

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

23 FEBRUARY 2017

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 OCTOBER TO 31 DECEMBER 2016

PURPOSE OF REPORT

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the second quarter of the 2016/17 financial year for each activity published in the 2015-35 Long Term Plan.

DELEGATION

- 2 The Operations and Finance Committee has delegated authority to consider this report under the responsibilities delegated in Section B.2 of *Governance Structure and Delegations*. In particular, it has responsibility to:















“deal with monitoring and decision-making on all broader financial management matters”.

BACKGROUND

- 3 The dashboard graphic on the following page gives a snapshot of performance across all council activities and is intended to highlight at a glance where there might be any issues to assess.
- 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 ‘Across council work programmes’.
- 6 Sections 3 to 6 report on the four activity cluster groupings. These sections outline key development highlights as well as providing more detail on KPI performance and progress on projects.
- 7 This report is a summary of work programme and activity reports. Further and more detailed information is included in the following appendices:
 - Appendix A provides a status list of the significant projects. Table 1 shows the status of the major capital expenditure projects (\$250,000 and above) while Table 2 shows the status of the additional significant projects¹.
 - Appendix B provides detailed reports which present an overview of the performance for across council work programmes and performance in each of the thirteen council activities.

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

Activity overview dashboard

Activity		KPIs		Projects	Capital Spend (\$000)	Operating Spend (\$000)	Income (\$000)
		<div><div>Achieved</div><div>On target</div><div>Not on target</div></div>	<div><div>Not yet due</div><div>Not achieved</div></div>	<div><div>On target</div><div>Not on target</div><div>Complete</div></div>	<div><div>Favourable</div><div>On budget</div><div>Unfavourable</div></div>		
INFRASTRUCTURE	 Coastal Management	<div><div></div></div> 100%		<div><div></div></div> 100%	<div><div></div></div> \$497	<div><div></div></div> \$437	
	 Access & Transport	<div><div></div> 10%<div></div> 10%</div> <div><div></div></div> 80%		<div><div></div></div> 100%	<div><div></div></div> \$2,596	<div><div></div></div> \$5,250	<div><div></div></div> \$4,756
	 Water	<div><div></div> 56%</div> <div><div></div> 33%<div></div> 11%</div>		<div><div></div></div> 100%	<div><div></div></div> \$314	<div><div></div></div> \$4,003	<div><div></div></div> \$4,018
	 Stormwater	<div><div></div> 86%</div> <div><div></div> 14%</div>		<div><div></div> 50%<div></div> 50%</div>	<div><div></div></div> \$1,351	<div><div></div></div> \$1,734	<div><div></div></div> \$1,560
	 Wastewater	<div><div></div></div> 100%		<div><div></div> 75%<div></div> 25%</div>	<div><div></div></div> \$805	<div><div></div></div> \$3,776	<div><div></div></div> \$3,911
	 Solid Waste	<div><div></div> 50%</div> <div><div></div> 50%</div>		<div><div></div></div> 100%	<div><div></div></div> \$218	<div><div></div></div> \$623	<div><div></div></div> \$283
COMMUNITY SERVICES	 Recreation & Leisure	<div><div></div> 50%</div> <div><div></div> 38%<div></div> 12%</div>		<div><div></div> 50%<div></div> 50%</div>	<div><div></div></div> \$515	<div><div></div></div> \$5,031	<div><div></div></div> \$777
	 Community Facilities & Community Support	<div><div></div> 33%</div> <div><div></div> 67%</div>		<div><div></div></div> 100%	<div><div></div></div> \$23	<div><div></div></div> \$2,610	<div><div></div></div> \$7,035
	 Parks & Open Space	<div><div></div> 17%<div></div> 16%</div> <div><div></div> 67%</div>		<div><div></div></div> 100%	<div><div></div></div> \$150	<div><div></div></div> \$2,761	<div><div></div></div> \$348
	 Economic Development	<div><div></div> 50%</div> <div><div></div> 50%</div>		<div><div></div></div> 100%	<div><div></div></div> \$933	<div><div></div></div> \$1,040	<div><div></div></div> \$5
PLANNING & REGULATORY	 Regulatory Services	<div><div></div> 50%</div> <div><div></div> 33%<div></div> 17%</div>		<div><div></div></div> 100%		<div><div></div></div> \$4,210	<div><div></div></div> \$2,357
	 Districtwide Planning	<div><div></div> 33%</div> <div><div></div> 67%</div>		<div><div></div></div> 100%		<div><div></div></div> \$1,778	<div><div></div></div> \$4
GOVERNANCE & TĀNGATA WHENUA	 Governance & Tāngata Whenua	<div><div></div> 50%</div> <div><div></div> 50%</div>			<div><div></div></div> \$177	<div><div></div></div> \$2,149	<div><div></div></div> \$10,332
	 Corporate				<div><div></div></div> \$342	<div><div></div></div> \$1,317	<div><div></div></div> \$816
					<div><div></div></div> \$7,921	<div><div></div></div> \$36,719	<div><div></div></div> \$36,202

CONSIDERATIONS

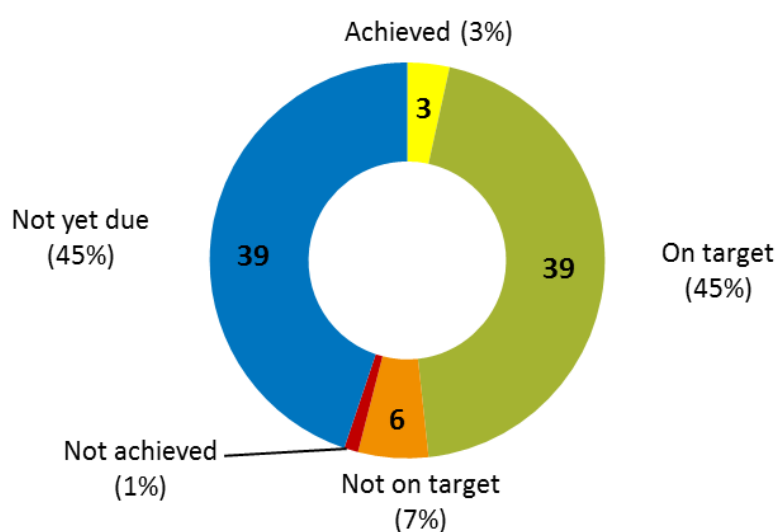
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

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

Figure 1: Key Performance Indicators

as at 31 December 2016

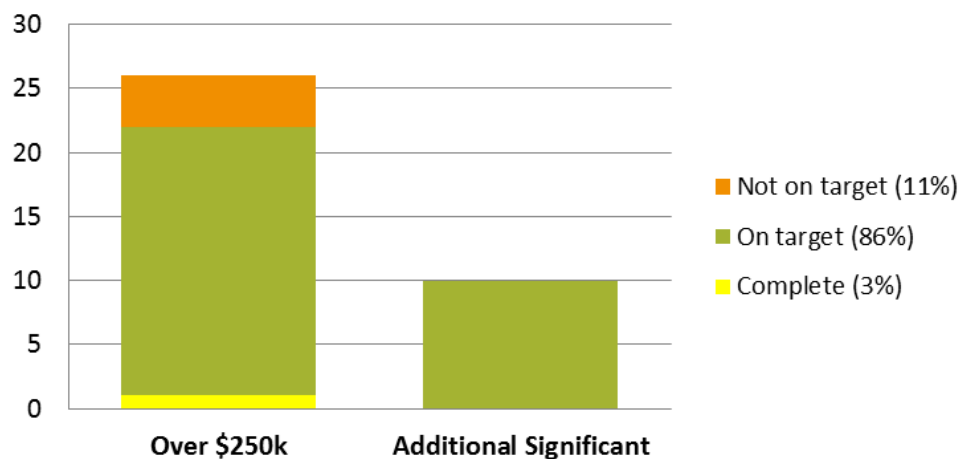


Summary of Projects

- 10 There are 36 significant projects being undertaken by Council in 2016/17. Of these, 26 are Capital Expenditure Projects with a value of \$250,000 and above and 10 are additional significant projects.
- 11 Figure 2 below provides a performance summary of these projects as at 31 December 2016.

Figure 2: Summary of Projects

as at 31 December 2016



- 12 Of the 36 projects one is complete and 31 others are on target at the end of the second quarter 2016/17. Details of progress on each project are included in the reports attached in Appendix B.
- 13 Four capital expenditure projects are not on target at the end of the second quarter. These are discussed in the relevant activity cluster sections below.

Section 2: Across Council Work Programmes

- 14 There are three programmes of work that cross a number of activities. These are the Open for Business – Caring, Dynamic and Effective programme, the Expressway Integration programme, and the Carbon and Energy Management programme.

Open for Business – Caring, Dynamic and Effective work programme

Culture Change programme

- 15 The second phase of staff workshops on culture change was completed.
- 16 An initiative called '*Let's Get Talking*' is being developed to provide an opportunity for staff to share their thoughts and improvement ideas on "how we do things around here". It will be ready for implementation by end of March 2017.
- 17 Planning for Phase 3 of the staff workshops is underway.

Business improvement programme

Projects

- 18 There are currently two projects in this work programme. The first project is focused on Regulatory Services and consists of two sub-projects, implementation of a quality assurance system (QAS) across all of Regulatory Services and improvements to the processing and delivery of LIM reports. A Business Continuity Planning project was initiated in the second quarter. The LIM sub-project is complete and the remaining projects are progressing well.

Key developments

- 19 The LIM QAS manual has been published and QAS manuals for other key workstreams in Regulatory Services are being readied for publication.
- 20 All outstanding matters identified through the two Regulatory Services sub-projects to date have been assigned to the Continuous Improvements Process to ensure they are not overlooked and will be resolved.
- 21 Two updated Business Continuity Plans were published in December, one for loss of access to Civic and Maple building offices and the other for loss of customer call management.

Expressway Integration work programme

Projects

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

Key developments

- 23 Completed the upgrade of the existing shared path in Otaihanga Road and the new shared path in Poplar Avenue, near Leinster Avenue.
- 24 Completed the Realm Drive crossing improvements at Mazengarb Road.
- 25 The shared path upgrade near the airport control tower on Kapiti Road is under construction and agreement has been reached at two other sites on Kapiti Road to connect into existing shared path/cycleways.
- 26 The Town Centres project is working towards detailed design on its priority projects.
- 27 The State Highway 1 Revocation project is at scheme design stage.

Carbon and energy management

- 28 The CEMARS audit results for 2015/16, received in the second quarter, showed greenhouse gas emissions were 57% below the 2009/10 baseline. The reduction was due to reduced energy use and changes to sewage sludge disposal.
- 29 Council added its first light electric vehicle to its fleet, a Nissan Leaf.
- 30 Five schools in the district with swimming pools were offered council's surplus solar heating panels from Ōtaki Pool.



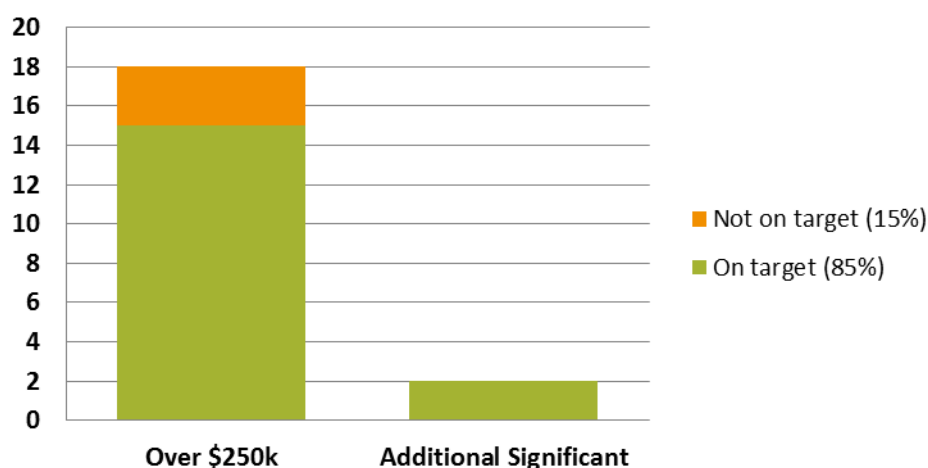
Section 3: Infrastructure

Projects

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

Figure 4: Infrastructure Projects

As at 31 December 2016



- 32 Seventeen of these 20 projects (85%) are on target at the end of the first quarter.
- 33 Three projects are not on target:
 - i). Two Stormwater projects are forecast to run over initial budgets (the Ōtaki Stormwater Pump Station upgrade and the Waikākāriki Stream gravel extraction project).

- ii). The Ōtaki Wastewater treatment plant consent upgrade project is not on target due to delays in issuing the consent which delayed commissioning of the Land Discharge Treatment Area optimisation study.

Key development highlights

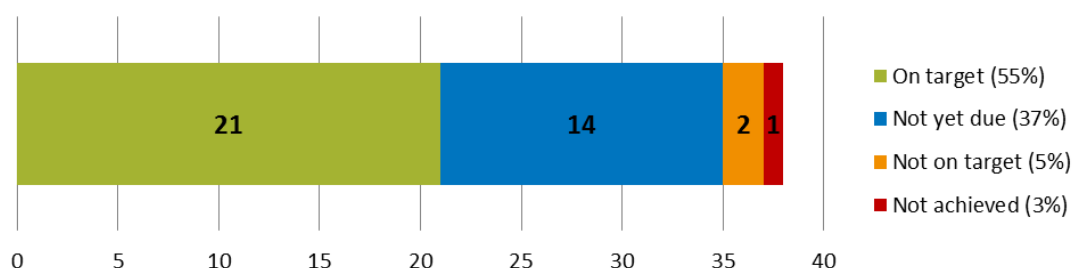
- 34 The annual road pavement reseal programme is on track with pre-seal repairs well underway and expected to be completed by end January 2017.
- 35 Physical works at the Arawhata Road/Kapiti Road intersection were substantially complete at the end of the second quarter, with the traffic signalled intersection fully operational.
- 36 Design options for the Marine Parade revetment, together with cost estimates, were presented to the affected community.
- 37 The 2016/17 Waste Levy Grants for community projects were allocated by the Grants Allocation Committee meeting in December 2016.
- 38 The detailed investigation of projects in the re-prioritised Stormwater work programme is progressing well, with investigations completed in 32 of 35 catchments.
- 39 Physical works for the Ōtaki Stormwater pump station upgrade are substantially complete. Planting in the dune area and finalising the subdivision of the property are all that remains to be done.
- 40 The new 20-year resource consent to operate the Ōtaki wastewater treatment plant was issued by Greater Wellington Regional Council (GWRC) in October 2016.
- 41 The four new bores for the river recharge scheme were accepted by GWRC in December 2016. This allows all eight bores to be used for river recharge once discharge restrictions are removed at the end of baseline monitoring.
- 42 The replacement filters for the Paekākāriki water treatment plant were brought into service.

Key performance indicators

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

Figure 5: Infrastructure KPIs

As at 31 December 2016



- 44 Fourteen KPIs are awaiting results not due until later in the year.

- 45 Of the remaining 24 KPIs, 21 are on target at the end of the second quarter 2016/17.
- 46 Two KPIs are not on target.
- i). One of these is an Access and Transport KPI measuring the number of serious injury and fatal crashes on local roads. There have been five in the first half of the year against a target for the year as a whole of six such crashes.
 - ii). The other is a Water Management KPI measuring the number of complaints about the networked reticulation system. We have received 3.1 complaints per 1,000 connections in the first half of the year against a target of less than 4.7 per 1,000 for the year.
- 47 One Stormwater KPI cannot be achieved this year. This is a KPI measuring “*The number of complaints about the performance of the stormwater system.*” It has a target of 10 complaints per 1,000 connections for the year. We have received 16.2 complaints per 1,000 connections in the first half of the year. There is a significant programme of work underway in this activity following on from the re-prioritisation of the stormwater work programme which is intended to improve performance in this area in future years.



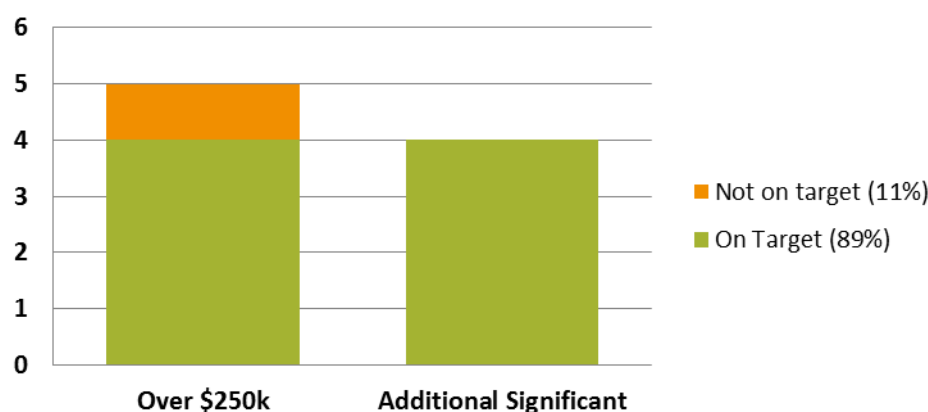
Section 4: Community Services

Projects

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

Figure 6: Community Services Projects

As at 31 December 2016



- 49 Eight of the nine projects are on target at the end of the second quarter.
- 50 One project, the Ōtaki pool rebuild, is not on target. The contract for this project has been awarded following a successful second tender process. Construction is now expected to start in February 2017 and be completed by the end of 2017.

Key development highlights

- 51 The Otaki Memorial Hall and Supper Room have undergone a detailed seismic assessment which has confirmed that the building is earthquake-prone.

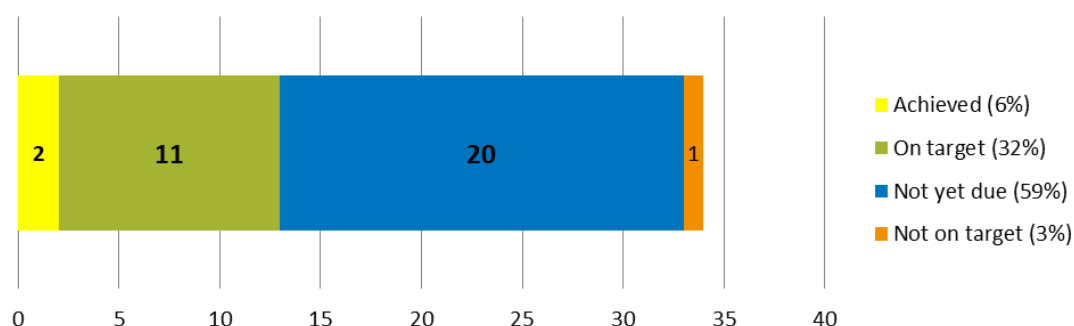
- 52 Unconditional agreement has been reached with Fletcher Construction for a three-year sub-lease of Units 2 and 3 at the Cleantech premises in Ōtaki.
- 53 Zeal Education Trust was unsuccessful in receiving funding from the Lotteries Community Facilities Fund in December 2016. Another funding round is open in March 2017.
- 54 The Leadership function of the Economic Development Strategy has been reviewed, a new governance structure endorsed and an independent Chair selected for the Leadership group.
- 55 The Kāpiti i-SITE visitor service centre has averaged over 36 visitors per day in its new location (for the four months to 31 December 2016) compared to 29 visitors per day at its previous location over the same period last year.
- 56 The multi-sport resurfacing of Te Ātiawa courts was nearing completion at the end of December (*it was completed in early January*). The final price for resurfacing is significantly under budget.
- 57 The Maclean Park management plan/development plan review is well underway. Initial meetings have been held with iwi and the first stage of engagement has included workshops, a comprehensive survey and a letter to Paraparaumu Beach retailers and business owners.
- 58 The 2016 Kapiti Arts Trail was a success with an estimated 39,000 visits to 97 artists and hubs.
- 59 Total visits to the district's pools were 139,848 for the year to date compared to 131,324 in the previous year.

Key performance indicators

- 60 In this cluster there are 34 KPIs.

Figure 7: Community Services KPIs

as at 31 December 2016



- 61 Thirteen of the 34 KPIs (38%) are either achieved or on target as at the end of the second quarter. Twenty KPIs (59%) are awaiting results not due until later in the year.
- 62 One Recreation and Leisure KPI was not on target: *The number of visits to the district's libraries* was below its pro rata target for the first half year. As noted previously this KPI is not expected to be achieved this year.



Section 5: Planning and Regulatory Services

Projects

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

Key development highlights

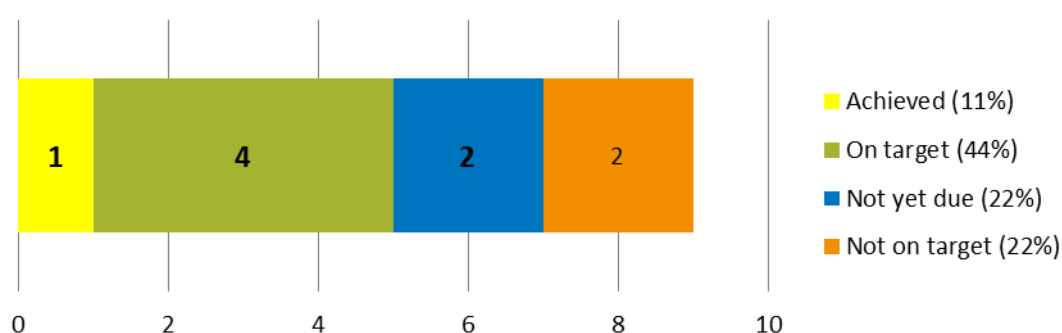
- 65 A further two PDP hearings were held over 3 days in the second quarter taking the total to nineteen completed PDP hearings. Hearings will continue into February 2017.
- 66 A section 42A report has been prepared for Plan Change 84 (Kapiti Coast Airport) and the hearing is scheduled for 13-15 February 2017.
- 67 The building control team has continued to receive significant growth in consents, particularly in new houses. The number of consents in the second quarter was 305 (254 for the same period last year) of which 97 were new house consents (53 last year). This workload continues to be challenging.
- 68 The resource consents team has seen a significant increase in consent applications, with 47% more applications received in the first half of the current year compared to the same period last year.

Key performance indicators

- 69 In this cluster there are 9 KPIs.

