ōtaki Pool rebuild and the Maclean Park management plan) and three were on target.
- 47 One project is not on target with original timelines (the *Youth Development Centre*) but is expected to be completed by June 2018.

## Key performance indicators

48 In this cluster there are 34 KPIs.

**Figure 6: Community Services KPIs**

as at 31 March 2018



49 Two KPIs were achieved at the end of the third quarter.

50 Fifteen KPIs were on target.

51 Thirteen KPIs rely on information that is not due until later in the year.

52 One Parks and open space KPI and three Recreation and leisure KPIs were not on target:

- *Users who are satisfied with the safety and availability of the on-road cycleway network* reported a provisional satisfaction score of 57% against a target of 85%. We have performed poorly on this measure since it was introduced in the 2015 long term plan as it asks respondents to consider too much and attracts divergent views from those who are pro-cycling and those who aren't.
- *Visits to swimming pools in the district* were 234,584 for the first three quarters, compared to 235,784 for the same period in the 2014/15 baseline year. This was entirely due to the closure of the Ōtaki Pool in the first part of this year – although high attendance numbers at the Ōtaki Pool since its reopening in December 2017 has pushed the total close to target.
- *Learn to swim registrations* totalled 2,174 in the first three quarters, compared to 2,438 for the same period in the 2014/15 baseline year. This result was also strongly affected by the Ōtaki Pool closure.
- *The number of visits to the district's libraries* was again below target and is not expected to be achieved given the faulty door counter information used to set the target in the 2015-35 Long term plan (Note: there were a total of 251,238 visits to libraries in the first three quarters of 2017/18 compared to 260,785 for the same period last year).





## Section 5: Planning and Regulatory Services

### Key development highlights

- 53 The period for lodging appeals on the Decisions version of the Proposed District Plan closed on 25 January 2018, with 18 appeals received by the Environment Court. A further 33 parties have joined the appeals as Section 274 parties. The first mediations on appeals will be heard in April and early May 2018.
- 54 No appeals were received on Private Plan Change 84 Airport Zone. As a result, Council publicly notified its approval to make the Plan Change operative on 16 February 2018.
- 55 The second quarterly report of the monitoring of market indicators in line with the National Policy Statement-Urban Development Capacity has been completed. The third quarterly report is due in April 2018.
- 56 The building consents team processed and issued 221 building consents in the third quarter, down from 246 in the same period last year. Cumulatively they have issued 764 building consents over the first three quarters, compared to 821 in the same period last year.
- 57 The resource consents team issued 46 consents in the third quarter, down from 58 in the same quarter last year. This more than offset the strong growth in the first quarter, giving a total of 207 consents processed in the first three quarters against 229 in the same period the previous year.

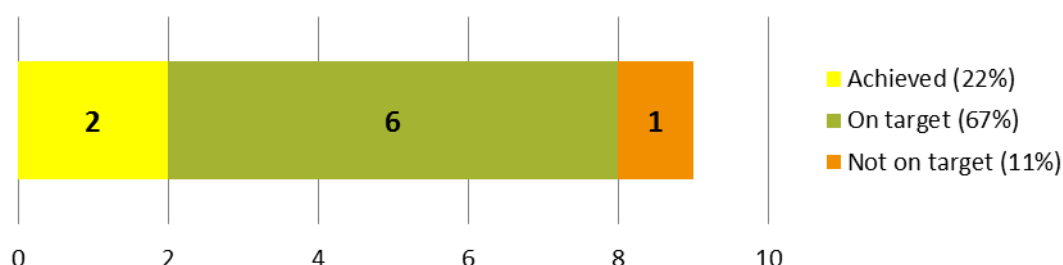
### Projects

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

### Key performance indicators

- 60 In this cluster there are nine KPIs.

**Figure 7: Planning and Regulatory KPIs**  
as at 31 March 2018



- 61 Two KPIs have been achieved.
- 62 Six KPIs were on target.
- 63 One KPI was not on target (*Percentage of service requests that are responded to within corporate standards*) – it was just short of target at 94% (target 95%).



## Section 6: Governance and tāngata whenua

### Key development highlights

- 64 Council adopted the draft terms of reference of the Wellington Regional Climate Change Working Group.
- 65 There were two citizenship ceremonies on 31 January and 14 March 2018, which conferred citizenship upon 67 applicants.
- 66 The Council received 69 requests under the Official Information Act in the third quarter, compared to 65 in the third quarter last year.
- 67 The iwi working party have had an initial hui to discuss next steps with the Iwi Management Plan.
- 68 Te Whakaminenga o Kāpiti has had representation at LTP workshops and have been drafting a submission.

### Projects

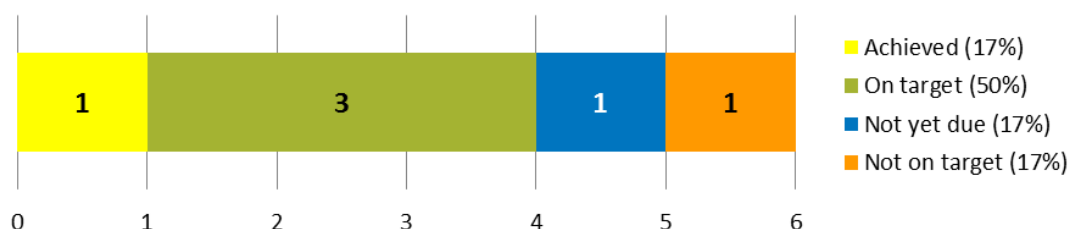
- 69 There are no significant projects in this activity.

### Key performance indicators

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

**Figure 8: Governance & Tāngata Whenua KPIs**

as at 31 March 2018



- 71 One KPI has been achieved (*The memorandum of partnership is renewed each triennium*).
- 72 Three KPIs were on target at the end of the third quarter.
- 73 One KPIs is reliant on information that is not due until the end of the year.
- 74 One KPI "*Percentage of official Information requests responded to within 20 days*" is not on target. The result at the end of the third quarter was that 99.4% of requests were responded to within 20 days against a target of 100%. This was because one request out of the total of 169 requests was overdue as a result of an administrative error in entering the date received.

## Policy considerations

75 There are no policy issues to consider.

## Legal considerations

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

## Financial considerations

77 A summary of budget details for each activity (as at 31 March 2018) is provided in the activity reports attached as Appendix B to this Report SP-18-496.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

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

### Publicity

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

80 This year's performance outcomes will be published in the 2017/18 Annual Report.

## RECOMMENDATION

81 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 2017/18 contained in the Activity Reports attached as Appendix B to this Report SP-18-496.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
---------------------------	--------------------------------	--------------------------------

Terry Creighton

**Corporate  
Monitoring Officer**

Kevin Black

**Acting Group Manager  
Strategy and Planning**

Sean Mallon







**Group Manager  
Infrastructure Services**

## ATTACHMENTS:

Appendix A – Summary List of Projects






Appendix B – Activity Reports

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

Activity / Programme	Major Project	Status
Expressway Integration Programme	Paraparaumu and Waikanae Town Centres <sup>1</sup> (Town Centre major connectors)	LTP
	Cycleways, Walkways, Bridleways Implementation <sup>2</sup>	
Access and Transport 	Raumati Road corridor upgrade	
	LED streetlight upgrade	
	Sealed road resurfacing	
	Minor improvements	
Coastal Management 	Coastal Protection Paekākāriki	LTP
	Wharemauku Block wall	
Solid Waste 	Otaihanga landfill capping	
Stormwater Management 	Major stormwater projects	
	Minor stormwater projects	
Wastewater Management 	Waikanae duplicate rising main	
	Wastewater treatment plant dissolved air flotation	
	Ōtaki WWTP consent upgrades	
	Reticulation (pipe) renewals	
Water Management 	Pipe renewals	



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.

#### Project Status Key

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






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

**Appendix A: Table One (continued)**

Economic Development 	Strategic land purchase	
Community facilities and support 	Kāpiti youth development centre	
	Performing arts facility (at Kāpiti college) <sup>3</sup>	Our contribution not due until 2018/19
	Waikanae Library and Mahara Gallery upgrade <sup>4</sup>	Currently on hold
Parks and open space 	Redevelop Raumati Pool building <sup>5</sup>	Currently on hold pending LTP decisions
Recreation and leisure 	Ōtaki Pool rebuild and splash pad	









3. Not included in the activity reports as our contribution isn't now due until 2018/19. This is a 2015-35 Long term plan project
4. An LTP project that is currently on hold.
5. Not included in the activity reports as project hasn't started yet. This is a 2015-35 Long term plan project

**Project Status Key**

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






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

## Appendix A: Table Two - Additional Significant Projects<sup>6</sup>

Activity / Programme	Project	Status
Access and transport 	Footpath renewal	
Water Management 	RRwG – Post construction compliance monitoring	
Economic Development 	Strategy for supporting economic development	
Parks and open space 	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).

### Project Status Key

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

Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.  
AP = This is a 2016/17 or 2017/18 Annual Plan project.

# Appendix B

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

# Across Council Work Programmes



There are 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 (only reported annually in the second quarter when the audited results for the prior year become available. The 2016/17 results were reported last quarter.)



# Open for Business – Caring, Dynamic and Effective

## Background

This work programme formally commenced in August 2014 following the Council's commitment to the vision of creating a district that would be recognised as vibrant, diverse and thriving. One way the organisation is delivering on that vision is through an open for business approach for customers that would be provided 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: Culture Change and Business Improvement.

## Culture Change work programme – Caring, Dynamic and Effective (CDE)

### Key developments for the 3 months to 31 March 2018

- SLT and Leaders Forum have reviewed key themes from the November 2017 staff survey.
- Key areas have been identified which continue to support the Open for Business initiatives and which are all underpinned by effective collaboration and communication between council teams.
- Group Managers have commenced their team staff survey results reviews through team meetings and are developing actions plans with their teams.

## Business Improvement work programme

The focus of the Business Improvement Team is to lead process improvement across the Council. The following table reports key developments across these work programmes.

### Business Improvement work programme

<b>Description</b>	The focus of the Business Improvement Team is to lead better systems and process improvement across the Council. The Team also manages the quality assurance over the process for LIM reports.
--------------------	---

<b>Group</b>	Office of the Chief Executive
--------------	-------------------------------

### Comments (latest developments/upcoming milestones/critical activities)

*Developments in the third quarter:*

#### Community Services Group – Better Systems and Processes

1. Finalised improvements to council's lease management process for staff to trial. The project outcomes include assured quality and consistency of information; improved operational efficiencies; service levels and escalation processes; lease categorisation and reporting; and effective oversight of the lease management process.

#### Regulatory Services Group – 12 month assignment

2. Started a 12 month assignment to provide the GM, Regulatory Services with 1 FTE support. The priority is to work with the Building Team Manager on the Building Consent Authority Quality Assurance System (QAS) administration in readiness for the October 2019 audit by IANZ. Additional support will be provided to other Regulatory Managers as time allows.

## Business Improvement work programme (continued)

### LIMS

3. Completed a review of all LIM district planning statements and maps to ensure they correctly reflect the Proposed District Plan Decisions Version (2017).
4. Started working with LGNZ Policy Team who are preparing a case study on our 2016 LIM process review and the associated improvements we implemented. LGNZ plan to add the case study to the resources they have available to assist councils with their obligations to provide information on LIMs.

### *Upcoming milestones:*

#### Community Services Group – Better Systems and Processes

5. Complete the work programme to improve KCDC lease management.
6. Start a review of the subdivision information workflow through to the Parks Team.

#### Regulatory Services Group – 12 month assignment until March 2019

7. Continue to provide the GM, Regulatory Services with 1 FTE support as discussed under point 2.

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

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

### **Issues** (for elected member attention)

1. None to report.

# 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 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.

## Key developments in the three months to 31 March 2018

### Stride 'n' Ride

- Works are completed on shared path and crossing upgrades at three out of four sections along Kapiti Road west of Mcgrath Avenue. The final section of shared path on Kapiti Road between Golf Road and McLean Park is currently being priced.
- Higgins have now finished Stride 'n' Ride works on Poplar Avenue.
- The Te Moana Road shared path from Park Avenue to the interchange is underway with overhead services being successfully repositioned.

For further detail refer to the project report below.

### Town Centres

- Construction on the Rimu Road Upgrade Project has begun. Designs for Waikanae's first physical build project, W4: Cultural Thread and Integration of the Marae into the town centre have been finalised.

For further detail refer to the project report below:

### State Highway 1 Revocation

NZTA's and Council's work to revoke SH1 to a fit for purpose local road is at the detailed scheme design stage with a strong focus on confirming the road layout and design and aligning it with the town centres workstream.

Improving accessibility to and from the Paraparaumu and Waikanae town centres and improving connections to and from rail and bus hubs, and enhancing cycling and walking options will be key objectives of this project. In making SH1 a fit-for-purpose local road a variety of factors will be considered including the quality of the road, kerbs, shared paths, cycle lanes, planting and urban design and speed limits

NZTA are currently working through the SH1 scheme design process and construction programme, which is likely to start in late 2018. Once the construction date is confirmed (expected in the next few months) the NZTA will brief elected members on the detailed SH1 scheme design, construction programme and timeframes.

### **Projects – Summary**

There are two projects currently reported on under the Expressway Integration programme. One is an Access and Transport project (Stride 'n' Ride) and one is an Economic Development project (Town Centres). Both are projects over \$250,000.

#### **Expressway integration - Projects**

as at 31 March 2018



Both 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:					
1. The undergrounding of overhead services on Te Moana Road west of Park Avenue is completed and Downer have reinstated the existing footpath to shared standard. Ultimately this will be extended to the Te Moana interchange.					
2. The Kāpiti Road shared path project west of McGrath Avenue is underway with three of the four sites constructed. The final location is currently being priced with completion expected by June 2018.					
3. Exploratory works on the final section of shared path between Arawhata Road and Brett Ambler Way on Kapiti Road has been completed. Settlement of property conditions with the signatures of all Assignors, and Assignees has been completed. Gorse clearance, typographical surveying, geotechnical site investigation and locating services have all been undertaken and the physical works are now being priced.					
4. The Poplar Avenue shared path connection to Leinster Avenue is now completed. An off road cycleway from Tilley Road to Peka Peka is now fully completed. Council has had to adjust the Alliance ‘pram’ crossing as it was located based on our advice and design at the time which favoured the installation of a retaining wall. The completed shared path moved the road and overhead services approximately 1m to the south and this has required the existing crossing point to be shifted also to maximize sight lines and user safety.					
5. The Ngarara Road/Park Avenue intersection upgrade project is completed. There is potential to install additional traffic calming measures here if required.					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	869,000	660,754	660,754	
Last year	2016/17	1,923,862	1,929,690	1,929,690	
This year	2017/18	1,797,205	1,391,089	1,800,000	
Total		4,590,067	3,981,533	4,390,444	

Town Centres project					
Description	This project covers the two town centres, Waikanae and Paraparaumu. The project aim is to implement the adopted blueprint building block projects.				
Group	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter					
1. P3 - Kāpiti Lights upgrade project C will be completed in conjunction with the Revocation project.					
2. P2 - Coastlands and Civic Precinct Connection Project. Construction Stakeholder updates for this project have commenced. They have taken place at Coastlands, Kāpiti Primary School and affected businesses on Rimu Road and Iver Trask Place. We'll continue to talk to the other affected parties in the lead-up to completion of works.					
3. W4 - Waikanae Town Centre Cultural Thread Project developed designs have been approved in conjunction with Te Ātiawa Town Centres Working Group. Stakeholder updates for this project have taken place including Waikanae Community Board, Mahara Gallery and affected businesses. We'll continue to talk to the other affected parties over the next month and in the lead up to work starting.					
4. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects.					
Upcoming milestones:					
5. Complete construction P2 - Coastlands and Civic Precinct Connection Project.					
6. Commence and complete construction on W4 - Waikanae Town Centre Cultural Thread Project.					
7. Start design for W3 Mahara Place projects.					
Risks (to programme, cost, quality, other)					
1. SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.					
2. Risk to timeline on W4 – Waikanae Town Centre Cultural Thread Project in relation to working with iwi to achieve desired result on Fraters Lane.					
Issues (for elected member attention)					
1. On-going ‘highly active’ communications regarding construction of priority projects.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	1,328,000	1,320,493	1,320,493	
Last year	2016/17	2,555,958	2,476,244	2,476,244	
This year	2017/18	3,672,480	2,376,502	3,665,883	
Total		7,556,438	6,173,239	7,462,620	

# 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 2018

### Capital projects – road reconstruction.

- Waterfall road remains closed due to concerns about risks to the public from renewed movement in the large slip which occurred earlier this year. Funding approvals were obtained from both Council and NZTA and, after obtaining the necessary third party approvals in early March, the earthworks project to reinstate this road is now underway. It is due to be finished in May 2018.

### Network Maintenance

- The current Downer Road Maintenance Contract concludes at end June 2018. The new contract will be put out to open tender in April 2018.

### Network Planning

- NZTA has been reviewing Council's funding bid for maintenance and renewals for the next three years since December 2017, together with the draft Activity Management Plan that presents the business case for the funding bid. Approval from NZTA is expected in April 2018. Council has been informed that the funding bid for maintenance and renewals has been recommended for approval by NZTA staff. The funding bids for road improvements (LED, minor improvements, stride 'n ride and other projects) will be reviewed by NZTA starting in March 2018 and approval is not expected before the end of this financial year, due to the draft Government Policy Statement on Land Transport being delayed.
- Transport and traffic advice was provided on 24 resource consents in this quarter.
- The Te Moana Road Corridor Study was finalised and will be taken into account with the more detailed planning of the minor works programme for the 2018/19 year, which will start in April 2018.

### Expressways and Revocation

- The review of the 100% technical design drawings for the Peka Peka to Ōtaki expressway (PP2O) is almost complete, with Council discussing a few outstanding issues with Fletcher Construction. Sign off is envisaged in April.
- Physical works are well underway on PP2O alongside the corridor and Fletcher Construction is liaising with Council and residents on temporary traffic management to enable the works.
- Council and the revocation team from NZTA are reviewing the available NZTA asset data and reaching agreement on the future take over of these assets and Council's requirements for these assets.



### Travel planning and safety initiatives

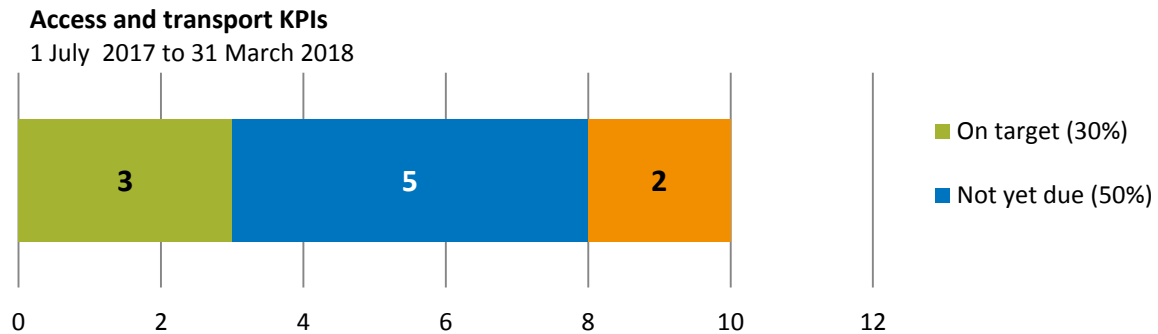
→ Recent safety education initiatives undertaken in this quarter include:

- 420 motorcyclists were given information packs on ACC Ride Forever courses by Wellington Regional Road safety coordinators in early February 2018. The motorcyclists were crossing on the inter-islander heading south to the Annual Burt Munro Memorial event in Southland between 7-10 February 2018
- National Go by Bike day on 7 March saw 58 cyclists attend the Kāpiti breakfast at the Paraparaumu library side function room. Commuters, retired and school students across the age spectrum came to this event.
- Kāpiti Mobility Scooter club members received slow skills obstacle and reversing training on Wednesday 14 February at Mazengarb Park.
- The 3<sup>rd</sup> Annual Shiny Side Up Bike Fest motorcycle event was held at Southwards Car Museum on Sunday 25 February. A total of 1,950 motorcyclists attended this event with international guest speaker experts in motorcycling. Another very successful event very well received by those attending. 60 riders signed up on the day for ACC Ride Forever courses.
- The Council ran two Dave Moss Tuning Suspension workshops at the Kāpiti Community centre on 26 and 27 February with 29 motorcyclists attending over the two nights. An introduction to how to do it yourself correctly setting up the bike suspension and how to tailor individuals motorcycles to their riders. A very worthwhile workshop that has now seen 75 motorcyclists trained over the last three years.
- National Walk 2 Work day Wednesday 14 March 2018 with health checks carried out in the Coastlands Mall. 141 blood pressure and blood glucose health checks were carried out on the day with seven Whitireia Polytechnic nurses and their supervising tutor. 15 high blood pressure and 10 high blood glucose readings were recorded.

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.



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

Five KPIs are reliant on survey results and other information that is not due until later in the year.

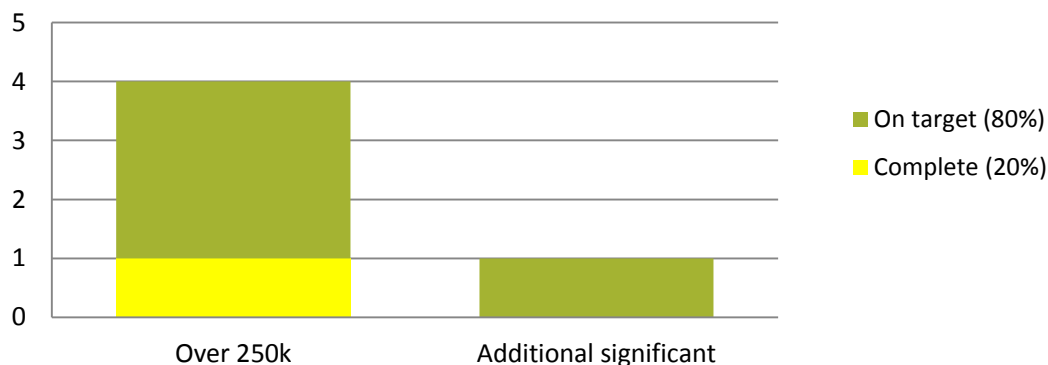
Two KPIs are not on target;

- i). *“The number of serious injury and fatal crashes on district roads is falling”* is not on target as there were nine such crashes (provisionally) in the first three quarters against a pro rata target of less than eight crashes. The reporting lags in crash data may mean that this number increases.
- ii). *“Residents that agree that the existing transport system allows easy movement around the district”* is not on target. The first three quarterly Resident Opinion Surveys this year give a provisional result of 79% satisfied. Although still below target this continues the gradual improvement seen over recent years from a low of 61% in 2015/16 when the M2PP expressway construction was underway.

