

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

11 AUGUST 2016

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 APRIL TO 30 JUNE 2016

PURPOSE OF REPORT

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

DELEGATION

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

Section B.3.7:

Annual Planning

7.3 Authority to monitor Annual Plan implementation.

Financial and Asset Management

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

BACKGROUND

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

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

CONSIDERATIONS

Section 1: Key Development Highlights

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

Community Services

- 8 Of the two council buildings identified as potentially earthquake prone, one (the Ōtaki Museum) has had that confirmed through a detailed seismic assessment. The other, the Ōtaki Theatre, has been assessed as above the earthquake prone threshold.
- 9 The agreement supporting Council's \$1.6m contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre has been drafted and is in the process of being finalised with the College.
- 10 The Kāpiti Youth Festival was held on 9 April at Maclean Park, Paraparaumu. Over 1,000 people attended..
- 11 The Council's carbon and energy saving work was recognised at the 2016 EECA Awards at a ceremony in Auckland.
- 12 The Paraparaumu i-Site is now under the direct management and oversight of council. Three full-time staff have been recruited and a new optimal location has been leased.
- 13 Council hosted a media familiarisation tour in June to promote the Kāpiti Arts Trail event in November 2016. Journalists from a range of magazines spent two days in Kāpiti - their articles will feature in national publications in the coming months.
- 14 The Town Centre project has developed concept designs on all priority projects and used these to inform the latest round of public consultation.in June 2016.
- 15 As a result of working with M2PP and the local community, an upgrade of Makarini Reserve is underway, fully funded by M2PP.
- 16 Matariki celebrations were held at our districts libraries – with a master carver demonstration at Paraparaumu library attended by 65 people.
- 17 The detailed design for the Ōtaki Pool redevelopment has been completed and the tender process has started to appoint a suitable contractor.

Infrastructure

- 18 The annual roading reseal programme is complete and the footpath renewal work is substantially complete.
- 19 The remedial earthworks at Blue Bluff on Ōtaki Gorge Road are substantially complete and the road has re-opened.
- 20 Greater Wellington Regional Council granted a non-notified resource consent for the Paekākāriki seawall.
- 21 The vermicomposting of biosolids trial in Ōtaki is now into phase two, with worms added to start the vermicomposting process.
- 22 The detailed investigations of projects in the re-prioritised Stormwater work programme has commenced, with investigations completed in 12 of 35 catchments.
- 23 Completed 16.6 km of open drain machine cleaning (42% of the drains maintained by council).
- 24 Agreement has been reached with NZTA on completing the remaining sections of the Waikanae duplicate rising main alongside the expressway in 2016/17.
- 25 The river recharge was used for a total of 14 days this year. Using recharge has meant Council was able to continue to provide Waikanae river water to residents.
- 26 The repairs of leaks identified during the 2015/16 leak detection programme have now been completed. That covered 53.5km (11%) of the water supply network..

Planning and Regulatory Services

- 27 Seven PDP hearings have now been completed, over a total of 14 hearing days. 118 submitters have been heard.
- 28 As part of the *FutureKāpiti* Waikanae Beach work, eight working group meetings have been completed, with enthusiastic participation and very good feedback.
- 29 The Earthquake Prone Building assessment project has progressed and the assessment programme is underway. Current priorities are buildings that have a post-disaster function.
- 30 The Animal Management Team has been conducting school presentations and educational patrols and has plans to promote responsible dog ownership at local fairs and events.

Governance and Tāngata Whenua

- 31 The Council received 69 requests under the Official Information Act in the fourth quarter. This compares to 61 in the fourth quarter last year. The cumulative total for the 2015/16 year was 259 (up from 231 requests last year).
- 32 An Elected Members' Expenses and Allowances Policy was adopted and forwarded to the Remuneration Authority for final approval.