Figure 8: Planning and Regulatory KPIs

as at 31 December 2016



- 70 One KPI is achieved and four are on target at the end of the second quarter. Two KPIs are awaiting results due later in the year
- 71 Two Regulatory Services KPIs are not on target:
- One is the percentage of service requests responded to within time, which was 89% at the end of the second quarter, below the target of 95% for the year. Through a combination of giving greater priority to responsiveness plus recruiting into vacant positions it is expected that the target will be reached by year end.

- ii). The other KPI reports the percentage of respondents who agreed that regulatory events are good or very good. There has been only one event so far this year (a workshop on the new Food Act) and 80% rated it good or very good against a target of 85%. This result may be low due to dissatisfaction with the new regime and with the Ministry of Primary Industries (on whose behalf council hosted the event). There are other events planned this year and it is expected this performance measure will improve.



Section 6: Governance and tāngata whenua

Projects

72 There are no significant projects in this activity.

Key development highlights

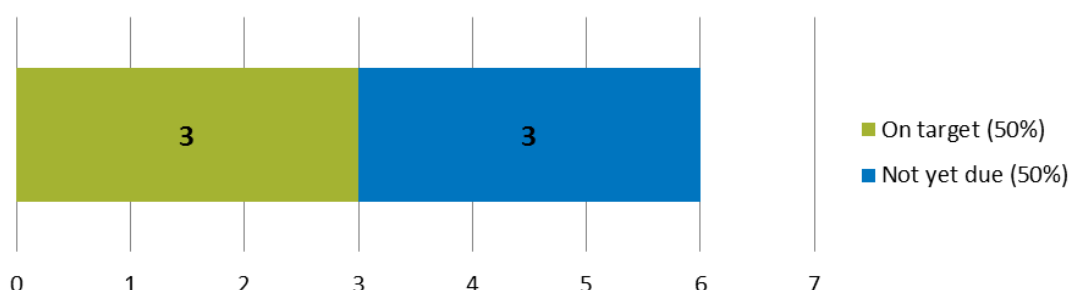
- 73 Local body elections were held on 8 October 2016. Newly-elected members were sworn in at an Inauguration Ceremony on 25 October and at the first round of Community Board meetings.
- 74 Elected members went through an extensive induction programme which, excluding meetings, comprised around 75 hours.
- 75 Council adopted a revised set of Standing Orders for the conduct of its meetings based on the Local Government New Zealand revised document.
- 76 Planning for Waitangi Day 2017 is well underway. Ngā Hapū o Ōtaki and the Council are co-hosting the signature event which will take place at the Ōtaki Māori Racing Club.
- 77 Te Whakaminenga o Kāpiti has met once this quarter. A noho marae and waahi tapu tour is being developed for elected members, currently planned for 20-21 March.

Key performance indicators

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

Figure 9: Governance & Tāngata Whenua KPIs

As at 31 December 2016



79 Three KPIs were on target as at the end of the second quarter 2016/17.

80 Three KPIs are awaiting results not due until later in the year.

Legal considerations

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

Financial considerations

- 82 A summary of budget details for each activity (as at 31 December 2016) is provided in the activity reports attached as Appendix B to this Report SP-17-115.

SIGNIFICANCE AND ENGAGEMENT

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

RECOMMENDATION

- 84 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 second quarter of 2016/17 contained in the Activity Reports attached as Appendix B to this Report SP-17-155.

Report prepared by	Approved for submission	Approved for submission
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Terry Creighton

**Corporate
Monitoring Officer**

Sarah Stevenson

**Group Manager
Strategy and Planning**

Wayne Maxwell






**Group Manager
Corporate Services**

ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports












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

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

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

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

Table One: Capital Expenditure projects \$250,000 and above (continued)

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

3. Not included in the activity reports as project hasn't started yet. This is a 2015-35 Long term plan project

4. Not included in the activity reports as our contribution isn't due until 2017/18. This is a 2015-35 Long term plan project.

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

Project Status Key

 Complete	 On target	 Not on target
 Failed	 On hold	

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

Table Two: Additional Significant Projects⁶

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

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

Appendix B

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

Across Council Work Programmes



There are three programmes of work that extend across two or more activity areas. To present the reporting on these programmes of work more cohesively, they will be reported on in this 'Across Council Work Programmes' section rather than in separate activity reports.

These programmes of work are:

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

Open for Business – Caring, Dynamic and Effective

Background

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

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

Culture Change work programme – Caring, Dynamic and Effective

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

By 31 December 2016 the second phase of staff workshops was completed and these continued to build on the progress and outcomes from the previous staff workshops. The update below reports key developments in this work programme.

Key developments for the 3 months to 31 December 2016

- Increase in collaboration and communication across teams within the organisation which provides a more joined-up approach.
 - Development of ‘*Lets Get Talking*’, an opportunity for staff to share their thoughts and improvement ideas on “how we do things around here”. The first initiatives will be given to the Senior Leadership Team for consideration by the end of March 2017. This gives staff a new opportunity to give feedback in the same way as the external ‘*Express Yourself Kāpiti*’ platform launched late last year.
- Regular progress reports to the Senior Leadership Team and to Council.
- Planning for the Phase 3 staff workshops is underway. These workshops will target communication and cooperation through sharing success stories and lessons learnt.
- Group Manager, Regulatory Services commissioned case studies into some regulatory business experiences.


Business Improvement work programme

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


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







In December 2016 the focus for the team was extended beyond the Regulatory Service Group to include Business Continuity Planning. The following updates report key developments across both work programmes.

Business Improvement work programme –Regulatory Services

Description	<p>The work focus on Regulatory Services Group involves:</p> <ul style="list-style-type: none"> Implementing a Quality Assurance System across all of Regulatory to ensure that systems and processes are progressively reviewed and improved. This will be achieved by documenting all regulatory processes in a consistent format, establishing form registers for controlled documents, implementing a continuous improvement process and establishing a review/audit process that is appropriate to each area; and A LIM Improvement Project that aims to improve the way that LIMs are processed and delivered to our customers; assure the quality of information included in a LIM against section 44A of the Local Government Official Information and Meetings Act 1987. This includes quality control; operational efficiencies, an 'Open for Business' report format and effective oversight of the LIMs process. 		
Group	Office of the Chief Executive		
Status	Category	Timeliness	Budget
		 ✓	-
Comments (latest developments/upcoming milestones/critical activities)			
<i>Developments in the second quarter:</i>			
<u>Quality Assurance Systems – Regulatory Services</u>			
<ol style="list-style-type: none"> QAS Manuals for Building, Resource Consents, Compliance, Environmental Health, Alcohol Licencing and Animal Management being readied for publication. Completed the assigning of outstanding matters using the Continuous Improvements Process. This is the recording of Continuous Improvements (which could include issues identified and possible solutions), and monitors where these are currently assigned and the details of the last action taken. 			
<u>LIMs Improvement Project</u>			
<ol style="list-style-type: none"> Published LIM QAS manual. All outstanding matters recorded and assigned using the Continuous Improvements Process. Closed off the LIM QAS project on 19 December 2016. 			
<i>Upcoming milestones:</i>			
<u>Quality Assurance Systems – Regulatory Services</u>			
<ol style="list-style-type: none"> Publish the QAS Manuals for Building, Resource Consents, Compliance, Environmental Health, Alcohol Licencing and Animal Management. Support the Regulatory Services Group to move to Continuous Improvement mode. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> Resourcing - regular or other work programme requirements impact on staff capacity to complete their process work. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> None to report. 			

Business Improvement work programme – Business Continuity Planning Project

Description	<p>The work focus is Business Continuity Planning. It involves working with an external consultant on a Business Continuity Planning Project led by the Group Manager, Corporate Services to:</p> <ul style="list-style-type: none"> refresh and/or develop our planning around our corporate business and service continuity. 		
Group	Office of the Chief Executive		
Status	Category	Timeliness	Budget
		 ✓	-
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the second quarter:</i></p> <ol style="list-style-type: none"> Commenced the project on 5 December 2016. Established project approach and priority schedule for refreshing and/or developing Business Continuity Plans. Published two updated Business Continuity Plans on 22 December 2016 – (1) Loss of Building access (Civic and Maple building offices) and (2) Loss of Customer Call Management. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Continue to refresh and/or develop Business Continuity Plans, in accordance with priority schedule. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> Resourcing - regular work programme requirements impact on staff capacity to complete their business continuity planning work. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> None to report. 			

<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		

Expressway Integration

Expressway Integration work programme

This programme of work includes the following:

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

Key developments in the three months to 31 December 2016

Stride 'n' Ride

- Otaihanga Road shared path upgrade is complete.
- Realm Drive crossing improvement, near Mazengarb Road, is complete.
- There are three separate projects on Kāpiti Road which involve cycleways/shared paths improvements. The first site near the airport control tower is under construction. For the second and third sites agreements have been reached with businesses (Mitre 10 and Burger Fuel) to connect into existing cycleways/shared paths.
- The Raumati Road shared path and intersection upgrades Tender for Construction Services has been awarded. Physical works are to be done in conjunction with the Raumati Corridor Upgrade (refer to Access and Transport project reports).
- Poplar Avenue shared paths construction at Leinster Avenue and design phase between Matai Road and Glen Road have been completed.
- Te Moana Road and Park Avenue cycleway options were presented to the Waikanae Community Board, public consultation is on-going.

For further detail refer to the project report below.

Town Centres

- The Town Centres project is a major work stream of the Expressway Integration Programme. This project is working towards detailed design on its priority projects and is progressing: P2- Coastlands and civic precinct connection; P3 –Upgrade of Kāpiti Lights; and P4 - Iver Trask Place and Kāpiti Primary School projects.

For further detail refer to the project report below

Kāpiti Road Upgrade

- Construction has been completed with undergrounding of power and private connections on both sides of Kāpiti Road. A shared pathway has been created on the south side of Kāpiti Road.

For further detail refer to the project report below

State Highway 1 Revocation

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

NZTA's and Council's work to revoke SH1 to a "fit for purpose" local road is at the scheme design stage with a strong focus on developing traffic modelling, road layout and design, and aligning it with the town centres workstream. Council funded works such as landscaping, planting and street furniture etc, are being developed as part of the scheme design.

Projects – Summary

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


Expressway integration - Projects

as at 31 December 2016



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

Project reports

Cycleways, walkways and bridleways development – Stride ‘n’ Ride					
Description	Cycleway, Walkway, Bridleway(CWB) new capital and urban cycleway development programme. Implementation of Kapiti Coast District Council’s CWB Network plan over the next four years.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
<div>1. Council has confirmed funding support from the New Zealand Transport Agency (NZTA) for the three-year Stride ‘n’ Ride works after the acceptance of our Programme Business Case (PBC). The PBC is current for a nine year funding period.</div> <div>2. The Indicative Business Case for the three-year programme has been lodged with the NZTA, and is awaiting approval.</div> <div>3. Construction of the Mazengarb Road/Realm Drive crossing is complete.</div> <div>4. The Kāpiti Road shared path construction is complete between Ngahina and Arawhata Roads. Agreement has been reached with Kapiti Coast Airport Holdings Ltd regarding shared path construction adjacent to Kapiti Landing.</div> <div>5. Waikanae CWB facilities consultation is ongoing.</div> <div>6. The Raumati Road corridor upgrade project includes a shared path on the north side of Raumati Road between the Expressway and Weka Road. The contract has been awarded with construction programmed to start in January 2017.</div> <div>7. Poplar Avenue slow zone designs have been presented and discussed with the Paraparaumu – Raumati Community Board and are now being prepared for tender.</div>					
Risks (to programme, cost, quality, other)					
<div>1. The key risk is maintaining on-going public support for any proposed cycleway works that recommend re-allocation of road space in favour of cycle facilities.</div> <div>2. Procurement of limited contractor resources may also become a risk over the next 6 months.</div>					
Issues (for elected member attention)					
<div>1. Managing stakeholder’s expectations of increases in individual project scope which affect overall project affordability.</div>					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	869,000	795,754	795,754	
This year	2016/17	2,513,275	837,555	2,507,267	
Next year	2017/18	1,980,226		1,980,226	
Total		5,362,501	1,633,308	5,283,246	

1. The carry forward of \$456,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.

Town Centre major connectors					
Description	This project covers the two town centres, Waikanae and Paraparaumu. The project aim is to implement the adopted blueprint building block projects.				
Group	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. The Town Centres planned projects for this FY16/17 have been re-prioritised to ensure projects are affordable, achievable and resilient.					
2. The Town Centres design team continues to work with Te Āti Awa town centres working group to establish a set of Rohe-wide design principles and values that will inform the Technical Design Report.					
3. Project design meetings have been held with; the Te Āti Awa town centres working group; the NZTA SH1 Revocation team; Kapiti Primary School; Coastlands, and the Kapiti Lights working party.					
4. An agreement has been reached with the Kāpiti Lights working party in November 2016 to proceed with detailed design of this project.					
Upcoming milestones:					
5. Develop detailed designs for priority projects and confirm project cost estimates to Council, Community Boards, and the Te Āti Awa town centre working group in February 2017 for subsequent briefings with all relevant Stakeholders and community groups.					
6. Progress the three priority projects within the Paraparaumu Town Centre.					
7. Coordinate SH1 Revocation works and align with Town Centres and masterplan priority 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. Community expectations regarding Town Centres projects are not managed.					
Issues (for elected member attention)					
1. Expressway programme public open days in March 2017 will include updates on Town Centre masterplans and priority projects.					
2. Kapiti Lights Working Group funding agreements will require Council review and approval in February 2017.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,328,000	1,320,493	1,320,493	
This year	2016/17	2,555,958 ¹	893,679	2,555,812	
Total		3,883,958	2,214,172	3,876,305	

1. The carry forward of \$720,000 from Strategic Land agreed at the end of last year has been added to the 2016/17 revised budget.

Major community connector upgrades - Kapiti Road upgrade

Description	Removal of the remaining section of power poles in the footpath, widening of shared path and undergrounding of cables on Kāpiti Road between the Expressway and Rimu Road.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. Construction has been completed with undergrounding of power and private connections on both sides of Kāpiti road.					
2. Resource and Building consents granted for the moving of the retaining wall and erection of fences to several properties.					
3. Continued communication with all residents and business via letter drops, personal meetings and regular updates via Council media releases.					
4. The Council’s contribution to this project was funded from the CWB (Stride ‘n’ Ride) programme and the Town Centres project. Electra contributed to the overall funding by covering some of the project costs.					
Upcoming milestones:					
5. A post-Construction Safety audit is to be undertaken by MWH.					
6. A post Construction BBQ is to be held with residents and businesses on 27 January.					
Risks (to programme, cost, quality, other)					
1. Additional costs associated with relocating power cable under new retaining wall may impact on budget. Final Costs still under negotiation.					
Issues (for elected member attention)					
1. None.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	1,309,413 ¹	715,846	1,305,000	

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

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

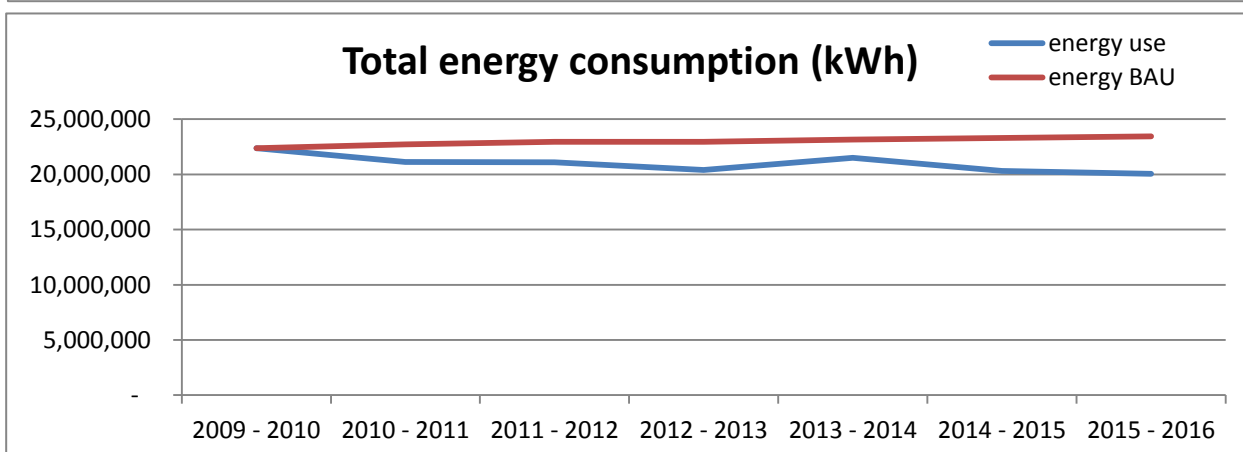
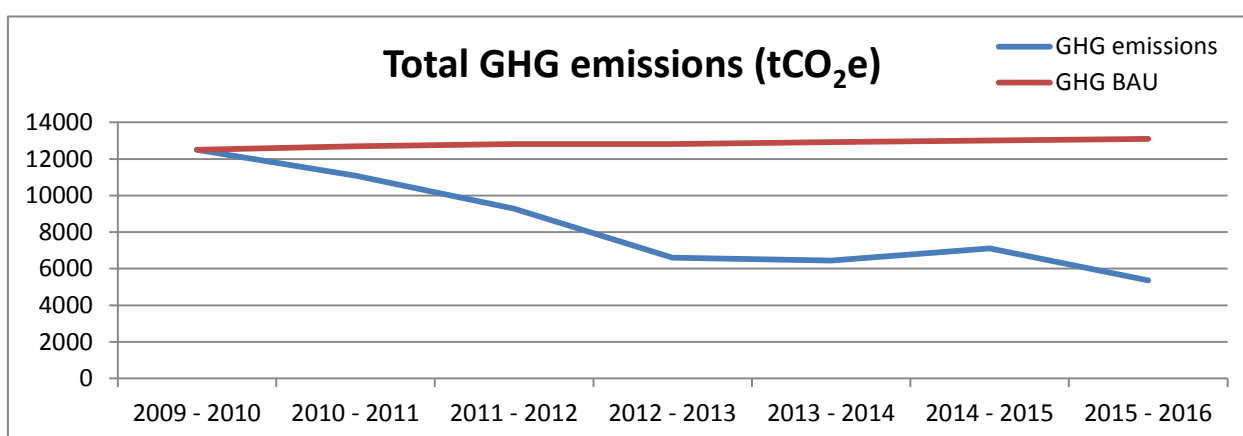
Carbon and energy management

Background: Adopted in 2012, the Council's Carbon and Energy Management Plan sets a target of an 80% reduction in greenhouse gas emissions from the organisation in 2021/22 compared to 2009/10, through energy conservation, renewable energy, reducing fossil fuel use and changing how waste is disposed of. The Council has its annual emissions inventory (carbon footprint) independently audited to gain 'CEMARS' accreditation to the ISO-14064 standard.

Summary of 2015/16

- The Council's organisational energy use, energy costs and greenhouse gas emissions (GHG) in 2015/16 were the lowest they have been in at least seven years. Energy use was 10% below 2009/10, and declined across all fuel types.
- Total energy costs were 7% below 2009/10 (less than the 10% reduction in energy use) as although energy prices have fallen recently they are higher than 2009/10 levels. Total energy costs were \$154,000 (6%) lower than in 2014/15.
- Greenhouse gas emissions in 2015/16 were 57% below the 2009/10 baseline. The reduction in emissions was related to reduced energy use and changes to how sewage sludge is disposed of. This result has been verified as a result of Council's annual CEMARS audit.

Year	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10
Cost (\$M)	2.35	2.51	2.64	2.69	2.67	2.52	2.52



Key results to 31 December 2016

- The Council added its first light electric vehicle to its fleet, KET11, a Nissan Leaf, at the end of November 2016. It is entirely battery powered and has the lowest whole of life cost of vehicles in its class. It is a pool vehicle for general use by staff, around 20 of whom have driven it so far.
- Already the vehicle has had excursions to Porirua and Lower Hutt. A dedicated charging point has been installed at the Civic Building. The Council now has an account and activation fob for Charge.Net 'fast' charging points which are being established around the country and region, including at Ōtaki New World.
- The principals of five schools within the district with swimming pools were offered council's surplus solar heating panels from Ōtaki Pool. The three schools with the largest pools have responded, and detailed site surveys have been carried out of these to refine installation cost estimates.

Outlook/issues

- Council GHG emissions will decline further in 2016-17 compared to previous years due to the full-year effect of the change to sludge disposal. The reduction will then 'bottom out' at approximately 72% below baseline, unless further measures are implemented.
- The remaining measures identified in the Carbon and Energy Management Plan necessary to achieve the 80% target are converting the district to LED streetlights, large-scale solar electric panel installations at Council facilities, converting Ōtaki and Waikanae Pools to wood heating, and using 'carbon offsets' from local native reforestation, including on council's own land. Additional or alternative approaches could also be considered, for example greater use of EVs or heat pump heating for pools.
- The Council's GHG emissions are also affected by the current lack of a gas flare at Levin Landfill, where the majority of waste collected by Council is disposed of. Emissions from the district as a whole associated with solid waste disposal (e.g. domestic collections) are similarly affected.

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 December 2016

Three capital projects are contributing to a programme of works to get Kapiti Road 'ready for the Expressway'. This programme of works started late August 2016 and will carry on for approximately 8 to 10 months.

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

Network Maintenance

- The annual reseal programme has been finalised and pre-seal repair markouts have been completed. Pre-seal repairs are well underway and will be completed by the end of January with resealing to be undertaken between February and April 2017.
- The annual footpath upgrade programme is in the development stage and will be circulated once completed. Physical work is programmed in the summer months.
- The "no spray" register for weed spraying has been updated with properties on the register confirming whether they wish to remain on the no spray list. Residents on the register are responsible for weed management in the road reserve outside their property boundaries.

Network Planning

- The Council and the NZ Transport Agency (NZTA) have begun to develop a Network Operating Framework Plan (NOP) which when complete will provide Council with a management system and suite of tools to optimise network use. This project is focused on the major east – west connections in Paraparaumu and Waikanae. Two workshops have been held during this quarter with a third workshop planned for February 2017.
- Two Investment Logic Mapping (ILM) Workshops were held to define the problems and benefits associated with the development of a strategic business case for the Kapiti Road Relief Route project and wider east-west connections in Paraparaumu.
- A Strategic Business case was prepared and delivered to NZTA (as co-funder) for approval to proceed to the next stage of the Kapiti Road Relief Route/East–West connections project. The next stage is the development of either a Programme Business Case or Indicative Business Case or a combination of both of these.
- Transport and Traffic advice was provided on 40 resource consents in this quarter.
- Access and Transport expert witness advice was provided for a 1.5 day resource consent hearing.