## Projects summary

There are five Access and Transport projects reported on in this activity report (the Stride n’ Ride work programme is reported in the Across Council Work programmes report). Five are capital expenditure \$250,000 and above projects and one is an additional significant project.

**Access and transport - Projects**  
as at 31 March 2018



The Raumati Corridor Project is complete.

The remaining four projects are on target.

## Performance measures

as at 31 March 2018


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 on target (79%)	The first three quarterly Resident Opinion Surveys this year give a provisional result of 79% satisfied. (2016/17 result was 74%)
	Number of serious and fatal crashes on district roads is falling ( <i>excludes SH1</i> )  (DIA mandatory measure)	Less than or equal to the 11 serious injury or fatal crashes in 2016/17	Not on target	On provisional information there was 1 serious injury crash in the third quarter. In the year to date there have been 9 serious and fatal crashes, including 3 fatal and 6 serious injury crashes. (2016/17 total was 11 crashes)
	Residents that are satisfied with street lighting	85%	On target (87%)	The first three quarterly Resident Opinion Surveys this year give a provisional result of 87% satisfied. (2016/17 result was 79%)
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 is reported on at the end of the year
	Residents that are satisfied with the condition of the road and footpath network	Roads 70%	On target (82%)	The first three quarterly Resident Opinion Surveys this year give a provisional result of 82% satisfied. (2016/17 result was 83%)
		Footpaths 70%	On target (70%)	The first three quarterly Resident Opinion Surveys this year give a provisional result of 70% satisfied (2016/17 result was 67%)
	Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure (STE) is above 85%	Not yet due	This is reported on at the end of the year
	Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand	Achieve	Not yet due	This is reported on at the end of the year
	Percentage of service requests relating to roads and footpaths responded to within 24 hours of notification (DIA mandatory measure)	Roads 85% Footpaths 85%	Not yet due	
	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	A refined measure that was established using the RAMM data is proposed for the 2018/19 year. Proposed is “the % of footpaths that fall within the service standard for footpaths set out in the Activity Management Plan Year 1: 40% / Year 2:50% / Year 3:60%”

## Project reports

Local area connectors – Raumati corridor upgrade and road reconstruction					
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 Raumati/Matai intersection upgrade is complete with the exception of the post construction safety audit requirement to replace the existing street light pole at the intersection of Matai and Raumati with a frangible pole. This will be replaced by Electra early April 2018.					
2. Report on Raumati Corridor Improvements Contract - Lessons Learned was completed on 24 November 2017 and presented to Council shortly thereafter.					
Risks (to programme, cost, quality, other)					
1. No further risks.					
Issues (for elected member attention)					
1. None					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	235,601	236,001	236,001	
Last year	2016/17	862,120	862,120	862,120	
This year	2017/18	813,584	777,281	803,775	
Total		1,911,705	1,875,401	1,901,896	

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

## LED streetlight upgrade project

Description	In April 2017 NZTA introduced a unique opportunity of 85% funding for LED conversion projects for work completed during the 2017/18 year. In addition, Council could claim 85% for streetlights that had already been converted under the regular streetlight maintenance programme during 2015/16 and 2016/17, resulting in additional revenue in the 2017/18 year (the ‘payback’ referred to below).  To maximise this opportunity it was decided that Council use this additional revenue as the Council share (15%) and bring the LED conversion project forward to start in the 2017/18 year.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter					
1. Around 1,400 lights have now been installed, with Ōtaki, Te Horo, Peka Peka, and Paekākāriki substantially complete.					
2. Good progress is being made in Waikanae with the beach area substantially completed.					
Upcoming milestones:					
3. Progress of installation in Waikanae township.					
Risks (to programme, cost, quality, other)					
1. None of note.					
Issues (for elected member attention)					
1. Feedback from the community on the different look and feel of LED lights.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	1,021,000	632,534	1,021,000	

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

Sealed road resurfacing					
Description	To complete the annual reseal programme in accordance with the NZTA requirements.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the-third quarter</i> 1. The Chipsealing programme has commenced, with half the programme completed. 2. The asphalt programme has been completed. <i>Upcoming milestones:</i> 3. The chipsealing programme will be completed mid-April					
Risks (to programme, cost, quality, other)					
1. Usual risks associated with loose chips after sealing work completed. On-going sweeping of chipseal sites to be monitored.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	1,019,690	285,046	1,019,690	

## Minor improvements programme

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 tender process has been completed and the contract awarded to Higgins Contractors Ltd on 15 February 2018.					
2. Works commenced on site in Paekākāriki on 20 March 2018. And will progress to sites in Ōtaki and Paraparaumu during the fourth quarter.					
3. Following a third instance of a vehicle crashing into a resident’s house on Ruapehu Street, minor improvement funds were used for the construction of a safety barrier to prevent this type of accident again.					
Upcoming milestones:					
4. Selection/confirmation of “Low cost, low risk” roading improvements for 2018/2019 year.					
Risks (to programme, cost, quality, other)					
1. Residents have differing views over preferred siting of Marine Parade pedestrian crossing.					
Issues (for elected member attention)					
1 The risk matter reported under point 1 above.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	434,447	107,776	435,518	

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

## Emergency works

<b>Description</b>	<p>Emergency works consist of on-going works such as slip and debris removals, drop out repairs (&lt;\$100k) and large works relating to an emergency such as the Blue Bluff and Waterfall Road slip removals (\$&gt;100k).</p> <p>Emergency works &lt;\$100k are budgeted and NZTA funding for that budget can be obtained in advance every three years (LTP/RLTP budget).</p> <p>Large EM works are unpredictable in scale and timing (but becoming more regular) and NZTA only considers a request for funding when the emergency occurs. This means that Council has to find its share (49% this year) in contingency budgets in that particular financial year.</p>
--------------------	--

**Group** Infrastructure

### Comments (latest developments/upcoming milestones/critical activities)

#### Developments in the third quarter:

1. The Waterfall Road slip removal started mid-March and is expected to be completed mid-May. Thus far the anchors have been installed to stabilise the ground around the power poles and an estimated 4,000 m<sup>3</sup> has been removed out of a total of 9,000m<sup>3</sup>.
2. Small slips and wind blown trees were removed which is part of regular emergency maintenance activities.

#### Upcoming milestones:

3. Completion of Waterfall Road works.

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

1. Potential storm events.

### Issues (for elected member attention)

1. Funding of emergency works.-

### Current year project costs to 31 March 2018

	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Opex	2017/18	203,070-	327,762	563,819	
Capex	2017/18	-	238,432	338,432	
<b>TOTAL</b>		<b>203,070</b>	<b>566,194</b>	<b>902,250</b>	

#### Category

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

#### Timeliness

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

#### Budget

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



## Additional significant project

### Footpath renewal

#### *Developments in third quarter:*

1. Footpath upgrades in Paekākāriki have been completed and some sites in Ōtaki are also substantially complete.
2. The footpath programme is around 65% complete.

#### *Upcoming milestones:*

3. The programme will be completed by the end of June.

Status

Timeliness

Budget



### Current year project costs to 31 March 2018

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	223,981	210,753	224,000	

**Access and transport – financial results to 31 March 2018**

<b>Capital expenditure summary</b>				
	<b>2017/18 YTD Actual (\$'000)</b>	<b>2017/18 YTD Budget (\$'000)</b>	<b>2017/18 F/Y Budget (\$'000)</b>	<b>2017/18 F/Y Forecast (\$'000)</b>
Total projects under \$250,000	1,239	1,431	2,011	2,227
Total projects over \$250,000	3,023	5,415	6,263	5,421
<b>Total</b>	<b>4,258</b>	<b>6,846</b>	<b>8,274</b>	<b>7,648</b>

<b>Cost of activity statement</b>				
<b>2016/17 Actual \$000</b>		<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>
	<b>Expenditure</b>			
4,761	Other operating expense	3,716	3,576	4,914
5,165	Depreciation and amortisation	4,059	4,192	5,770
1,627	Finance expense	1,264	1,259	1,648
<b>11,553</b>	<b>Operating expenditure</b>	<b>9,039</b>	<b>9,027</b>	<b>12,332</b>
	<b>Revenue</b>			
69	Fees and charges	76	96	128
4,618	Grants and subsidies	3,135	4,008	5,334
491	Development and financial contributions revenue	424	151	201
248	Other operating revenue	201	200	266
<b>5,426</b>	<b>Operating revenue</b>	<b>3,836</b>	<b>4,455</b>	<b>5,929</b>
<b>6,127</b>	<b>NET OPERATING COSTS</b>	<b>5,203</b>	<b>4,572</b>	<b>6,403</b>
	<b>Capital items</b>			
2,844	Asset renewal	1,160	2,051	2,445
4,657	New assets upgrade	3,098	4,795	5,829
<b>7,501</b>	<b>Total capital items</b>	<b>4,258</b>	<b>6,846</b>	<b>8,274</b>
<b>13,628</b>	<b>NET COST OF ACTIVITY</b>	<b>9,461</b>	<b>11,418</b>	<b>14,677</b>
	<b>Funding sources</b>			
5,906	Rates	4,488	4,715	6,593
2,587	Borrowings	2,177	2,743	3,093
2,844	Depreciation reserve	1,160	2,051	2,445
(491)	Reserves & special funds	(424)	(151)	(201)
2,782	Unfunded depreciation	2,060	2,060	2,747
<b>13,628</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>9,461</b>	<b>11,418</b>	<b>14,677</b>

Net operating costs of \$5.20 million is \$631,000 unfavourable to budget largely due to the timing of the NZTA funded capital projects (lower than forecast NZTA subsidies).

Capital expenditure of \$4.26 million is \$2.59 million underspent. This is due to timing issues for the most part. There was a delay with the LED project due to the purchasing of the lights. The resealing, minor works started in April 2018. In addition, the current focus of the Expressway Integration work programme has shifted so that less budget has been spent on local connector projects and more on other town centre projects. These projects are intimately connected but, ultimately, show in different cost of activity statements – hence there is a projected underspend of around \$600,000 on local connector routes (in Access and transport) with an offsetting increased spend on Town Centres projects (in Economic development).

*Note: The Capital expenditure budget includes \$1.8 million for the Stride n' Ride project which is reported on in the Across Council Work Programmes report.*

# Coastal management

Whakahaere takutai

## Key developments for the 3 months to 31 March 2018

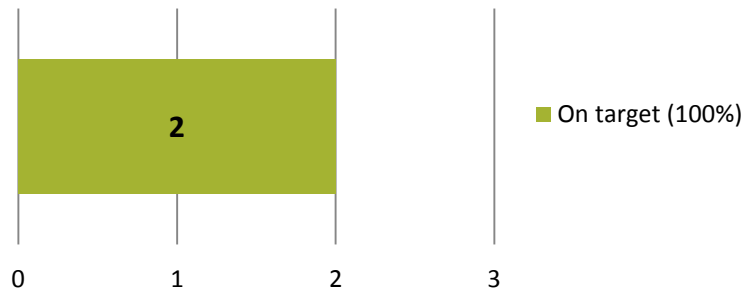
- In February 2018 Cyclone Gita caused significant damage in several locations in the district along the coastline. This was responded to in a timely manner. Repairs to coastal assets commenced immediately after the damage and most repairs were completed by the end of March.
- Compilation of projects for the 2018 long term plan was completed and presented to Councillors.
- A contractor was engaged to carry out physical works related to collapsed beach outlets at Manly Street.
- GWRC have notified a hearing date of 5 April 2018 for the Wharemauku Block wall consent and related Old Coach Route issues.

## Performance measures summary

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

### Coastal management KPIs

1 July 2017 to 31 March 2018



Both KPIs were on target.

## Projects – Summary

There are two significant Coastal management projects, both capex over \$250,000 projects.

Neither project is on target. The Paekākāriki seawall was initially experiencing delays due to the need to revisit designs as the affordable option was deemed to carry too much risk. The Wharemauku block wall project is experiencing delays due to ownership issues regarding the old coach route and, consequently, gaining resource consent approval from GWRC.

### Coastal management - Projects

as at 31 March 2018





## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We respond promptly to seawall or rock revetment failure and repair where applicable	Respond within 48 hours to urgent requests to repair seawalls or rock revetments	90%	On target (100%)	There were 84 requests in total to date (23 in Q1, 23 in Q2, and 38 in Q3)  Three of these were urgent and responded within 24 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					
Description	Options, designs and Physical works for the replacement of the seawall along The Parade, Paekākāriki.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		 ▼		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter were:					
1. Preparation of a business case for funding through the 2018 Long Term Plan (LTP).					
2. Presentation to elected members on the status of the project and the options and work programme to consider (rock option and the concrete option) with cost estimates as part of the 2018 LTP process.					
3. Placed the detailed design work “on hold” pending direction from the elected members on the most preferred option.					
Upcoming milestones:					
4. Decision from elected members on the preferred option and the work programme.					
Risks (to programme, cost, quality, other)					
1. Estimated project costs for the 2 options (rock: \$12.9 million and concrete: \$16million) exceed the budget allocated for this project (\$10.9 m).					
Issues (for elected member attention)					
1. The current wall has exceeded its original 20 years design life and with extreme weather events, certain parts of the wall have failed a few times in the recent past with significant repair costs. Example: February 2017 - \$100,000 and February 2018 - \$136,000					
2. This wall is protecting “The Parade” road and the wall failures will expose “The Parade” road to coastal erosion.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	493,242	493,242	493,242	
This year	2017/18	950,000	95,968	95,968	854,032
Future years		9,283,573		9,283,573	
Total		10,726,815	630,711	9,872,783	854,032

Wharemauku block wall			
<b>Description</b>	A storm event occurred in the Wellington Region on the 23/24 July 2016 causing significant damage in several locations in the Kapiti district along the coastline and KCDC constructed a 170m long temporary wall in 3 days (called Wharemauku block wall) to protect the Council's sewer which runs parallel to the beach between 49 and 71 Wharemauku Road. This project is to strengthen the block wall until a permanent solution is implemented to protect the Council's sewer and mitigate the end effects from the Marine Parade rock revetment.		
<b>Group</b>	Infrastructure		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		 ▼	\$✓
<b>Comments</b> (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the third quarter were:</i></p> <ol style="list-style-type: none"> <li>1. GWRC proceeded with the limited notification process with a hearing date set for 5 April 2018.</li> <li>2. An independent commissioner has been appointed and the submitter (a descendant of the original owner who has registered an interest in the land) wishes to be heard.</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>3. Hearing – 5 April 2018.</li> <li>4. Council's right of reply - 17 April 2018.</li> <li>5. Releasing the decision – End April 2018.</li> <li>6. Appeal period – 15 working days from releasing the decision.</li> <li>7. Continue to consider compulsory acquisition process to obtain easement(s) for construction and maintenance, including exploration of alternative acquisition strategies.</li> </ol>			
<b>Risks</b> (to programme, cost, quality, other)			
<ol style="list-style-type: none"> <li>1. There is a risk of this project not going ahead as the descendant identified by GWRC is one of probably many descendants. The ownership issue is extremely complex and resolution has been attempted a few times in the past, without success.</li> <li>2. Wall failure can occur due to a major storm.</li> </ol>			
<b>Issues</b> (for elected member attention)			
<ol style="list-style-type: none"> <li>1. Legal advice recommends Council obtains easements for construction and maintenance of the wall on private land (including Old Coach Route). However due to the uncertainty with land ownership Council could use compulsory acquisition powers in the Public Works Act 1981 to acquire an easement which could take up to 12 months.</li> <li>2. If the proposed block wall strengthening project does not go ahead, this will cause an issue due to the following: <ul style="list-style-type: none"> <li>• The current block wall will become an illegal structure and Council may have to remove the block wall and consider alternative ways of protecting the sewer which would be expensive and complex.</li> <li>• Properties which were affected by the 'end effect' of the Marine Parade rock revetment were supportive of strengthening the block wall as this provides protection to their properties. If the block wall strengthening project does not go ahead, Council may have to consider alternative ways of mitigating the 'end effect' until a permanent solution is implemented in future.</li> </ul> </li> </ol>			

**Wharemauku block wall (continued)****Current year project costs to 31 March 2018**

<b>Financial year</b>	<b>Year</b>	<b>Project budget \$</b>	<b>Project costs to date \$</b>	<b>Forecast project costs \$</b>	<b>Carry over \$</b>
This year	2017/18	400,202	22,487	93,624	306,578

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



Emergency works					
Description	In February 2018, Cyclone Gita caused significant damage to the Kapiti coastline. This project is to carry out the repairs and replacements of the Council owned assets damaged by the cyclone.				
Group	Infrastructure				
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter were:					
1. Purchasing rock required for the repair work.					
2. Carrying out repair works at Paekākāriki Seawall (90% completed).					
3. Carrying out repair works at Raumati Seawall (100% completed).					
4. Carrying out repair works at Tutere Street stormwater outlet (100% completed).					
Upcoming milestones:					
5. Completion of remaining repair at Paekākāriki Seawall – end April 2018.					
6. Purchasing more rock and storing at Council depot to use in future emergencies.					
Risks (to programme, cost, quality, other)					
1. None at this stage					
Issues (for elected member attention)					
2. There is no budget allocated for this project. In the past unused budget from other Coastal or Infrastructure projects has been used to cover these costs but that won't be determined until end of this financial year.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	-	90,733	326,164	

**Coastal management – financial results to 31 March 2018****Capital expenditure summary**

	<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2016/17 F/Y Budget \$000</b>	<b>2016/17 F/Y Forecast \$000</b>
Total projects under \$250,000	107	181	240	412
Total projects over \$250,000	169	1,014	1,350	190
<b>Total</b>	<b>276</b>	<b>1,195</b>	<b>1,590</b>	<b>602</b>

**Cost of activity statement**

<b>2016/17 Actual \$000</b>		<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>
	<b>Expenditure</b>			
455	Other operating expense	184	267	356
373	Depreciation and amortisation	280	262	361
231	Finance expense	248	247	323
<b>1,059</b>	<b>Operating expenditure</b>	<b>712</b>	<b>776</b>	<b>1,040</b>
<b>1,059</b>	<b>NET OPERATING COSTS</b>	<b>712</b>	<b>776</b>	<b>1,040</b>
-	<b>Capital items</b>			-
941	Asset renewal	232	795	1,059
19	New assets upgrade	44	400	531
<b>960</b>	<b>Total capital items</b>	<b>276</b>	<b>1,195</b>	<b>1,590</b>
<b>2,019</b>	<b>NET COST OF ACTIVITY</b>	<b>988</b>	<b>1,971</b>	<b>2,630</b>
	<b>Funding sources</b>			
888	Rates	585	649	871
19	Borrowings	44	400	531
941	Depreciation reserve	232	795	1,059
171	Unfunded depreciation	127	127	169
<b>2,019</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>988</b>	<b>1,971</b>	<b>2,630</b>

Capital expenditure of \$276,000 is \$919,000 underspent due to delays with the Paekākāriki seawall and Wharemauku block wall. Draft Carry forwards of \$1.1m have been logged for the Paekākāriki seawall and Wharemauku block

# Solid waste

Para ūtonga

## Key developments for the 3 months to 31 March 2018

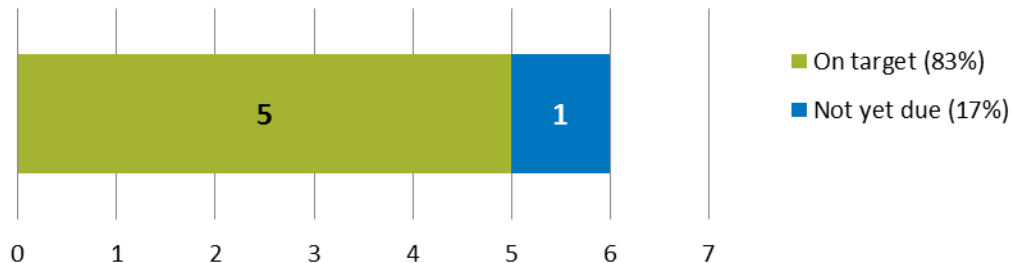
- Work continued on the capping of the Otaihanga landfill. Topsoil was spread over a further two hectares of the site and grass will be sown in April 2018. Around 90% of the landfill has now been capped.
- Waste minimisation activities included;
  - A waste audit was undertaken with an early childhood education centre to help them assess possibilities for waste reduction.
  - A presentation was delivered to a local resident group on the importance of recycling and the model for kerbside collection in Kāpiti.
  - The Waste Levy Grants for New Technologies and Seed Funding projects were allocated, distributing \$22,140 to two successful applicants (Organic Wealth and Laybys NZ).
  - A 'Love Food Hate Waste' stall was held at the Paraparaumu Farmers Market to promote this campaign which focuses on educating people about food waste reduction.
  - A number of event organisers were supported in their Zero Waste efforts through advice and loan of waste station bin hoods and other equipment including the Ōtaki Kite Festival, Coastella and Māoriland Film Festival.

## Performance measures summary

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

### Solid waste KPIs

1 July 2017 to 31 March 2018



Five KPIs are on target at the end of the third quarter and one is not yet due.