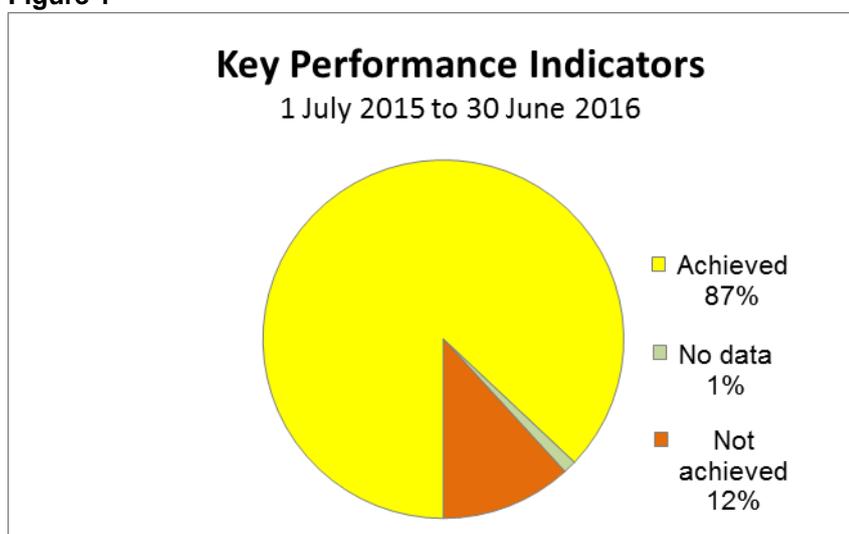
- 33 Council and Te Whakaminenga o Kāpiti are actively involved in the promotion and revitalisation of Matariki in the community, with an extensive range of events provided by community groups, kura (schools) and the Council
- 34 Work across the organisation continues with iwi engaged in Working Parties including: town centres, water, district plan, bio-solids and development of cultural impact assessments..

Section 2: Summary of Performance across all Activities

Summary of Key Performance Indicators: Level of Service Measures

- 35 There are 85 KPIs for which we have targets this year (three further KPIs are for monitoring only). Figure 1 below reports on KPI results against their targets.

Figure 1



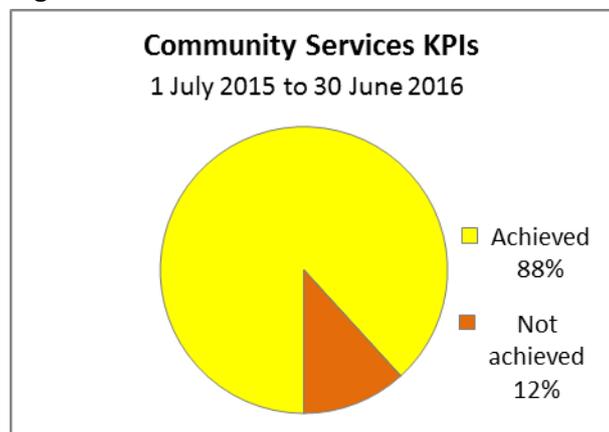
Achievement Category	Outcome at 30 June 2016
Achieved	74
On target	0
No data	1
Not on target	0
Not achieved	10
Total Level of Service Measures	85

KPI results by Activity Cluster

Community Services

36 In this cluster there are 34 KPIs.

Figure 2



37 Thirty of the 34 KPIs (88%) were achieved for the 2015/16 year.

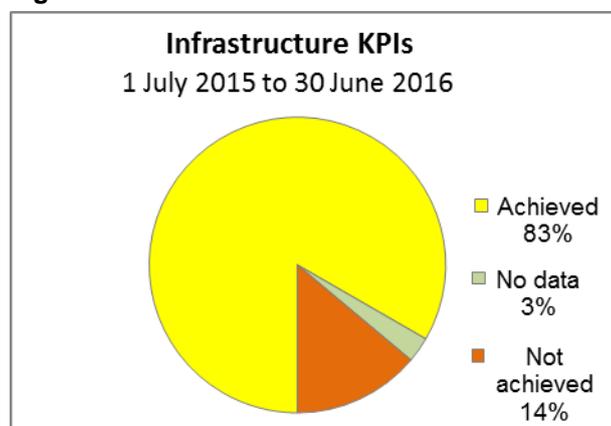
38 Four KPIs (12%) were not achieved.

- i). The number of visits to the district's pools (292,180 including spectators) were a little below the target (300,532) which was based on 2014/15 attendance numbers. A pools survey has been undertaken and has provided useful information which will be used to design new programmes and activities to attract new users.
- ii). The number of visits to the district's libraries was also below the target based on prior year average visitor numbers. Further investigation has shown that the old door counters, on which the target was based, were faulty with a corresponding impact for reporting against this KPI.
- iii). The acquisition of public art originally intended for 2015/16 has been deferred until 2016/17. In the recent Annual Plan deliberations Council approved the carryover of the budget for this project into 2016/17.
- iv). *Users who are satisfied with the safety and availability of the on-road cycleway network* returned a satisfaction score of 54% in the Resident Opinion Survey in May 2016 against a target of 85%. Both the safety and availability of on-road cycleways should improve as the CWB programme is further advanced over the next few years. Availability in particular, will significantly increase with the addition of 10-20 kms of cycle lanes through the SH1 Revocation project.