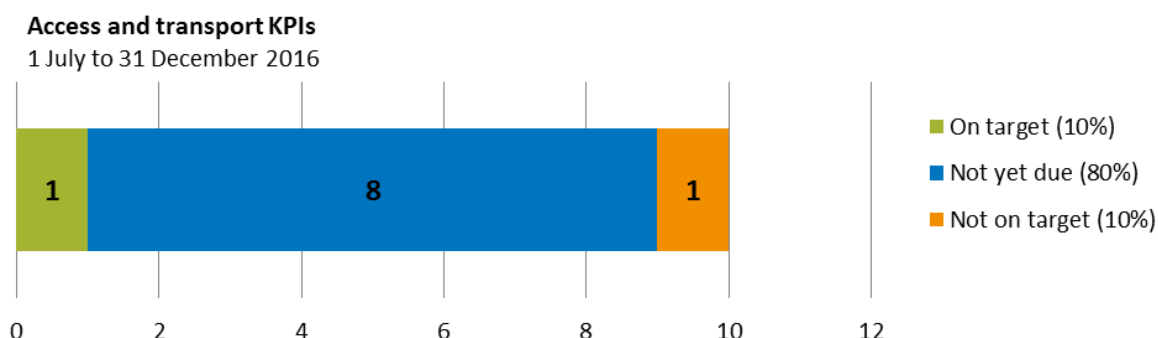
Travel planning and safety initiatives

- Recent safety education initiatives undertaken in this quarter include:
- 'See the Person Share the Road' advertising signs were erected on State Highway One in Kāpiti.
 - Bus Backs advertising special offers for December 2016; on both Mana Coaches and Otaki's provider Uzabus "See the Person Share the Road" artwork, provided by GWRC.
 - Child restraint installations are continuing with referrals via the NZTA qualified child restraint technician's website and also following direct requests from parents.
 - "Your balls are in my hands" - drink driving legend bar mats provided to all Kapiti licensed premises. Chartered clubs, sport clubs, hotels and bars now show this 'drink drive message' on their bars.
 - A request from Age Concern about establishing a CarFit programme in Kapiti has led to a request to local service clubs to provide a group of 8-10 volunteers to be trained as CarFit assessors together with an Occupational Therapist from the CCDHB. The training is planned to start in February 2017.
 - Raumati South School – 'Bikes in Schools' funding has raised \$30,500 to date against a target of \$60,000.
 - The Annual Orange Day School Patrols Parade saw 225 students march from Kapiti schools that operate a school patrol crossing and/or a Kea crossing. A total of ten schools attended a wet start to the parade from the Coastlands Aquatic centre to the Coastlands Event Cinema where the students saw the movie "Pete's Dragon" free of charge courtesy of the film distributors. Raumati Beach school was voted the 'School Patrol of the year' and received the School Patrol Police Cup and a \$200 Rebel sports voucher. The schools banner safety message competition was judged by Police and council staff and the winner was Waikanae Primary school who also received a \$200 Rebel sports voucher.
 - Radio advertising (joint action with the New Zealand Police) was undertaken on key Road Safety messages targeting motorcycle safety, visibility (being seen) and driver fatigue to coincide with the school holidays break.

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

Performance measures summary

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

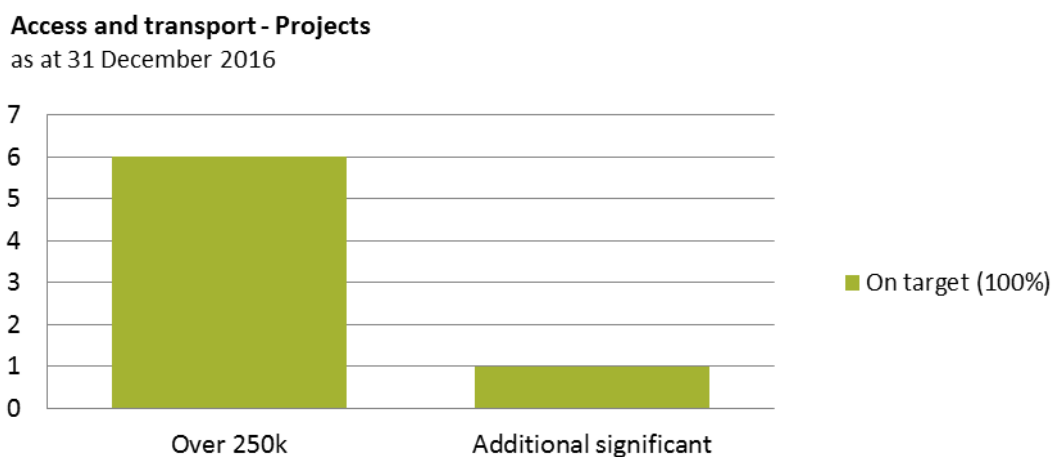


One of the ten KPIs was on target at the end of the second quarter. Eight KPIs cannot be reported on as data is not yet available. They will be reported on by the end of the 2016/17 financial year.

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

Projects – Summary

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



All seven projects are on target at the end of the second quarter.

Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Our transport network allows for the safe and efficient movement of people and goods	Residents that agree that the existing transport system allows easy movement around the district	85%	Not yet due	This measure will be reported in the fourth quarter .
	Number of serious and fatal crashes on district roads is falling (<i>excludes SH1</i>) (DIA mandatory measure)	Less than or equal to the 6 serious injury or fatal crashes in 2015/16	Not on target	Five serious injury crashes, no fatal crashes, in the first two quarters (interim data only as final quarterly NZTA data not available at end December). (2015/16 total was 6 crashes)
	Residents that are satisfied with street lighting	85%	Not yet due	This measure will be reported in the fourth quarter.
Our transport network is affordable and reliable and users can easily get around the district by their preferred means	Percentage of the sealed local road network that is resurfaced (DIA mandatory measure)	5%	Not yet due	This measure will be reported in the fourth quarter.
	Residents that are satisfied with the condition of the road and footpath network	Roads 70%	Not yet due	This measure will be reported in the fourth quarter.
		Footpaths 70%	Not yet due	This measure will be reported in the fourth quarter .
	Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure (STE) is above 85%	Not yet due	Results are not due until the fourth quarter.
	Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand	Achieve	Not yet due	This is only available with a one-year lag and is quite volatile. Data for 2015/16 won't be available until year end. (2014/15 data showed Kapiti was 10% below selected peer group average, having been 14.7% above in 2013/14).
	Percentage of service requests relating to roads and footpaths responded to within 24 hours of notification (DIA mandatory measure)	Roads 85% Footpaths 85%	On target	All Service Requests (100%) were received and acknowledged within 24 hours
	Percentage of footpaths that fall within the level of service or service standard for the condition of footpaths as set out in the activity management plan. (DIA mandatory measure)	Target footpath condition rating (percentage compliant with standards)	Not yet due	A forward works programme is being developed in 2016/17 based on available funding, lifecycle management and condition rating information.

Project reports

Major community connector upgrades - Nga Manu Reserve road

GL codes	GL17950, GL1795A				
Description	Design and construct new access road 0.2 km from Nga Manu Access Road to the east of Smithfield link road. Road provides part of a link for future development between north of Waikanae and the beach.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒✓	\$✓ ¹		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. The Alliance is continuing with the construction programme.					
2. Road formation works are progressing, with new pavement to follow.					
3. The Kakariki Stream Bridge is now complete, with traffic now diverted through the new Nga Manu Access Road.					
4. Part of Smithfield Road has been “stopped” as a result, with access removed.					
Upcoming milestones:					
5. Road extension works to be completed late January early February 2017.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. None.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,102,924 ²	1,171,123	1,171,123	
This year	2016/17	636,247	536,247	636,247	
Total		1,739,171	1,707,370	1,807,370	

1. The budget is on target in the current financial year, even though it is not over the whole two years of the project.
2. The carry forward of \$432,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.

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

Local area connectors - Kapiti Road / Arawhata Road Intersection upgrade					
GL codes	GL1794P				
Description	Kapiti Road / Arawhata Road Intersection upgrade treatment incorporates installation of traffic signals and improved traffic lane configuration.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. Physical works are substantially complete, with the traffic signalled intersection fully operational.					
<i>Upcoming milestones</i>					
2. Any final work will be completed in January 2017.					
Risks (to programme, cost, quality, other)					
1. Community dissatisfaction associated with traffic signal treatment and the number of sets of signals along Kāpiti Road.					
Issues (for elected member attention)					
1. On-going adjustments to traffic signal phasing will be required to accommodate the changing traffic movements prior to and following the opening of the Expressway.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
Last year	2015/16	166,500	166,500	166,500	
This year	2016/17	166,504	158,054	166,504	
Total		333,004	333,004	333,004	

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

Local area connectors – Raumati corridor upgrade and road reconstruction					
GL codes	GL1794N, 17929, 179Q1				
Description	Raumati Corridor Development Works including intersection improvements and provision of a shared cycle/pedestrian path.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. The contract has been awarded for the construction of the shared cycle path on the northern side of Raumati Road, the Raumati / Hillcrest roundabout, the traffic calming left turn movement works at Matai Road and Weka Road triangle safety improvements.					
Upcoming milestones					
2. The construction site will be set up in the second half of January 2017.					
Risks (to programme, cost, quality, other)					
1. Disruptions to traffic and pedestrian movements whilst works in progress					
Issues (for elected member attention)					
1. Kapiti College’s one-way internal road system will be operating before the roundabout is built so there will be additional traffic demands on the Raumati / Hillcrest intersection.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	235,601	235,601	235,601	
This year	2016/17	1,393,587	102,489	1,393,587	
Total		1,629,188	338,090	1,629,188	

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

Waitohu Valley Road upgrade					
GL codes	GL17952				
Description	Waitohu Valley Road pavement widening				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. The project will be starting in February, now that NZTA have awarded the PP2O contract to Fletcher Construction, and is expected to be completed this financial year.					
Upcoming milestones					
2. Commission cross section survey to inform construction.					
Risks (to programme, cost, quality, other)					
1. Community expectations exceed what can be achieved within the budget allocation.					
Issues (for elected member attention)					
1. Potential on-going operational issues for Waitohu Valley Road associated with local access to quarry and future logging.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	305,701	18,528	304,796	

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

Sealed road resurfacing					
GL codes	GL1792B				
Description	To complete the annual reseal programme in accordance with the NZTA requirements.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. Pre-seal repair marking out has been completed across the district and pre-seal repairs are well underway.					
<i>Upcoming milestones:</i>					
2. Pre-seal repairs will be substantially completed by the end of January 2017.					
3. Sealing will be completed between February and April 2017.					
Risks (to programme, cost, quality, other)					
1. On-going sweeping of chipseal sites to be monitored.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,017,692	49,175	1,017,692	


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

Minor improvements programme					
GL codes	GL1793A/1793M				
Description	Minor improvements are physical works which comprise small, isolated geometric road and intersection improvements, traffic calming, lighting improvements for safety, installation of new traffic signs and road markings. This programme is undertaken every year.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. Pedestrian and safety improvements completed at Kapiti Road Friendship Place Roundabout (Kapiti Landing).					
2. Kerb ramps installed at Belvedere Avenue (Waikanae) and Weggery Drive (Waikanae Beach) for pedestrian and cycle access.					
3. Installation of tactile pavers in each of the pedestrian refuges on Kapiti Road between Cedar Drive and Anthony Court.					
4. Safety improvements at Marine Parade Otaki Beach including a pedestrian refuge, new pedestrian ramps and footpath, right turn lane into Tasman Road, and cross hatched central flush median from Karaka Street to Rupini Street.					
5. Electronic Cycle warning signs installed at Otaihanga Rd and Mazengarb Rd intersections with the Expressway Cycleway. The signs won't be switched on until the Expressway opens.					
Upcoming milestones:					
6. Investigations and designs for intersection upgrades at Te Moana Road/Park Avenue in Waikanae and Ratanui Road/Mazengarb Road in Paraparaumu, to be completed by the end of January 2017. Other minor pedestrian and cycle safety works that can be carried out this financial year within the remaining budget.					
Risks (to programme, cost, quality, other)					
1. No risks to note.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	433,596	376,337	463,596	

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

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

Additional significant project

Footpath renewal		GL code	1793F		
<i>Developments in second quarter:</i> 1. Footpath data has been updated in NZTA’s Road Assessment and Maintenance Management database. 2. Footpath forward works programme is being developed through inventory audit, life cycle management practices, and required field validations. <i>Upcoming milestones:</i> 3. A forward works programme will be confirmed with community boards and work programmed for completion.		Status			
		Timeliness	 ✓		
		Budget	\$ ✓		
		Current year project costs to 31 December 2016			
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	223,541	19,078	223,542	

Access and transport – financial results to 31 December 2016

Capital expenditure summary				
	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	502	687	1,501	1,447
Total projects over \$250,000	2,094	3,608	6,889	6,933
Total	2,596	4,295	8,390	8,380

Cost of activity statement				
2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
5,054	Other operating expense	2,096	2,393	4,896
4,918	Depreciation and amortisation	2,521	2,560	5,121
1,408	Finance expense	633	813	1,627
11,380	Operating expenditure	5,250	5,766	11,644
	Revenue			
24	Fees and charges	43	31	62
3,246	Grants and subsidies	1,366	2,056	4,532
397	Development and financial contributions revenue	221	100	201
251	Other operating revenue	140	133	266
3,918	Operating revenue	1,770	2,320	5,061
7,462	NET OPERATING COSTS	3,480	3,446	6,583
	Capital items			
2,033	Asset renewal	293	893	2,068
3,971	New assets upgrade	2,303	3,402	6,322
6,004	Total capital items	2,596	4,295	8,390
13,466	NET COST OF ACTIVITY	6,076	7,741	14,973

Capital expenditure of \$ 2.59 million was \$1.69m underspent.

Parts of the Stride 'n Ride program have been rescheduled to best align with the Town centres program for later in the year.

Coastal management

Whakahaere takutai



Key developments for the 3 months to 31 December 2016

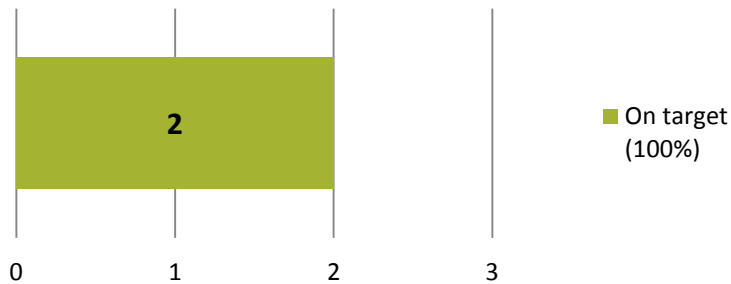
- Paekākāriki Seawall: Continuation of the preliminary designs.
- Continued developing the long term solutions for the areas damaged by the July 2016 storm event.
- Completed the field work related to the condition assessment of Coastal Assets (766 assets).

Performance measures summary

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

Coastal management KPIs

1 July to 31 December 2016



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

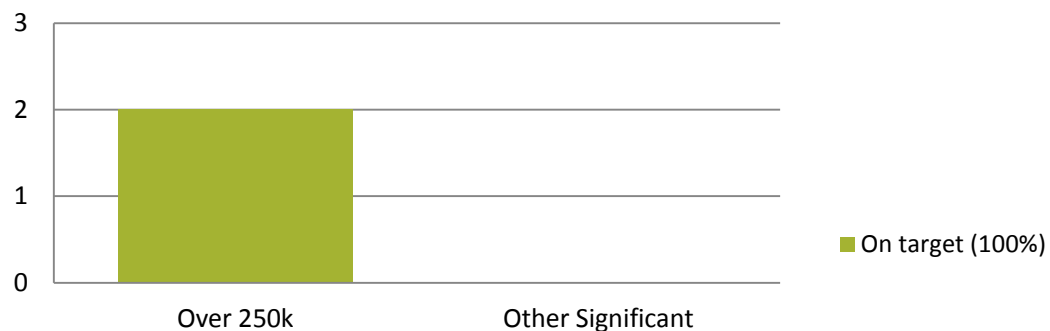
Projects – Summary

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

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

Coastal management - Projects

as at 31 December 2016



Performance measures

as at 31 December 2016

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 (95%)	In the year to date there were 47 requests (32 in Q1 and 15 in Q2). Of those 47 requests 19 were urgent. 18 of the 19 urgent requests (95%) were responded to within 48 hours. 1 request was responded to within 72 hours.
We keep our stormwater beach outlets clear to avoid flooding	Stormwater beach outlets are kept clear	80%	On target (100%)	All beach outlets cleaned and kept clear.

Project reports

Coastal protection Paekākāriki					
GL codes	GL18775				
Description	Options and design for the replacement of the seawall along The Parade, Paekākāriki. Stage Two consultation and consenting: section of seawall from north of the Sand Track to balance of seawall with no rock protection.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter were:</i>					
1. Completion of preliminary design options together with cost estimates.					
2. Peer review of the cost estimates.					
3. Presented preliminary design options to the Paekākāriki Community Board and the community.					
<i>Upcoming milestones:</i>					
4. Decide on the revised project scope as the budget is not sufficient to complete the original project scope – End January 2017.					
5. Updating SLT and Council on the current project status and gain approval to proceed with the revised project scope – Mid February 2017.					
6. Commencement of detailed designs – March 2017.					
7. Physical works tender and award – June 2017.					
8. Construction – June 2017 to June 2019.					
Risks (to programme, cost, quality, other)					
1. Challenge of identifying a suitably experienced and skilled physical works contractor and sourcing rock (large volume) in the light of other major construction works happening in the Wellington Region.					
2. Due to budget constraints there is a possibility of replacing only a portion of the seawall and the risk of the unattended portion of the seawall failing needs to be minimised.					
Issues (for elected member attention)					
1. Estimated total cost of the option consented by GWRC is \$13.5 million whereas the budget allocated is only \$10.6 million. Therefore a change in scope is required.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	1,249,996	287,599	649,997	Possible carryover of 600,000
Next year	2017/18	6,000,000		6,600,000	
Final year	2018/19	3,422,327		3,422,327	
Total		10,672,323	285,212	10,672,324	

Marine Parade revetment					
GL codes	GL1877D				
Description	The rock revetment at Paraparaumu beach which has been built under emergency works provisions is currently resulting in some `end` effects causing erosion at the southern end. This project is to identify the most appropriate option for mitigating the end effect while providing protection to the Marine Parade, Paraparaumu.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter were:</i>					
1. Completed a survey in the project area.					
2. Presented the design options together with cost estimates to the affected community at a community meeting.					
3. Engaged a legal professional to gather more information about the legal status of “Old Coach Road” as the ownership of Old Coach Road affects some of the design options under consideration.					
<i>Upcoming milestones:</i>					
4. Present the current status of the project to Council – February 2017.					
5. Decision on the project scope and the programme as the cost of some of the options under consideration exceed the budget available for this project – February 2017.					
Risks (to programme, cost, quality, other)					
1. Resolution of the matters associated with Old Coach Road may affect the work programme and the budget.					
Issues (for elected member attention)					
1. Budget shortfall as the cost of the Community’s preferred option (\$800,000) is approximately \$550,000 more than the budget allocated for this project. Council will have an opportunity to consider the scope of the project in February 2017.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	254,994	15,321.74	254,994	

<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		

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

GL codes	GL18764076				
Description	A storm event occurred in the Wellington Region (1 in 30 year event) on the 23/24 July 2016 causing significant damage to the Kapiti coastline. This project is to carry out the repairs and replacements of the council-owned assets damaged by the storm.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
	This is not a standard planned project. It is an emergency response project to deal with the impact of a significant weather event.				
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter were:					
1. Developing concept design options for implementation of a permanent solution for 71-49 Wharemauku Road location (this location is covered under the Marine Parade Revetment Project).					
2. Selecting a physical works contractor and organising funds for implementation of a permanent solution for 18 and 21-24 Arawa Street location.					
Upcoming milestones:					
3. Present the current status of the project to Council to resolve the funding issues as there is no budget allocated for this emergency project – February 2017.					
Risks (to programme, cost, quality, other)					
1. None at this stage					
Issues (for elected member attention)					
1. This project was implemented with no budget allocation.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	-	198,051	250,000	

Coastal management – financial results to 31 December 2016

Capital expenditure summary				
	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projections 2016/17 (\$'000)
Total projects under \$250,000	202	15	130	380
Total projects over \$250,000	295	260	1,505	1,505
Total	497	275	1,635	1,635

Cost of activity statement				
2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
341	Other operating expense	166	169	340
490	Depreciation and amortisation	187	215	430
187	Finance expense	85	115	231
1,018	Operating expenditure	438	499	1,001
1,018	NET OPERATING COSTS	438	499	1,001
	Capital items			
371	Asset renewal	494	262	1,609
127	New assets upgrade	3	13	26
498	Total capital items	497	275	1,635
1,516	NET COST OF ACTIVITY	935	774	2,636

Capital expenditure was \$222,000 unfavourable to budget mainly due to the emergency coastal repairs.

Solid waste

Para ūtonga

Key developments for the 3 months to 31 December 2016

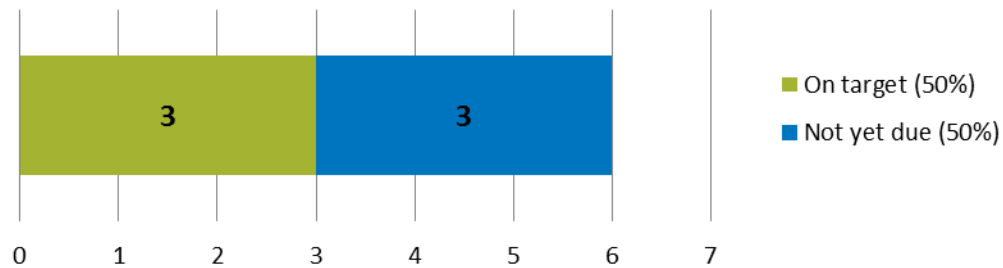
- Clay deliveries for the final capping of the Otaihanga landfill continued with 17,000m³ of the planned 24,000m³ for the 2016/17 year delivered. Peat secured from the M2PP project, that had been stockpiled on site, was spread over clay capped areas.
- The waste-levy-funded vermicomposting of biosolids trial in Ōtaki continues. Testing of the composted material later in the new year will confirm the results of this trial.
- The 2016/17 Waste Levy Grants for community projects were allocated by the Grants Allocation Committee meeting in December 2016. The \$20k available for community projects was fully allocated. Three applicants were invited to submit full applications for Innovation and Business category grants by February 2017.
- EnviroWaste implemented a new two stream recycling service for their rubbish bag customers. This two stream service involves residents putting out a 240L wheelie bin with all non-glass recycling one week, and then the green 55L crate for glass only, the following week. Major problems were experienced during the rollout of this service, with many residents experiencing long delays in gaining their new bin and crate. When the problems were strongly brought to their attention they promised to put more resources into ensuring customers were responded to promptly. The number of complaints council has received has subsequently dropped significantly.
- The formulation of the draft 2017-2023 Regional Waste Minimisation and Management Plan continued.
- A range of waste education and waste minimisation activities were conducted, including the Zero Waste Education Programme being delivered to 80 year one to four students at Paekākāriki School in November 2016.
- The national Love Food Hate Waste programme continued with an information stall at the Kāpiti Food Fair in December 2016.