## Projects – Summary

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

## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Otaihanga, Ōtaki and Waikanae facilities are open seven days a week and we licence kerbside collection services for our urban areas	Disposal facilities are open 357 days	357 days per year	On target	No unplanned closures
	Licensed collectors are compliant with licence requirements	Achieve	On target	No official warnings issued
	Residents who are satisfied with the standard of kerbside collections	85%	On target (89%)	The provisional result from the first three quarterly Resident Opinion Surveys show a result of 89% satisfied.
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	On target (86%)	213 of 249 service requests (86%) were responded to within two working days
We encourage waste minimisation and provide education information and advice	Residents who are satisfied with the waste minimisation education, information and advice available	75%	On target (77%)	The provisional result from the first three quarterly Resident Opinion Surveys show a result of 77% satisfied
	Waste minimisation community projects are successfully implemented	80%	Not yet due	This measure will be reported in the final quarter.

## Project report

Otaihanga landfill capping					
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the third quarter:</i>					
1. Landfill capping progressed with all programmed work completed.					
<i>Upcoming milestones:</i>					
2. No milestones to report.					
Risks (to programme, cost, quality, other)					
1. No current risks.					
Issues (for elected member attention)					
1. No issues to report.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	511,504	319,433	511,500	

<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				

**Solid waste – financial results to 31 March 2018****Capital expenditure summary**


	2017/18 YTD Actual (\$'000)	2017/18 YTD Budget (\$'000)	2017/18 F/Y Budget (\$'000)	2017/18 F/Y Forecast (\$'000)
Total projects under \$250,000	1	6	7	7
Total projects over \$250,000	319	384	511	511
<b>Total</b>	<b>320</b>	<b>390</b>	<b>518</b>	<b>518</b>

**Cost of activity statement**

2016/17 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	<b>Expenditure</b>			
722	Other operating expense	599	577	799
420	Depreciation and amortisation	504	318	438
186	Finance expense	74	74	97
<b>1,328</b>	<b>Operating expenditure</b>	<b>1,177</b>	<b>969</b>	<b>1,334</b>
	<b>Revenue</b>			
528	Fees and charges	430	367	489
<b>528</b>	<b>Operating revenue</b>	<b>430</b>	<b>367</b>	<b>489</b>
<b>800</b>	<b>NET OPERATING COSTS</b>	<b>747</b>	<b>602</b>	<b>845</b>
	<b>Capital items</b>			
500	Landfill Capping	320	390	518
<b>500</b>	<b>Total capital items</b>	<b>320</b>	<b>390</b>	<b>518</b>
<b>1,300</b>	<b>NET COST OF ACTIVITY</b>	<b>1,067</b>	<b>992</b>	<b>1,363</b>
	<b>Funding sources</b>			
800	Rates	743	566	795
500	Depreciation reserve	320	390	518
-	Movement in other reserves	4	36	50
<b>1,300</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>1,067</b>	<b>992</b>	<b>1,363</b>

# Stormwater

Whakahaere wai araha



## Key developments for the 3 months to 31 March 2018

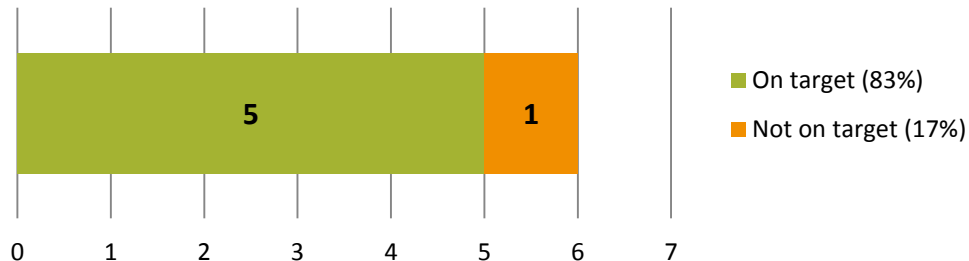
- There were 320 flooding related service requests in the third quarter of 2017/18, compared to 189 in the same quarter last year. For the year to date there were 511 flooding related service requests compared to 576 in 2016/17.
- Resource consents have been granted by Greater Wellington Regional Council (GWRC) to carry out maintenance work at Mazengarb stream and Wharemauku Stream tributaries.
- The districtwide stormwater discharge consent is likely to be granted by GWRC in May/ June 2018.
- Two contracts for districtwide stormwater asset condition assessment were awarded. These will cover seven catchments out of the 34 in the district.
- Continued to work with GWRC/Te Ātiawa on the Kaitiaki Monitoring pilot for their rohe.

## Performance measures summary

There are seven key performance indicators in the Stormwater Management activity. One of these<sup>1</sup> is not applicable this year, leaving six effective KPIs.

### Stormwater KPIs

1 July to 31 March 2018



Five of the six KPIs (83%) were on target at the end of the third quarter.

One KPI was not on target:

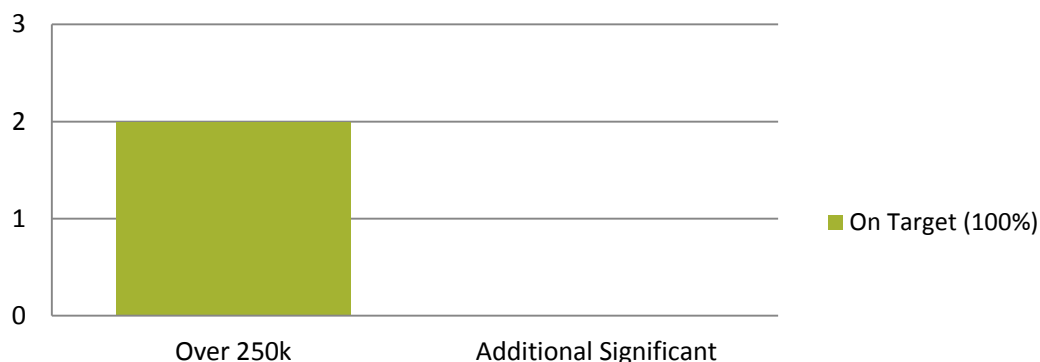
- The number of complaints about the performance of the stormwater system* has a target of 10 complaints per 1,000 connections for the year. Council received 425 flooding-related service requests (which are treated as complaints) for the first three quarters, which is 19.4 per 1,000 connections

## Projects – Summary

There are two stormwater projects. Both are capital expenditure \$250,000 and above projects. Both projects are on target.

### Stormwater - Projects

as at 31 March 2018



<sup>1</sup> .“Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the councils activity management plan” is not applicable this year as there are no major flood protection and control works planned to be built in 2017/18. All the available budget in this area is being spent on design for future projects.



## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We minimise risks to human life and health from flooding by responding efficiently and effectively to flooding issues and we maintain, repair and renew major flood protection and control works	Median response time to attend a flooding event from notification to attendance on site  <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 24 hours	On target (Median response time was less than 24 hours)	Year to-date, there were 511 service requests. 425 were flooding related. Of the 425 flooding requests 51 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 1 day)	The median response time was 1 day for the 460 non-urgent requests.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (93%)	Year to-date, there were 14 building related requests. 13 of them were visited within 2 days.
	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 on target (19.4 per 1000)	Of the 511 requests, year to-date, 425 can be regarded as complaints. (= 19.4 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	N/A	Due to budget limitations no major flood protection construction works are planned in 2017/18 financial year. All the work being done in this area in 2017/18 is design of future projects.
	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 (0.09 per 1000 properties)	Flooding reported for 2 habitable floors.

SP-18-496 Appendix B – Activity report to 31 March 2018

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

## Project reports

Major stormwater projects					
Description	The major stormwater project covers the design of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events) These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damage due to flooding. The projects covered under this category are: Stormwater upgrades for Kena Kena, Moa Road, Alexander Bridge, Titoki, Riwai, Amohia, Kākāriki and Karaka Grove.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. Continued working on the resource consent application for the Kena Kena project. Continuing discussions with Department of Conservation, Iwi and GWRC.					
2. Continued working on the detailed designs of the under capacity network for the Kena Kena project.					
3. Completed geotechnical investigations for Moa Road and, Karaka Grove projects.					
4. Completed concept designs for the Kākāriki project.					
5. Completed concept designs for the Titoki and Riwai projects.					
6. Commenced concept designs for Amohia project.					
Upcoming milestones:					
7. Lodgement of Resource Consent application with GWRC for the Kena Kena project – June 2018					
8. Completion of concept design and planning assessments to support the Resource Consent application for Moa/ Karaka projects – June 2018					
9. Completion of concept designs for Alexander Bridge – June 2018.					
10. Completion of concept designs for Amohia Project – June 2018.					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. Charnwood Grove and Makora Road stormwater upgrade projects were part of the major projects category, but due to budget limitations these projects have been removed from this year’s programme.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	610,958	250,452	533,813	

## Minor stormwater projects

Description	The minor stormwater project includes the design and construction of minor drainage systems to accommodate run off from more frequent storms (1 in 5 year or 1 in 10 year events). These projects include renewal of existing assets, construction of overland flow paths, minor stormwater upgrades and extensions including upgrading inlet control devices such as stormwater sumps (cost of each project is in the order of \$10,000 to \$100,000).				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒✓	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. Commenced the 2017/18 minor stormwater improvements physical works contract in various locations.					
2. Tendered the 95-117 Riwai Street stormwater extension project.					
3. Commenced the physical works related to phase 2 of the minor stormwater improvements at Charnwood Grove.					
Upcoming milestones:					
4. Completion of physical works at 95-117 Riwai Street stormwater extension project – June 2018.					
5. Completion of physical works related to 2017/18 minor stormwater improvement projects – June 2018.					
6. Completion of physical works related to phase 2 of the minor stormwater improvements at Charnwood Grove – June 2018					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. 2017/18 minor capital works project was originally planned for 20 locations. 8 locations out of 20 were deferred to next financial year due to budget limitations.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	820,828	409,410	713,803	

<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 2018****Capital expenditure summary**

	2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000	2017/18 F/Y Forecast \$000
Total projects under \$250,000	3	15	20	20
Total projects over \$250,000	683	1,074	1,432	1,432
<b>Total</b>	<b>686</b>	<b>1,089</b>	<b>1,452</b>	<b>1,452</b>

**Cost of activity statement**

2015/16 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	<b>Expenditure</b>			
1,405	Other operating expense	823	1,151	1,535
1,084	Depreciation and amortisation	871	935	1,250
1,024	Finance expense	723	720	942
<b>3,513</b>	<b>Operating expenditure</b>	<b>2,417</b>	<b>2,806</b>	<b>3,727</b>
	<b>Revenue</b>			
45	Fees and charges	-	-	-
152	Development and financial contributions revenue	115	39	52
-	Other operating income	2	-	-
<b>197</b>	<b>Operating revenue</b>	<b>117</b>	<b>39</b>	<b>52</b>
<b>3,316</b>	<b>NET OPERATING COSTS</b>	<b>2,300</b>	<b>2,767</b>	<b>3,675</b>
	<b>Capital Items</b>			
844	Asset renewal	-	-	-
2,041	New assets upgrade	686	1,089	1,452
<b>2,885</b>	<b>Total capital items</b>	<b>686</b>	<b>1,089</b>	<b>1,452</b>
<b>6,201</b>	<b>NET COST OF ACTIVITY</b>	<b>2,986</b>	<b>3,856</b>	<b>5,127</b>
	<b>Funding sources</b>			
3,468	Rates	2,415	2,806	3,727
1,055	Borrowings	663	1,089	1,452
404	Depreciation reserve	-	-	-
1,426	Development and financial contributions	23	-	-
(152)	Reserves & special funds	(115)	(39)	(52)
<b>6,201</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>2,986</b>	<b>3,856</b>	<b>5,127</b>

Net Operating Costs of \$2.3 million are \$467,000 favourable to budget, , largely due to open drains maintenance work being put on hold while awaiting two resource consents (Mazengarb Stream and Wharemauku tributaries) from GWRC. Both now received.

Capital expenditure of \$686,000 is \$400,000 underspent largely due to timing factors with the minor stormwater project works. However this work has been commenced in April and rapidly progressed.

# Wastewater management

Whakahaere wai

## Key developments for the 3 months to 31 March 2018

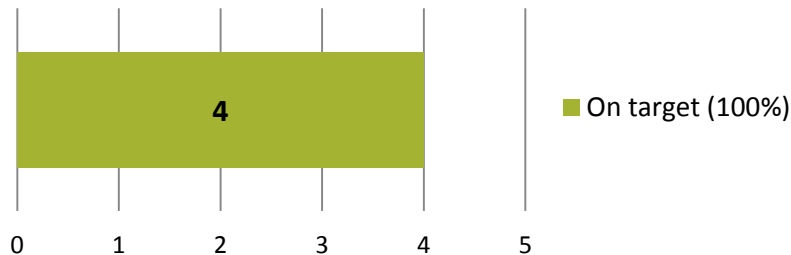
- The site works for the new dissolved air flotation (DAF) plant at the Paraparaumu Wastewater Treatment Plant are substantially complete. Additional testing, by the supplier, has failed to demonstrate satisfactory performance of the new DAF. The supplier has been asked to propose remedial measures to address this failure. Council is considering options to remedy the non performance of the DAF plant and progress its upgrade.
- The development and design of the 2017/18 wastewater reticulation renewals programme is complete. Tenders have now been received for the wastewater pumping station upgrades, and wastewater pipe renewals contracts.
- The concept design and procurement planning for the Paraparaumu Wastewater Treatment Plant inlet works continues to progress to programme. The next phases have been put on hold, in line with the proposed deferral of the project in the 2018 Long Term Plan.

## 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 2017 to 31 March 2018



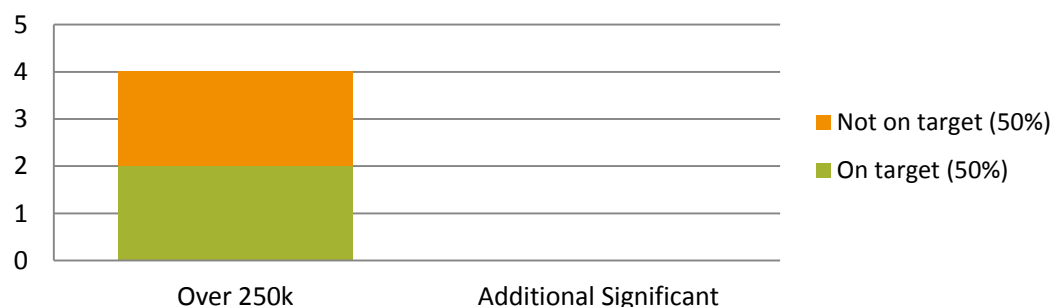
All four KPIs with prescribed targets were on target at the end of the third quarter.

## Projects – Summary

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

### Wastewater - Projects

as at 31 March 2018



Two projects are on target with Annual plan 2017/18 timelines.

The Waikanae duplicate rising main is not currently on target as there are significant risks that the project will not complete this year and may run over budget.

The DAF installation is complete but the project has run over budget and the new plant does not perform to contract specifications. It is only processing wastewater flows at about 1/3 of the volume intended. The supplier has been asked to confirm what remedial measures are proposed to address this.



## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Our wastewater system management practices ensure that we respond efficiently and effectively to wastewater system blockages, faults and overflow issues	Median response times to sewage overflows resulting from a blockage or other fault measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Less than or equal to 1 hour	On target (29 minutes)	Median attendance time was 29 minutes, for 96 blockages or faults attended in the year to date.  (2016/17 result was 22 minutes for 122 events)
	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 (1 hour and 46 minutes)	Median resolution time was 1 hour and 46 minutes for 96 blockages or faults resolved in the year to date.  (2016/17 result was 2 hours, 7 minutes for 122 events)
	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 (5.44 complaints per 1,000 connections)	108 complaints were received in the year to date (from a total of 19,856 connections). This measure is being monitored to assess performance over time.  (2016/17 result was 6.5 complaints per 1,000 connections)
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows  <i>(DIA mandatory measure)</i>	Less than 5 per 1000 connections to council's sewerage system	On target (0.65 overflows per 1,000 connections)	13 overflows from the wastewater system in the year to date (total of 19,856 connections).  (2016/17 result was 0.30 overflows per 1,000 connections)
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	On target (none)	No non-compliance actions this year.



## Project reports



Waikanae duplicate rising main			
Description	This project will duplicate the rising main from Waikanae's terminal wastewater pumping station to the Paraparaumu wastewater treatment works.		
	The project was planned in two stages: the first stage was timed to take advantage of the M2PP Expressway construction programme and any cost savings from installing the pipeline along the full length of the expressway; the second stage completes final connections at each end of the expressway.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ▼	
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the third quarter:</i></p> <ol style="list-style-type: none"> <li>NZTA discussions with landowners to resolve issues along the northern end of the Expressway alignment are progressing slowly which is impacting our project timeline.</li> <li>Tender documents for the construction the remainder of the rising main at each end of the expressway to the Paraparaumu Wastewater Treatment Plant and along Te Moana Road to the pumping station is complete and ready to tender, subject to resource consent approvals.</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>Approval of the final section of the rising main in the expressway alignment from north of the bridge through to Te Moana Road – this section was never completed due to landowner consultation issues.</li> <li>Submission of resource consent applications will be lodged for approval once discussions with landowners have been completed.</li> <li>Tendering of the construction works is now expected towards the end of the financial year or early next year.</li> </ol>			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> <li>Delay – Resource Consent consultation process: The lengthy period of unresolved landowner consultation experienced to date indicates a risk of delay; without imminent resolution the project will extend further into next year. This is outside of our control and the further delay to approval and resource consents lodgement have required the deferral of construction into 2018/19 and a respective carryover is propose for these works</li> <li>Cost/ Budget – scope refinement: Services congestion along Te Moana Road may require changes to design. Services location works are in progress to establish if any changes will be required. The current Engineer's Estimate forecasts a budget increase of around \$200,000, which can be accommodated in budgeting for 2018/19.</li> </ol>			
Issues (for elected member attention)			
<ol style="list-style-type: none"> <li>Parts of the project have been delayed while NZTA resolves some land owner approval issues. It will not complete in this financial year.</li> </ol>			

**Waikanae duplicate rising main (continued)****Current year project costs to 31 March 2018**


<b>Financial year</b>	<b>Year</b>	<b>Project budget \$</b>	<b>Project costs to date \$</b>	<b>Forecast project costs \$</b>	<b>Carry over \$</b>
Previous year	2015/16	250,000	1,924,007 <sup>1</sup>	1,924,007	
Last year	2016/17	947,020	819,091	819,091	
This year	2017/18	1,142,700	131,502	171,496	971,204
<b>Total</b>		<b>2,339,720</b>	<b>2,874,600</b>	<b>2,914,594<sup>1</sup></b>	<b>971,204</b>

1. Overall this project has been brought forward with additional funds from re-prioritisation of budgets within Wastewater (in the first two years) and advanced funding from NZTA.

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

Wastewater treatment plant dissolved air flotation package					
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. Site works to facilitate installation of the DAF equipment are complete.					
2. Further refinements to DAF equipment operation and additional proving tests, by the supplier, have failed to demonstrate the performance levels to met the Specification ( its not producing at the required flow rate and capacity). The supplier has been asked to confirm what remedial measures are proposed to address this failure.					
Upcoming milestones:					
3. Council to consider options to remedy the non-performance of the DAF plant to specification.					
Risks (to programme, cost, quality, other)					
1. Quality/ Performance: Further commissioning work in the third quarter failed to ascertain the solution to the current reduced performance levels, with existing equipment.					
2. Time/ cost: delay/ possibly overhead and professional services cost increase, whilst ongoing performance issues are resolved.					
Issues (for elected member attention)					
1. The below specification performance of the new DAF plant.					
2. Forecast overspend.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	391,282	391,282	391,282	
This year	2017/18	315,159	347,943	534,015	
Total		706,441	739,226	925,297	


*This project is forecast to overspend because tenders for ancilliary works were higher than budgeted, and delays to construction have resulted in additional costs to manage the two contracts.*

Wastewater reticulation renewals					
Description	The 2017/18 Wastewater Reticulation Renewals programme will replace wastewater reticulation pipework. This scheme will address asset renewal and growth issues in the region, based on risk and condition assessment criteria.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the third quarter:</i>					
1. The 2017/18 wastewater pipe renewal tenders have been received and are being evaluated currently.					
<i>Upcoming milestones:</i>					
2. Construction works execution during quarter four of 2017/18.					
Risks (to programme, cost, quality, other)					
1. Scope of works exceeds Budget (and so works deferred) once market approached.					
Issues (for elected member attention)					
1. None at present.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	687,142	90,288	642,464	

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

## Other major capital expenditure projects

### Ōtaki Wastewater Treatment Plant consent upgrades

Progress	<i>Developments in third quarter:</i> <ul style="list-style-type: none"><li>The final workshop has been completed and the proposed upgrade works scoped for consideration by GWRC.</li><li>The scope of work to be completed this year has been reduced and is programmed for years 1-2 of the 2018 LTP to allow for approvals to be secured from GWRC.</li></ul> <i>Upcoming milestones 2017/18:</i> <ul style="list-style-type: none"><li>Option selection and recommendation report.</li><li>Approval of proposed works</li></ul>	Status			
		Timeliness	 ✓		
		Budget	\$✓		
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	63,000 <sup>1</sup>	62,615	62,615	
This year	2017/18	186,043	61,887	148,916	
Total		249,043	124,502	211,531	

1. The initial budget for 2016/17 was \$206,000 but due to delays by GWRC in issuing the consent the project was held up and the budget was underspent for that year. New budget has been allocated for 2017/18.