Infrastructure

- 39 In this cluster there are 39 KPIs. Three have been established for monitoring purposes only at this stage, leaving 36 KPIs with assigned targets.

Figure 3

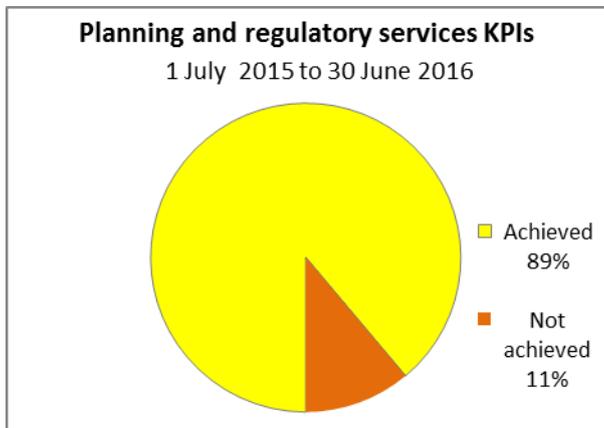


- 40 Thirty of those 36 KPIs (83%) were achieved for the 2015/16 year.
- 41 One Access and transport KPI cannot be reported as the data from NZTA is not available. The KPI is the *Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand*. NZTA are currently developing a new online reporting tool for this and other roading information and that is not yet complete.
- 42 Five KPIs were not achieved, these included :
- i). Two access and transport KPIs were not achieved, both due to Resident Opinion Survey results that were below target. Only 61% of residents agreed that council roads allowed easy movement throughout the district (the target was 85%) while only 66% were satisfied with the condition of footpaths (against a target of 70%). The former result should improve once the expressway work is finished and the latter should gradually be addressed as work is undertaken in line with the forward works programme that is being developed in 2016/17 to determine the footpaths most in need of attention, although there are significant budget constraints in this area.
 - ii). One stormwater 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. Council received 21.6 complaints per 1,000 connections in the year to date. There is a significant programme of work planned in this activity following on from the re-prioritisation of the stormwater work programme in 2015/16.
 - iii). Two water KPIs were not achieved. The first was a resident opinion survey result which reported that 68% of residents were satisfied with the quality (taste, clarity, odour) of the water supply against a target of 80%. This was a significant improvement over the 51% satisfaction recorded the previous year as was expected following the commissioning of the river recharge scheme. The second was *the total number of complaints received about water quality and continuity of water supply*. There were 5.0 complaints per 1,000 connections against a target of 4.7 per thousand. The majority of these were service requests related to interruptions to the water supply.

Planning and Regulatory Services

43 In this cluster there are 9 KPIs.

Figure 4



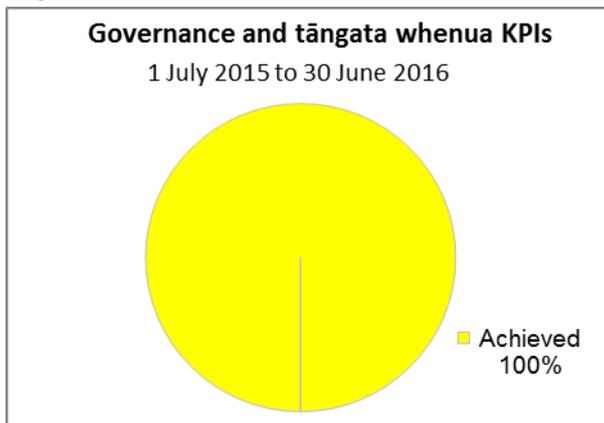
44 Eight of the nine KPIs (89%) were achieved for the 2015/16 year.

45 One districtwide planning KPI was not achieved. *Residents that agree that the district is developing in a way that takes into account its unique character and natural environment* recorded a satisfaction score in the Resident Opinion Survey of 68% against a target of 75%. There were a range of concerns expressed including dissatisfaction with the expressway and concerns over the capacity of local infrastructure to cope with growth.