Performance measures summary

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

Solid waste KPIs

1 July to 31 December 2016



Three KPIs were on target at the end of the second quarter and three were 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 on target.

Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Otaihanga, Ōtaki and Waikanae facilities are open seven days a week and we licence kerbside collection services for our urban areas	Disposal facilities are open 357 days	357 days per year	On target	Otaihanga facility was closed for 30 minutes one day in the second quarter due to an accident on site involving an employee.
	Licensed collectors are compliant with licence requirements	Achieve	On target	
	Residents who are satisfied with the standard of kerbside collections	85%	Not yet due	This measure will be reported in the fourth quarter. (2015/16 result was 92%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	On target	105 of 122 service requests (86%) were responded to on time in the year to date.
We encourage waste minimisation and provide education information and advice	Residents who are satisfied with the waste minimisation education, information and advice available	75%	Not yet due	This measure will be reported in the fourth quarter. (2015/16 result was 81%)
	Waste minimisation community projects are successfully implemented	80%	Not yet due	Will be measured at the end of the fourth quarter.

Project reports

Otaihanga landfill capping					
GL codes	GL18049				
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. The first 17,000m3 of clay has been placed for the 2016/17 year, with further deliveries underway. Spreading of peat and grass seeding of completed cap areas continues.					
Upcoming milestones:					
2. No milestones to report.					
Risks (to programme, cost, quality, other)					
1. Key risk is not securing the remaining clay volumes required from a local source. Increased costs may be incurred if this clay has to be sourced from other quarries or from outside the district.					
Issues (for elected member attention)					
1. No issues to report					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	510,000	217,553	510,000	

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

Solid waste – financial results to 31 December 2016

Capital expenditure summary				
	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	1	6	12	12
Total projects over \$250,000	217	255	510	510
Total	218	261	522	522

Cost of activity statement				
2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
601	Other operating expense	335	378	755
404	Depreciation and amortisation	210	165	331
173	Finance expense	78	93	186
1,178	Operating expenditure	623	636	1,272
	Revenue			
509	Fees and charges	293	269	538
509	Operating revenue	293	269	538
669	NET OPERATING COSTS	330	367	734
	Capital items			
-	Asset renewal	218	261	522
-	Total capital items	218	261	522
669	NET COST OF ACTIVITY	548	628	1,256

Stormwater

Whakahaere wai araha

Key developments for the 3 months to 31 December 2016

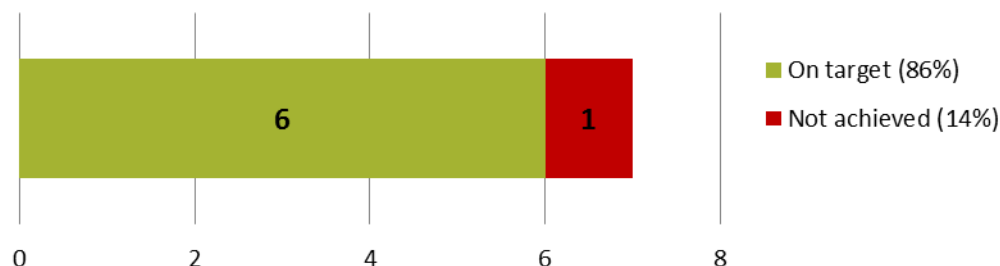
- Detailed investigations of the re-prioritised Stormwater work programme are progressing well. Work in 32 out of 34 catchments was completed by end of December 2016.
- Physical works for the Ōtaki Stormwater pump station upgrade are substantially complete. Planting in the dune area and finalising the subdivision of the property are all that remains to be done.
- Two minor capital works projects were completed. The remaining 10 are planned to be completed in the second half of the year.
- Gravel extraction and minor capital works at Wharemauku stream were completed.
- Responded to 238 service requests related to stormwater and flooding.
- Achieved compliance from Greater Wellington Regional Council (GWRC) for the 2015/16 stormwater discharge consent.

Performance measures summary

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

Stormwater KPIs

1 July to 31 December 2016



Six of the seven KPIs (71%) were on target at the end of the second quarter.

One KPI was not achieved:

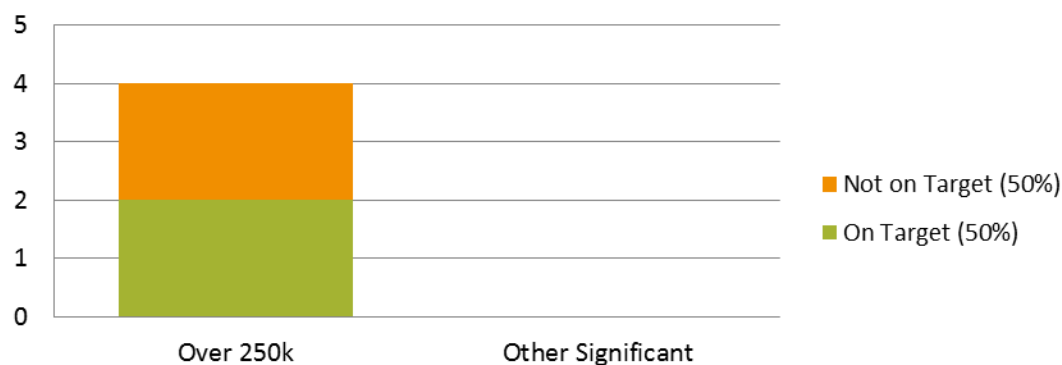
- *The number of complaints about the performance of the stormwater system* has a target of 10 complaints per 1,000 connections for the year. We have already received 16.2 complaints per 1,000 connections in the year to date. There is a significant programme of work underway in this activity following on from the re-prioritisation of the stormwater work programme which is intended to improve performance in this area in future years.

Projects – Summary

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

Stormwater - Projects

as at 31 December 2016



Two of the four projects were on target at the end of the second quarter.

Two projects were not on target as revised project forecasts show they will run over initial budgets. These are the Ōtaki Stormwater Pump Station upgrade and the Waikākāriki Stream gravel extraction projects.

Performance measures



as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
We minimise risks to human life and health from flooding by responding efficiently and effectively to flooding issues and we maintain, repair and renew major flood protection and control works	Median response time to attend a flooding event from notification to attendance on site <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 24 hours	On target (Median response time was less than 24 hours)	To date, there are 388 service requests and out of them 356 were related to flooding (147 in Q1 and 209 in Q2). Among the 356 requests received, 200 were urgent and the median response time was 0 days (less than 24 hours).
		Non-urgent = less than or equal to 5 days	On target (Median response time was 3 days)	The median response time was 3 days for the 156 non-urgent requests in the year to date.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (100%)	There were 11 building related requests (1 dwelling, 1 workshop and 9 garages) and all of them were visited within 4 weeks.
	Number of complaints received about the performance of the district's stormwater system <i>(DIA mandatory measure)</i>	Less than 10 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i>	Not achieved (16.2 complaints per 1,000 connections)	Of the 388 requests to date, 356 can be regarded as complaints (= 16.2 per 1,000 connections)
	Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the council's activity management plan <i>(DIA mandatory measure)</i>	Achieve	On target	Two projects had work carried out in this category in the year to date. Both are now completed and have been implemented to the accepted standards. (Ōtaki Pump Station upgrade and Wharemauku Stream works).
	Number of buildings (habitable floors) reported to be flooded as a result of a less than 1-in-50 year rain event <i>(DIA mandatory measure)</i>	Less than 3 per 1000 properties connected to the council's stormwater system	On target (0.05 per 1,000)	Flooding reported for 11 buildings to date. Only one was a habitable floor, 1 is a work shop and 9 are garages. (= 0.05 per 1,000 connections)

SP-17-115 Appendix B – Activity report to 31 December 2016



Contribution to outcomes	Performance measures	Target	Result	Comment
We comply with our resource consent conditions and our stormwater systems do not harm the downstream receiving environment	<p>Measure compliance with council's resource consents for discharge from its stormwater system, by the number of:</p> <ul style="list-style-type: none"> a) abatement notices; b) infringement notices; c) enforcement orders; and d) successful prosecutions, received by the council in relation those resource consents. <p><i>(DIA mandatory measure)</i></p>	None	On target (none)	<p>No non-compliance with council's resource consents for discharge from its stormwater system.</p> <p>Received GWRC compliance Report in Q2 for the year 2015/16.</p>

Project reports

Ōtaki Beach pump station upgrade				
GL codes	GL58133			
Description	Major upgrade to Ōtaki Beach stormwater system with the construction of a replacement pump station and upgraded gravity system.			
Group	Infrastructure			
Status	Category	Timeliness	Budget	
		 ✓	\$ 	
Comments (latest developments/upcoming milestones/critical activities)				
<i>Developments in second quarter:</i>				
1. Completion of construction including installation of pumps and testing.				
2. Finished the post-completion inspections of properties adjacent to the pump station.				
<i>Upcoming milestones:</i>				
3. Planting in the dune area is to be undertaken in June 2017 (aligned with the planting season).				
4. The subdivision of the property at 37 Moana Street, where the pump station is located, should be finalised by end June 2017. This will establish the house on a separate title to the land occupied by the pump station at the rear of the current property.				
Risks (to programme, cost, quality, other)				
1. None at this stage.				
Issues (for elected member attention)				
1. Initial budget was insufficient to complete the project. Council approved up to an additional \$401,000 to complete the project, to be drawn from the reactive solutions budget. The latest forecast suggest only \$301,055 will be needed.				
Current year project costs to 31 December 2016				
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$
Last year	2015/16	3,073,799 ¹	3,152,937	3,152,937
This year	2016/17	526,999	728,671	828,054 ²
Total		3,600,798	3,881,608	3,980,991

1. The carry forward of \$527,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
2. Council approved the allocation of additional budget of up to \$401,000 to this project (from the Reactive Solutions budget) to complete this work. At this stage it is expected to only require \$301,055 of that for 2016/17.

Waikākāriki Stream gravel extraction

GL codes	GL18412			
Description	Required flood protection and associated gravel extraction works on the Waikākāriki Stream located on the site of the existing “1906 building” State Highway 1, Paekākāriki.			
Group	Infrastructure			
Status	Category	Timeliness	Budget	
		 ✓	\$ 	
Comments (latest developments/upcoming milestones/critical activities)				
<i>Developments in the second quarter:</i>				
1. Revised project work programme finalised.				
2. Landowner updated with the revised work programme.				
3. Lodged the planting and restoration plan with GWRC (as per the resource consent conditions).				
4. Submitted a building consent application for the retaining wall and the bridge.				
<i>Upcoming milestones are:</i>				
5. Procurement of light vehicle bridge and construction on site – January to July 2017.				
Risks (to programme, cost, quality, other)				
1. Delays in Building Consent approvals may affect the programme.				
Issues (for elected member attention)				
1. Initial budget insufficient due to additional legal and easement costs. The shortfall (\$100,000) is to be provided from the reactive solutions budget.				
Current year project costs to 31 December 2016				
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$
Last year	2015/16	101,000 ¹	105,305	105,305
This year	2016/17	298,999	13,717	398,999 ²
Total		399,999	119,022	504,304

1. The carry forward of \$299,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
2. The forecast project cost for 2016/17 is now \$100,000 higher than initially expected – this will be funded from the Stormwater Reactive Solutions budget.

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

Charnwood Grove stormwater upgrade					
GL codes	GL481C1				
Description	Major upgrade to stormwater system at Charnwood Grove and Nimmo Avenue with the construction of a pump station and upgrade of five existing stormwater outfalls and installation of a new stormwater outfall that traverses the proposed foot print of the Jim Cooke Park stop bank. (The stop bank is planned to be constructed by Greater Wellington Regional Council in the current financial year).				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. Completion of preliminary designs.					
2. Completion of geotechnical and survey work.					
3. Agreed on the cost sharing arrangement between Council and GWRC for the four stormwater outlets and one rising main which will be installed under the GWRC stopbank contract.					
<i>Upcoming milestones:</i>					
4. Formalising the cost sharing arrangement with GWRC and monitoring the work progress.					
5. Updating the community affected by this project, on the changes in the scope and the implementation programme.					
Risks (to programme, cost, quality, other)					
1. Council is not involved with the management of the GWRC contract listed under Item 3 above and there is a risk of paying for increased costs to cover the variations associated with the contract.					
Issues (for elected member attention)					
1. Charnwood Grove stormwater upgrades have been in the current LTP for implementation in the year 2016/17. Through the 2016/17 annual plan process, there has been a change in scope and the work programme, but has not been formally communicated to the affected residents.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	100,000	83,218	83,218	
This year	2016/17	459,002	122,474	459,000	
Total		559,002	190,691	542,218	

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

Reactive solutions (stormwater minor improvements)					
GL codes	GL18415 and GL3817D				
Description	Detailed investigations of 140 projects (in 34 catchments district wide), design and construction of selected minor improvement works.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. Detailed investigations have been completed in six catchments in the second quarter; making the total number completed 32 out of 34 (12 catchments were completed in the fourth quarter of 2015/16 and 14 catchments in first quarter of 2016/17).					
2. Completed Wharemauku detention dam assessment.					
3. Completed designs and tender documents for 12 minor capital works projects.					
4. Completed physical works for two minor capital works projects.					
Upcoming milestones:					
5. Construction of minor capital works for the remaining 10 projects.					
6. Completion of preparation of a prioritised work programme to replace the current Long term plan programme and present to Council through the Annual plan process – by February 2017.					
Risks (to programme, cost, quality, other)					
1. None.					
Issues (for elected member attention)					
1. Allocated up to \$401,000 from this budget to cover the budget deficit for the Otaki stormwater upgrade project and \$100,000 to cover the budget deficit for the Waikākāriki stream project.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,478,997	519,737	1,077,997	

1. The Reactive Solutions forecast project cost has been adjusted to a lower cap to allow for the re-allocation of up to \$301,000 to the Ōtaki stormwater upgrade project and \$100,000 to the Waikākāriki Stream gravel extraction project.

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

Stormwater – financial results to 31 December 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	21	151	302	302
Total projects over \$250,000	1,329	1,362	2,560	2,560
Total	1,350	1,513	2,862	2,862

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
1,169	Other operating expense	839	629	1,362
1,095	Depreciation and amortisation	518	581	1,163
841	Finance expense	377	512	1,024
3,105	Operating expenditure	1,734	1,722	3,549
	Revenue			
48	Fees and charges	20	33	66
129	Development and financial contributions revenue	67	26	52
177	Operating revenue	87	59	118
2,928	NET OPERATING COSTS	1,647	1,663	3,431
	Capital Items			
189	Asset renewal	136	252	758
3,840	New assets upgrade	1,214	1,261	2,104
-	Additional loan repayment	-	-	-
4,029	Total capital items	1,350	1,513	2,862
6,957	NET COST OF ACTIVITY	2,997	3,176	6,293

Wastewater management

Whakahaere wai

Key developments for the 3 months to 31 December 2016

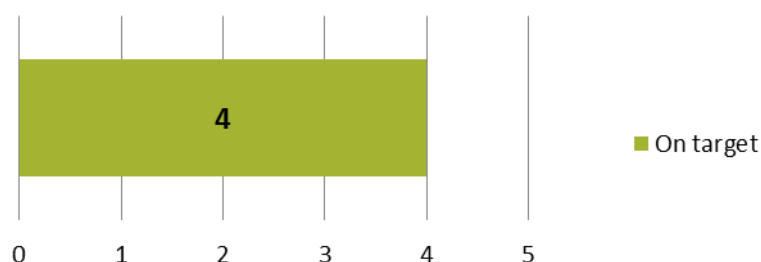
- The new 20 year resource consent for operating the Ōtaki wastewater treatment plant was issued by Greater Wellington Regional Council (GWRC) on 20 October 2016. In accordance with the consent the planned treatment and disposal area optimisation study has commenced.
- A modest land procurement process is underway to enable a boundary realignment for an upgrade to the wastewater pumping station in Rata Street, Paraparaumu. Designs for the new control building and equipment are complete. Once the land purchase is finalised the procurement and construction of the upgrade will commence.
- Final negotiations for the Paraparaumu Wastewater Treatment Plant dissolved air flotation (DAF) package plant contract have been completed and the contract awarded. The package plant has been ordered and the manufacturing process is underway for delivery and installation in the fourth quarter. The design and procurement of associated ancillary works has now commenced in preparation for the arrival of the plant.

Performance measures summary

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

Wastewater KPIs

1 July to 31 December 2016



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

Projects – Summary

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

Wastewater - Projects

as at 31 December 2016



Three of the four projects are on target.


One project, the Ōtaki Wastewater treatment plant consent upgrade project is not on target due to delays in issuing the consent which delayed commissioning of the Land Discharge Treatment Area optimisation study.

Performance measures


as at 31 December 2016

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 (25 minutes)	Median attendance time was 25 minutes, for 78 blockages or faults attended in the first two quarters.
	Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Less than or equal to 5 hours	On target (2 hours and 14 minutes)	Median resolution time was 2 hours and 14 minutes for 78 blockages or faults resolved in the first two quarters.
	Number of complaints received by council about any of the following: a) sewage odour; b) sewerage system faults; c) sewerage system blockages, and d) council's response to issues with the sewerage system. <i>(DIA mandatory measure)</i>	Monitor against 2015/16 base line of 7.2 or less complaints per 1,000 connections.	Monitor only (4.1 complaints per 1,000 connections)	81 complaints were received year to date (from a total of 19,856 connections). This measure is being monitored against the 2015/16 baseline to assess performance over time.
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i>	Less than 5 per 1000 connections to council's sewerage system	On target (0.25 overflows per 1000 connections)	Five overflows from the wastewater system in the year to date (total of 19,856 connections).
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	On target (none)	No non-compliance actions in the first quarter.

Project reports


Waikanae duplicate rising main					
GL codes	GL4773R				
Description	<p>This project will duplicate the rising main from Waikanae’s terminal wastewater pumping station to the Paraparaumu wastewater treatment works. The existing rising main is a critical wastewater lifeline asset in the transfer of wastewater from Waikanae to the treatment plant. The existing rising main is nearing its rated design capacity and further capacity will be needed to meet future growth.</p> <p>The project was planned in two stages. The first stage was timed to take advantage of any cost savings from installing limited lengths at road crossings in conjunction with construction of the M2PP Expressway. The second completes final lengths.</p>				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
<ol style="list-style-type: none">1. The rising main along the expressway corridor to the Waikanae Bridge crossing is complete. The section north of the bridge has also been completed up to the Te Moana interchange.2. The design and specifications for the sections of rising main outside of the designation, along Te Moana Road to the pumping station and to the Paraparaumu Wastewater Treatment Plant (WWTP), are being finalised in preparation for procurement. These, in conjunction with the power supply upgrade, are programmed to be completed within the current four year programme.					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none">3. The Waikanae Bridge crossing is programmed for completion early in quarter three with completion of the rising main through to Te Moana Road also being progressed.4. Procurement of the rising main installation at each end of the expressway designation, to the Paraparaumu Wastewater Treatment Plant at one end and along Te Moana Road to the pumping station at the other.					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none">1. Finalisation of alignment approvals for the closing section to Te Moana road may delay completion to later this year.					
Issues (for elected member attention)					
<ol style="list-style-type: none">1. The project has been delayed while NZTA resolves some land ownership issues.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	250,000	1,924,007 ¹	1,924,007	
This year	2016/17	2,089,720	490,721	2,087,871	
Total		2,339,720	2,414,729	4,011,878 ¹	


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





Wastewater treatment plant dissolved air flotation					
GL codes	GL47745				
Description	This project is to replace the aging existing Dissolved Air Floatation (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 second quarter:					
1. This project was deferred from last year to allow a reallocation of funding to the Waikanae rising main project. The DAF package plant contract was retendered in June 2016 in preparation for construction works in 2016/17.					
2. The contract for the manufacture and installation of the DAF package plant has been awarded and the manufacturing process is underway.					
3. The ancillary works design has commenced following the award of the package plant contract and site investigations.					
Upcoming milestones:					
4. Ancillary works design finalised and the works tendered for construction.					
5. The shipping of completed DAF Package Plant.					
Risks (to programme, cost, quality, other)					
1. Tender negotiations delayed the award of the contract to December 2016. The delivery of the package plant from overseas and its installation is now programmed for the fourth quarter. Any delay in delivery will impact on completion of the project this year.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	699,997	137,310	694,450	

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

Other major capital expenditure projects

Ōtaki Wastewater Treatment Plant consent upgrades				GL code	5881E, 5882B
Progress	<i>Developments in second quarter:</i> <ul style="list-style-type: none">Discharge consent for the plant was issued on 20 October 2016 by Greater Wellington Regional Council.The Land Discharge Treatment Area optimisation study commenced with the first workshop and site visit occurring on 22 November 2016.Scoping of the site testing is underway. <i>Upcoming milestones (quarter three):</i> <ul style="list-style-type: none">Site testing of the Land Discharge Treatment Area.Concept development workshop			Status	
				Timeliness-	 ▼
				Budget	\$✓
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	306,000	15,640	220,000	

Paraparaumu small Wastewater Pumping station rising main reconfiguration				GL code	3883M
Progress	<i>Developments in second quarter:</i> <ul style="list-style-type: none">The draft design of the network re-configurations was completed. <i>Upcoming milestones (quarter three):</i> <ul style="list-style-type: none">Finalisation of the detailed designTender documents			Status	
				Timeliness-	 ✓
				Budget	\$✓
Current year project costs to 31 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	303,589	12,144	284,287	

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

Wastewater management – financial results to 31 December 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	153	445	880	946
Total projects over \$250,000	653	1,848	3,400	3,333
Total	806	2,293	4,280	4,279

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
4,194	Other operating expense	2,012	2,205	4,348
2,547	Depreciation and amortisation	1,469	1,558	3,116
700	Finance expense	301	469	938
7,441	Operating expenditure	3,782	4,232	8,402
	Revenue			
79	Development and financial contributions revenue	49	75	150
79	Operating revenue	49	75	150
7,362	NET OPERATING COSTS	3,733	4,157	8,252
	Capital items			
657	Asset renewal	280	740	1,481
2,119	New assets upgrade	526	1,553	2,799
-	Additional loan repayment	-	-	-
2,776	Total capital items	806	2,293	4,280
10,138	NET COST OF ACTIVITY	4,539	6,450	12,532

Capital expenditure was \$1.48 million underspent mainly due to the Waikanae Duplicate rising main delays as noted.