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

**Wastewater management – financial results to 31 March 2018****Capital expenditure summary**

	2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000	2017/18 F/Y Forecast \$000
Total projects under \$250,000	238	681	821	614
Total projects over \$250,000	955	2,741	2,335	1,591
<b>Total</b>	<b>955</b>	<b>2,741</b>	<b>3,156</b>	<b>2,205</b>

**Cost of activity statement**

2016/17 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	<b>Expenditure</b>			
3,693	Other operating expense	3,193	3,336	4,449
3,472	Depreciation and amortisation	2,313	2,166	2,981
938	Finance expense	661	658	861
<b>8,103</b>	<b>Operating expenditure</b>	<b>6,167</b>	<b>6,160</b>	<b>8,291</b>
	<b>Revenue</b>			
99	Development and financial contributions revenue	174	112	150
<b>99</b>	<b>Operating revenue</b>	<b>174</b>	<b>112</b>	<b>150</b>
<b>8,004</b>	<b>NET OPERATING COSTS</b>	<b>5,993</b>	<b>6,048</b>	<b>8,141</b>
	<b>Capital items</b>			
791	Asset renewal	754	1,444	1,827
1,216	New assets upgrade	198	1,299	1,329
<b>2,007</b>	<b>Total capital items</b>	<b>952</b>	<b>2,743</b>	<b>3,156</b>
<b>10,011</b>	<b>NET COST OF ACTIVITY</b>	<b>6,945</b>	<b>8,791</b>	<b>11,297</b>
	<b>Funding sources</b>			
7,426	Rates	5,665	5,658	7,621
396	Borrowings	198	1,299	1,329
336	Depreciation reserve	754	1,444	1,827
1,210	Development and financial contributions	-	-	-
64	Movement in other reserves	-	-	-
(99)	Reserves & special funds	(174)	(112)	(150)
678	Unfunded depreciation	502	502	670
<b>10,011</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>6,945</b>	<b>8,791</b>	<b>11,297</b>

Capital expenditure of \$952,000 was \$1.8 million underspent mainly due to delays in the Waikanae duplicate rising main and planned renewals being delivered in May and June.

# Water management

Whakahaere wai

## Key developments for the 3 months to 31 March 2018

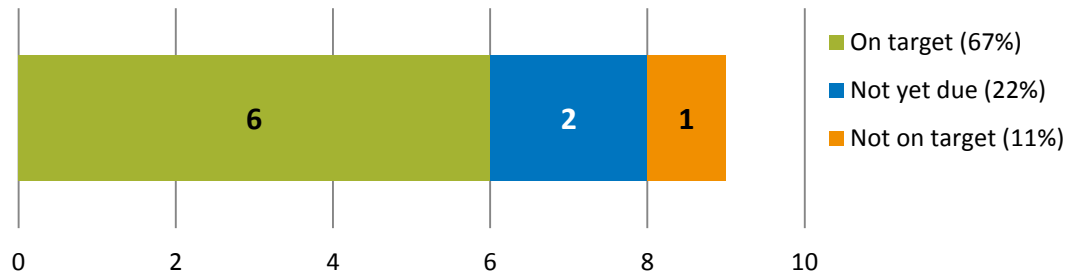
- The Draft Ongoing Mitigation Plans for the ongoing operation of the river recharge scheme have been extensively reviewed by Greater Wellington Regional Council (GWRC). There has been considerable discussion to agree the final detail of the plans that will be used to manage the scheme for the next 15 years. Approval of the final Ongoing Mitigation Plans is expected before the end of June 2018 so plans for next years summer recharge operation and reporting can be put in place. An interim monitoring and operations plan has been approved by the regional council to allow the river recharge to be run this summer while the Ongoing Mitigation Plans are being finalised.
- The river recharge was used in January and early February 2018 as river levels remained low following the dry period late last year. This meant we were able to continue to provide river water to residents in Waikanae, Paraparaumu and Raumati with no disruption to supply. Since then the rain through February has resulted in a rise in river levels and recharge has not been used again.
- The annual targeted leak detection programme was undertaken in the third quarter. It identified a 500m<sup>3</sup>/day leak on a 200mm main in Waikanae. The leak appears to have been running for quite some time and may have been masked by an even bigger leak found in the same main last year. The repair of this leak has made a sizable contribution to the ongoing water loss management programme and water loss in the Waikanae network as it had been running at around 9.4% of average daily use in Waikanae.
- The works to renew the roof on the Riwai water supply reservoir above Paraparaumu is now complete.

## Performance measures summary

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

### Water KPIs

1 July 2017 to 31 March 2018



Six of the nine KPIs with prescribed targets were on target at the end of the third quarter.

The results for two KPIs are not yet due.

One KPI was not on target – *the number of complaints received about the council reticulation network*, was 5.6 per 1000 connections for the year to date against a full year target of 4.7 complaints per 1000 connections. There were 128 complaints in total, 72 of which were service requests for no water supply and 56 were water quality complaints.

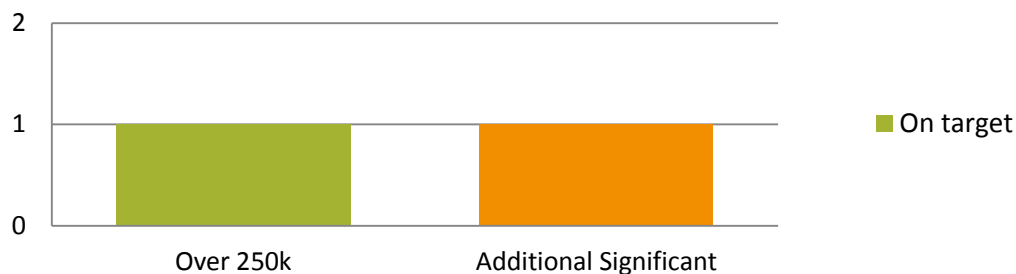
## Projects – Summary

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 capex project and the latter is an additional significant project).

The latter project is not on target as it is projected to be \$84,000 over its \$255,750 budget this year. This is largely due to additional compliance monitoring work and Ongoing Mitigation Plan discussions with GWRC.

### Water - Projects

as at 31 March 2018





## Performance measures





as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 1 hour	On target	Median attendance time was 22 minutes for 72 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target	Median attendance time was 25 hours and 55 minutes for 771 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 14 minutes for 72 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target	Median resolution time was 29 hours 9 minutes for 771 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. (2016/17 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 micro-filters have been purchased and are due to be installed in Paekākāriki in the fourth quarter to bring this supply up to full compliance. The Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which will be programmed in the 2018 LTP. (2016/17 result was less than 100% compliance for the Ōtaki, Hautere and Paekākāriki supplies.)

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	On target (81%)	The provisional result from the first three quarterly Resident Opinion Surveys shows 81% satisfied. (2016/17 result was 81%)
	<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"> <li>a) drinking water clarity;</li> <li>b) drinking water taste;</li> <li>c) drinking water odour;</li> <li>d) drinking water pressure or flow;</li> <li>e) continuity of supply; and</li> <li>f) council's response to any of these issues.</li> </ul> <p>(DIA mandatory measure)</p>	Maintain or reduce 2014/15 baseline (4.7 per 1,000 connections)	Not on target (5.6 per 1,000)	<p>A total of 128 'complaints' were logged this year to the end of this third quarter (56 water quality complaints and 72 service requests for no water supply).</p> <p>With a total 23,020 connections 128 complaints translates to 5.6 complaints per 1,000 connections.</p> <p>(Note: a further 33 water pressure complaints were logged, but are excluded for consideration against the target as there was no data on water pressure complaints in the 2014/15 baseline).</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 (417 l/p/d)	<p>Peak day water use at the end of the third quarter was 417 l/p/d. The 2016/17 result was 369 l/p/d.</p> <p>(Average use was 318 l/p/d in the third quarter. The 2016/17 result was 315 l/p/d)</p>
	<p>Percentage of real water loss from the council's networked reticulation system.</p> <p>(DIA mandatory measure<sup>1</sup>)</p>	Establish a baseline in 2015/16 (23.6%) that is no greater than 2014/15 and monitor	Monitor only	<p>The water loss from the council's network for 2017/18 will be calculated at the end of the year.</p> <p>In 2016/17 the percentage of water losses were calculated at 23.5% (3,489 m3/day +/- 9.2%).</p>

<sup>1</sup> DIA real water loss measure includes estimated meter under-registration and theft.



## Project reports

Pipe renewals					
Description	This project covers the reticulated network pipe renewals for 2017/18 in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki. Works are planned for two main areas based on condition assessment.  This work includes reactive and planned network renewals activities.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		  		\$ 	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
<div>1. The planned pipe renewal contract for Ames Street in Paekākāriki was tendered and is being evaluated currently. These works are proposed to be put on HOLD to balance total activity CAPEX costs</div> <div>2. Work on reactive lateral replacements has been progressing in a consistent fashion. A pipe burst in Raumati Road and repairs to the bulk water main to Paraparaumu have contributed to reactive works costs.</div>					
Upcoming milestones:					
<div>3. A review of planned and unplanned works budgets indicates that unplanned works remain on track for the spend profile estimated for the financial year.</div> <div>4. The Ames Street pipework renewal contract will be put on HOLD and programmed in coming years.</div>					
Risks (to programme, cost, quality, other)					
<div>1. Deferral of the Ames Street pipework renewal leaves a residual risk that the pipe may fail in the coming years. The most vulnerable section of the main was replaced last year and a programme of pipe condition surveys is planned for Paekākāriki next year. This will further inform future renewals planning and risk management in Paekākāriki.</div>					
Issues (for elected member attention)					
<div>1. Nothing to report.</div>					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	510,050	288,438	404,799	-

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

## Additional significant project

### River Recharge with Groundwater scheme – Post construction compliance monitoring

Progress	<p><i>Developments in third quarter:</i></p> <ul style="list-style-type: none"> <li>There has been considerable discussion to agree the final detail of the Ongoing Mitigation Plans (OMP) that will be used to manage the scheme for the next 15 years.</li> <li>Further compliance monitoring work and OMP discussions with GWRC have meant additional costs have been incurred this financial year as the project transitions to ongoing operations.</li> </ul> <p><i>Upcoming milestones</i></p> <ul style="list-style-type: none"> <li>Approval of the ongoing mitigations plans by GWRC.</li> <li>Finalisation and submission of consent change proposals to reflect the completion baseline monitoring for Greater Wellington Regional Council approval.</li> </ul>	Status	
		Timeliness-	 ✓
		Budget	\$ 

### Current year project costs to 31 March 2018

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	255,004	291,682	291,682	
This year	2017/18	255,750	237,316	339,316 <sup>1</sup>	
<b>Total</b>		<b>510,754</b>	<b>528,998</b>	<b>630,998</b>	

1. This opex project is forecast to be overspent by nearly \$84,000 this year for the reasons given above.

**Water management – financial results to 31 March 2018****Capital expenditure summary**

	2017/18 YTD Actual (\$'000)	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000	2017/18 F/Y Forecast \$000
Total projects under \$250,000	198	216	258	357
Total projects over \$250,000	288	372	510	436
<b>Total</b>	<b>486</b>	<b>588</b>	<b>768</b>	<b>793</b>

**Cost of activity statement**

2016/17 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	<b>Expenditure</b>			
4,102	Other operating expense	2,863	2,906	3,874
2,696	Depreciation and amortisation	2,001	1,964	2,703
1,798	Finance expense	1,426	1,420	1,859
<b>8,596</b>	<b>Operating expenditure</b>	<b>6,290</b>	<b>6,290</b>	<b>8,436</b>
	<b>Revenue</b>			
37	Fees and charges	31	29	39
-	Grants and subsidies	87	-	103
422	Development and financial contributions revenue	816	77	-
<b>459</b>	<b>Operating revenue</b>	<b>934</b>	<b>106</b>	<b>142</b>
<b>8,137</b>	<b>NET OPERATING COSTS</b>	<b>5,356</b>	<b>6,184</b>	<b>8,294</b>
	<b>Capital items</b>			
870	Asset renewal	486	588	768
68	New assets upgrade	-	-	-
<b>938</b>	<b>Total capital items</b>	<b>486</b>	<b>588</b>	<b>768</b>
<b>9,075</b>	<b>NET COST OF ACTIVITY</b>	<b>5,842</b>	<b>6,772</b>	<b>9,062</b>
	<b>Funding sources</b>			
8,430	Rates	6,163	6,165	8,269
68	Borrowings	(87)	-	-
813	Depreciation reserve	486	588	768
56	Development and financial contributions	-	-	-
(422)	Reserves & special funds	(816)	(77)	(103)
130	Unfunded depreciation	96	96	128
<b>9,075</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>5,842</b>	<b>6,772</b>	<b>9,062</b>

Net operating costs of \$5.36 million are \$828,000 favourable to budget due largely to substantially higher than expected development and financial contributions.

# Community Services

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

# Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

## Key developments for the 3 months to 31 March 2018

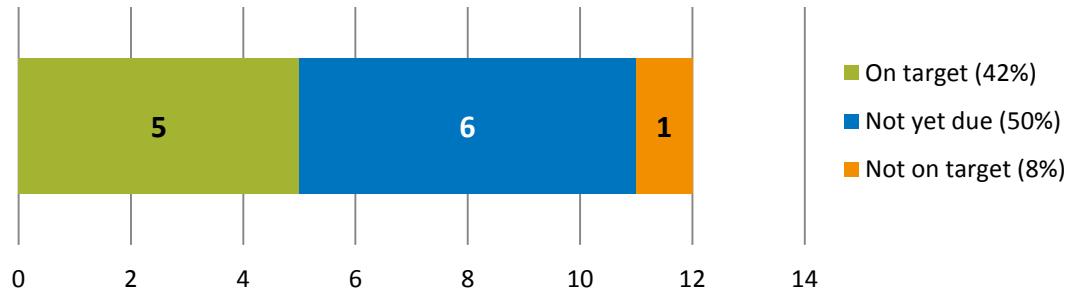
- The upgrade of the second Kaitawa Reserve bridge commenced in March 2018.
- Parks week was a huge success with events happening every day:
  - the 'Pharazyn Experience' had more than 500 people attend
  - the inaugural 'Park to Path' fun run had over 200 registrations
  - the 'How to Park' daily videos received 20,000 views.
- Construction started on the pump track at Haruatai Park, funded by the Lions Club of Ōtaki.
- Drainage upgrade of half the playing fields at Otaraua Park was completed.
- The land required for additional access to Otaraua Park has been secured.

## Performance measures summary

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

### Parks and open space KPIs

1 July 2017 to 31 March 2018



Five KPIs were on target at the end of the third quarter.

Six KPIs have results that are not due until later in the year.

One KPI is not on target - *Users who are satisfied with the safety and availability of the on-road cycleway network* reported a provisional satisfaction score of 57% against a target of 85%.

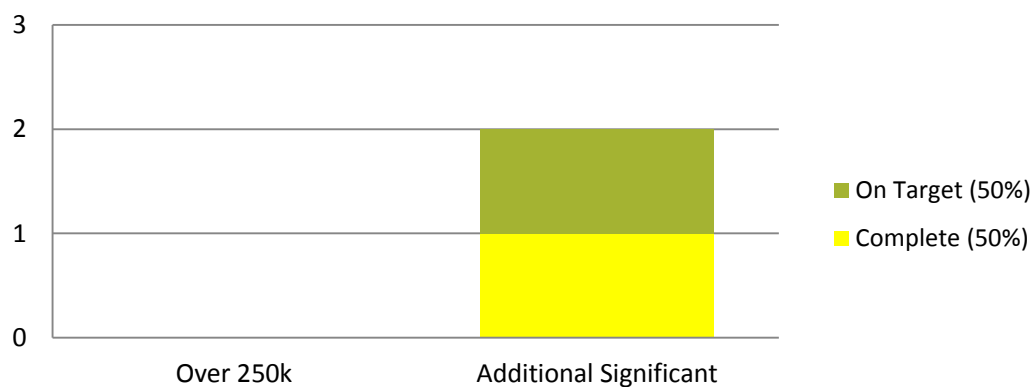
## Projects – Summary

There are two parks and open space projects, they are both additional significant projects.

- Maclean Park management plan is complete.
- Otara Park development is on target.

### Parks and open space - Projects

as at 31 March 2018





## Performance measures


as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Parks and open space</b>				
Our residents in urban areas live reasonably close to a recreation facility and a range of active recreation facilities is available throughout the district	Residential dwellings in urban areas are within 400 metres of a publicly owned open space	85%	On target (99.4%)	103ha out of 18,452ha (0.6%) of the total District Plan residential area are not within 400m of a publicly owned open space.
	Sports grounds are open (scheduled hours and weather dependent)	85%	On target (89%)	Sports grounds were open 100% of the time for the third quarter bringing the year to date total to 89%. (2016/17 result was 92%)
	Residents that are satisfied with the current availability of facilities	85%	Not yet due	Results from annual park users survey not due until the fourth quarter. (2016/17 result was 84%)
	Residents that are satisfied with the quality of council parks and open space	85%	Not yet due	Results from annual park users survey not due until the fourth quarter. (2016/17 result was 95%)
	Residents that are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Not yet due	Results from annual park users survey not due until the fourth quarter. (2016/17 result was 89%)
	Residents that are satisfied with council playgrounds	85%	Not yet due	Results from annual park users survey not due until the fourth quarter. (2016/17 result was 84%)
<b>Cemeteries</b>				
We provide well maintained cemeteries and we want to ensure that most family members can access the interment site and records are available online	Users who are satisfied with the cemeteries appearance and accessibility	85%	Not yet due	Results from annual park users survey not due until the fourth quarter. (2016/17 result was 87%)
	All available records will be on council's website within four weeks of interment	100%	On target (100%)	(2016/17 result was 100%)
We measure burial capacity across the district and anticipate future needs	At least a 10 year burial capacity is maintained across the district	Achieve	Not yet due	To be reviewed in the fourth quarter.


Contribution to outcomes	Performance measures	Target	Full year outcome	Comment
<b>Cycleways, walkways and bridleways</b>				
A range of cycleway, walkway and bridleway networks including low carbon alternatives are available throughout our district and the quality and range increase over time	Users who are satisfied with council walkways, cycleways and bridleways	85%	On target (97%)	The first three quarterly Resident Opinion Surveys this year give a provisional result of 97% satisfied. (2016/17 result was 93%)
	Users who are satisfied with the safety and availability of the on road cycleway network	85%	Not on target (57%)	The first three quarterly Resident Opinion Surveys this year give a provisional result of 57% satisfied. (2016/17 result was 55%).
Our beach accessways are maintained and are in a usable condition	Residents who are satisfied with access points to beaches	85%	On target (91%)	The first three quarterly Resident Opinion Surveys this year give a provisional result of 91% satisfied. (2016/17 result was 92%)

## Project reports

### Otaraua Park development – additional significant project

Progress	<p><i>Developments in third quarter:</i></p> <ul style="list-style-type: none"><li>• The land required for additional access to the Park has been secured.</li><li>• Drainage upgrade for half of the sports fields is complete.</li></ul> <p><i>Upcoming milestones:</i></p> <ul style="list-style-type: none"><li>• Further consultation with key stakeholders.</li><li>• Briefing to Council and approval to consult with the community.</li></ul> <p><i>Timeline:</i></p> <ul style="list-style-type: none"><li>• It is likely that the development plan will be ready for adoption in the second quarter of 2018/19</li></ul>				Status	
					Timeliness-	 ✓
					Budget	\$✓
Current year project costs to 31 March 2018						
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over	
		\$	\$	\$	\$	
This year	2017/18	101,800	100,000	103,800		

### Maclean Park Management Plan – additional significant project

Progress	The Maclean Park management plan was adopted by Council on 7 December 2017.				Status	
					Timeliness-	 ✓
					Budget	\$✓
Current year project costs to 31 March 2018						
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$	
This year	2017/18	10,000	-1,858	-1,858 <sup>1</sup>		

1. This project is in credit as an accrual made for last year was for more than the eventual invoice.

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

**Parks and open space – financial results to 31 March 2018**

<b>Capital expenditure summary</b>				
	<b>2017/18 YTD Actual (\$'000)</b>	<b>2017/18 YTD Budget (\$'000)</b>	<b>2017/18 F/Y Budget (\$'000)</b>	<b>2017/18 F/Y Forecast (\$'000)</b>
Total projects under \$250,000	376	698	1,046	897
Total projects over \$250,000	336	433	433	429
<b>Total</b>	<b>712</b>	<b>1,131</b>	<b>1,479</b>	<b>1,326</b>

<b>Cost of activity statement</b>				
<b>2016/17 Actual \$000</b>		<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>
	<b>Expenditure</b>			
4,267	Other operating expense	2,873	3,167	4,230
1,131	Depreciation and amortisation	1,142	976	1,344
281	Finance expense	254	253	331
<b>5,679</b>	<b>Operating expenditure</b>	<b>4,269</b>	<b>4,396</b>	<b>5,905</b>
	<b>Revenue</b>			
165	Fees and charges	131	119	158
-	Grants and subsidies	4	-	-
753	Development and financial contributions revenue	1,710	391	521
91	Other operating revenue	39	-	-
<b>1,009</b>	<b>Operating revenue</b>	<b>1,884</b>	<b>510</b>	<b>679</b>
<b>4,670</b>	<b>NET OPERATING COSTS</b>	<b>2,385</b>	<b>3,886</b>	<b>5,226</b>
	<b>Capital items</b>			
933	Asset renewal	183	309	584
376	New assets upgrade	529	822	895
<b>1,309</b>	<b>Total capital items</b>	<b>712</b>	<b>1,131</b>	<b>1,479</b>
<b>5,979</b>	<b>NET COST OF ACTIVITY</b>	<b>3,097</b>	<b>5,017</b>	<b>6,705</b>
	<b>Funding sources</b>			
4,735	Rates	3,593	3,751	5,045
343	Borrowings	505	387	460
933	Depreciation reserve	183	309	584
(743)	Reserves & special funds	(1,710)	44	(86)
711	Unfunded depreciation	526	526	702
<b>5,979</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>3,097</b>	<b>5,017</b>	<b>6,705</b>

Net Operating Costs of \$2.385 million are \$1.5 million favourable to budget due to temporary timing differences in reserve maintenance work and higher Development Contributions received.

Capital expenditure of \$712,000 is \$419,000 underspent mainly due to projects commencing later in the year including playground upgrades (May/June), Kaitawa bridge construction and CWB pathway sealing.

*Note: The Capital expenditure budget includes \$433,000 for the Ōtaki splash pad which is reported on along with the Ōtaki Pool project in the Recreation and Leisure activity report.*

# Recreation and leisure

Hākinakina

## Key developments for the 3 months to 31 March 2018

### Libraries

#### *Operations*

- 157,702 items were issued to Kāpiti and SMART library customers in the third quarter. This compares with 168,415 items issued in the same quarter last year.
- 21,431 items were reserved (20,600 items in same quarter last year).
- 604 new members registered (588 in the same quarter last year).
- 4,396 eBooks were issued (4,203 eBooks issued in the same quarter last year).