Governance and Tāngata Whenua

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

Figure 5



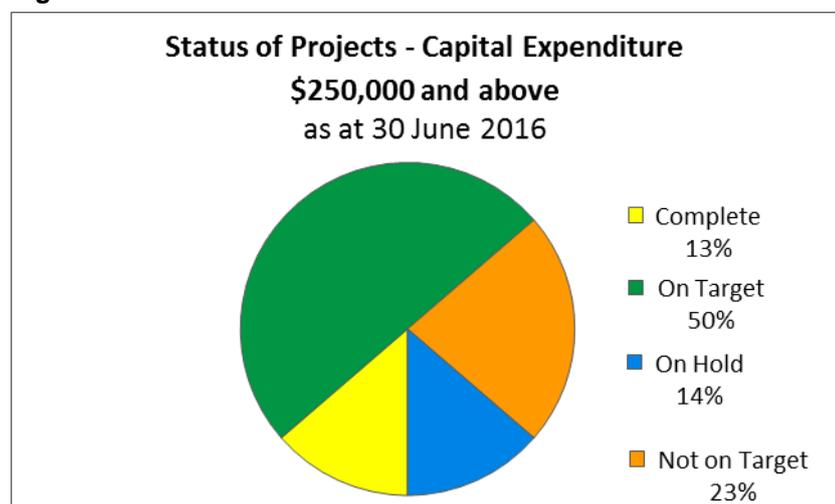
47 All six KPIs were achieved for the 2015/16 year.

Section 3: Summary of Project Performance

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

- 48 There are 22 Capital Expenditure Projects with a value of \$250,000 and above in 2015/16. Figure 6 below provides a performance summary of these projects as at 30 June 2016.

Figure 6



- 49 Of the 22 projects, three were complete and 11 were on target at the end of 2015/16. Three wastewater management projects were on hold for reasons discussed in the infrastructure cluster below. Five infrastructure projects were not on target (discussed below).
- 50 The 13 projects complete or on target include the following key initiatives and major projects from the 2015-35 Long term Plan (see Appendix A, Tables 1 and 2):

Key Initiatives

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

Major projects

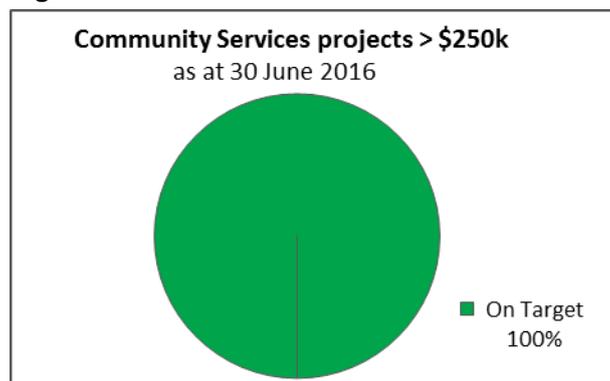
- iv). Coastal Protection Paekākāriki
- v). Kāpiti Youth development centre
- vi). Otaraua Park development
- vii). Earthquake prone building assessments

Community Services

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

plan (the Kāpiti youth development centre, see Appendix A, Table 2) and the strategic land purchase project (see Appendix A, Table 3).

Figure 8

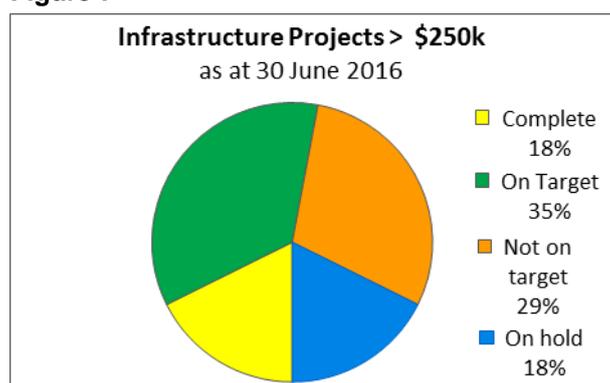


52 All five projects were on target at the end of the 2015/16 year.

Infrastructure

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

Figure 7



54 Nine of the 17 projects (53%) were either complete or on target at the end of the 2015/16 year.

55 Three Wastewater projects were on hold (18%) as their funding was reallocated to the Waikanae duplicate rising main project.