Water management

Whakahaere wai



Key developments for the 3 months to 31 December 2016

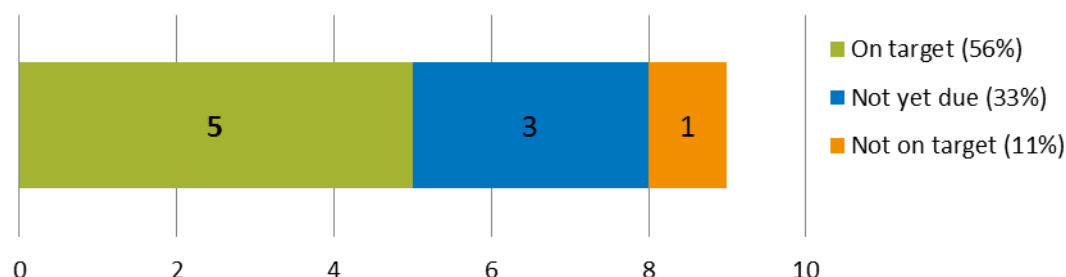
- In December the four new bores were accepted by Greater Wellington Regional Council for use in river recharge following a year of baseline monitoring. This allows all eight bores to be used for river recharge once discharge restrictions are removed at the end of baseline monitoring. Environmental monitoring for 2016/17 continues in accordance with Council's consent obligations. December also saw the start of the third and final year of baseline monitoring for the scheme and the restriction on ground water discharge remains in place again this year.
- The replacement filters for the Paekākāriki water treatment plant have been installed and were brought into service. This has allowed the existing filters to be demolished and removed to make way for the Transmission Gully motorway road construction.
- The contract for the 2016/17 water mains renewal programme was awarded and contract documentation is being finalised for a commencement early in quarter three.

Performance measures summary

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

Water KPIs

1 July to 31 December 2016



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

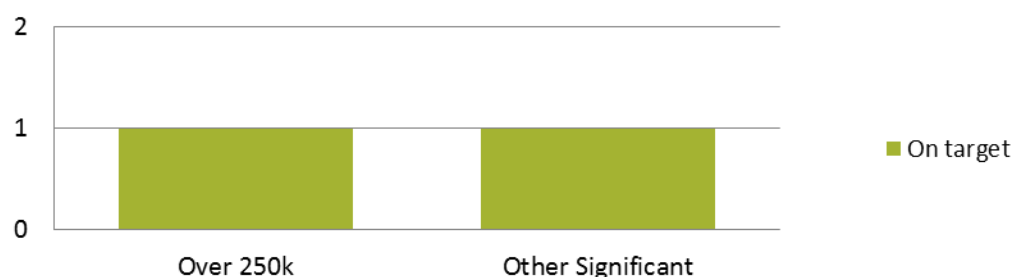
One KPI is not on target. That is the total number of complaints about the council's networked reticulation system, including complaints about water quality and continuity of supply. We recorded 72 'complaints' in the first two quarters (40 water quality complaints and 32 service requests for no water supply). This translated to 3.1 complaints per thousand connections for the first half year against a target of 4.7 complaints per 1,000 connections for the full year. It is unlikely that the target will be met at year end.

Projects – Summary

There are two water management projects. Both are on target.

Water - Projects

as at 31 December 2016



Performance measures

as at 31 December 2016

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) (DIA mandatory measure)	Urgent = less than or equal to 1 hour	On target	Median attendance time was 7 minutes for 32 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target	Median attendance time was 57 minutes for 390 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) (DIA mandatory measure)	Urgent = less than or equal to 5 hours	On target	Median resolution time was 1 hour and 5 minutes for 32 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target	Median resolution time was 6 hours 20 minutes for 390 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) (DIA mandatory measure)	a) Achieve	Not yet due	Compliance results are not due until the end of the year. (2015/16 result was 100% compliance with part 4 of the drinking water standards)
		b) Achieve	Not yet due	Compliance results are not due until the end of the year. New filters have been installed for the Paekākāriki supply and work is planned in the second half of this year for the Hautere supply. These changes should result in 100% compliance for both these supplies. The Ōtaki supply will not be 100% compliant until a reservoir is built. (2015/16 result was less than 100% for the Ōtaki, Hautere and Paekākāriki supplies.)
	Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	Not yet due	This measure will be reported on in the fourth quarter. (2015/16 result was 68%)

SP-17-115 Appendix B – Activity report to 31 December 2016



Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	<p>Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following:</p> <ul style="list-style-type: none"> a) drinking water clarity; b) drinking water taste; c) drinking water odour; d) drinking water pressure or flow; e) continuity of supply; and f) council's response to any of these issues. <p><i>(DIA mandatory measure)</i></p>	Maintain or reduce 2014/15 baseline (4.7 per 1,000 connections)	Not on target (3.1 per 1,000)	<p>A total of 72 'complaints' were logged in the first two quarters (40 water quality complaints and 32 service requests for no water supply).</p> <p>Notably, 17 of the 40 water quality complaints were for dirty water in Waikanae, following the Kaikoura earthquake on 14 November 2016 which was thought to have disturbed sediment lying in the bottom of the pipes.</p> <p>With a total 22,973 connections 72 complaints translates to 3.1 complaints per 1,000 connections.</p>
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	Peak water consumption per person declines to 400 litres per person per day (plus 90 litres per person for water loss) by 2016/17	490 litres per person per day by 2016/17 and maintained thereafter	On target (369 l/p/d)	<p>Peak day water use to date this year was 369 l/p/d. Water use is expected to rise as we move into summer and is currently tracking similar to last year.</p> <p>(2015/16 result was 420 l/p/d)</p>
	<p>Percentage of real water loss from the council's networked reticulation system</p> <p><i>(DIA mandatory measure)</i></p>	Establish a baseline in 2015/16 that is no greater than 2014/15 and monitor	Monitor only	<p>The overall real water loss from the council's network in 2015/16 was calculated at 3,584 m3/day.</p> <p>Data for 2016/17 will be available at year end.</p>

Project reports

Pipe renewals					
GL codes	GL28349, 38318, 48320, 58355, 58742				
Description	Network pipe renewals in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki. This works includes reactive and planned networks renewals works.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. The contract for the 2016/17 water mains renewal programme was tendered and awarded in quarter two.					
2. Ongoing reactive renewals by Council’s operations depot continues as required. This work will be supported by a programme of proactive laterals renewals incorporated into the water main renewals construction contract.					
Upcoming milestones:					
3. Finalisation of contract documentation and commencement of construction.					
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 December 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	509,997	143,610	510,000	-

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

Additional significant project

River Recharge with Groundwater scheme – Post construction compliance monitoring		GL code	48424		
Progress	<p><i>Developments in second quarter:</i></p> <ul style="list-style-type: none">The four new bores were approved for use in the river recharge scheme by Greater Wellington Regional Council following a year of baseline monitoring.The third and final year of baseline monitoring for the scheme was started with the 20% restriction on ground water discharge remaining in place again this year. <p><i>Upcoming milestones (quarter three):</i></p> <ul style="list-style-type: none">Waikanae River baseline monitoring will complete at the end of February 2017 with other ecosystem monitoring being completed at the end of April.The programme for developing ongoing mitigation plans following the end of the baseline monitoring period will be developed.	Status			
		Timeliness-	 ✓		
		Budget	\$ 		
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	255,004	32	265,000	

Water management – financial results to 31 December 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	231	364	730	730
Total projects over \$250,000	83	138	275	275
Total	314	502	1,005	1,005

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
3,280	Other operating expense	1,798	1,997	3,922
2,865	Depreciation and amortisation	1,345	1,369	2,738
1,915	Finance expense	860	899	1,798
8,060	Operating expenditure	4,003	4,265	8,458
	Revenue			
36	Fees and charges	26	20	39
299	Development and financial contributions revenue	209	52	103
335	Operating revenue	235	72	142
7,725	NET OPERATING COSTS	3,768	4,193	8,316
	Capital items			
731	Asset renewal	256	423	847
474	New assets upgrade	58	79	158
1,205	Total capital items	314	502	1,005
8,930	NET COST OF ACTIVITY	4,082	4,695	9,321

Capital expenditure was underspent by \$188,000 due to temporary timing differences regarding reservoir and network renewals now programmed for later in the year.

Community Services

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

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 31 December 2016

Property

- A total of 463 service maintenance requests were received during the second quarter of 2016/17 (520 were received during the same period last year).
- Following advice that the Otaki Memorial Hall and Supper Room had been identified as a potentially earthquake-prone building, consulting engineers Spencer Holmes were engaged to provide a detailed seismic assessment. Their assessment was undertaken in accordance with the New Zealand Society for Earthquake Engineering (NZSEE) guidance documents *“Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, 2006 for assessing the member properties and structural capacities”*. The Spencer Holmes assessment confirms the building as earthquake-prone. A formal notice under Section 124 of the Building Act requiring remediation or demolition has not yet been issued but it is likely to require the work to be undertaken within 15 years of issue.
- Unconditional agreement has been reached with Fletcher Construction for the sub lease of Units 2 and 3 at the Cleantech premises in Ōtaki. The term commenced 1 October 2016 and is for 3 years and 4 months.
- The draft Funding Contribution and Access Agreement supporting Council’s \$1.6 million contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre was agreed with the Kapiti College Board of Trustees. The draft agreement is now awaiting approval from the Ministry of Education. This matter is expected to be finalised in the third quarter and will be taken to Council for acceptance once agreement with the Ministry is reached.

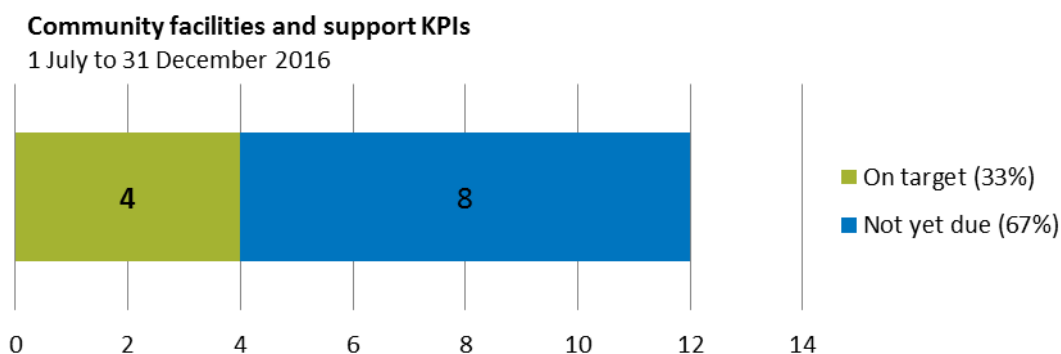
Community support

- In November, a workshop was held for local not-for-profit community organisations on sustainable funding. Representatives from forty different organisations attended. The workshop is the second of a series held in partnership with Volunteer Kāpiti which aims to strengthen capacity in our community and voluntary sector by providing expert training and advice. Attendees rated the workshop either very good or excellent. The information captured in the evaluations will be used to develop a council-run training programme for community organisations in 2017.
- Zeal Education Trust was unsuccessful in receiving funding from the The Lotteries Community Facilities Fund in December, Zeal applied to the Fund for a total of \$695,000 to contribute to the refurbishment and fit-out of the Youth Development Centre. Council will work with Zeal on options going forward. Another funding round is open in March 2017.

- The Youth Council partnered with Zeal to gather young people's thoughts and opinions on the designs for the Youth Development Centre and the activities of the Centre. Fifteen secondary school classes were involved in the consultation, this was done through a lunchtime consultation booth. In early 2017, students from the district's Māori medium learning schools will also have an opportunity to be involved.
- Zeal Education Trust are about to complete 'The Music Box' which will be launched at Waitangi Day 2017. The unit will be based primarily at Ōtaki College for its first year but will move around the District in the school holidays.
- Te Puāwaitanga o Ngā Kākano (young Māori rangatahi group) held a planning day with national rangatahi māori engagement group, Tukaha. They will be working with Tukaha in 2017 to build their group further.
- The Greener Neighbourhood initiative continues, one group received funding to establish a chicken and duck run with eggs shared across all the group's members. Another group has bought a collective bee hive for their street while another has built and planted box gardens after fundraising for the materials. Civil defence and emergency preparedness are also key themes within the initiative.
- The Sustainability Community Coordinator has worked with WREMO to hold Civil Defence Hui's in Ōtaki, Waikanae Beach, Raumati, Te Horo and Paekākāriki. The Te Horo and Paekākāriki meetings happened after the 14 November earthquake and were particularly well attended, with 80-100 people coming to both meetings.
- The 'On To It' newsletter is an electronic newsletter with a sustainability theme. The November, newsletter reached 4,275 people and December's issue reached 3,329 people. Recent editions have included stories from community groups, particularly the Greener Neighbourhoods. The What's On, Green Gardener and Eco Home tips columns are also popular.
- The Kāpiti Older Persons' Council held their annual Elder Persons of the Year awards at Metlife Care Retirement Village in Paraparaumu, Ms Freeman was the 2016 winner for her contribution to the voluntary sector. The Older Persons' Council continue to prepare for the 'Age on the Go' expo in April 2017.
- The Council's Eco Design advisory service provided 31 two-hour home consultations and over 36 short appointments and presentations, including a stall at the Go Green Expo held in Wellington and the Waikanae Medical Centre. The Council continues to work with the Wellington Curtain Bank on a local initiative for 2017.
- The Council made a decision to provide additional funding support (of \$3,826) to the Kāpiti Disability Information and Equipment Centre to allow the service to run at its current levels. In March 2017 a report to Council will outline recommended options going forward.

Performance measures summary

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



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

The remaining eight KPIs cannot be reported on yet as they are dependent on the outcome of surveys to be conducted later this year.

Projects – Summary

There is one Community facilities and community support project, the Kāpiti youth development centre. It is a capex over \$250,000 project. Zeal were unsuccessful in their application to the Lotteries Commission for funding. However, they are reapplying to the Lotteries Commission in February 2017. Until funding arrangements become clear the development of the youth development centre is uncertain.

Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Council owned property				
We provide a good standard of comfort, convenience, quality and usability of the library buildings	Users that are satisfied with the standard of the library building facilities	85%	Not yet due	Library Users Survey due in fourth quarter. (2015/16 result was 92%)
Council hall hirers are satisfied that the halls meet their needs	Users that are satisfied with halls	80%	Not yet due	Hall Hirers Survey due in fourth quarter. (2015/16 result was 89%)
Our housing for the older persons' rents are fair and reasonable, the service and facilities are of a good standard and our high occupancy rates are maintained	Occupancy rate of housing for older persons units	97%	On target (99.7%)	
	Housing for older persons tenants that rate services and facilities as good value for money	85%	Not yet due	Housing for Older Persons Survey due in fourth quarter. (2015/16 result was 100%)
	Housing for older persons tenants that are satisfied with services and facilities	85%	Not yet due	Housing for Older Persons Survey due in fourth quarter. (2015/16 result was 98%)
We ensure that council-owned buildings are fit for purpose	Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	On target (100%)	All building warrants of fitness issued.
Our toilets are clean, feel safe, and are well maintained	Residents that are satisfied that public toilets are clean, well-maintained and safe	60%	Not yet due	This measure will be reported in the fourth quarter. (2015/16 result was 78%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	On target (100%)	

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Contribution to outcomes	Performance measures	Target	Result	Comment
Community support				
We provide resources to the community for capacity building and service provision focused on community priorities and we provide the youth council, older persons' council and the accessibility advisory group with opportunities to influence the content of council strategies, policies and project planning	Community groups that are satisfied with the advice and support provided by council	85%	Not yet due	To be surveyed in fourth quarter. (2015/16 result was 92%)
	The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Not yet due	To be surveyed in fourth quarter. (2015/16 result was 87% satisfied)
	Residents who are satisfied with the council's community support services	85%	Not yet due	This measure will be reported in the fourth quarter. (2015/16 result was 88%)
We provide support for community measures that promote diversity and connectedness	Community connectedness and diversity projects and initiatives planned for year are progressed or completed	85%	On target	Achievements in the year to date: Support for an event at Nga Purapura in Ōtaki for the community to celebrate Matariki. Support for Tu Rangatira initiative held at Kāpiti College. Facilitate community funding workshops for not-for-profit community groups. Green neighbourhood initiative promotes community resilience and emergency preparedness.
We provide opportunities for the community to participate in activities and events that encourage community resilience	Estimated attendance at council-supported events	There is no target as we will use this for monitoring.	Monitor only	250 people attended and participated in the first No.8 Wire week series of events aimed at promoting resilience and community connectedness.

Project reports

Kāpiti youth development centre					
GL codes	GL13951				
Description	To progress the development of a youth development centre in the Kāpiti district.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in second quarter:					
1. Zeal Education Trust was unsuccessful in receiving funding from the Lotteries Community Facilities Fund in December. Zeal had applied to the Fund for a total of \$695,000 to contribute to the fit-out of the Youth Development Centre.					
2. Council will work with Zeal on options going forward. Another funding round is open in February 2017.					
Risks (to programme, cost, quality, other)					
1. Inability to get sufficient external grant funding. This will impact on the contract agreement with Zeal if funding not acquired by 30 June 2017.					
2. Currently there is not enough funding to fit out the Youth Development Centre to the design and plans developed in consultation with young people.					
*It is important to note that the grant funding has impacts on the Youth Development Centre facility only. The associated youth activities within the contract agreement are on track and in some cases exceeding contract service deliverables.					
Issues (for elected member attention)					
1. The Council may be seen to not be delivering on its commitment to young people in the District.					
2. The Council may come under criticism for not delivering the Youth Development Centre as a Council delivered service instead of a contract for service with a national provider.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	254,500	-	254,500	

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

Community facilities and community support – financial results to 31 December 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	24	290	708	550
Total projects over \$250,000	0	0	255	255
Total	24	290	963	805

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
3,876	Other Operating Expense	2,134	2,108	3,691
891	Depreciation and Amortisation	438	457	913
84	Finance Expense	38	82	163
4,851	Operating Expenditure	2,610	2,647	4,767
	Revenue			
1,096	Fees and Charges	576	578	1,155
94	Development and Financial Contributions Revenue	(33)	24	48
113	Other Operating Revenue	20	-	-
1,303	Operating Revenue	563	602	1,203
3,548	NET OPERATING COSTS	2,047	2,045	3,564
	Capital Items			
207	Asset Renewal	21	243	791
134	New Assets Upgrade	3	47	172
341	Total Capital Items	24	290	963
3,889	NET COST OF ACTIVITY	2,071	2,335	4,527
2,354	Rates	1,443	1,497	2,470
134	Borrowings	3	47	172
207	Depreciation Reserve	21	243	791
(93)	Reserves & Special Funds	33	(24)	(48)
1,290	Unfunded Depreciation	571	571	1,143
3,892	TOTAL SOURCES OF FUNDS	2,071	2,334	4,528

Capital expenditure was \$266,000 underspent due to Earthquake prone building remedial works (Council to develop an earthquake prone strategy), Housing renewals (subject to condition assessments) and new toilet facilities at Waikanae (part of the Library / Gallery upgrade project).

Economic development

Whakawhanake umanga

Key developments for the 3 months to 31 December 2016

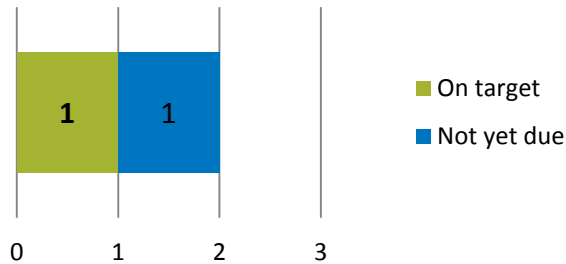
- The Leadership function of the Economic Development Strategy has been reviewed with a new governance structure endorsed by the Environment and Community Development Committee. In December, the Council endorsed the selection of David Webber as the independent Chair of the Economic Development Leadership group. A skills and attributes based membership will be selected in early 2017. A priority for action will be to develop a business attraction, growth and retention plan for the District.
- In September the Kāpiti i-SITE visitor service centre relocated to its new premises in Coastlands Shopping Centre, and is now co-located with the Mediterranean Food Warehouse. From its opening on 6 September until end-December over 3,625 people visited the centre. Over the same period in 2015 there were 3,530 visitors, even though the i-SITE was open for 15 more days in that 2015 period as the new i-Site only started opening on weekends in November 2016. In its new location the i-SITE has averaged over 36 visitors per day compared to 29 visitors per day at the old location in the same period of 2015.
- The new Kāpiti Visitor Attraction guide has been published with 10,000 copies distributed locally and nationally.
- A new Destination Kāpiti Facebook page was launched with targeted promotion to visitors from outside the district, including an Air New Zealand domestic sale promotion and an inaugural Tourism Newsletter. After one month the Facebook page received 2,000 'likes' and reached over 42,000 people.
- The Council hosted a tourism sector meet and greet event in December 2016, over 40 people attended.
- Promotional articles were written for Street Scene Ōtaki and Go Travel magazine.

Performance measures summary

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

Economic development KPIs

1 July to 31 December 2016



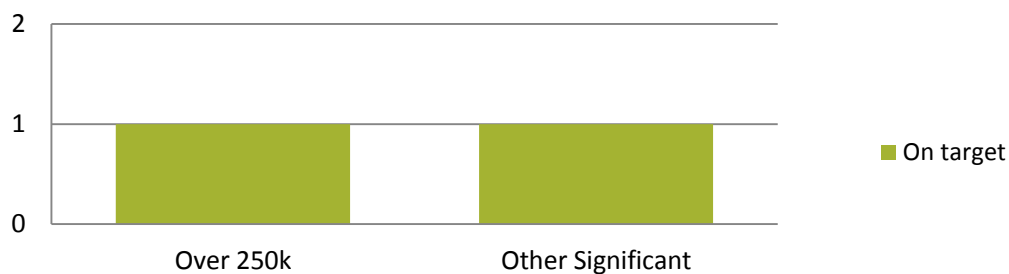
One KPI is on target at the end of the second quarter. Results for the other are not due until the fourth quarter.