#### *Programmes/Activities*

- The annual Summer Reading Programme was held in January, with 273 children registered.
- The Youth Services Team contributed to Park Week activities in March 2018, including story telling sessions at Pharazyn Reserve and Mahara Place.
- Stocktake of the Libraries' print collection (145,000 items in total) was completed.
- The Māori & Heritage Services Team curated the *Kanohi ki te Kanohi* exhibition (comprising photographs by Bruce MacMillan, held in the Council Archives), hosted in the Paraparaumu Library Artspace in January – February 2018. The exhibition then moved to the Mahara Gallery.
- The Māori & Heritage Services Team held a Peace Poster Competition, as the last event in a four-year WW100 commemoration programme.
- *Te Tiriti: 'Me huri whakamuri, ka titiro whakamua'* exhibition was hosted in the Paraparaumu, and Ōtaki Libraries during this quarter.

### Arts and Museums

- The second round of Creative Communities Scheme funding for this financial year received 19 eligible applications.
- Planning is underway for the 2018 Kāpiti Arts Trail, which will be held on 27/28 October and 3/4 November 2018.

### Aquatics

- There were a total of 107,203 pool visits in the third quarter compared to 85,672 in the same period last year and the 2014/15 baseline figure of 102,237.

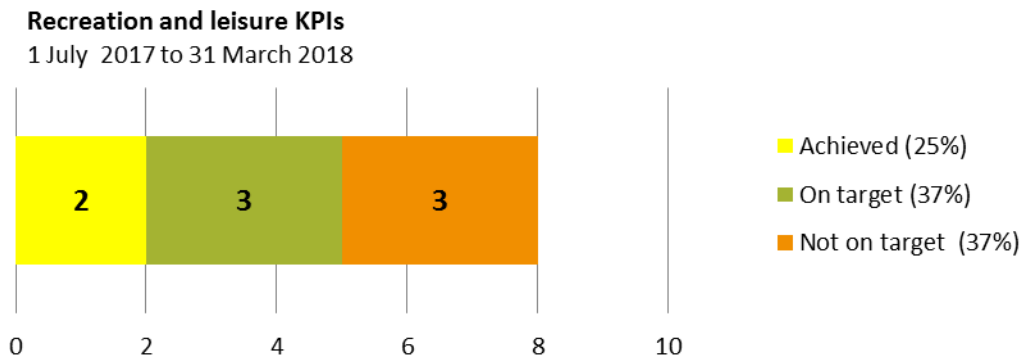
This year's figure is up from the previous year due to Ōtaki Pool closing in the third quarter 2016/17. When comparing the attendance of Coastlands Aquatic Centre and Waikanae Pool

only there were 86,504 pool visits, up from the 2016/17 figure of 76,144 (and down slightly from the 2014/15 baseline year figure of 86,941).

- The Ōtaki Pool attendance numbers continue to be significantly higher than previous years with attendance in the third quarter this year of 20,699 compared to attendance figures of 14,829 and 15,296 in the same quarters of 2015/16 and 2014/15, respectively (note: the third quarter of 2016/17 was one of those that was closed for a significant period for the start of the pool rebuild).
- Waikanae Pool attendance has been significantly higher than previous seasons due to favourable summer weather.
- A total of 655 people were registered for swimming lessons in the third quarter; 462 at Coastlands Aquatic Centre, 117 at Ōtaki Pool and 76 at Waikanae Pool. In addition, 149 children completed the holiday swimming programme during the third quarter.
- A total of 53 people were registered for AquaEase, Sit and be fit and AquaYoga at Coastlands Aquatic Centre in the second quarter. This number is down due to the introduction of casual admission to these classes.
- A total of 451 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre.
- The Primary School Sports Coordinator delivered the interschool Triathlon at Waikanae Park and Waikanae Pool. This event was well attended from schools throughout the district.
- Coastlands Aquatic Centre hosted the Marsden Whitby School Swimming Sports.
- All three Kapiti Coast Aquatics Facilities successfully passed the annual PoolSafe assessment.

## Performance measures summary

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



Two KPIs were achieved at the end of the third quarter.

Three KPIs were on target.

Three KPIs were not on target and two of these are not expected to be achieved this year, one of them may yet be:

- i) The swim visits KPI (*Maintain or increase compared to the 2014/15 baseline year*) is not on target with 234,584 combined swims for the year to date, against a target of 235,784. Despite the closure of the Ōtaki pool for most of the first two quarters of 2017/18, attendance since it has reopened, together with good attendance at the other two pools, has pushed the total visits figure close to target. If attendance levels remain high through the start of winter the target may yet be met.
- ii) The learn to swim registrations KPI (*maintain or increase compared 2014/15 baseline year*) was not on target with 2,174 Learn to swim registrations for the year to date. , compared to 2,438 registrations for the first three quarters of the 2014/15 baseline year. This was impacted by the Ōtaki Pool closure.
- iii) The *total number of visits* to all four of the District's libraries was 251,238 for the first three quarters of the year. This is not on track to achieve the annual target – but that target was based on incorrect data. The target will be reset in the 2018-38 Long term plan.

## Projects – Summary

There is one recreation and leisure project, the Ōtaki Pool rebuild. It is an over \$250,000 capital expenditure project and was completed on target with Annual plan 2017/18 timelines. Final costs will be available in the coming months.

## Performance measures

as at 31 March 2017

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Aquatics</b>				
We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities	Council will maintain PoolSafe accreditation	Achieve	Achieved	
	Users that are satisfied with the pools services and facilities	85%	Achieved	96% of all users rated Kapiti Coast facilities good or excellent across the categories in the survey (2016/17 result was 98%)
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	234,584 combined swims in the year to date, up from 2016/17 225,520 and 2015/16 229,414 but down when compared to 235,784 in 2014/15 baseline year.
	Learn to swim registrations	Maintain or increase ( <i>cf 2014/15 baseline</i> )	Not on target	2,174 registrations for the year to date - this is down on the 2,438 registrations for the first three quarters of the 2014/15 baseline year.
<b>Arts and museums</b>				
We are progressing our public art programme and installing art in appropriate community spaces	The public art panel makes recommendations to council for approval of the public art programme and selects public art work in line with that programme.	Achieve	On target	During this period, Kereama Taepa was announced as the artist selected by the Public Art Panel to develop and install public artwork/s at Maclean Park.
<b>Libraries</b>				
Our libraries offer a range of materials and spaces	Users that are satisfied with the library services	85%	On target (99%)	The three quarterly Resident Opinion Surveys this year give a provisional result of 99% satisfied. (2016/17 result was 98%)
	Collections are refreshed in accordance with New Zealand public library standards	17,186 (annually)	On target	16,679 new items have been added to the library collections in the year to date. It is expected that the full year target will be met.
Our libraries offer a range of materials and spaces	Total visits to libraries	550,000 (annually)	Not on target	There were a total 251,238 visits to the district's four libraries in the year to date (64,804 for Ōtaki, 3,201 for Paekākāriki, 102,889 for Paraparaumu, 80,344 for Waikanae). We are not on track to achieve the annual target, as this target was based on faulty door counter data.



## Project reports

Ōtaki pool rebuild and SplashPad development					
Description	Otaki Pool rebuild and splash pad development.				
Group	Community services				
Status	Category	Timeliness		Budget	
		🕒✓		\$🕒 <sup>1</sup>	
Comments (latest developments/upcoming milestones/critical activities)					
Construction was completed and the pool reopened on 14 December.					
Developments in the third quarter:					
1. All variation prices have been submitted by the contractor for consideration.					
Risks (to programme, cost, quality, other)					
1. N/A					
Issues (for elected member attention by when)					
1. The budget is tracking to be overspent by around \$170,000 due to variations throughout the contract. This is 3.1% of the overall budget. The over expenditure of this capital budget will be offset by under expenditure on other capital budgets.					
2. All variations prices have now been received but some have not been agreed, meaning that the final cost of the project is not yet confirmed.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	372,304	373,965	373,965	
Last year	2016/17	1,592,000	1,590,340	1,590,340	
This year	2017/18	3,472,192	3,544,030	3,636,626	
Total		5,436,496	5,508,335	5,600,931	

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

**Recreation and leisure – financial results to 31 March 2018**

<b>Capital expenditure summary</b>				
	<b>2017/18 YTD Actual (\$'000)</b>	<b>2017/18 YTD Budget (\$'000)</b>	<b>2017/18 F/Y Budget (\$'000)</b>	<b>2017/18 F/Y Forecast (\$'000)</b>
Total projects under \$250,000	296	787	945	600
Total projects over \$250,000	3,319	3,262	3,363	3,537
<b>Total</b>	<b>3,615</b>	<b>4,049</b>	<b>4,308</b>	<b>3,291</b>

<b>Cost of activity statement</b>				
<b>2016/17 Actual \$000</b>		<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>
	<b>Expenditure</b>			
7,022	Other operating expense	5,566	5,596	7,324
1,557	Depreciation and amortisation	1,218	1,240	1,707
1,352	Finance expense	896	892	1,168
<b>9,931</b>	<b>Operating expenditure</b>	<b>7,680</b>	<b>7,728</b>	<b>10,199</b>
	<b>Revenue</b>			
1,517	Fees and charges	1,284	1,266	1,625
40	Grants and subsidies	40	41	41
9	Other operating revenue	8	4	5
<b>1,566</b>	<b>Operating revenue</b>	<b>1,332</b>	<b>1,311</b>	<b>1,671</b>
<b>8,365</b>	<b>NET OPERATING COSTS</b>	<b>6,348</b>	<b>6,417</b>	<b>8,528</b>
	<b>Capital items</b>			
2,185	Asset renewal	3,526	3,103	3,280
76	New assets upgrade	89	946	1,028
<b>2,261</b>	<b>Total capital items</b>	<b>3,615</b>	<b>4,049</b>	<b>4,308</b>
<b>10,626</b>	<b>NET COST OF ACTIVITY</b>	<b>9,963</b>	<b>10,466</b>	<b>12,836</b>
	<b>Funding sources</b>			
8,365	Rates	6,348	6,417	8,528
76	Borrowings	89	946	1,028
2,185	Depreciation reserve	3,526	3,103	3,280
-	Reserves & special funds	-	-	-
<b>10,626</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>9,963</b>	<b>10,466</b>	<b>12,836</b>

Capital expenditure of \$3.62 million is \$434,000 underspent due to temporary timing differences with book additions and library renewals. Mahara Gallery and Waikanae Library underspent to budget and with Public Art acquisitions is indicated as a carryover to 2018/19.

# Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

## Key developments for the 3 months to 31 March 2018

### Community facilities

- A total of 359 external Service Requests were processed during the third quarter of 2017/18. This compares to 478 for the same period last year.
- Council sought tenders for the remediation of the foundations at Paekākāriki Memorial Hall. Four companies confirmed interest but due to workload commitments all declined to tender. Details are now being discussed with another contractor with a view to having these works completed before 30 June 2018.
- Council commenced a tender to lay carpet tiles at Paraparaumu and Ōtaki Libraries. The approach is to eventually apply a consistent flooring theme across the three main libraries. The design and colour palette takes a “mountain to sea” approach and provides a practical hard-wearing design in high traffic areas and event spaces.
- We have engaged a consultant to assist with the development of an Earthquake Prone Building policy specifically for Council-owned buildings. Council has identified five buildings that are below 34% of New Build strength (NBS) In addition, there are a further seven buildings and four toilet blocks that are less than 67% NBS. The consultant’s report is due April 2018 and will form the basis of a report to Council before 30 June 2018.
- Abestos management plans for Council buildings that may contain asbestos are now in place.
- Three Housing for Older Persons units were vacant and re-let during the quarter. Each unit received targeted minor refurbishment, such as interior painting and flooring replacement.
- Progress is being made for a toilet facility to be installed at the Ōtaki River Estuary. Funding for the project has been raised by the Friends of the Ōtaki River. Ownership will pass to Council on completion with ongoing operating costs being shared between KCDC and GWRC after that.

### Community support

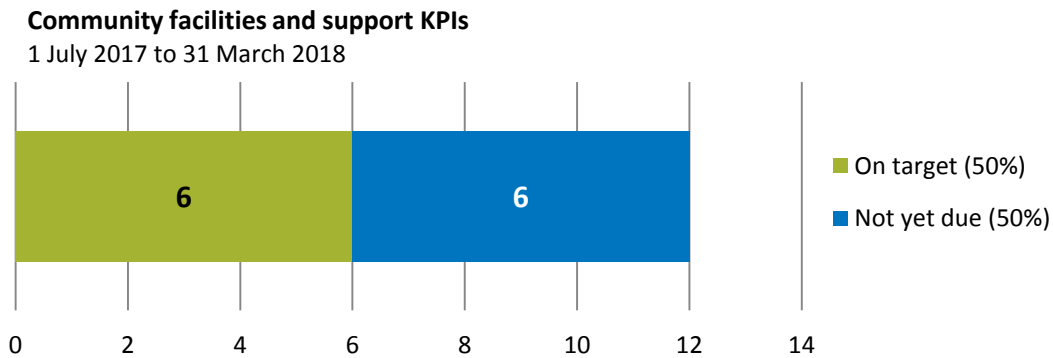
- Council has initiated the Kāpiti Community Garden Party series as a community-led event to support Community Gardens across the district. The initiative aims to build community resilience and promote local food security. Six garden party events have been held across the district with two more planned for April 2018. The events have resulted in increased members at existing community gardens and the establishment of two new gardens at Māoriland Hub in Ōtaki and by the Dream Catcher Co-op at Windsor Park, Te Horo.

- The Council is partnering with Electra, ChargeNet and Horowhenua District Council to submit a combined proposal to the EECA Low Emission Vehicle Contestable Fund to install nine 50kW DC Fast Chargers in six Kāpiti/Horowhenua townships.
- The Council's Eco Design Advisory Service provided 12 full 2 hour home consultations, 17 short appointments (phone, email and home visits less than 30 mins) and 11 networking events in the third quarter.
- Council continues to support a range of advisory groups including the Kāpiti Coast Older persons' Council, the Kāpiti Accessibility Advisory Group and the Kāpiti Health Advocacy Group.
- The Kāpiti Health Advisory group are developing an action plan based on the identified gaps in Health services and priorities. The group received updates on locality planning from both Mid Central and Capital & Coast District Health Boards.
- The local Kāpiti Age Friendly group is working with the Department of Internal Affairs, Office of Seniors and Council to explore options and opportunities for funding and initiatives for 2018/19.
- The Youth Council held its annual recruitment drive and orientation camp in March 2018. There are seven new members, with a total of 19 members. The three key projects the Youth Council are working on are: Long Term Plan consultation, mural development and working with Zeal on the Zeal Kāpiti facility launch.
- Council is working with New Zealand Federation of Multi Cultural Councils to establish a local Multi Cultural Council in Kāpiti. An inaugural meeting has been held and an interim committee appointed. The committee is developing its constitution. A formal launch event is planned in the coming months.
- An estimated 100 people attended a fun day at the Mahara Square pop-up park in Waikanae as part of a Waikanae town centre summer series placemaking initiative to promote the Waikanae town centre as a destination. A Council temporary 'pop up' park was installed in November 2017 to facilitate an interactive space for activity and events.
- 'Over the Fence Cuppas' are small get-togethers in local Kāpiti neighbourhoods organised by neighbours within those communities with support from the Council. This year we had 50 events registered with an estimated 1,500 people participating across the district. This year Red Cross partnered with Council to support the events, with their education truck visiting events and providing emergency grab bags for participants.
- The youth development centre is set to open on 28 June 2018. The refit is in progress and on time with the revised schedule following the initial funding delay. Zeal Kāpiti are delivering a range of initiatives in their contract with Council. Highlights for this quarter include:
  - The 'Music Box' satellite service operated in Ōtaki for the first school term of 2018.
  - The coffee cart satellite service has offered a barista gateway programme at Ōtaki college which gives senior students access to structured workplace learning integrated with school-based learning. This led onto work experience for students operating the cart during the Maoriland festival.
  - An art club, young women's group and 'Phat Chats' group for young men have started up weekly, initiated by young people and supported by the Zeal youth workers. Monthly Musician's Lounge events are being led by young people.

- Procurement for Social Investment Funding is under way with an expression of interest process which closed in February 2018. Thirty two expressions of interest were made. Eleven organisations are being invited to develop proposals for funding which will be considered by Council in June 2018. Seven organisations which were not invited to the next stage of procurement have been offered an intensive support package to help with developing income streams and to strengthen their organisational capabilities. This group includes four organisations which have Council contracts to June 2018.
- Council's community-led initiatives continue to reach out to local Kāpiti communities through the Sustainable Communities Kāpiti facebook page which has increased from 800 to 857 followers. The Kāpiti Community Garden Party programme post reached 5,900 people, other key posts about Greener Neighbourhoods, Over the Fence Cuppa and monthly On To It stories reached 2,000-4,000 people. There are currently 1,500 On To It newsletter subscribers, the February edition was opened by 425 subscribers with 109 stories on the Council website opened. The March edition was read by 532 subscribers, with 142 stories on the Council website opened.
- The Police, Neighbourhood Support, Kāpiti Impact Trust, Community Patrols and Council have collaborated on a Police-led crime prevention community initiative. The initial focus is on building community pride with a community event to be held in early April 2018.

## Performance measures

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.



Six KPIs were on target at the end of the third quarter.

Six KPIs are reliant on information that won't be available until the end of the year.

## Projects summary

There is one Community facilities and community support project, the Kāpiti youth development centre. The fit-out of the centre is not on target with the original timeline as Zeal were not successful in their initial application to the Lotteries Commission. Their subsequent revised application was successful and the fit-out started in January 2018 and is due for completion in June 2018.

## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result (ytd)	Comment
<b>Council owned property</b>				
We provide a good standard of comfort, convenience, quality and usability of the library buildings	Users that are satisfied with the standard of the library building facilities	85%	Not yet due	Results from annual Library Users Survey not due until the fourth quarter. (2016/17 result was 97%)
Council hall hirers are satisfied that the halls meet their needs	Users that are satisfied with halls	80%	Not yet due	Result from the annual Hall Hirers Survey not due until the fourth quarter. (2016/17 result was 97%)
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 (99%)	
	Housing for older persons tenants that rate services and facilities as good value for money	85%	Not yet due	Results from annual tenant survey not due until the fourth quarter. (2016/17 result was 99%)
	Housing for older persons tenants that are satisfied with services and facilities	85%	Not yet due	Results from annual tenant survey not due until the fourth quarter. (2016/17 result was 97%)
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 on time.
Our toilets are clean, feel safe, and are well maintained	Residents that are satisfied that public toilets are clean, well-maintained and safe	75%	On target (86%)	The first three quarterly Resident Opinion Surveys this year reported a provisional result of 86% satisfied. (2016/17 result was 88%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	On target (98%)	110 service requests received in the year to date, with 108 meeting the four hour target.

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Community support</b>				
We provide resources to the community for capacity building and service provision focused on community priorities and we provide the youth council, older persons' council and the accessibility advisory group with opportunities to influence the content of council strategies, policies and project planning	Community groups that are satisfied with the advice and support provided by council	85%	Not yet due	Feedback from social investment, collaboration and sustainable workshops has been positive. Not due to be surveyed until late in fourth quarter. (2016/17 result was 94%)
	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	Not due to be surveyed until late in fourth quarter. (2016/17 result was 94%)
	Residents who are satisfied with the council's community support services	85%	On target (90%)	The first three quarterly Resident Opinion Surveys this year reported a provisional result of 90% satisfied. (2016/17 result was 92%)
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	An interim multi-cultural Council has been established in Kāpiti. A collaboration project with a range of stakeholders is underway with the aim to develop community connectedness to lower incidences of crime in Paraparaumu East.
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	Over 1,500 people participated in the 'Over the fence cuppa' Neighbours Day campaign in March 2018.



## Project report

Kāpiti youth development centre					
<b>GL codes</b>	GL13951				
<b>Description</b>	To progress the development of a youth development centre in the Kāpiti district.				
<b>Group</b>	Strategy and planning				
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>		
		🕒 ▼	\$✓		
<b>Comments</b> (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in third quarter:</i></p> <ol style="list-style-type: none"> <li>Fit-out of the youth development centre is underway and on track with the revised timeline for completion in June 2018.</li> </ol> <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> <li>The opening of the building is planned for 28 June 2018.</li> </ol>					
<b>Risks</b> (to programme, cost, quality, other)					
1. None at present.					
<b>Issues</b> (for elected member attention)					
1. Nothing to report					
<b>Current year project costs to 31 March 2018</b>					
<b>Financial year</b>	<b>Year</b>	<b>Project budget</b> \$	<b>Project costs to date</b> \$	<b>Forecast project costs</b> \$	<b>Carry over</b> \$
This year	2017/18	325,023	325,000	325,023	

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

**Community facilities and community support – financial results to 31 March 2018**

<b>Capital expenditure summary</b>				
	<b>2017/18 YTD Actual (\$'000)</b>	<b>2017/18 YTD Budget (\$'000)</b>	<b>2017/18 F/Y Budget (\$'000)</b>	<b>2017/18 F/Y Forecast (\$'000)</b>
Total projects under \$250,000	119	99	461	232
Total projects over \$250,000	325	325	325	325
<b>Total</b>	<b>444</b>	<b>424</b>	<b>811</b>	<b>557</b>

<b>Cost of activity statement</b>				
<b>2016/17 Actual \$000</b>		<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>
	<b>Expenditure</b>			
3,745	Other operating expense	2,799	2,843	3,817
881	Depreciation and amortisation	864	726	999
163	Finance expense	38	38	49
<b>4,789</b>	<b>Operating Expenditure</b>	<b>3,701</b>	<b>3,607</b>	<b>4,865</b>
	<b>Revenue</b>			
1,153	Fees and Charges	896	889	1,202
83	Development and Financial Contributions Revenue	303	36	48
63	Other Operating Revenue	63	43	43
<b>1,299</b>	<b>Operating Revenue</b>	<b>1,262</b>	<b>968</b>	<b>1,293</b>
<b>3,490</b>	<b>NET OPERATING COSTS</b>	<b>2,439</b>	<b>2,639</b>	<b>3,572</b>
	<b>Capital Items</b>			
231	Asset Renewal	119	93	461
1	New Assets Upgrade	325	331	350
<b>232</b>	<b>Total Capital Items</b>	<b>444</b>	<b>424</b>	<b>811</b>
<b>3,722</b>	<b>NET COST OF ACTIVITY</b>	<b>2,883</b>	<b>3,063</b>	<b>4,383</b>
	<b>Funding sources</b>			
2,430	Rates	1,896	1,829	2,492
1	Borrowings	325	331	350
231	Depreciation reserve	119	93	461
(83)	Reserves & Special Funds	(303)	(36)	(48)
1,143	Unfunded Depreciation	846	846	1,128
<b>3,722</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>2,883</b>	<b>3,063</b>	<b>4,383</b>

Net Operating Costs of \$2.44 million were \$200,000 favourable to budget, mainly due to higher than expected Development Contributions.