56 Five projects were not on target for the following reasons:

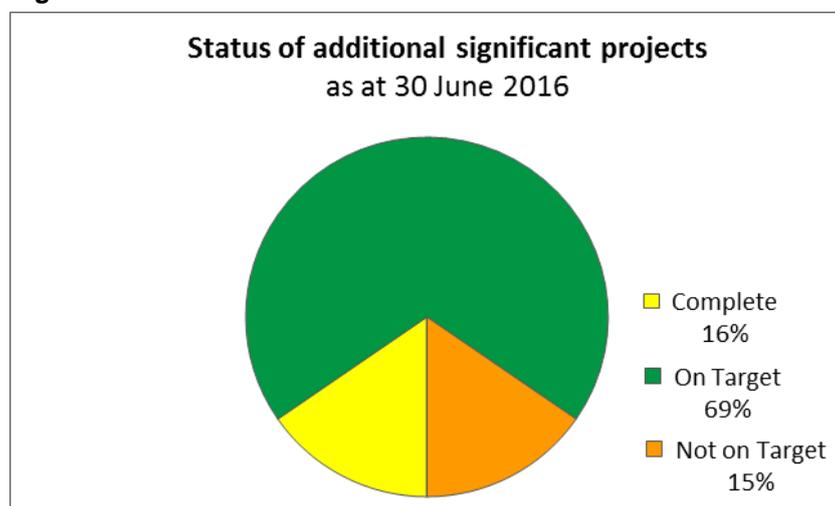
- i). The river recharge post construction and compliance monitoring project is ahead of schedule but overspent its budget in 2015/16 as significant additional work was undertaken through the year.
- ii). The Ōtaki Beach pump station upgrade had additional conditions imposed by Greater Wellington Regional Council which has extended the project completion date from June to October 2016.
- iii). The Waikākāriki Stream gravel extraction project has been delayed waiting for affected party approvals. These were finally received in the third quarter but the expected completion date has, as a result, been pushed out from June to December 2016.

- iv). The Ōtaki Wastewater Treatment Plant consent upgrades project is not on target. The wetland optimisation study was delayed due to the absence of key staff. The contract was awarded in January 2016 but has been put on hold pending the completion of the consenting process for the wastewater treatment plant.
- v). The Smithfield road extension project is not on target. The programming for this work is under the control of the M2PP Alliance team.

Summary of Projects – Additional Significant

- 57 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).
- 58 There are now 13 additional significant projects in 2015/16. Figure 9 below is a summary of performance for these projects as at 30 June 2016.

Figure 9



- 59 Eleven of the 13 projects (85%) were either complete (2) or on target (9) at the end of 2015/16. This includes three major projects from the 2015-35 Long term plan (see Appendix A, Table 2. The other 10 additional significant projects are listed in Appendix A, Table 4):
 - i). Otaraua Park Development
 - ii). Earthquake prone building assessments
 - iii). Waikanae Library and Mahara Gallery upgrade
- 60 The District Plan Review project is ahead of its planned timeframes, but is over budget due to an extensive submitter engagement process and additional work required to ensure a robust evidence base and high quality reporting for the hearings.
- 61 The EDRMS (Electronic Document and Records Management System) software renewal project is running behind schedule due to delays in the Technical Infrastructure upgrade.

Legal considerations

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

Financial considerations

63 A summary of budget details for each activity (as at 30 June 2016) is provided in the activity reports attached as Appendix B to this Report SP-16-1956.

SIGNIFICANCE AND ENGAGEMENT

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

RECOMMENDATION

65 That the Corporate Business Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the fourth quarter of 2015/16 contained in the Activity Reports attached as Appendix B to this Report SP-16-1956.

Report prepared by	Approved for submission	Approved for submission
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Terry Creighton	Stephen McArthur	Wayne Maxwell
Corporate Monitoring Officer	Group Manager Strategy and Planning	Group Manager Corporate Services

ATTACHMENTS:

- Appendix A – Summary List of Projects
- Appendix B – Activity Reports

Appendix A - Summary List of Projects

Table 1: Our Key Initiatives from the 2015-35 Long term plan		
Activity	Key Initiative	Status Category
Economic development	Paraparaumu and Waikanae Town Centres (<i>Town centre major connectors</i>)	
Parks and open space	Te Ātiawa Park netball/tennis courts rebuild	
Recreation and leisure	Ōtaki Pool rebuild and splash pad	
	Performing arts facility (at Kāpiti College) ¹	Our contribution not due yet

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

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

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

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

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

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

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