Projects – Summary

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

Economic development - Projects

as at 31 December 2016



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

Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
We deliver the 2015 economic development strategy (implementation plan) and we involve partners and the business community at appropriate points in the decision making process	The 2015 economic development strategy implementation plan deliverables are achieved	Achieve	On target	<p>Major Events funding has been allocated for 2015/16.</p> <p>A new Governance Structure has been endorsed and an independent Chair selected.</p> <p>The Youth Pathways Passport has been launched.</p> <p>Visitor attraction work has been carried out according to the Visitor Plan, including the relocation of the Kāpiti i-SITE service.</p>
	Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved	85%	Not yet due	<p>Business leaders will be surveyed in the fourth quarter.</p> <p>(2015/16 result was 100%)</p>

Project reports

Strategy for supporting economic development - additional significant project					
Description	Development and implementation of the economic development strategy.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. The Major Events funding was allocated.					
2. A new Governance Structure for the Economic Development Leadership Group was endorsed and an independent Chair selected.					
3. The Youth Pathways Passport was launched and the implementation phase has began					
4. Regular meetings were held with Wellington Regional Economic Development Agency and Air New Zealand representatives.					
<i>Upcoming milestones:</i>					
5. Appointment of skills-based representatives to the Economic Development Leadership Group.					
6. Ministry of Business, Innovation and Employment decision on Ultra Fast Broadband roll out is now expected later in 2017 (the decision was released in January 2017 and Ōtaki’s UFB bid was successful).					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	859,125	450,069	903,082	

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

Strategic land purchase					
GL codes	GL13170				
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness	Budget		
		N/A	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. In 2016 the Property Subcommittee approved the acquisition of a number of properties (approximately eight) for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. When each transaction is complete we will report on the individual properties.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	1,480,440	39,750	100,000	1,380,440

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

Economic development – financial results to 31 December 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	-	-	-	-
Total projects over \$250,000	933	1,604	3,316	3,316
Total	933	1,604	3,316	3,316

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
1,506	Other Operating Expense	817	885	1,769
62	Depreciation and Amortisation	31	55	110
429	Finance Expense	193	255	510
1,997	Operating Expenditure	1,041	1,195	2,389
	Revenue			
-	Fees and Charges	-	25	50
-	Other operating revenue	5	-	-
-	Operating Revenue	5	25	50
1,997	NET OPERATING COSTS	1,036	1,170	2,339
	Capital Items			
789	New Assets Upgrade	933	1,604	3,316
789	Total Capital Items	933	1,604	3,316
2,786	NET COST OF ACTIVITY	1,969	2,774	5,655

Capital expenditure was \$670,000 underspent. This relates to the Town Centres project as previously noted.

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

Key developments for the 3 months to 31 December 2016

- The Maclean Park management plan/development plan review is well underway. Initial meetings were held with Te Ātiawa ki Whakarongotai and Ngati Toa Rangatira regarding the process for iwi partnership. The first stage of engagement to date has included: attendance at the Paraparaumu Beach Market; workshops with external stakeholders; a comprehensive survey; and a letter to all Paraparaumu Beach retailers and business owners.
- Playground upgrades for 2016/17 have been finalised with suppliers/contractors and installation is due to start in February/March 2017.
- Council is continuing to work with Greater Wellington Regional Council regarding the stopbank realignment work along the Waikanae River, in order to ensure that there is still Cycleway / Walkway / Bridleway access. Work started on the realignment of Jim Cooke Park playing fields with the lights being moved.
- The installation of the new multi-sport surface at the Te Ātiawa courts is well underway and due for completion in early January 2017.

Cemeteries

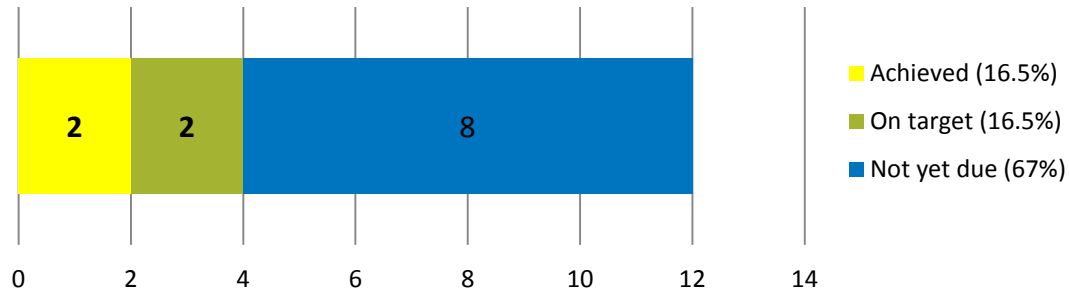
- There was a total of 65 interments across all four cemeteries in the three months to 31 December 2016, including 46 ashes interments and 19 burials.

Performance measures summary

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

Parks and open space KPIs

1 July to 31 December 2016



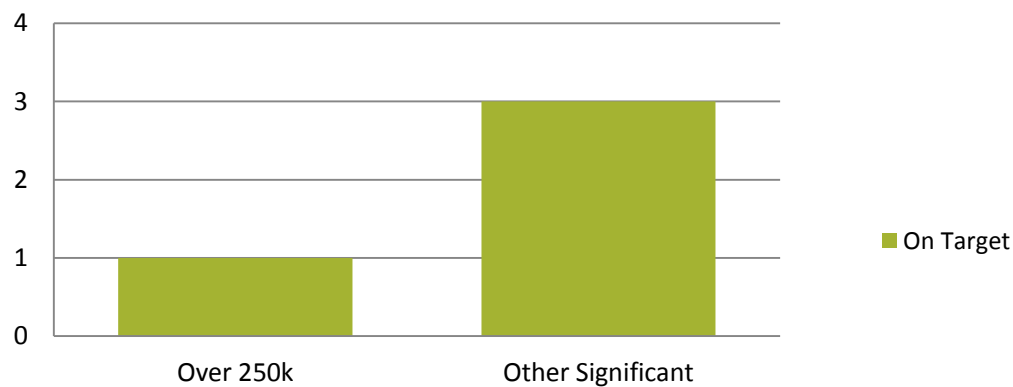
Four of the twelve KPIs are either achieved or on target at the end of the second quarter. The remaining eight are not yet due as they depend on surveys that won't be undertaken until later in the year.

Projects – Summary

There are four parks and open space projects. One is a capital expenditure \$250,000 and above project (Te Ātiawa Park) and the other three are additional significant projects. They are all currently on target with agreed timelines for 2016/17.

Parks and open space - Projects

as at 31 December 2016



Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Parks and open space				
Our residents in urban areas live reasonably close to a recreation facility and a range of active recreation facilities is available throughout the district	Residential dwellings in urban areas are within 400 metres of a publicly owned open space	85%	Achieved (99%)	103ha out of 18,452ha of the total District Plan residential area are not within 400m of a publicly owned open space. This is a provisional result only and work is planned to source information based on residential dwellings.
	Sports grounds are open (scheduled hours and weather dependent)	85%	On target (94%)	
	Residents that are satisfied with the current availability of facilities	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 90%)
	Residents that are satisfied with the quality of council parks and open space	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 88%)
	Residents that are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 88%)
	Residents that are satisfied with council playgrounds	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 90%)
Cemeteries				
We provide well maintained cemeteries and we want to ensure that most family members can access the interment site and records are available online	Users who are satisfied with the cemeteries appearance and accessibility	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 92%)
	All available records will be on council's website within four weeks of interment	100%	On target	
We measure burial capacity across the district and anticipate future needs	At least a 10 year burial capacity is maintained across the district	Achieve	Achieved	Current capacity is approximately 34 years

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

Project reports

Te Ātiawa Park netball/tennis courts rebuild					
GL Code	GL1218C				
Description	Rebuild the netball and tennis courts at Te Ātiawa Park.				
Group	Community Services				
Status	Category	Timeliness		Budget	
		🕒✓		\$🕒	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. The multi-sport surfacing of the Te Ātiawa Courts is nearing completion.					
2. The final price for resurfacing is significantly under budget.					
<i>Upcoming milestones:</i>					
3. The courts will be available for use from mid-January 2017.					
Risks (to programme, cost, quality, other)					
1. None					
Issues (for elected member attention)					
1. None					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	975,000	782,429	782,429	
This year	2016/17	305,400	86,316	165,000	
Total		1,280,400	868,745	947,429	

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

Other significant projects

Community Facilities Strategy – additional significant project		GL code	01716		
Progress	<i>Developments in second quarter:</i> <ul style="list-style-type: none">Targeted workshops with facility managers / users / stakeholders and partners were held in early November with over 100 people attending.Wider community survey undertaken (in conjunction with Maclean Park and Public Places By-law).On-going research and analysis. <i>Upcoming milestones:</i> <ul style="list-style-type: none">Development of draft strategy based on research, analysis and key findings from engagement stage.Briefing to Council in February 2017.Report to Council early March 2017, recommending draft strategy is put out for public consultation.	Status			
		Timeliness-	✓		
		Budget	\$✓		
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	50,900	12,910	50,900	

Otaraua Park development plan – additional significant project		GL code	1219Y		
Progress	<i>Developments in second quarter:</i> <ul style="list-style-type: none">• BECA engaged to investigate options for secondary access in to the Park.• Initial meeting held with Te Ātiawa ki Whakarongotai regarding the process for iwi partnership with the development plan. <i>Upcoming Milestones</i> <ul style="list-style-type: none">• Public event to be held at Otaraua Park in March in order to familiarise the community with the Park and undertake consultation regarding long-term development.	Status			
		Timeliness-	✓		
		Budget	\$✓		
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	50,900	13,352	50,900	

SP-17-115 Appendix B – Activity report to 31 December 2016

Maclean Park – additional significant project			GL code	121A9	
Progress	<i>Developments in second quarter:</i> <ul style="list-style-type: none">Initial meetings held with Te Ātiawa ki Whakarongotai and Ngati Toa Rangatira regarding the process for iwi partnership.The first stage of engagement started including: Attendance at the Paraparaumu Beach Market; workshops with external stakeholders; a comprehensive survey; letter to all Paraparaumu Beach retailers and business owners <i>Upcoming milestones:</i> <ul style="list-style-type: none">Maclean Park event on Saturday 28 January 2017First engagement stage ends on 20 February 2017		Status		
			Timeliness-	✓	
			Budget	\$✓	
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	25,450	5,796	25,450	

<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		

Parks and open space – financial results to 31 December 2016

Capital expenditure summary				
	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	62	120	857	846
Total projects over \$250,000	88	163	895	895
Total	150	283	1,752	1,741

Cost of activity statement				
2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
3,971	Other operating expense	2,104	2,037	4,068
1,187	Depreciation and amortisation	561	539	1,079
209	Finance expense	91	141	281
5,367	Operating expenditure	2,756	2,717	5,428
	Revenue			
147	Fees and charges	44	79	158
384	Development and financial contributions revenue	359	261	521
531	Operating revenue	403	340	679
4,836	NET OPERATING COSTS	2,353	2,377	4,749
	Capital items			
1,071	Asset renewal	111	216	756
573	New assets upgrade	39	67	996
1,644	Total capital items	150	283	1,752
6,480	NET COST OF ACTIVITY	2,503	2,660	6,501

Capital expenditure was \$133,000 underspent due to Te Atiawa Park as already noted.

Recreation and leisure

Hākinakina

Key developments for the 3 months to 31 December 2016

Libraries

Operations

- A total of 166,666 items issued in the second quarter (166,831 items in same quarter last year).
- A total of 19,832 items reserved in the second quarter (20,712 items in same quarter last year).
- A total of 490 new members in the second quarter (458 in the same quarter last year).
- A total of 4,341 eBooks issued in the second quarter (3,559 eBooks issued in the same quarter last year).
- There were a total of 502 active eBook users in the second quarter (415 active eBook users in the same quarter last year).

Programmes/Activities

- A Self Publishing course was offered a second time with 56 people registered.
- A successful joint adult/teen reading challenge has been completed. Over 150 book reviews were entered over the two-month challenge.
- A second free Justice of the Peace session was added at Paraparaumu Library on Wednesdays from 2-4 p.m.
- Christmas craft events for all ages were held at Paraparaumu, Waikanae and Ōtaki libraries.
- Hosted a volunteers Christmas morning tea at Paraparaumu Library.
- Mau Mahara photographic archive online received over 4,000 page views.
- The Matariki cloak was displayed at Paraparaumu and Ōtaki libraries.
- A donation of papers was made by former mayor Jenny Rowan for Archives; there was a meeting with Queen Elizabeth Park representatives regarding a donation of June Rowland's papers to Archives.
- Volunteer registration for the Summer Reading Programme was rolled out to all colleges and youth organisations; interviews and training conducted at all libraries; a total of 37 teens applied.
- Youth Services librarians visited key schools and children's service organisations to promote the Summer Reading Programme and library services for summer.

Arts and Museums

- The 2016 Kapiti Arts Trail was a success and continues to be a highlight in the Kapiti Arts Calendar. Estimated 39,500 visits to 97 artists and hubs. Visitors were 70-85% locals, 10-15% Wellingtonians, and 5% from other parts of the country and globe. Artists made approximately \$470,000 on sales and commissions.
- The public art installation at Paraparaumu Beach will now be run in conjunction with the MacLean Park Redevelopment Project.

Aquatics

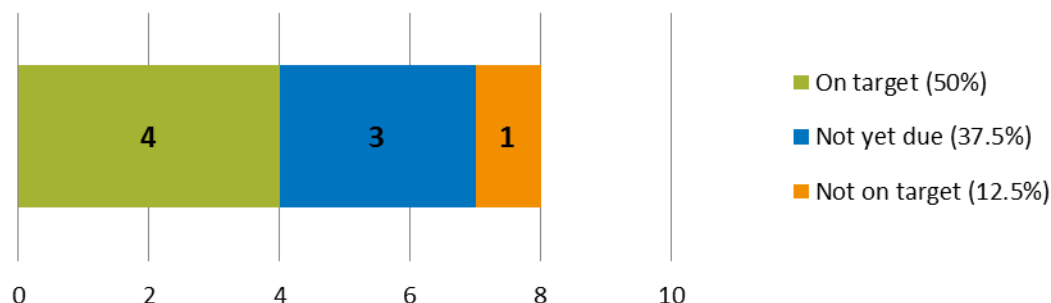
- The Ōtaki Pool rebuild tender process was successful with Crowe Construction Limited being awarded the contract. The rebuild is due to start in late February 2017.
- There were a total of 77,957 visits to the district's pools in the second quarter compared to 79,138 in the same period of last year. Total visits for the year to date were 139,848 compared to 131,324 in the first half of last year.
- A total of 622 people were registered for swimming lessons in the second quarter; 456 at Coastlands Aquatic Centre, 56 at Waikanae Pool and 110 at Ōtaki Pool. In addition, 94 children completed the holiday swimming programme during the second quarter.
- A total of 289 private lessons were delivered.
- A total of 121 people were registered for AquaEase and AquaYoga in the second quarter; 99 at Coastlands Aquatic Centre and 22 at Ōtaki Pool.
- A total of 397 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre.
- Coastlands Aquatic Centre hosted three Swimming competitions.
- Waikanae Pool opened on Monday 7 November 2016.
- Waikanae Pool hosted a family fun day on 10 December and over 200 people attended.

Performance measures summary

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

Recreation and leisure KPIs

1 July to 31 December 2016



Four of the eight KPIs are on target at the end of the second quarter and three are not yet due.

One of the Libraries KPIs is not on target at the end of the second quarter.

- i) The number of visits to libraries was 182,042 in the first half of the year against a target of 550,000 for the year. We reported last year that the target set in the Long term plan was too high, based on faulty data from the old door counters at Paraparaumu Library. This only came to light when the door counters were replaced in late 2015. This KPI is not expected to be achieved this year.

Projects – Summary

There are two recreation and leisure projects, the Ōtaki Pool rebuild and the Mahara Gallery/ Waikanae Library upgrade. The Mahara Gallery Trust has been given additional time to meet its fundraising target. The Ōtaki Pool rebuild is not on target as it had to go out to tender for a second time. The second tender was successful and the contract has been awarded. Construction will commence in February 2017 and will be completed by the end of 2017.

Recreation and lesiure - Projects

as at 31 December 2016




Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Aquatics				
We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities	Council will maintain PoolSafe accreditation	Achieve	Not yet due	Audit will be in the 3 rd quarter
	Users that are satisfied with the pools services and facilities	85%	Not yet due	Pool user survey in 3rd quarter. (2015/16 result was 96% or better for the three pools)
Increasing numbers of residents and visitors are using facilities and the pools swim clubs are satisfying the needs of the community	Visits to swimming pools in the district	Maintain or increase (<i>cf 2014/15 baseline</i>)	On target	139,848 combined swims in the year to date (compared to 131,324 and 133,547 for the first two quarters of 2015/16 and 2014/15, respectively).
	Learn to swim registrations	Maintain or increase (<i>cf 2014/15 baseline</i>)	On target	1,618 registrations in the year to date (compared to 1,446 and 1,479 for the first two quarters of 2015/16 and 2014/15, respectively).
Arts and museums				
We are progressing our public art programme and installing art in appropriate community spaces	The public art panel makes recommendations to council for approval on all public art commissions	Achieve	On target	Public art installation at Paraparaumu Beach is being considered in conjunction with the Maclean Park Redevelopment Project. A recommendation to Council is expected in May/June 2017.
Libraries				
Our libraries offer a range of materials and spaces	Users that are satisfied with the library services	85%	Not yet due	This measure will be reported in the fourth quarter. (2015/16 result was 98%)
	Collections are refreshed in accordance with New Zealand public library standards	17,186 (annually)	On target	5,472 new items were added to the library collections in the year to date. It is expected that the full year target will be met.
	Total visits to libraries	550,000 (annually)	Not on target	182,042 visits to the district's three libraries in the year to date. (NB: expect this will be 'Not achieved' this year given that the annual target set in the Long term plan was based on faulty data.)

Project reports

Ōtaki pool rebuild and SplashPad development					
GL codes	GL 11241, 11243 and 123C7				
Description	Otaki Pool rebuild and SplashPad development.				
Group	Community services				
Status	Category	Timeliness		Budget	
		 ▼		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. A second tender process through invited tenders was successful with Crowe Construction being awarded the contract.					
2. Communications with pool users and the wider community that a contractor has been appointed and the pool will be closed from 25 February 2017.					
Upcoming milestones:					
3. Community engagement for SplashPad equipment – Jan 2017.					
4. The rebuild will commence from 25 February 2017.					
Risks (to programme, cost, quality, other)					
1. Nothing to report at present.					
Issues (for elected member attention by when)					
1. Nothing to report at present.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	4,981,200	122,028	5,012,664	

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

Waikanae Library and Mahara Gallery upgrade					
GL codes	GL 13452, 13454, 1483W				
Description	Planned upgrade of the Waikanae Library and Mahara Gallery as part of the Waikanae Town Centre development.				
Group	Community services				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. The Steering group has had its first meeting. Terms of reference for the group and the project team were agreed to. Next steps are to form the project team and agree on consultant(s) from whom to request proposals for a design brief.					
Risks (to programme, cost, quality, other)					
1. That the Mahara Gallery Trust is not able to meet its funding requirements for the Mahara Gallery Upgrade.					
Issues (for elected member attention)					
1. Not applicable.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	522,234	9,889	261,118	261,116
Next year	2017/18	3,508,809		3,769,925	
Final year	2018/19	5,150,248		5,150,248	
Total		9,181,292	9,889	9,181,292	

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

Recreation and leisure – financial results to 31 December 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	205	317	604	488
Total projects over \$250,000	310	2,261	5,404	5,173
Total	515	2,578	6,008	5,661

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
7,201	Other operating expense	3,715	3,527	6,883
1,455	Depreciation and amortisation	745	755	1,509
1,276	Finance expense	571	676	1,352
9,932	Operating expenditure	5,031	4,958	9,744
	Revenue			
1,586	Fees and charges	774	745	1,543
42	Grants and subsidies	20	17	35
7	Other operating revenue	4	-	-
1,635	Operating revenue	798	762	1,578
8,297	NET OPERATING COSTS	4,233	4,196	8,166
	Capital items			
502	Asset renewal	293	2,056	4,363
582	New assets upgrade	222	522	1,645
1,084	Total capital items	515	2,578	6,008
9,381	NET COST OF ACTIVITY	4,748	6,774	14,174

Year to date other operating costs are \$188,000 overspent mainly due to the Ōtaki Swimming Pool remaining open longer than planned.

Capital Expenditure is \$2.06m underspent mainly due to delays to the Otaki Pool rebuild as already noted.

Planning and Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 31 December 2016

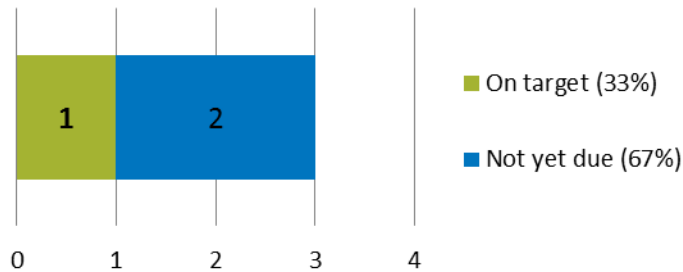
- Two PDP hearings were held over 3 hearing days. Nineteen PDP hearings (out of a total of twenty) have now been completed, over a total of 40 hearing days. More than 200 submitters have been heard. The Hearings Panel has issued eighteen 'Minutes' – which can be found on the council website, along with other communication to and from submitters.
- Two section 42A reports (recommendations to the Hearings Panel) were completed in the second quarter. Nineteen out of a total 20 section 42A reports have now been completed. Four hearing closing statements were completed by reporting officers, with a total of 18 closing statements completed so far. Work continues on the remaining section 42A report which will support the Appendix 3.1 (Development Incentive Guidelines) hearing in February.
- On 5 July 2016 Coastal Ratepayers United lodged Declaration Applications with the Environment Court. Buddle Findlay has been engaged to act for the Council on these matters. At an Environment Court Hearing on 23 November 2016, Judge Dwyer reserved his decision, noting he will likely release a decision in early 2017.
- A section 42A report has been prepared for Plan Change 84 (Kapiti Coast Airport), and the hearing is scheduled for 13-15 February 2017. The section 42A report has been provided to submitters and is available on Council's website.
- Work continued on Community Futures with the Waikanae Beach community to develop their vision. The first draft of the document has been tested with the Waikanae Beach Working Group. The wider community will have a chance to provide feedback in February.
- Implementation of the Policy Work Programme continues. Engagement has been taking place to inform the writing of a draft Community Facilities Strategy, and work continues on the Public Places Bylaw and Sustainable Transport Strategy. The Council will review the programme in early 2017 to inform the early stages of the development for the Long Term Plan.
- The company **.id profile** has been contracted to provide an updated population forecast for the Kāpiti District which will be used across council to underpin our various planning processes. Additional data work is occurring to gather a wider range of social and demographic data on the Kāpiti District, which will be used to underpin the development of the Long Term Plan.
- The following submission and feedback has been made:
 - On 4 November 2016, feedback was provided to the Department of Conservation's survey on the implementation of the New Zealand Coastal Policy Statement;
 - On 16 November 2016, feedback was provided on the Draft Local Government Position on Climate Change;
 - On 18 November 2016, a submission was made on the Draft Wellington Region Natural Hazards Management Strategy; and
 - On 1 December 2016, feedback was provided on the Variation to Wellington Regional Public Transport Plan and Public Transport Fares Review.