# Economic development

Whakawhanake umanga

## Key developments for the 3 months to 31 March 2018

- The Kapiti Economic Development Leadership Group was disestablished. Council is investigating other options to work with stakeholders on economic development for Kapiti.
- February and March 2018 saw the delivery of three major events that received funding from Council; Coastella, Ōtaki Kite Festival and Māoriland Film Festival. All events saw record numbers and were deemed successful. Event data has been captured, and the return on investment is being assessed.
- Council worked with the Chamber of Commerce and Kapiti Coast Airport to deliver a highly successful Airport Open Day which saw over 1,000 locals visit the airport in the 2.5 hour period.
- Following the withdrawal of Air New Zealand services from Kāpiti, staff have helped deliver the survey of passengers, and contribute to assessment of economic impact activities, and proposed marketing campaign activity in support of a new supplier.
- An image library has been set up to collate, compile and organise a broad range of promotional digital images for use across the group and organisation.
- Council staff fronted a stand at the Show Me Wellington tradeshow in Wellington for the first time in February 2018. Staff spent the day talking to people about why Kāpiti is a great destination for meetings, team building activities, business events and promotions. MICE (meetings, incentives, conventions and events) is an lucrative part of the visitor market for Kāpiti, and it is anticipated that there will be tangible benefits for venues and activity operators over the coming year.
- The Kāpiti cycleway network map media campaign was delivered before Easter, incorporating print and radio advertising.
- Over 2,161 people visited the i-SITE in the third quarter. Of those 706 visitors were from overseas, 262 were from elsewhere in New Zealand and the remainder were local.
- International visitor enquiries were mainly about walks, local attractions and activities. A large number were staying a night before moving on, not just passing through the district.
  - Ticket and retail sales: Total sales for the quarter \$42,207 (\$10,000 increase on same quarter last year)
  - Retail – mainly event tickets and DoC passes: Total sales for the quarter \$3,973.00
  - Sales through the recently introduced Bookit system (over \$10,200) have significantly reduced the work load for i-SITE and finance.

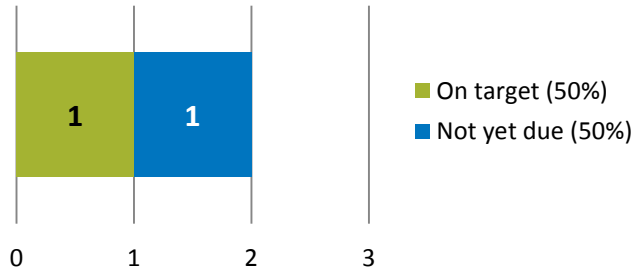
- Council hosted an evening for local hospitality (Food & Beverage) companies highlighting the opportunity to work with council in the coming year, our destination management strategy (including website), and our focus on open for business.
- Late March 2018 saw the delivery of the third Quarterly Economic Update which includes GDP, migration, unemployment, vehicles sales and traffic flows, consent applications and house sales data . This quarter's focus is on tourism, which generated \$88m for our economy (5.4% of our economy) and the level of spending by tourists (30% of all spend is by tourists). The publication includes two profiles of local business owners in the visitor market. Over 160 local businesses subscribe to the Economic Update.

## Performance measures

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

### Economic development KPIs

1 July 2017 to 31 March 2018



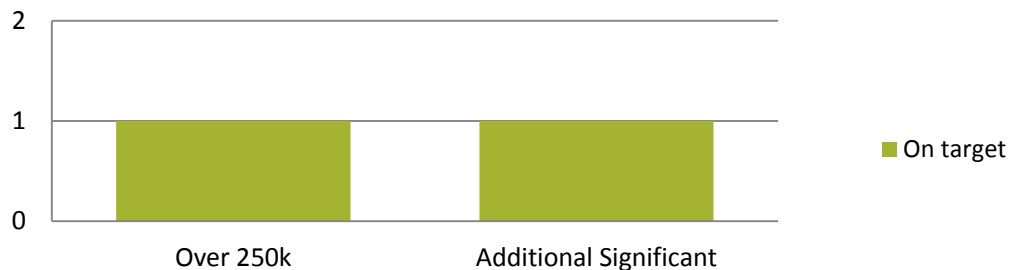
One KPI was on target at the end of the third quarter and the other is dependent on survey data that is not due until the end of the year.

## 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 2018



Both projects are on target.

## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We deliver the 2015 economic development strategy (implementation plan) and we involve partners and the business community at appropriate points in the decision making process	The 2015 economic development strategy implementation plan deliverables are achieved	Achieve	On target	<i>See project commentary on next page</i>
	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	

## 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. Delivery of Show Me Wellington presence for Kapiti.					
2. Stakeholder Engagement Plan drafted.					
3. Business Attraction and Growth strategy drafted.					
4. Food & Beverage sector, Tourism sector engagements.					
5. Development and delivery of Visiting Media Programme.					
Upcoming milestones:					
6. Delivery of PopUp Business School Kāpiti (targeting small business, tourism, Māori business and youth employment).					
7. Delivery of stakeholder engagement around ED strategy refresh and vision/identity workshops.					
8. Development of the Kapiti Business Attraction and Growth strategy.					
9. Refresh of Kapiti Visitor Attraction Strategy (including digital strategy).					
10. Finalise review of iSite operations and revenue projections.					
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 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	847,299	462,101	800,779	

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

Strategic land purchase					
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness	Budget		
		N/A	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p>Council has 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. The individual properties will be reported on when each transaction is completed.</p> <p><i>Developments in the third quarter:</i></p> <p>1. Acquisition of 2,410m<sup>2</sup> of part of 77 and 109 Kāpiti Road for road widening purposes.</p>					
Risks (to programme, cost, quality, other)					
<p>1. None identified.</p>					
Issues (for elected member attention)					
<p>1. Nothing to report.</p>					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	778,400	115,970	461,400	317,000

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



**Economic development – financial results to 31 March 2018**

<b>Capital expenditure summary</b>				
	<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>	<b>2017/18 F/Y Forecast \$000</b>
Total projects under \$250,000	-	-	110	-
Total projects over \$250,000	2,465	2,090	3,052	3,605
<b>Total</b>	<b>2,465</b>	<b>2,090</b>	<b>3,162</b>	<b>3,605</b>

<b>Cost of activity statement</b>				
<b>2016/17 Actual \$000</b>		<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>
	<b>Expenditure</b>			
1,695	Other Operating Expense	1,280	1,524	1,998
62	Depreciation and Amortisation	3	59	81
510	Finance Expense	430	429	561
<b>2,267</b>	<b>Operating Expenditure</b>	<b>1,713</b>	<b>2,012</b>	<b>2,640</b>
	<b>Revenue</b>			
158	Fees and Charges	237	9	165
-	Grants and subsidies	165	-	-
<b>158</b>	<b>Operating Revenue</b>	<b>402</b>	<b>9</b>	<b>165</b>
<b>2,109</b>	<b>NET OPERATING COSTS</b>	<b>1,311</b>	<b>2,003</b>	<b>2,475</b>
	<b>Capital Items</b>			
2,177	New Assets Upgrade	2,465	2,090	3,162
<b>2,177</b>	<b>Total Capital Items</b>	<b>2,465</b>	<b>2,090</b>	<b>3,162</b>
<b>4,286</b>	<b>NET COST OF ACTIVITY</b>	<b>3,776</b>	<b>4,093</b>	<b>5,637</b>
	<b>Funding sources</b>			
2,110	Rates	1,475	2,003	2,475
2,176	Borrowings	2,301	2,090	3,162
<b>4,286</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>3,776</b>	<b>4,093</b>	<b>5,637</b>

Net operating costs of \$1.3 million are \$690,000 favourable to budget. The 2017/18 Events programme has been signed off by Council. This includes PopUp Business School, business Startup workshops, Village Economies/Markets guide, Stats, Youth Employment Programme, Website, Image & Videography library, Vision & Branding, Airport.

Capital expenditure of \$2.47 million is \$375,000 over the initial budget as projected underspends on local connectors (in the Access and transport activity) allowed a reallocation of funds to Town Centres work this year.

*Note: The Capital expenditure budget includes \$2.3 million of the Town Centres project – this is reported on in the Across Council Work Programmes report.*

# Planning and Regulatory Services

- Districtwide planning
- Regulatory services

# Districtwide planning

Ngā kaupapa takiwa

## Key developments for the 3 months to 31 March 2018

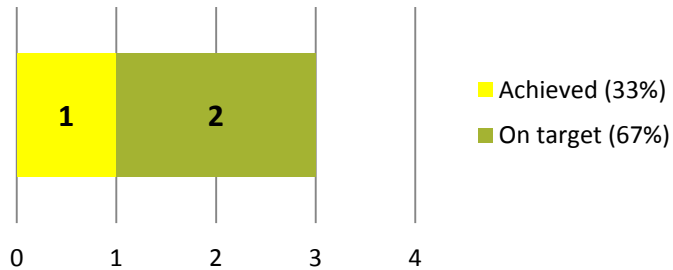
- The appeal period for lodging appeals on the Decisions version of the Proposed District Plan closed on 25 January 2018, with 18 appeals received by the Environment Court. A further 33 parties have joined the appeals as Section 274 parties. At this stage the Environment Court has set three weeks for formal Court mediation on the weeks of 9 April, 30 April and 7 May 2018 in relation to nine of the appeals. The remainder of the appeals are yet to proceed to mediation.
- As no appeals on Private Plan Change 84 Airport Zone were received by the Environment Court, Council publicly notified its approval to make the Plan Change operative on 16 February 2018.
- Council is progressing the approved Policy Work Programme with a number of policies and bylaws being reviewed. The policy work required for 2018-21 is included in the Proposed Long Term Plan, which is currently out for consultation.
- The second quarterly reports of the monitoring of market indicators in line with the National Policy Statement-Urban Development Capacity have been completed. The third quarterly report is due in April 2018.
- There were two submissions made by Council in this quarter:
  - A submission was made to GWRC on the Midterm Review of the Regional Land Transport Plan on 12 March 2018; and
  - A submission was made to NZTA on the Shortlist of Corridor Options for the Ōtaki to North Levin Expressway on 23 March 2018.

## Performance measures summary

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

### Districtwide planning KPIs

1 July 2017 to 31 March 2018



One KPI (*Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings*) was achieved in the second quarter.

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

## Projects summary

There is one districtwide planning project, the district plan review. It is an additional significant project<sup>1</sup> and is on target.

---

<sup>1</sup> less than \$250,000 capex but significant for other reasons.

## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Full year result	Comment
We efficiently and effectively develop policies and plans to encourage economic development and preserve the unique character and natural environment of our district	Residents that agree that the district is developing in a way that takes into account its unique character and natural environment	75%	On target (81%)	The first three quarterly Resident Opinion Surveys this year report a provisional result of 81%. (2016/17 result was 75%)
	Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings	More than 40%	Achieved (approx. 60%)	All of the Proposed District Plan Hearings have been completed and approximately 60% of submissions have been proposed to be accepted or accepted in part in the S42A reports. The recommendations of the Hearings Panel were adopted by Council in November 2017.
	A strategic policy framework and research programme are developed	Achieve	On target	The strategic policy work programme was agreed in April 2016 and was reviewed in late December 2017. Work continues on the implementation of the programme.

## Project report

District plan review – additional significant project					
Description	To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA). NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.				
Group	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. 18 appeals on the Decisions version of the Proposed District Plan were lodged with the Environment Court prior to the appeal period closure on 25 January 2018.					
Upcoming milestones:					
2. Court mediation will take place on the weeks of 9 April, 30 April and 7 May 2018 in relation to nine of the appeals.					
3. Progressing the development of an E-Plan version of the Proposed District Plan.					
4. The third quarterly report of the monitoring of market indicators in line with the National Policy Statement-Urban Development Capacity will be completed in April 2018.					
Budget comment					
The PDP project is within budget for this financial year.					
Risks (to programme, cost, quality, other)					
1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan.					
2. Sustained workload pressure for staff.					
3. Increased costs and budget pressures.					
Issues (for elected member attention)					
Nothing to report this quarter.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	1,458,324	1,720,750	1,720,750	-
Last year	2016/17	1,305,712	1,114,326	1,114,326	
This year	2017/18	1,178,082	375,263	975,083	
Total		3,942,118	3,210,338	3,810,158	

### 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

**Districtwide planning – financial results to 31 March 2018**

<b>Cost of activity statement</b>				
<b>2016/17 Actual \$000</b>		<b>2017/18 YTD Actual \$000</b>	<b>2017/18 YTD Budget \$000</b>	<b>2017/18 F/Y Budget \$000</b>
	<b>Expenditure</b>			
2,767	Other Operating Expense	1,653	2,173	3,043
		-	-	
<b>2,767</b>	<b>Operating Expenditure</b>	<b>1,653</b>	<b>2,173</b>	<b>3,043</b>
	<b>Revenue</b>			
157	Fees and Charges	26	-	
<b>157</b>	<b>Operating Revenue</b>	<b>26</b>	<b>-</b>	
			-	
<b>2,610</b>	<b>NET OPERATING COSTS</b>	<b>1,627</b>	<b>2,173</b>	<b>3,043</b>
<b>2,610</b>	<b>NET COST OF ACTIVITY</b>	<b>1,627</b>	<b>2,173</b>	<b>3,043</b>
	<b>Funding sources</b>			
2,610	Rates	1,627	2,173	3,043
<b>2,610</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>1,627</b>	<b>2,173</b>	<b>3,043</b>

Net Operating costs of \$1.63 million were \$546,000 favourable to budget due to savings, reflected also in the year end forecast

# Regulatory services

Ratonga whakaritenga

## Key developments for the 3 months to 31 March 2018

### Regulatory services

- Regulatory services received a total of 3,381 service requests in the third quarter of 2017/18 (this is an increase compared to 3,126 for the same quarter last year). Of the 9,357 service requests received in the year to date 8,821 (94%) were responded to within required times against a target of 95%.
- In the third quarter, 240 Land Information Memoranda (LIM) were processed, significantly more than the 185 processed in the third quarter of last year. This is a 30% increase compared with the previous year and 45% increase on the last quarter. For the year to date the average LIM processing time has been four days.

### Building

- Workloads were lighter than expected this quarter. No specific reasons have been identified as the level of construction activity remains buoyant.
- There were 221 building consents issued compared to 246 in the same period last year. The average processing time was 11 days against a target of 17 days, an improvement aided by the reduced workload. Cumulatively they have issued 764 building consents over the first three quarters, compared to 821 in the same period last year.
- 158 code compliance certificates were issued and 1,256 building inspections were undertaken.

### Resource consents

- The Resource Consents team issued 46 consents in the third quarter (compared to 58 resource consents in the same quarter last year). All were processed non-notified and 19 had time extensions under section 37 of the Resource Management Act<sup>1</sup>. For those non-notified consents that did not have their statutory timeframes extended, the average processing time this quarter was 18 days against a target of 17 days (although the average processing time for the first three quarters combined was on target at 17 days).
- The Resource Consents team processed 17 permitted boundary activities within the third quarter of this year with an average processing time of four and a half days against a statutory timeframe of ten working days. Two “temporary and marginal” exemptions were granted. The changes to the Resource Management Act implemented in October 2017 gave Local Authorities the ability to make decisions and determine marginal and temporary non-compliances with the District Plan without requiring a resource consent.

---

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



- The Resource Consents team received 64 consent applications this quarter compared to 75 in the second quarter. Some works that previously required a resource consent could now be applied for as a deemed permitted boundary activity, so some of the decrease could be attributed to that change. In addition the appeals period on the Proposed District Plan ended on 25 January 2018 which has contributed to the high workloads with the team having to work with three different District Plans (Operative, PDP Decisions Version and PDP Appeals Version).
- The Resource Consents team has received and processed 12 certifications for subdivisions in the second quarter of this year, compared to 13 at the same time last year. These certificates related to a total of over 31 new allotments.
- 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 expressway project. The team has been working closely with the Fletchers team on approvals including minor alterations to the designation, Site Specific Environmental Management Plans and certifications relating to the Gateway and Pare- o- Matangi Chapters of the Landscape Urban Design Plan.

### **Environmental Health**

- This is the second year of transition to the Food Act 2014 and all remaining applications for registration were due by 31 March 2018, to enable registration of food businesses to be completed by 1 June 2018. To assist food businesses in our district with this process, two workshops were run by the Environmental Health Team in March. A further two sessions are planned for April 2018 to assist with implementation of the new requirements. Five staff from other areas of Council who speak Cantonese and/or Manadarin will be available to assist Chinese business owners with the transition to the Food Act. As of 31 March 2018, the following applications have been received and processed:
  - 32 of the 59 known existing businesses on Food Control Plans
  - 13 of the 28 known existing businesses on National Programmes
  - 13 previously exempt or new businesses have also applied for registration.
- The alcohol licensees of the taverns in our district were invited to Council to meet the tri agencies (Police, Medical Officer of Health and Inspectorate) and to discuss common issues. This is planned to be a regular event.

### **Animal management**

- The Animal Management team received five service requests for urgent dog attacks or threatening complaints and these were responded to within the required one hour. This is an increase from one in the previous quarter. The Animal Management team continues to work on service requests to ensure quick response times.
- Overall there were 755 service requests received in this quarter. The staff have also worked on 457 existing service requests from previous quarters that relate to unregistered dogs. As a result the number of known unregistered dogs has reduced significantly this quarter to 212.
- The Animal Management team actively carried out preventative patrols over the summer period in areas known as hot spots to prevent on-going demand. The Waikanae River and Estuary have been actively patrolled with foot and bicycle patrols due to high numbers of reports of dogs being walked off leash in these sensitive areas. Officers have been engaging with dog owners and the general public along these walking tracks, beaches and dog parks. The

Menacing Dog De-Sexing programme continues to identify unregistered dogs. A total of five dogs were put through the programme.

**Management KPIs**

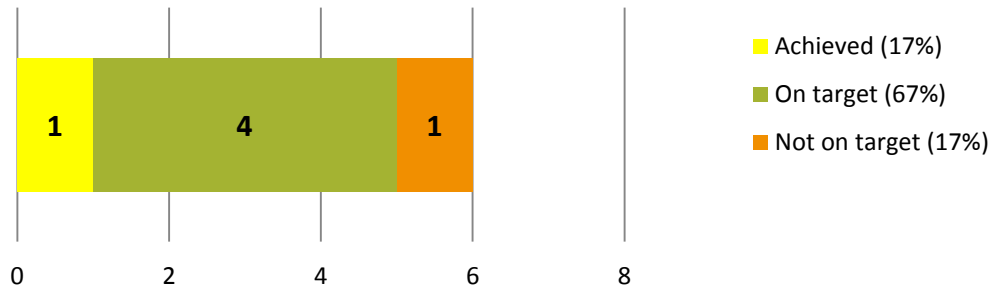
- Attached to this section of the report is a report on the management KPIs relating to Regulatory Services activity.

## Performance measures summary

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

### Regulatory services KPIs

1 July 2017 to 31 March 2018



One KPI was achieved in the second quarter – Council received IANZ accreditation as a Building Consent Authority.

At the end of the third quarter four KPIs were on target.

One KPI was not on target (*Percentage of service requests that are responded to within corporate standards*) – it was just short of target at 94% (target 95%).

## Projects

There is one Regulatory Services project, the Earthquake-prone Buildings Assessment Project for which a report is included.

## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide efficient and effective regulatory services	Percentage of service requests that are responded to within corporate standards and closed off	95%	Not on target (94%)	8,821 of the 9,357 service requests received this year (94%) were responded to within time.
	Average working days to process building consents will not exceed 17 days	Achieve	On target	11 working days on average this quarter
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	On target	17 working days on average in the year to date (excluding consents deferred under s.37).
	Percentage of survey respondents that agree that the regulatory events are good or very good	85%	On target (98%)	The Environmental Health team held three stakeholder events in February/March. The Building Team held a meeting for designers to launch GoShift (electronic portal). Presentations were also made by Resource Consents on what the main changes are between the Operative and Proposed District Plans.
	All dog attacks (classified as urgent) are responded to within 1 hour of notification	100%	On target (100%)	There were five service requests for urgent dog attack or threatening for this quarter. These complaints were responded to within one hour of receipt of call.
We will retain Building Consent Authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	Accreditation as a building consent authority has been confirmed.

## Project reports

Earthquake prone building assessments – additional significant project					
Description	The Earthquake-prone Building project was to undertake seismic assessments of buildings in the Kapiti Coast District. Legislation changes from 1 July 2017 mean that the project has had to be re-scoped (Council resolution 28/9/17)				
Group	Planning and regulatory services				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. Profiling of buildings using the prescribed methodology has started. 63 buildings have been profiled with 450 buildings yet to be profiled.					
2. A checklist for evaluation of engineering assessments has been developed and trialled. The first engineering assessments are now being received from owners.					
Upcoming milestones:					
3. Inclusion of future EQP processes in the Territorial Authority Quality Assurance System.					
4. Issue of the first EQP building notice following receipt of an owners assessment confirming Council's evaluation.					
5. Revision of the Dangerous and Insanitary Buildings Policy, including the removal of reference to earthquake prone buildings, for Council approval in May.					
Risks (to programme, cost, quality, other)					
1. The new methodology for identifying potentially earthquake prone buildings					
a. Will not identify buildings that may be earthquake-prone due to parts,					
b. May dissatisfy owners who will be asked to provide a more detailed assessment than previously.					
2. May attract public criticism about the lack of consistency of outcomes between the buildings assessed prior to 1 July 2017 and those identified after that date.					
Issues (for elected member attention)					
1. The re-scoping of the project reduced expenditure from the initial budget					
2. There is no longer a requirement for a Council policy from 1 July 2017 under the new legislation.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
Previous year	2015/16	200,000	169,572	169,572	
Last year	2016/17	407,202	299,759	299,759	
This year	2017/18	508,000	55,832	76,066	
Total		1,115,202	525,163	545,397	

### Category

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

### Timeliness

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

### Budget

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

**Regulatory services – financial results to 31 March 2018**

<b>Cost of activity statement</b>				
<b>2016/17</b>		<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>
<b>Actual</b>		<b>YTD Actual</b>	<b>YTD Budget</b>	<b>F/Y Budget</b>
<b>\$000</b>		<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
	<b>Expenditure</b>			
8,396	Other operating expense	6,371	6,727	8,976
64	Depreciation and amortisation	59	7	9
15	Finance expense	8	8	11
<b>8,475</b>	<b>Operating expenditure</b>	<b>6,438</b>	<b>6,742</b>	<b>8,996</b>
	<b>Revenue</b>			
4,111	Fees and charges	3,654	3,357	4,253
<b>4,111</b>	<b>Operating revenue</b>	<b>3,654</b>	<b>3,357</b>	<b>4,253</b>
<b>4,364</b>	<b>NET OPERATING COSTS</b>	<b>2,784</b>	<b>3,385</b>	<b>4,743</b>
	<b>Capital items</b>			
-	Asset renewal	10	53	
-	New assets upgrade			58
-	<b>Total capital items</b>	<b>10</b>	<b>53</b>	<b>58</b>
<b>4,364</b>	<b>NET COST OF ACTIVITY</b>	<b>2,794</b>	<b>3,438</b>	<b>4,801</b>
	<b>Funding sources</b>			
4,364	Rates	2,752	3,385	4,743
-	Borrowings	10	53	58
-	Depreciation reserve	32	-	
<b>4,364</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>2,794</b>	<b>3,438</b>	<b>4,801</b>

Net Operating Costs of \$2.78 million are \$601,000 favourable to budget. This is due to both lower operating expenses in EQP Building Assessment as a result of the legislative changes in the Building (Earthquake – Prone Buildings) Amendment Act and a parking infringement revenue provision release.

## Appendix: Regulatory Services– Management KPIs

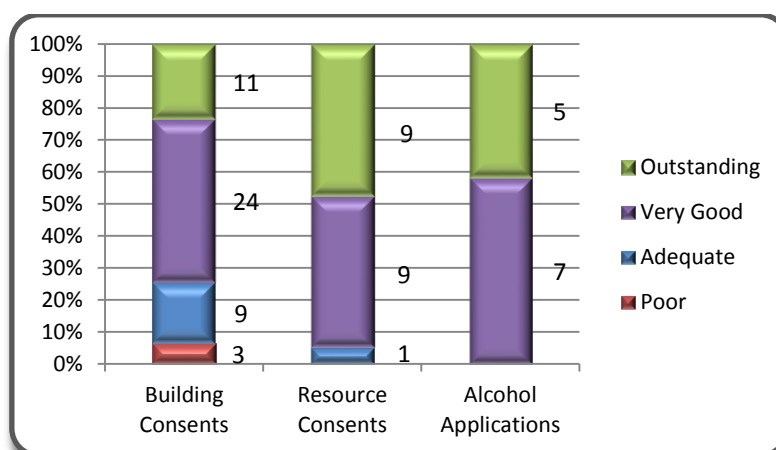
1 January to 31 March 2018

### Open for Business (All Teams)

	Level of Service	Measure	Target 2017/18	Result
KPI 1	Consenting and licensing 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 (83%)

#### Application survey respondents' results

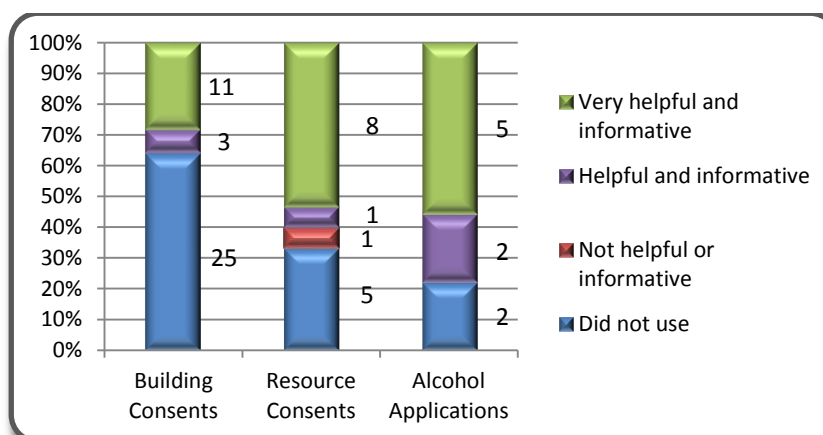
"How would you rate the performance of staff involved in processing your application?"  
(Note: the survey data below is cumulative for the year)



	Level of Service	Measure	Target 2017/18	Result
KPI 2	Pre-application services are informative and helpful.	Percentage of users / respondents agree that pre-application processes are useful and informative.	75%	On target (97%)

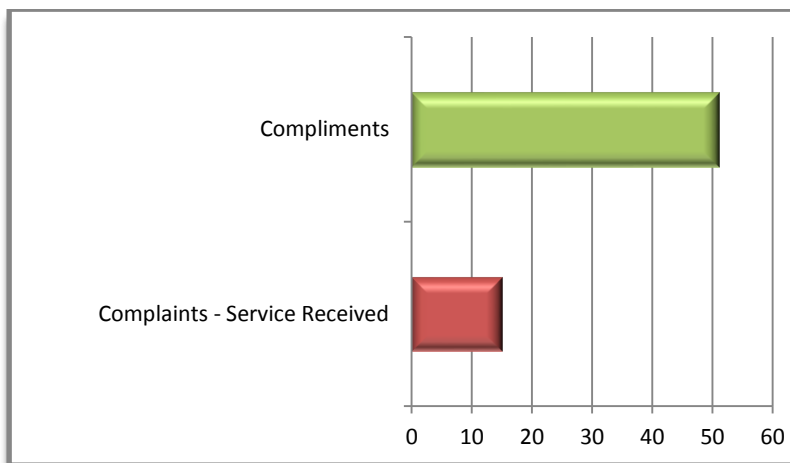
#### Rating of pre-application services

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



	Level of Service	Measure	Target 2017/18	Result
KPI 3	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 year to date



Regulatory Services has received 16 compliments and three complaints regarding the service in the third quarter. Of the three complaints in the third quarter, two were not upheld. Year to date, 51 compliments and 15 complaints have been received.

	Level of Service	Measure	Target 2017/18	Result
KPI 4	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Continuous Improvements are recorded and actioned using the process described in the relevant Quality Assurance System.	Achieve	On target

Continuous Improvement Summary for third quarter			
	Underway	Complete	Total
Building	33	216	249
Animal Control	2	10	12
Alcohol / Environmental Health	22	14	36
Resource Consents	50	6	56
LIMs	1	33	34
Compliance	5	3	8



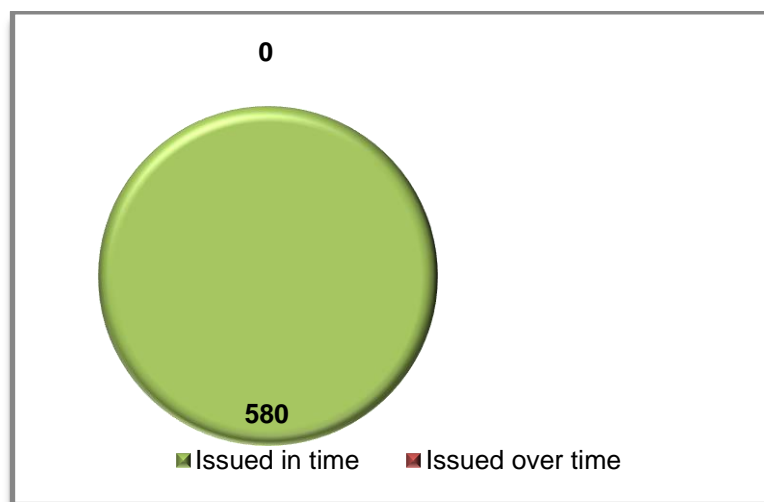
## Building

	Level of Service	Measure	Target 2017/18	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 <sup>1</sup>
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	Project re-scoped and target no longer relevant <sup>2</sup>

1. KPI 5 is not yet due as it relates to challenges to Earthquake-prone building notices. Council has not issued any EPB notices to date.
2. On 28 September 2017 the Council agreed to re-scope the earthquake-prone building project subsequent to legislative changes and cease undertaking assessments. KPI 6 is therefore no longer appropriate. Buildings will be profiled over the next two years by Council staff with engineering advice where appropriate.

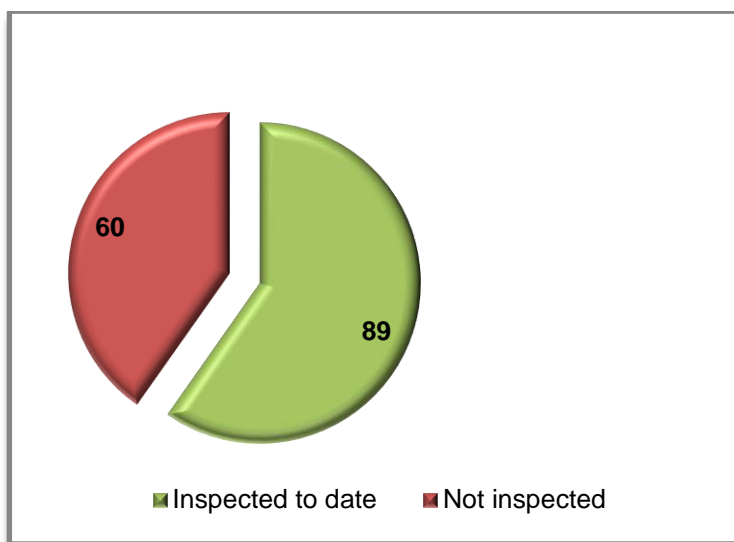
	Level of Service	Measure	Target 2017/18	Result
KPI 7	All Code Compliance Certificates are issued in a timely manner.	All code compliance certificates are issued within statutory timeframes.	100%	On target

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



158 Code Compliance Certificates were issued and a further 36 refused, all within statutory times, in the third quarter.

KPI 8	Level of Service	Measure	Target 2017/18	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%	Not on target



There are 448 buildings subject to a Building Warrant of Fitness giving a target of 149 audits per year. 38 inspections have been carried out this quarter and 89 inspections year to date (60% of target). The number of inspections undertaken in the first half of the year was low due to the Compliance Officer role being vacant. The inspections are being given priority now that we have full staffing and the target is expected to be met by year end.

KPI 9	Level of Service	Measure	Target 2017/18	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.	100%	On target

KPI 10	Level of Service	Measure	Target 2017/18	Result
	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	On target (4 days)

240 LIMs were issued in the third quarter, with the average days to process a LIM in the year to date being four. There has been a trend for LIM third quarter volumes to increase over the last three years, this year's third quarter being a 30% increase on last year. All LIMs were processed within statutory timeframes.

## **Building Noticeboard**

Progress on projects this quarter:

- The re-scoped Earthquake-prone Building Project is progressing to the profiling of the remaining buildings in the district using the prescribed methodology. Profiling of buildings in the area of Paraparaumu east of Te Roto Drive has been largely completed.
- The Territorial Authority quality assurance manual has been re-published. New procedures have been included for new earthquake-prone building activities.
- Procedures for receipt and processing of electronic building consent applications (GoShift) were developed and published in a new version of the BCA QAS.
- The GoShift portal, allowing applications for building consents and payments to be made electronically went live in March 2018. Staff were trained in the revised processes and implementation has been smooth.

Workloads have been lighter this quarter compared with last year. New residential building is expected to remain high however with considerable interest shown in new subdivisions.

The lower workload has allowed average processing times to be reduced, and significant progress made towards staff gaining competencies, and working towards their regulation 18 qualifications.

Significant training was delivered around the introduction of GoShift (electronic portal for lodging building consent applications) and Weathertightness (Building code clause E2).

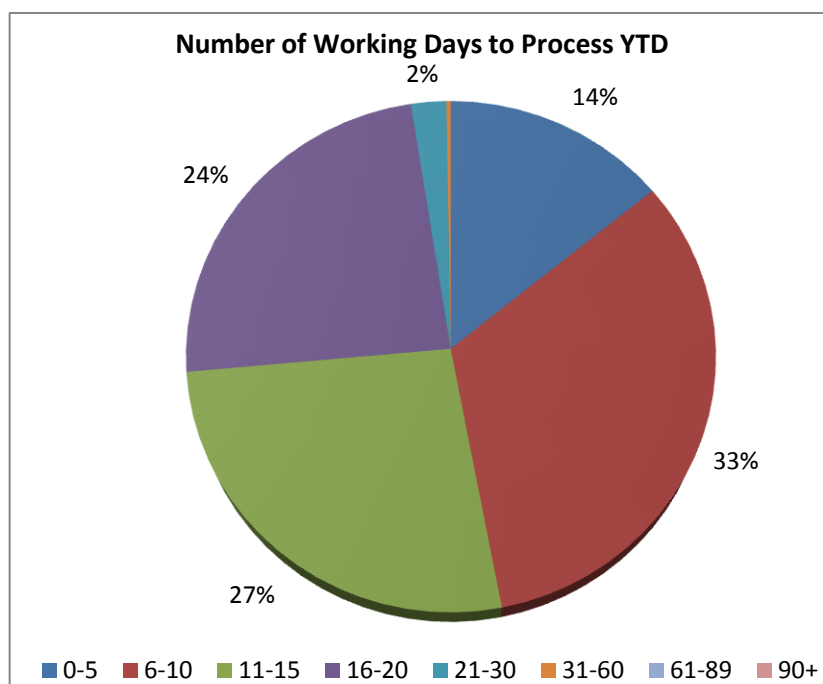
The additional support to be provided by the Business Improvement team will ensure that continuous improvements can continue to be made and the QAS are current.

The Building Team held a meeting for designers to launch GoShift (electronic portal). Generally this was well received and there were positive comments about that part of the presentation. The Building Team also participated in a Mitre 10 builders function, a meeting with ADNZ (professional organisation of draughtsmen), and an ANZ construction information evening.

**BUILDING CONSENTS ISSUED 2017/18**

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	313	230	221		764
Total Consents Processed within 20 working days	298	229	216		743
Percentage complete within 20 working days	95.2%	99.6%	97.7%		97%
Average processing time	11 days	12 days	11 days		11 days (target 17 days)

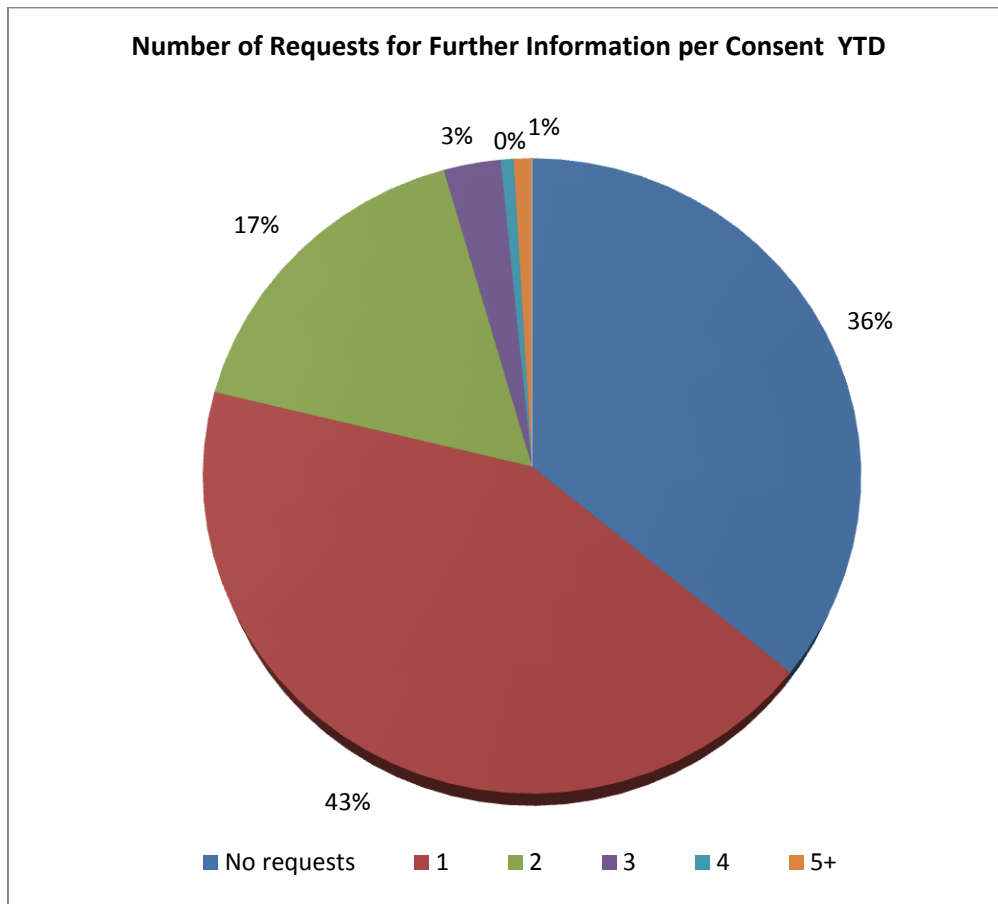
1 January to 31 March 2018		
Number of Days (X)	Number of consents processed within (X) Working Days <sup>2</sup>	Number of consents processed within (X) Actual Days <sup>3</sup>
0-5	39	21
6-10	71	49
11-15	62	33
16-20	45	30
21-30	4	40
31-60	0	40
61-89	0	3
90+	0	5
<b>TOTAL</b>	<b>221</b>	<b>221</b>



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

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

## REQUESTS FOR FURTHER INFORMATION<sup>4</sup>



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	124	78	73		275
1	144	90	93		327
2	36	48	44		128
3	6	7	9		22
4	1	4	0		5
5+	2	3	2		7
<b>TOTAL</b>	<b>313</b>	<b>230</b>	<b>221</b>		<b>764</b>

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

## Resource Consents and Compliance

KPI	Level of Service	Measure	Target 2017/18	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 for processing.

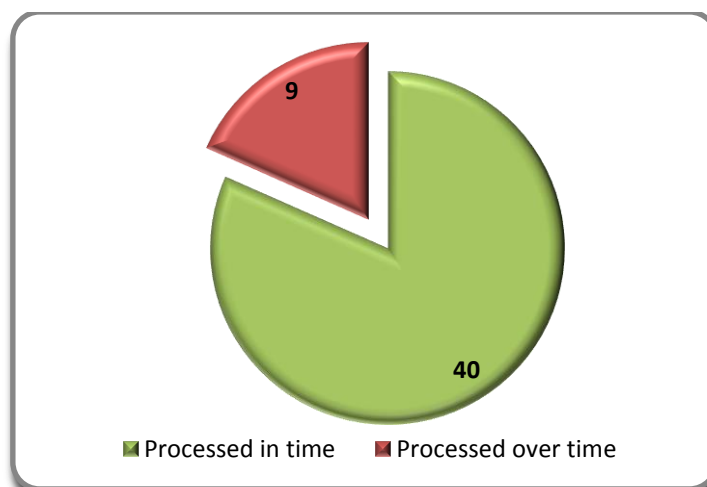
KPI	Level of Service	Measure	Target 2017/18	Result
12	Avoid unnecessary delays with notified consents, which due to their complexity can span a lengthy period.	Percentage of all notified consents are processed within statutory timeframes.	95%	N/A

There have been no notified consent applications completed in the year to date.

KPI	Level of Service	Measure	Target 2017/18	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 (82%)

This year 49 completion certificates have been issued to date; 40 of them have been processed within statutory timeframes. This high volume, in conjunction with high numbers of consent applications and changes in legislation, has impacted on our ability to achieve the target so far. In the first quarter of the year 67% of s223 applications were processed within the statutory timeframes. This increased to 80% in the second quarter and 82% in the third quarter. The certification process was reviewed earlier in the year and the measures implemented have seen an increase in the percentage of certifications issued within time.

### S223 Applications processed in year to date



SP-18-496 Appendix B – Activity report to 31 March 2018

	Level of Service	Measure	Target 2017/18	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	Complete

KPI 14 was completed in July 2016.

	Level of Service	Measure	Target 2017/18	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 (1.4%)

One partial refund was issued for RM170291 this quarter as this consent exceeded the 20 working day statutory timeframe.

	Level of Service	Measure	Target 2017/18	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 year, and no further appeals have been lodged on Council decisions.

	Level of Service	Measure	Target 2017/18	Result
KPI 17	All developments 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%	On target

All consents known to have been given effect to during the quarter have been monitored. For the year to date, 589 inspections of 338 resource consents (including subdivision consents) have been undertaken of which 243 inspections of 132 resource consents (including subdivision consents) were recorded during the third quarter. No inspections were undertaken in relation to Transmission Gully and four inspections were undertaken of the Peka Peka to Ōtaki Expressway project. Temporary additional resource during this quarter has permitted a significant catch-up on consents requiring inspections as well as addressing historical consents to confirm whether they have been given effect to and monitoring has been undertaken as necessary.

	Level of Service	Measure	Target 2017/18	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 continues to work constructively with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. No formal enforcement actions were taken in this quarter. The Enforcement Decisions Group met once during this quarter in regards to one on-going enforcement case.