Performance measures summary

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

Districtwide planning KPIs

1 July to 31 December 2016



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

Projects summary

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


Substantive hearings started on 4 April 2016 and are due to conclude in February 2017. The project is expected to be completed in this financial year within the allocated budget for 2016/17. Initially higher than planned expenditure is expected to significantly reduce following completion of the section 42A reports and the completion of the hearings in the third quarter of the 2016/17 financial year.

Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Full year result	Comment
We efficiently and effectively develop policies and plans to encourage economic development and preserve the unique character and natural environment of our district	Residents that agree that the district is developing in a way that takes into account its unique character and natural environment	75%	Not yet due	This measure will be reported in the fourth quarter. (2015/16 result was 68%)
	Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings	More than 40%	Not yet due	The result for 2016/17 will be reported after conclusion of the hearings. (2015/16 result was 66%)
	A strategic policy framework and research programme are developed	Achieve	On target	The strategic policy work programme was agreed in April 2016. Work continues on the research programme and the updating of Council's demographic data is nearly complete.

Project reports

District plan review – additional significant project			
Description	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)			
<p><i>Developments in the second quarter:</i></p> <p>On 24 July 2014, the Council chose Option 4 recommended by the Independent Review of the Proposed District Plan (PDP), which was to continue with a modified PDP process using the 'basket of tools' available to the Council. Current activities include:</p> <ol style="list-style-type: none"> 1. Supporting the Hearings Panel in its continuing detailed submission analysis, working toward recommendations to Council in April 2017, in respect of the Proposed District Plan and Urban Tree Variation. 2. Nineteen section 42A reports have now been completed and loaded onto the PDP website. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 3. Proposed District Plan Hearings will continue through to February 2017. 4. One remaining section 42A report to be completed. 5. Submissions and further submissions on the proposed Urban Tree Variation have been heard, with recommendations expected in April 2017. 			
Budget comment			
<p>The PDP project is currently within budget for this financial year (see financial table overleaf). Although expenditure is relatively high in the first two quarters due to the focus on section 42A reporting during that quarter, it is expected to level off in the third quarter and beyond and remain within budget for the year.</p>			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan. 2. Sustained workload pressure for staff. 3. Increased costs and budget pressures. 			
Issues (for elected member attention)			
<p>Updates for elected members will be provided through progress briefings by the Chairman of the Hearings Panel. The Hearings Panel is responsible for managing the hearings process. Following the completion of the hearings the Council will consider recommended decisions from the Hearings Panel and make a final decision.</p>			

District plan review (continued)

Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,458,324	1,720,750	1,720,750	-
This year	2016/17	1,305,712	984,724	1,305,712	
Total		2,764,036	2,705,474	3,026,462	

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

Districtwide planning – financial results to 31 December 2016

Cost of activity statement				
2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
3,925	Other Operating Expense	1,778	1,960	3,141
3,925	Operating Expenditure	1,778	1,960	3,141
	Revenue			
52	Fees and Charges	4	-	-
52	Operating Revenue	4	-	-
3,873	NET OPERATING COSTS	1,774	1,960	3,141
3,873	NET COST OF ACTIVITY	1,774	1,960	3,141
3,873	Rates	1,774	1,960	3,141
-				
3,873	TOTAL SOURCES OF FUNDS	1,774	1,960	3,141

Regulatory services

Ratonga whakaritenga

Key developments for the 3 months to 31 December 2016

- 3,297 of the 3,831 service requests (86%) for regulatory services received in the second quarter were responded to within required times. This is a significant increase in requests on the first quarter (2,863). As a result the first two quarters saw 5,175 of the 5,799 (89%) service requests received responded to within required times against a target of 95%.
- This quarter the Environmental Standards Team hosted a workshop with the Ministry of Primary Industries to assist owners, managers and staff working in the food industry on the new Food Act and impacts on their businesses.

Building control

- In the second quarter, 262 building consents were processed and issued. Those issued during this period had an average processing time of 13 days. 468 of the 576 building consents that were processed in the year to date (81%) were processed within statutory timeframes and the average processing time was 14 days.
- The building control team has continued to receive significant growth in consents, particularly in new houses. The number of consents received was 306 in the second quarter this year (up from 254 for the same period last year). Of that total there were 97 new house consents, up from 53 for the same period last year. This workload continues to be challenging as there is limited contractor support available and recruitment is constrained by availability of specialist candidates. The timeliness for the quarter was 91%, which is a significant improvement on 73% for the first quarter.

Resource consents

- The resource consents team processed 94 consents in the second quarter. Of those, one required limited notification and three had time extensions under section 37 of the Resource Management Act¹. For those non-notified consents that did not have their statutory timeframes extended, the average processing time was 15 days against a target of 17 days.
- The resource consents team has seen a significant increase in consent applications, with 47% more applications received in the first half of the current year compared to the same period last year.
- The team continues to work closely with the M2PP Alliance, Leighton HEB Joint Venture and the NZ Transport Agency to ensure compliance is maintained in relation to the Mackays to Peka Peka and Peka Peka to Ōtaki expressway projects and the Transmission Gully motorway project.

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

Animal management

- The KPI for responding to dog attacks was achieved for the second quarter. The animal management team and external contractor responded to 11 urgent dog attack or threatening complaints within one hour of request. The animal management team continues to work on service requests to ensure quick response times with no overdue items.
- The animal management team has implemented two release times on weekends and public holidays, for dogs impounded for wandering, to provide a more open for business approach to customers. This system was enabled by the ability to have remote access and mobility devices so the team members can work offsite, contact owners and organise release of impounded dogs. The team now has the use of a mobile eft-pos machine to process payments.

Management KPIs

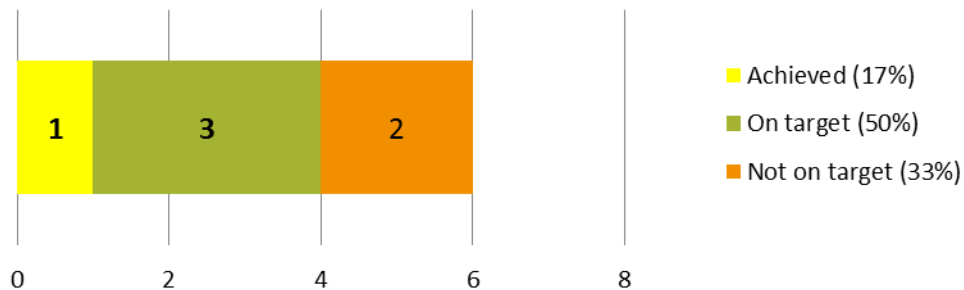
- Attached to this section of the report is a report on the management KPIs relating to the Regulatory Services activity. These are included here as they include the Open for Business measures.

Performance measures summary

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

Regulatory services KPIs

1 July to 31 December 2016



One KPI is achieved and three are on target at the end of the second quarter.

Two KPIs are not on target:

- i). One is the percentage of service requests responded to within time, which was 89% at the end of the second quarter, below the target of 95% for the year. Through a combination of giving greater priority to our responsiveness, plus recruiting into vacant positions, we expect to restore our response rate by the end of the year.
- ii). The other KPI reports the percentage of respondents who agreed that regulatory events are good or very good. There has only been one regulatory event so far this year (an Introduction to the Food Act workshop). 80% found the workshop good or very good which is below the target of 85% for the year. We believe this result is artificially low reflecting some dissatisfaction with the new regulatory regime and with the Ministry of Primary Industries (on whose behalf we hosted the event). Several other stakeholder events are planned for the next few months.

Projects

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

Performance measures

as at 31 December 2016

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 (89%)	5,175 of the 5,799 service requests received in the year to date (89%) were responded to within time.
	Average working days to process building consents will not exceed 17 days	Achieve	On target	14 working days on average for the year to date.
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	On target	15 working days on average (excluding consents deferred under s.37) for the year to date.
	Percentage of survey respondents that agree that the regulatory events are good or very good	85%	Not on target (80%)	There has only been one event in the year to date, an Introduction to the Food Act workshop.
	All dog attacks (classified as urgent) are responded to within 1 hour of notification	100%	On target (100%)	There were 11 reports of urgent dog attacks in the second quarter. They were all responded to within the time frame.
We will retain Building Consent authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	The two-yearly IANZ audit took place in October 2015 with accreditation approved. The next accreditation audit is programmed for October 2017.

Project reports

Earthquake prone building assessments – additional significant project					
GL codes	17150 (opex)				
Description	The earthquake prone building project is to undertake seismic assessments of buildings in the Kapiti Coast District. Buildings that require assessment are those that are used for commercial or industrial purposes, schools and residential buildings which are two or more storeys and have three or more household units. Council is required to undertake this work under the Building Act 2004.				
Group	Planning and regulatory services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. There were 131 assessments of buildings undertaken during the second quarter and 299 assessments year to date.					
Upcoming milestones:					
2. The assessments in Paekākāriki are nearing completion. When those are done the project will be moving on to Paraparaumu.					
Risks (to programme, cost, quality, other)					
1. The Building (Earthquake-prone Building) Amendment Act 2016 is now in place and is likely to come into effect in July 2017. Regulations associated with this are currently being consulted on with responses due by 15 February 2017. The consultation timeframe was extended due to the Kaikoura earthquake in November 2016.					
Issues (for elected member attention)					
1. No issues currently with this project.					
Current year project costs to 31 December 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	200,000	169,572	169,572	
This year	2016/17	407,202	171,608	407,200	
Future years	2017/20	2,007,377		2,007,377	
Total		2,614,579	341,180	2,584,149	

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

Regulatory services – financial results to 31 December 2016

Cost of activity statement				
2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
8,174	Other operating expense	4,189	4,019	8,026
63	Depreciation and amortisation	14	4	7
17	Finance expense	8	8	15
8,254	Operating expenditure	4,211	4,031	8,048
	Revenue			
3,839	Fees and charges	2,358	2,019	3,400
3,839	Operating revenue	2,358	2,019	3,400
4,415	NET OPERATING COSTS	1,853	2,012	4,648
	Capital items			
5	Asset renewal	-	-	-
49	New assets upgrade	-	-	-
54	Total capital items	-	-	-
4,469	NET COST OF ACTIVITY	1,853	2,012	4,648

Regulatory Services Quarterly Report - Management KPIs

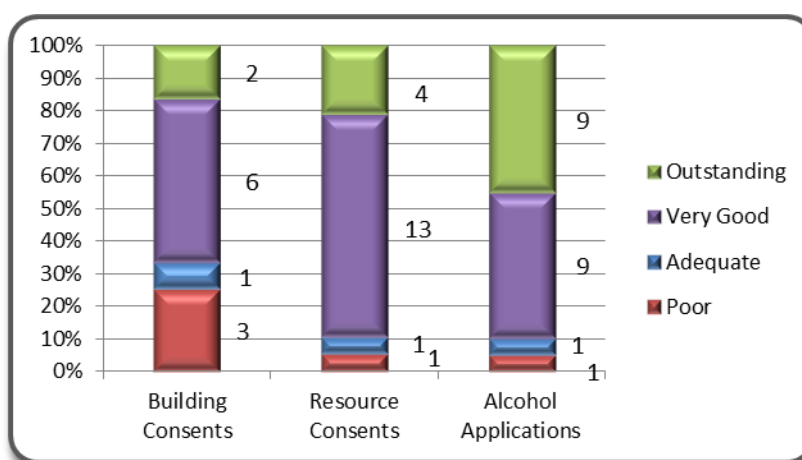
1 October to 31 December 2016

Open for Business (All Teams)

	Level of Service	Measure	Target 2016/17	Result
KPI 1	Consenting and licencing issue applicants receive good service.	Percentage of alcohol, resource consent, building consent and LIMs application survey respondents agree that they have received good or better service.	75%	Achieved 84%

Application survey respondents' results

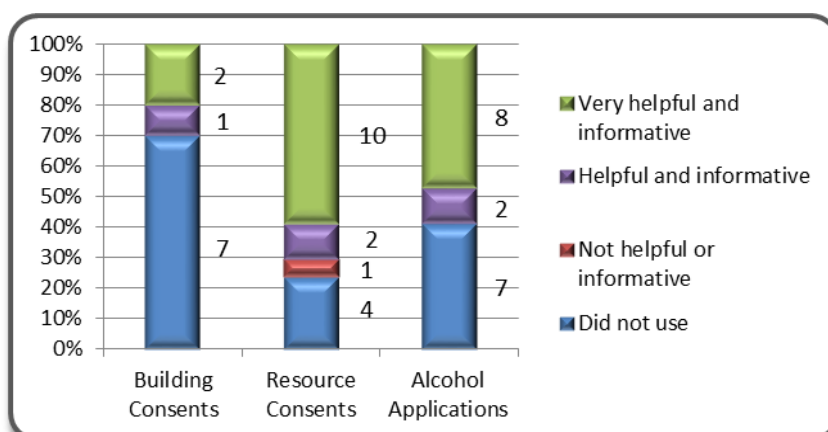
"How would you rate the performance of staff involved in processing your application?"



	Level of Service	Measure	Target 2016/17	Result
KPI 2	Pre-application services are informative and helpful.	Percentage of users / respondents agree that pre-application processes are useful and informative.	75%	Achieved 96%

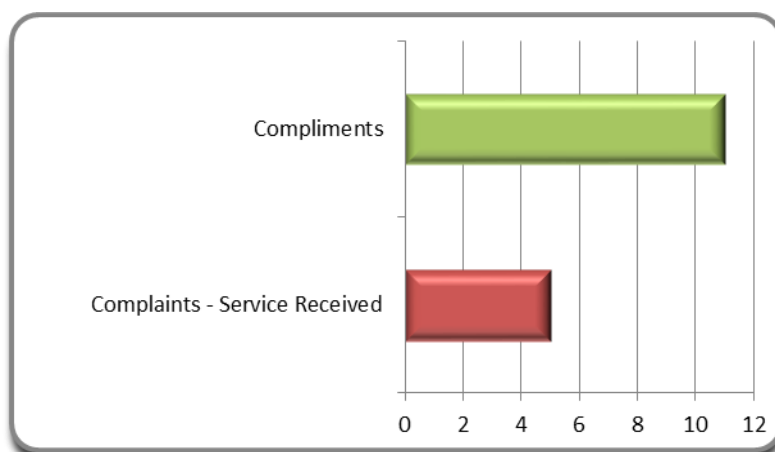
Rating of pre-application services

"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 2016/17	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	Achieved

Compliments and complaints formally received in the second quarter



Regulatory Services has received 19 compliments and 10 complaints regarding the service delivered in the year to date.

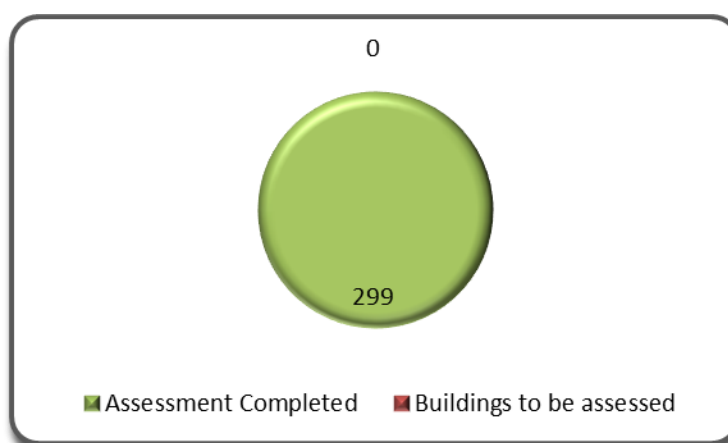
	Level of Service	Measure	Target 2016/17	Result
KPI 4	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Continuous Improvements are recorded and actioned using the process described in the relevant Quality Assurance System.	Achieve	On target

Continuous Improvement Summary			
	Underway	Complete	Total
Building Control	10	6	16
Animal Control	5	6	11
Alcohol / Environmental Health	2	11	13
Resource Consents	2	0	2
LIMs	1	4	5
Compliance	3	1	4

Building Control

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

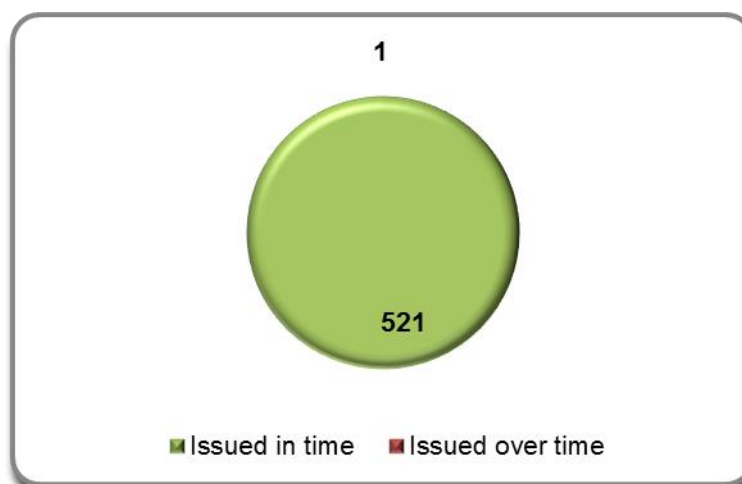
Progress of Earthquake Prone Building Assessments



The project is currently completing the assessments in Paekakariki and moving into Paraparaumu.

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

Code Compliance Certificates Issued



240 Code Compliance Certificates were issued on time in the second quarter and 522 issued in the year to date.

1,688 building inspections were undertaken in the second quarter and 3344 inspections in the year to date.

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

Building Warrant of Fitness Inspections



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

KPI 9	Level of Service	Measure	Target 2016/17	Result
	Illegal or unauthorised building work is identified and prompt action is taken.	Percentage of all notified complaints regarding illegal or unauthorised building work is investigated within three working days.	95%	Not on target 93%

Six notified complaints regarding illegal building work were received in the second quarter and there are 14 complaints year to date. Thirteen of the complaints were investigated within required timeframes. We expect to be back on target by the end of the year.

KPI 10	Level of Service	Measure	Target 2016/17	Result
	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	On target (5 days)

169 were issued in second quarter and 377 in the year to date with the average time to process a LIM in the year to date being five days.

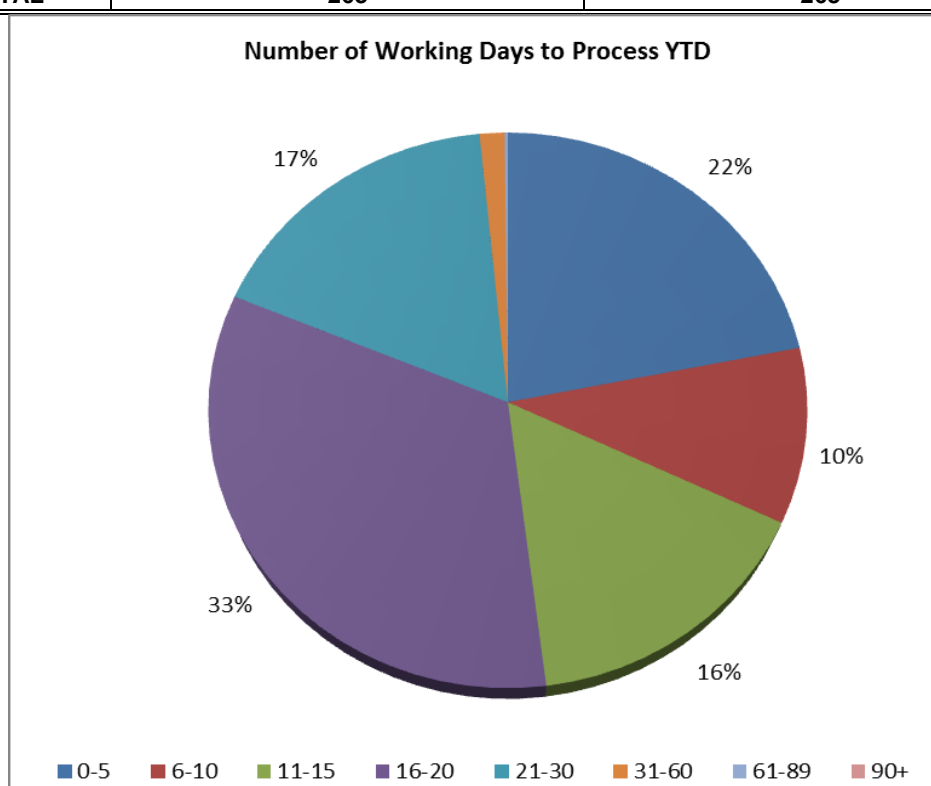
Building Control Noticeboard

We continue to have high volumes in the building consent applications particularly with new houses.