## Resource Consents and Compliance Noticeboard

**District Plan:** The appeals period for Proposed District Plan (PDP) closed on 25 January 2018. In March an Appeals Version of the Proposed Plan was published. As a result this has significantly increased the workload of the Resource Consents Team. Applications currently being processed are assessed under three different Plans – the Operative Plan, the Proposed Plan Decisions Version and the Proposed Plan Appeals Version. In some cases applications must be considered under two Plans with the processing officer making decisions on how much weight is given to each Plan. During this time, Resource Consent Officers will also have to come up to speed with provisions that have been appealed to ensure that they are giving accurate advice and consents are being processed accurately in accordance with the PDP.

**Stakeholder Events:** Resource Consents team members attended stakeholder events organised by the Building team. At these sessions officers were able to provide information to designers on what the main changes are between the Operative and Proposed District Plans.

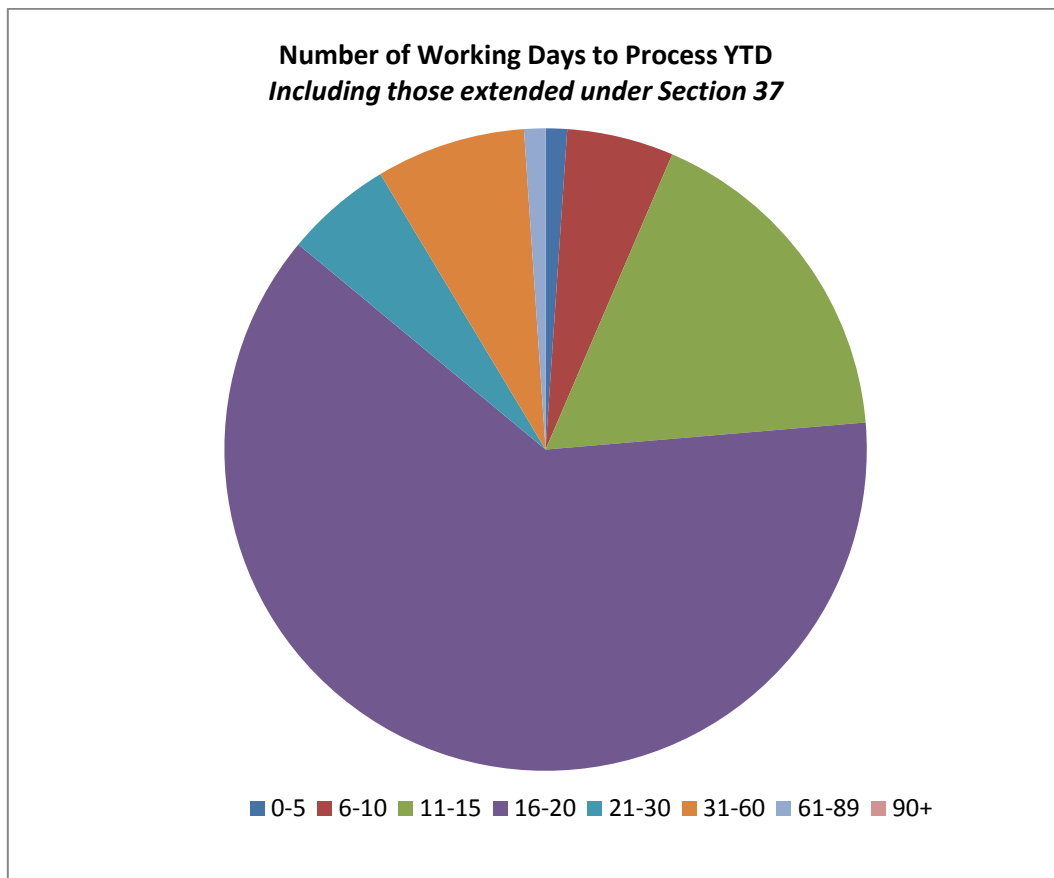
**Newsletter:** The Resource Consents team, with the assistance of the Policy team have implemented a newsletter which is sent to a list of designers and planning consultants. The newsletter provides updates on the Proposed District Plan and identifies issues that are of interest to these stakeholders.

## RESOURCE CONSENTS AND DEEMED PERMITTED BOUNDARY ACTIVITIES ISSUED 2017/18

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Deemed Permitted Boundary Activities – decisions issued during period		4	17		21
Total Resource Consents – decision issued during period	93	68	46		207
Total non-notified issued within statutory timeframes	87	66	45		198
Total notified issued within statutory timeframes	N/A	N/A	N/A		N/A
Percentage complete within statutory timeframes	93.5 %	97%	98%		95%
Average processing days for non-notified decision (excl. consents with S37 extensions)	16 days	16 days	18 Days		17 days (target is 17 days)
Average processing days for notified decision (excl. consents with S37 timeframe extensions)	N/A	N/A	N/A		N/A
Consents where further information requested <sup>1</sup>	48	36	31		115

1 January to 31 March 2018		
Number of Days (X)	Number of consents processed within (X) Working Days <sup>2</sup>	Number of consents processed within (X) Actual Days <sup>3</sup>
0-5		
6-10	1	1
11-15	6	6
16-20	20	19
21-30	13	5
31-60	5	14
61-89	1	
90+		1
<b>TOTAL</b>	<b>46</b>	<b>46</b>





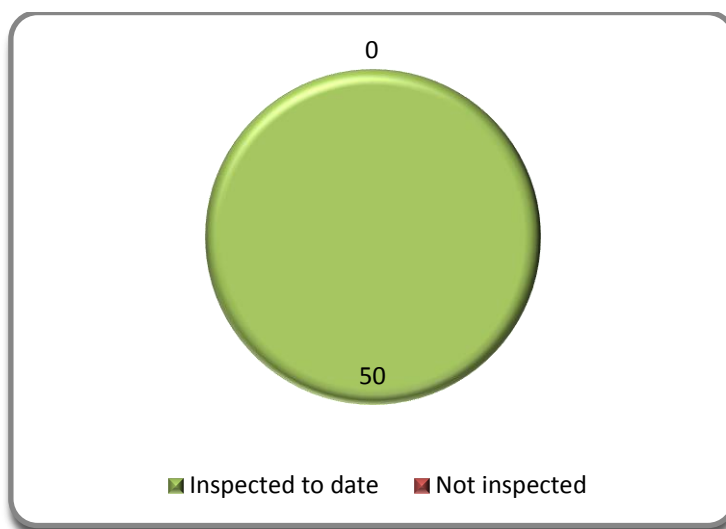
1. Further information is requested due to applicants not providing sufficient information in order to understand the impact of the subdivision and/or land use on the environment. This included incomplete information in relation to noise impacts, traffic, visual, earthworks, drawings not to scale, no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

## Environmental Standards

### Environmental Health, Compliance, Animal Management

#### Alcohol Licensing

	Level of Service	Measure	Target 2017/18	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%

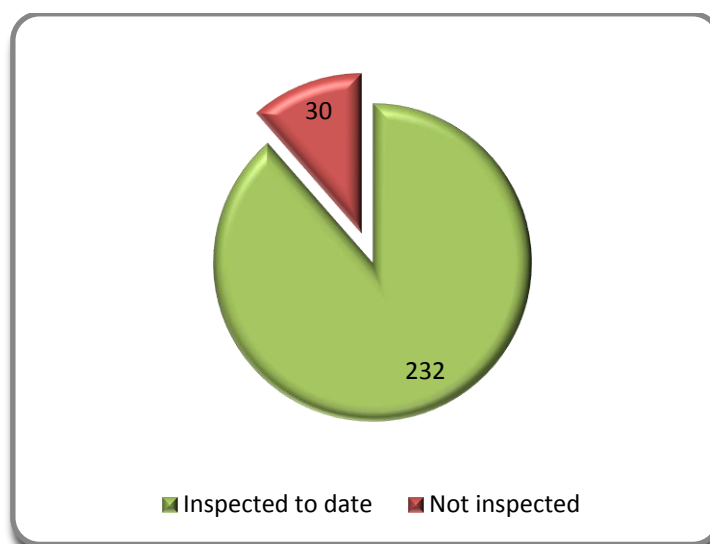


A total of 13 Alcohol licensed premises (new or renewal) had their licences issued and were inspected as part of that process this quarter. This brings the total licences issued for the year to 50.

A total of 19 new managers' certificates and 16 renewed certificates were issued this quarter bringing a total of 56 new and 63 renewed certificates for the year.

#### Food Premises

	Level of Service	Measure	Target 2017/18	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



The number of food premises and therefore inspections can change from week to week as premises close or new premises open, or businesses transition to the new Food Act. The targets were calculated based on the premises that were relevant at 1 July 2017.

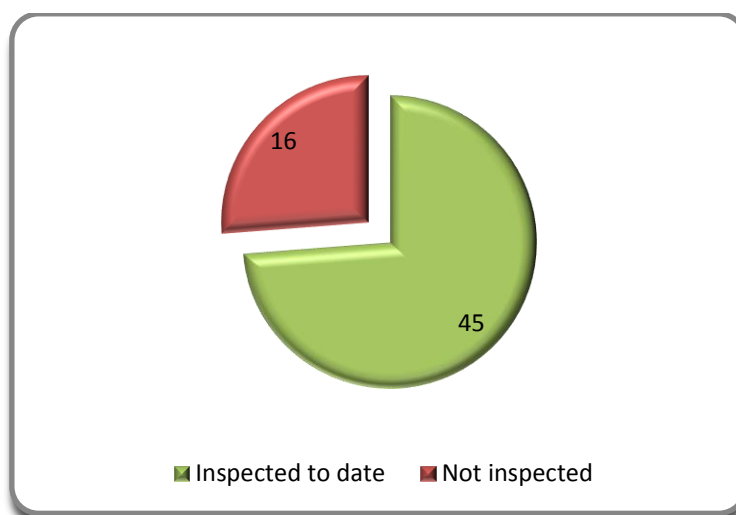
The target set at the beginning of the financial year based on our known number at that time was to verify or inspect 262 premises which equates to approximately 66 inspections per quarter. Staff met that target this quarter and verified or inspected 68 food premises, bringing the total inspections and verifications to 232 for the year to date.

Please note this is a time when a lot of businesses are transitioning to the new Act and although it would appear we are ahead of target, we have additional premises to inspect from what was calculated at the start of the year.

In keeping with our open for business drivers, the team has continued to provide support and advice to newly established businesses and/or to those transitioning into the new Food Act requirements and conducted a further 23 support visits, bring the total support visits for the year to 74. This quarter the team has also provided support to an additional 13 potential new businesses.

#### Other Licensed Premises

	Level of Service	Measure	Target 2017/18	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

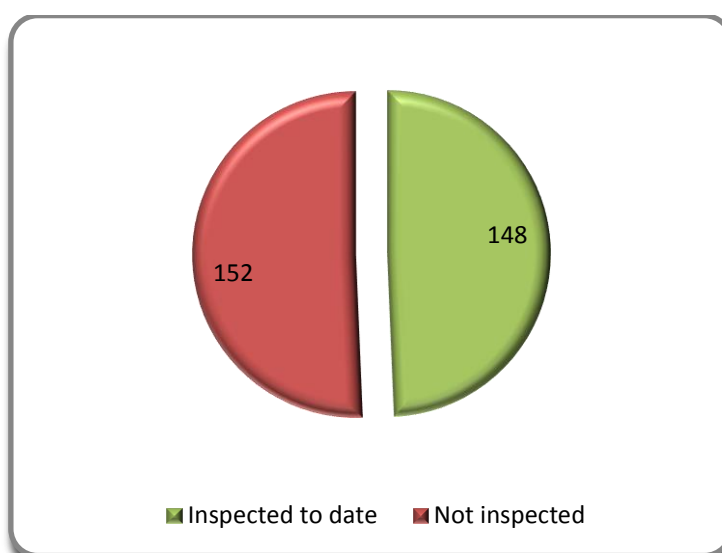


The number of other licensed premises also fluctuates during the financial year but the targets were calculated based on the known number of premises at 1 July 2017.

The target for the financial year was to inspect 61 premises, with a target of approximately 15 per month. No other licensed premises were inspected this quarter, bringing the total inspections for the year to 45, ahead of target.

#### Private Swimming Pools

KPI	Level of Service	Measure	Target 2017/18	Result
22	Private swimming pools comply with the legislated requirements.	All pools inspected within six months of three yearly inspection anniversary.	300	Not on target (126)



This financial quarter Council staff conducted 83 inspections, bringing total inspected to 148.

Council must now ensure all pools are compliant with section 162C of the Building Act 2014 as a result of the changes through the Building (Pools) Amendment Act 2016 (2016 Amendment). We have completed 148 inspections.

The team is managing the increased workload resulting from the change in legislation, by averaging the number of active pool files out over three years. It is focussing on the non-compliant pools first and moving towards the lower risk compliant pools over years two and three.

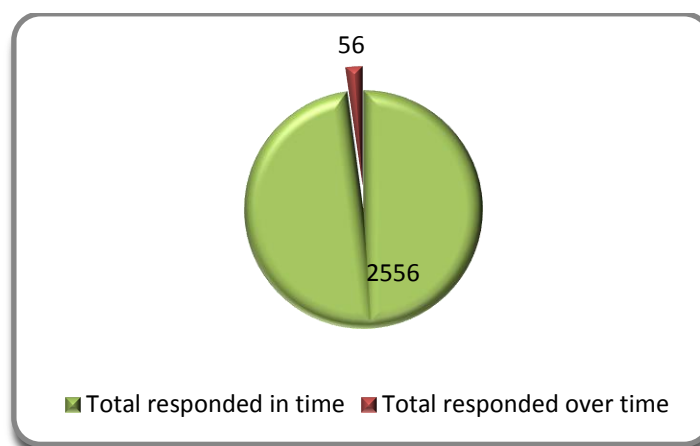
This quarter staff worked with MBIE to understand the implications of the new legislation, in particular how it affects indoor pools. Under the repealed legislation, indoor pools were exempt. However, they now need to be inspected and meet the requirements of the Act. This is frequently a complex issue due to the nature of the architectural elements involved.

The Team has spent time inspecting and updating pool records, and designing quality management processes and forms to accommodate the legislative changes.

## Animal Control

	Level of Service	Measure	Target 2017/18	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 (97%)

### Response to routine dog calls/complaints

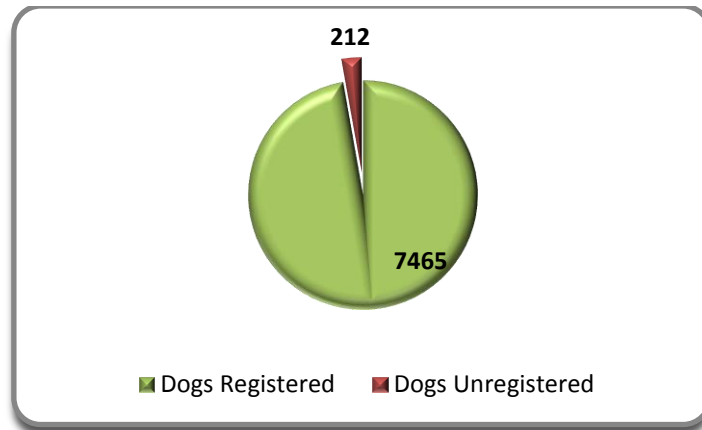


The Animal Management Team responded to 755 service requests this quarter. Of the 755, 14 were not responded to in time.

During this third quarter, staff have worked closely with dog owners who have unregistered dogs. The team has issued overdue registration notices with time frames to register dogs. As a result of this focus, the percentage of unregistered dogs has reduced significantly from 302 to 212. We now have a more accurate number of dogs in our District.

**Registered dogs in District**

	Level of Service	Measure	Target 2017/18	Result
KPI 24	All dogs in the District are registered.	95% Percentage of all known dogs are registered.	95%	On target (97%)



# **Governance and Tāngata Whenua**

# Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

## Key developments for the 3 months to 31 March 2018

### Governance

- Council adopted the draft 2018-38 Long Term Plan consultation document.
- Council adopted the draft terms of reference of the Wellington Regional Climate Change Working Group.
- Council approved the appointment of Bill Carter as Māori Representative to the Strategy and Policy Committee.
- There were two citizenship ceremonies on 31 January and 14 March 2018, which conferred citizenship upon 67 applicants. Their countries of origin included America, Australia, Britain, Cambodia, Canada, Germany, Hungary, India, Ireland, Philippines, South Africa and Thailand.
- The Council received 69 requests under the Local Government Official Information and Meetings Act in the third quarter compared to 65 in the third quarter last year. This has contributed to 169 requests for the year to date compared to 185 for the same period last year.
- There were three Council meetings, seven Committee meetings and no subcommittee meetings in this quarter. There were fifteen briefings and six public workshops.

### Tāngata whenua

- Te Whakaminenga o Kāpiti met twice in this quarter.
- Iwi management plan – the iwi working party have had an initial hui to discuss next steps.
- The 2018 commemoration of Waitangi Day saw the launch of an exhibition *Te Tiriti; me huri whakamuri ka titiro whakamua*. The exhibition was opened in Council Chambers by the Mayor, Deputy Mayor, Iwi representatives and invited guests. Following official proceedings the exhibition was opened for public viewing in chambers. The exhibition was placed in Paraparaumu Library for four weeks and was then moved to Ōtaki where it stayed until 3 April 2018.
- Te Whakaminenga o Kāpiti has had representation at LTP workshops and have been drafting a submission.
- Ongoing support provided to iwi partners to engage within council activities
- Iwi capacity contracts have been signed off. These contracts support iwi to consult and engage in initial conversations with council officers and provide comment on resource consents received.
- Support has been provided to members of the public to engage with iwi on various issues.



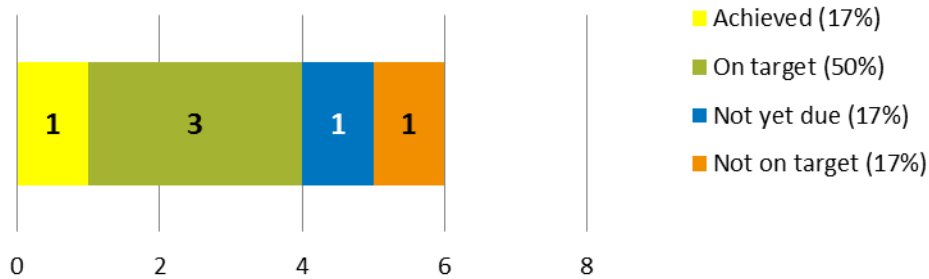
- Ongoing support to other internal Council activities to facilitate iwi engagement. This work continues to inform council on the critical values and aspirations that are significant to iwi and works towards meeting the legislative requirements on council in regards to iwi participation.

## Performance measures summary

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

### Governance and tāngata whenua KPIs

1 July 2017 to 31 March 2018



One KPI has been achieved – the renewal of the memorandum of partnership for the current triennium.

Three KPIs are on target at the end of the third quarter and one is not able to be reported until the end of the year.

One KPI *“Percentage of official Information requests responded to within 20 days”* is not on target. The result at the end of the third quarter was that 99.4% of requests were responded to within 20 days against a target of 100%. This was because one request out of the total of 169 requests was overdue as a result of an administrative error in entering the date received.

## Projects – Summary

There are no significant projects to report on in this activity

## Performance measures

as at 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Civil defence emergency management</b>				
We encourage households to be ready for emergencies	Number of households that have an emergency plan and kit sufficient for three days following an emergency event	Maintain or increase 2014/15 baseline (69%)	On target (74%)	The first three quarterly Resident Opinion Surveys gave a provisional result of 74% prepared. (2016/17 result was 76%)
<b>Governance</b>				
Residents will be informed of opportunities to engage and participate in decision-making processes within statutory timeframes	Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting	100%	On target (100%)	
Official information requests will be responded to within statutory timeframes	Percentage of official information requests responded to within 20 working days <sup>1</sup>	100%	99.4%	168 official information requests out of a total of 169 were responded to within 20 working days.
<b>Tāngata whenua</b>				
We value the partnership with tāngata whenua and it is strong	The memorandum of partnership is renewed each triennium	Achieve	Achieved	MoP has been signed by TWoK and Council representatives.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	This will be reported on at the end of the year
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. Recent appointments have been Bill Carter to the Strategy and Policy Committee and Mahina-arangi Baker to the LTP workshops on behalf of Te Whakaminenga o Kāpiti

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

**Governance and tāngata whenua – financial results to 31 March 2018****Capital expenditure summary**

	2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000	2017/18 F/Y Forecast \$000
Total projects under \$250,000	-	28	31	31
Total projects over \$250,000	101	342	458	458
<b>Total</b>	<b>101</b>	<b>370</b>	<b>489</b>	<b>489</b>

**Cost of activity statement**

2016/17 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	<b>Expenditure</b>			
4,689	Other operating expense	3,470	3,443	4,706
57	Depreciation and amortisation	42	37	51
69	Finance expense	33	33	43
<b>4,815</b>	<b>Operating expenditure</b>	<b>3,545</b>	<b>3,513</b>	<b>4,800</b>
	<b>Revenue</b>			
616	Fees and charges	482	431	524
56	Interest income	8	6	60
<b>672</b>	<b>Operating revenue</b>	<b>490</b>	<b>437</b>	<b>584</b>
<b>4,143</b>	<b>NET OPERATING COSTS</b>	<b>3,055</b>	<b>3,076</b>	<b>4,216</b>
	<b>Capital items</b>			
505	Asset renewal	101	370	489
7	New assets upgrade	-	-	-
<b>512</b>	<b>Total capital items</b>	<b>101</b>	<b>370</b>	<b>489</b>
<b>4,655</b>	<b>NET COST OF ACTIVITY</b>	<b>3,156</b>	<b>3,446</b>	<b>4,705</b>
	<b>Funding sources</b>			
4,046	Rates	3,057	3,056	4,241
7	Borrowings	-	-	-
77	Depreciation reserve	-	27	32
(1)	Movement in other reserves	(4)	-	-
526	Reserves & special funds	103	363	432
<b>4,655</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>3,156</b>	<b>3,446</b>	<b>4,705</b>

Capital expenditure of \$101,000 is \$269,000 underspent due to timing of purchasing replacement for plant and vehicles.