BUILDING CONSENTS ISSUED 2016/17

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	314	263			577
Total Consents Processed within 20 working days	230	239			469
Percentage complete within 20 working days	73%	91%			81 %
Average processing time	15 days	13 days			14 days (target 17 days)

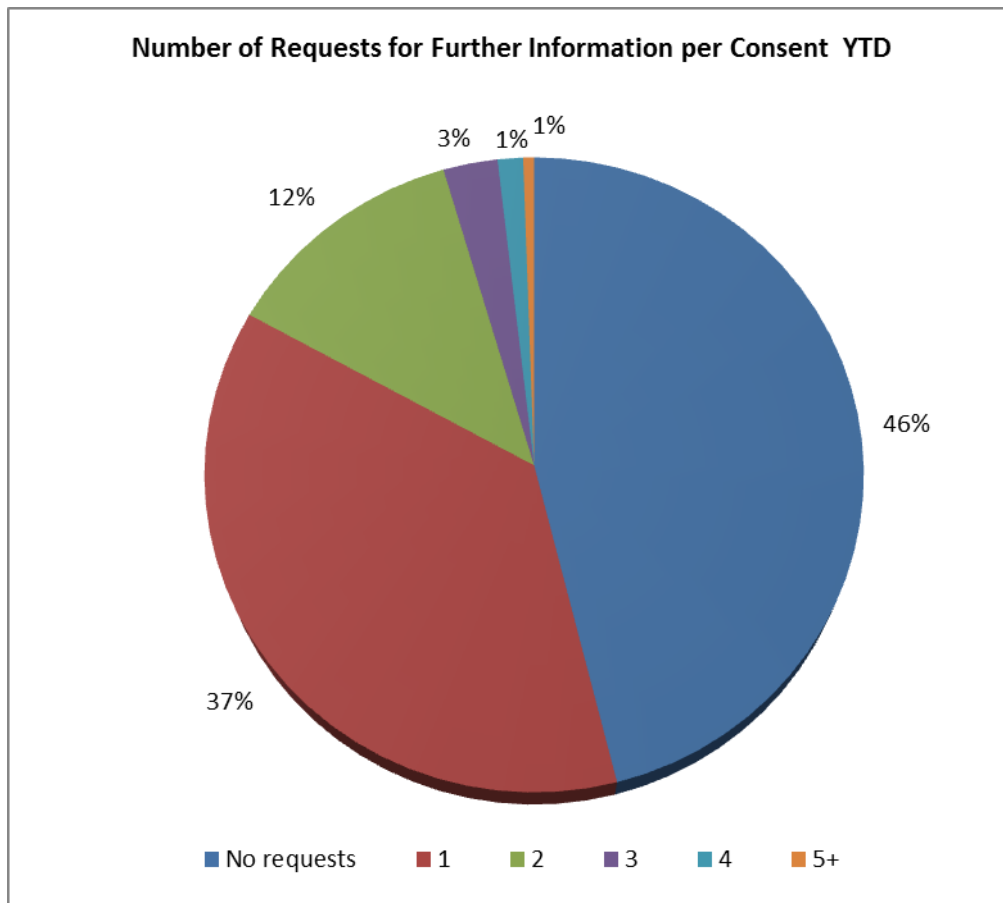
1-10-2016 to 31-12-2016		
Number of Days ² (X)	Number of consents processed within (X) Working Days	Number of consents processed within (X) Actual Days ³
0-5	48	45
6-10	39	28
11-15	52	20
16-20	100	53
21-30	22	70
31-60	2	37
61-89		5
90+		5
TOTAL	263	263



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

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

REQUESTS FOR FURTHER INFORMATION⁴



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	155	97			252
1	85	117			202
2	34	34			68
3	7	8			15
4	3	4			7
5+	0	3			3
TOTAL	314	263			577

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

Resource Consents and Compliance

	Level of Service	Measure	Target 2016/17	Result
KPI 11	Co-management opportunities are endorsed through Te Whakaminenga o Kāpiti.	Tāngata whenua have the opportunity to review all resource consent applications.	Achieve	On target

A list of all consents formally received by Council is sent out to all Iwi representatives with copies available on request. Those applications identified to be of interest are sent out when the consent is allocated to the planner for processing.

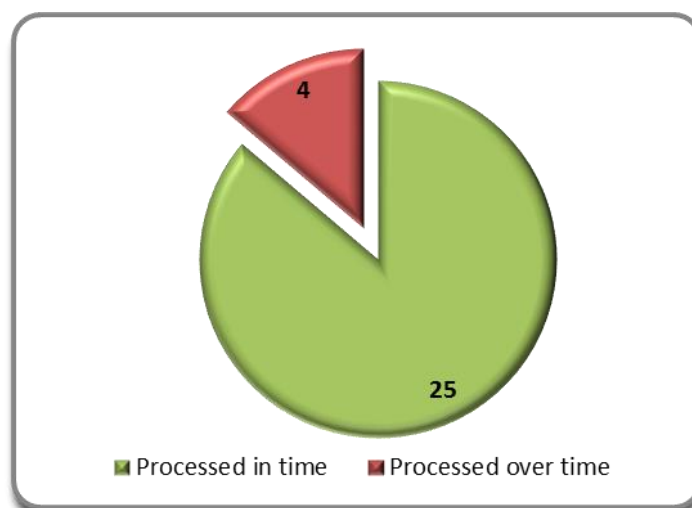
	Level of Service	Measure	Target 2016/17	Result
KPI 12	Avoid unnecessary delays with notified consents, which due to their complexity can span a lengthy period.	Percentage of all notified consents are processed within statutory timeframes.	95%	Not on target 50%

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

	Level of Service	Measure	Target 2016/17	Result
KPI 13	Process completion certificates promptly to avoid costly delays.	Percentage of all s223 completion certificates are processed within statutory timeframes.	95%	Not on target 86%

There were twelve completion certificates issued in the second quarter, bringing the total in the year to date to 29. Eleven of the twelve were processed within statutory timeframes, which is an improvement compared to the first quarter however still falls short of the target. A significantly higher than normal workload as impacted on the ability to meet statutory timeframes, with 58% more resource consents processed in the second quarter, compared with the same quarter last year. Greater attention and resource will be applied to improve compliance with statutory timeframes.

S223 Applications Processed



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

Completed in July 2016.

	Level of Service	Measure	Target 2016/17	Result
KPI 15	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Percentage of application deposits refunded less than 5% of decisions issued per year.	<5%	On target 2%

Two refunds were processed in the year to date. This brings the total in the year to date to three

	Level of Service	Measure	Target 2016/17	Result
KPI 16	Ensure resource consent decision making is robust and legally defensible.	Applications for judicial review or appeal of decision result in Council's decision being upheld.	Achieve	On target

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

	Level of Service	Measure	Target 2016/17	Result
KPI 17	All development in the community are monitored to ensure they are consistent with District Plan.	Resource consents known to be given affect to are monitored in accordance with Regulatory Services Monitoring Strategy / Procedures Manual.	95%	On target 100%

348 inspections of 174 Resource Consents [including Subdivision Consents] were recorded during this second quarter and 9 inspections were undertaken in relation to the Expressway project. Two inspections were undertaken of the Transmission Gully Project. All consents known to have been given affect to are being monitored.

The Development Control team are in the process of writing its Monitoring Strategy / Procedures Manual to ensure the team is as proactive as possible when determining which consents have been given affect to, and thus require monitoring.

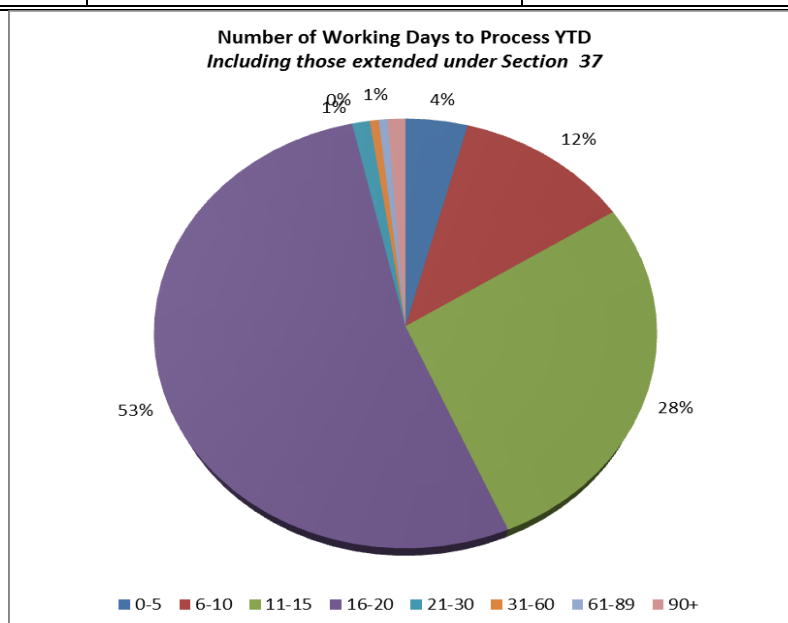
	Level of Service	Measure	Target 2016/17	Result
KPI 18	Provision of a responsive and efficient process for ensuring compliance obligations are fairly and appropriately enforced.	Quarterly audit review shows that procedures are followed in accordance with the Enforcement Policy.	Achieve	On target

The Development Control team continue to work with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. 1 formal enforcement action [infringement notice] was taken this quarter.

RESOURCE CONSENTS ISSUED 2016/17

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Resource Consents – decision issued during period	78	92			170
Total non-notified issued within statutory timeframes	76	89			165
Total notified issued within statutory timeframes	0	1			1
Percentage complete within statutory timeframes	97 %	98%			98 %
Average processing days for non-notified decision (excl. consents with S37 timeframe extensions)	16 days	15 days			15 days (target 17 days)
Average processing days for notified decision (excl. consents with S37 timeframe extensions)	N/A	N/A			N/A
Consents where further information requested ¹	29	41			70

1-10-2015 to 31-12-2015		
Number of Days (X)	Number of consents processed within (X) Working Days ²	Number of consents processed within (X) Actual Days ³
0-5	4	3
6-10	16	13
11-15	23	14
16-20	46	29
21-30	1	9
31-60	1	18
61-89		2
90+	1	4
TOTAL	92	92

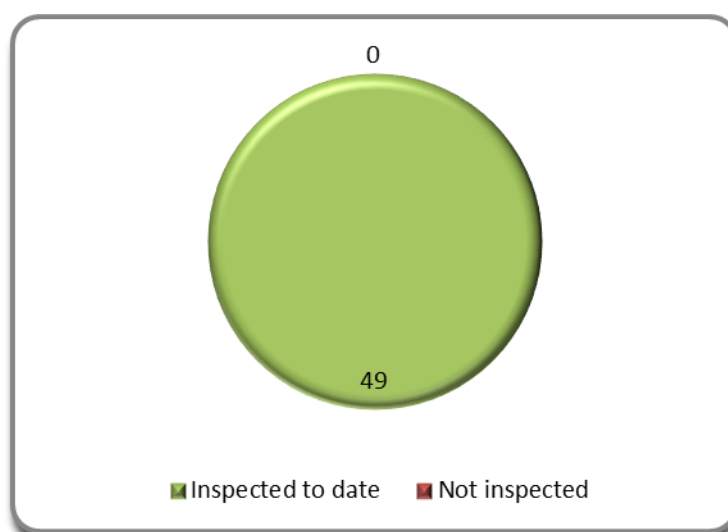


- Further information is requested due to applicants not providing sufficient information in order to understand the impact of the subdivision and/or land use on the environment. This included incomplete information in relation to noise impacts, traffic, visual, earthworks, drawings not to scale, no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

Environmental Standards

	Level of Service	Measure	Target 2015/16	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%	Achieved On target

Premises inspected for new/renewal alcohol licence applications



A total of 19 Alcohol licensed premises (new or renewal) had their licences issued and were inspected as part of that process this quarter. This brings the total for the year of 49 licences issued and 49 inspections related to that process.

In addition a total of 23 monitoring inspections were undertaken during the quarter bringing the total monitoring visits for the year to 44.

	Level of Service	Measure	Target 2015/16	Result
KPI 20	All food premises operate within an environment that is safe and healthy.	A minimum of 80% of all food premises are audited/ inspected using a risk based approach in accordance with government acts or regulations each year.	80%	On target

Licensed food premises inspected



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

The target for the year is 311 based on the grading of each premises at 1 July 2016. Therefore the target for this quarter was 78. The total inspections or audits conducted this quarter were 58 bringing the total inspections/audits to 154, and on target, for the year to date.

In keeping with our open for business drivers the team have also continued to support businesses who have or are transitioning into the new system and we conducted an additional 12 support visits this quarter, bringing the total of these support visits during the year to 31.

	Level of Service	Measure	Target 2015/16	Result
KPI 21	All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy.	A minimum of 80% of all other licensed premises' are inspected for compliance with appropriate regulations.	80%	On target

Other licensed premises inspected



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

The target for the year was based on the existing business as of 1 July 2016 and was 60 other licensed premises. This relates to approximately 15 visits per quarter. The total inspections this quarter were 14 bringing the total for the year to 45, ahead of target.

	Level of Service	Measure	Target 2016/17	Result
KPI 22	Private swimming pools comply with the legislated requirements.	20% of all known private swimming pools are inspected to ensure compliance with the Fencing of Swimming Pools Act 1987.	20%	Not yet due

Swimming pool inspections



This financial quarter Council Staff conducted 65 inspections. In total there have been 110 pools inspected in the first half of the year against a target of 211.

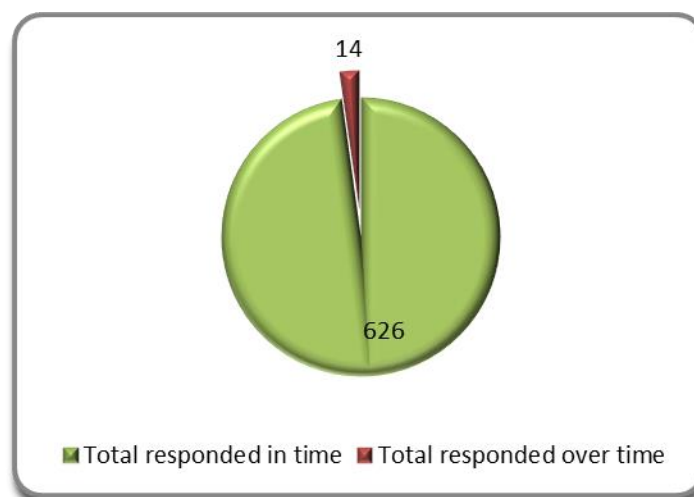
New pool safety legislation came into effect on 1 January 2017. The Building (Pools) Amendment Act 2016 came into effect on 1 January 2017. It repealed the Fencing of Swimming Pools Act 1987 and included new pool safety provisions in the Building Act 2004. Parliament passed the Building (Pools) Amendment Bill on 20 October 2016.

Key changes include:

- a new requirement for mandatory three-yearly inspections of swimming pools (we currently inspect five-yearly)
- allowing safety covers to be used as barriers for spa pools and hot tubs
- introducing additional enforcement tools for territorial authorities, including notices to fix.

	Level of Service	Measure	Target 2016/17	Result
KPI 23	Dogs are managed effectively to minimise nuisance.	Percentage of all routine calls/complaints about dogs are responded to within 24 hours of receipt.	95%	On target 98%

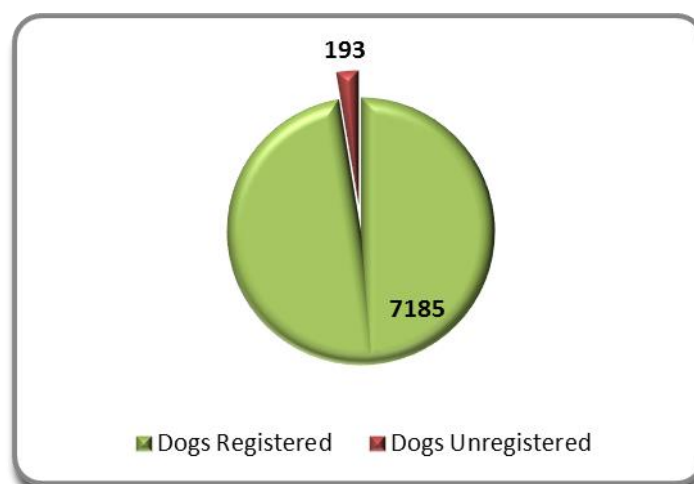
Response to routine dog calls/complaints



The Animal Management Team responded to 626 service requests this quarter, up 7.4% from 580 requests in the previous quarter.

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

Registered dogs in district



The team have already managed to follow up on last year's known registered dogs and also discovered a number of unregistered dogs which are now registered. In total Kapiti currently have 7,185 dogs, 193 remain unregistered. The Animal Management Team continue to chase up dog owners who have failed to register their dogs.

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me to tāngata whenua

Key developments for the 3 months 1 October to 31 December 2016

Governance

- Local body elections were held on 8 October 2016. The Council's Electoral Officer managed elections for Council, the four Community Boards, and managed on behalf of other bodies the elections for the two District Health Boards spanning the District, and for Greater Wellington Regional Council.
- Newly-elected members were sworn in at an Inauguration Ceremony (and first formal Council meeting) on 25 October 2016, and at the first round of Community Board meetings.
- At the second meeting of Council a range of statutory governance mechanisms were put in place: the Mayor informed Council he had exercised his powers under Section 41A of the Local Government Act 2002 and appointed the Deputy Mayor. He also established Committees and their Terms of Reference and appointed Chairs to them. Council appointed Deputy Chairs to the Committees and approved Committee delegations. The Mayor, Councillors and Community Board members were appointed to a range of external organisations.
- Elected members went through an induction programme during the period. This included three days of activity briefings provided by senior staff, two half-days of team-building for Councillors, two sessions of IT training, a two-day workshop by Local Government New Zealand, a legal seminar, civil defence emergency management training, a one-day seminar on Standing Orders, a health and safety briefing and a two-day bus tour of Council facilities throughout the District. In total, excluding meetings, the induction programme comprised around 75 hours.
- A calendar of meetings for 2016/17 was approved.
- Councillors approved additional payments to roles with additional responsibilities, subject to the Remuneration Authority's approval.
- Council adopted a revised set of Standing Orders for the conduct of its meetings based on the Local Government New Zealand revised document.
- There was one citizenship ceremony, in November which conferred citizenship upon 40 applicants. Their countries of origin included Australia, Canada, Indonesia, India, Samoa, South Africa, Tuvalu and the United Kingdom.
- The Council received 42 requests under the Official Information Act in the second quarter (120 for the first two quarters). This compares to 58 in the second quarter last year [123 for the first two quarters).
- There were three Council meetings and three Committee meetings, in the second quarter, but no Subcommittee meetings. There were 20 briefings.

Tāngata whenua

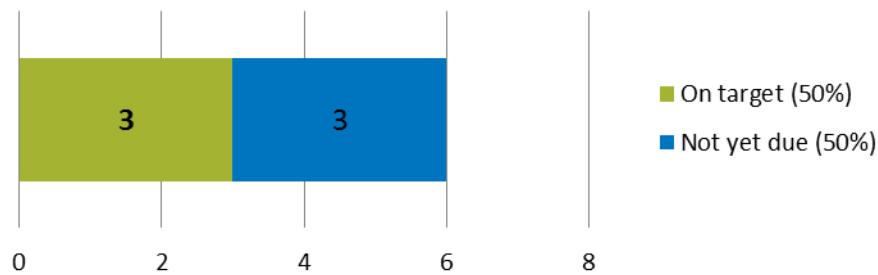
- Planning for Waitangi Day 2017 is well underway. Ngā Hapū o Ōtaki and the Council are co-hosting the signature event which will take place at the Ōtaki Māori Racing Club.
- A Waahi Tapu Tour was incorporated into the staff induction tour of the district.
- The inauguration of newly elected members included a pōwhiri led by Te Ātiawa ki Whakarongotai.
- Work across the organisation continues with iwi engaged in Working Parties including: town centres, water, district plan, bio-solids and development of Cultural Impact Assessments. This work continues to inform council on the critical values and aspirations that are significant to iwi.
- Te Whakaminenga o Kāpiti, the council partnership committee has met once in this quarter. A noho marae and waahi tapu tour is being developed for elected members. It is currently planned for 20-21 March to be based from Raukawa marae.
- Consultation and engagement agreements were signed with iwi.
- Engagement with Te Ātiawa is underway for McLean Park and Otaraua Park.
- The Mountains to Sea project, led by the Department of Conservation for the Waikanae river corridor, has been signalled as the preferred mechanism for Te Ātiawa to engage when considering work on and around the awa.
- Bio-solids working with iwi – exploring iwi frameworks and partnership approaches to inform wastewater treatment and disposal options.
- Te Reo Māori classes were offered for the community at the districts libraries.
- Work has progressed with environmental and biodiversity groups on the Kāpiti Coast Environmental Accord concept. A document is being developed telling the story of the collective groups' work, to form the basis of individual funding applications(e.g. Predator-Free 2050).

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July to 31 December 2016



Three of the six KPIs were on target at the end of the second quarter.

Results for three KPIs are not yet due.

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 31 December 2016

Contribution to outcomes	Performance measures	Target	Result (ytd)	Comment
Civil defence emergency management				
We encourage households to be ready for emergencies	Number of households that have an emergency plan and kit sufficient for three days following an emergency event	Maintain or increase 2014/15 baseline (69%)	Not yet due	This measure will be reported in the fourth quarter. (2015/16 result was 74%)
Governance				
Residents will be informed of opportunities to engage and participate in decision-making processes within statutory timeframes	Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting	100%	On target	
Official information requests will be responded to within statutory timeframes	Percentage of official information requests responded to within 20 working days ¹	100%	On target	All 120 official information requests in the first two quarters were responded to within 20 working days.
Tāngata whenua				
We value the partnership with tāngata whenua and it is strong	The memorandum of partnership is renewed each triennium	Achieve	Not yet due	MoP is planned to be reviewed within the first six months of the new Triennium.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	Feedback to be sought in the fourth quarter.
We provide for the active participation of tāngata whenua and Māori in decision-making processes	Māori have representation on standing committees of council and tāngata whenua working parties contribute to significant council work programmes	Achieve	On target	Representation is established and working parties are actively involved in significant programmes

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

Governance and tāngata whenua – financial results to 31 December 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)	Full year Projection 2016/17 (\$'000)
Total projects under \$250,000	38	38	97	128
Total projects over \$250,000	138	234	458	458
Total	176	272	555	586

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
4,601	Other operating expense	2,096	2,431	4,785
61	Depreciation and amortisation	24	24	48
65	Finance expense	28	34	69
4,727	Operating expenditure	2,148	2,489	4,902
	Revenue			
593	Fees and charges	418	346	611
37	Interest income	1	32	64
630	Operating revenue	419	378	675
4,097	NET OPERATING COSTS	1,729	2,111	4,227
	Capital items			
395	Asset renewal	172	252	523
6	New assets upgrade	4	15	31
-	Additional loan repayment	-	5	9
401	Total capital items	176	272	563
4,498	NET COST OF ACTIVITY	1,905	2,383	4,790