

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

16 MAY 2019

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 January to 31 March 2019

PURPOSE OF REPORT

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the third quarter of the 2018/19 financial year for each activity published in the 2018-38 Long Term Plan.

DELEGATION

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

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

BACKGROUND

- 3 The dashboard graphic on the following page gives a snapshot of performance across all council activities and is intended to highlight at a glance where there might be issues that need attention.
- 4 Section 1 of this report gives an overview of key performance indicator (KPI) results and progress on projects across the council as a whole.
- 5 Section 2 reports on the ‘Across council work programmes’.
- 6 Sections 3 to 6 report on the 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 for the third quarter 2018/19

Activity	KPIs <div> ■ Achieved ■ Not yet due ■ On target ■ Not on target ■ Not achieved </div>	Projects <div> ■ On target ■ Not on target □ On hold </div>	Capital Spend (\$'000)	Operating Spend (\$'000)	Income (\$'000)
			<div> ● Favourable ○ On budget ● Unfavourable </div>		
INFRASTRUCTURE	Access & Transport <div> <div>2</div> <div>5</div> <div>3</div> </div>	6	\$3,884	\$9,673	\$10,130
	Coastal Management <div> <div>2</div> </div>	3	\$618	\$641	
	Solid Waste <div> <div>4</div> <div>1</div> </div>		\$107	\$886	\$428
	Stormwater <div> <div>7</div> </div>	2	\$998	\$2,982	\$1,923
	Wastewater <div> <div>5</div> </div>	4	\$756	\$6,020	\$5,628
	Water <div> <div>9</div> <div>11</div> </div>		\$909	\$5,679	\$6,822
COMMUNITY SERVICES	Parks & Open Space <div> <div>2</div> <div>4</div> <div>5</div> </div>		\$368	\$4,911	\$655
	Recreation & Leisure <div> <div>2</div> <div>5</div> <div>1</div> <div>2</div> </div>		\$584	\$8,421	\$1,312
	Community Facilities & Community Support <div> <div>6</div> <div>8</div> </div>	3	\$624	\$3,656	\$12,771
	Economic Development <div> <div>3</div> </div>	2	\$1,096	\$1,887	\$174
PLANNING & REGULATORY	Districtwide Planning <div> <div>2</div> </div>			\$1,819	
	Regulatory Services <div> <div>1</div> <div>6</div> </div>		\$11	\$5,912	\$3,036
GOVERNANCE & TĀNGATA WHENUA	Governance & Tāngata Whenua <div> <div>1</div> <div>2</div> <div>1</div> <div>1</div> <div>1</div> </div>		\$41	\$3,344	\$17,248
	Corporate <div></div>		\$499	\$3,627	\$2,833
			\$10,495	\$59,458	\$62,960

CONSIDERATIONS

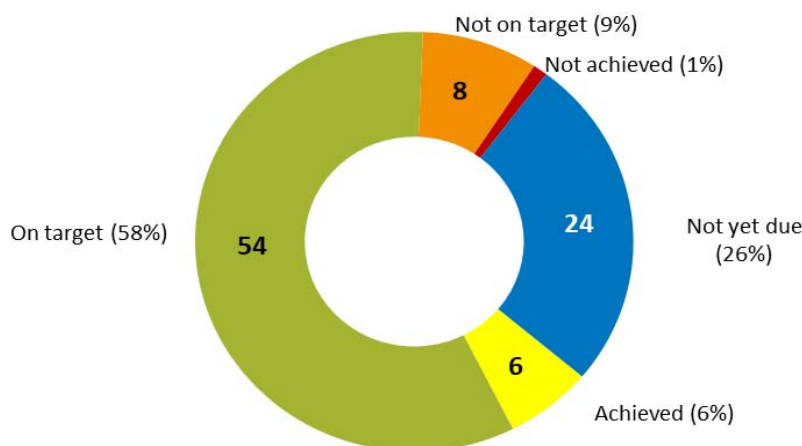
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 93 KPIs which have targets this year. 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 March 2019



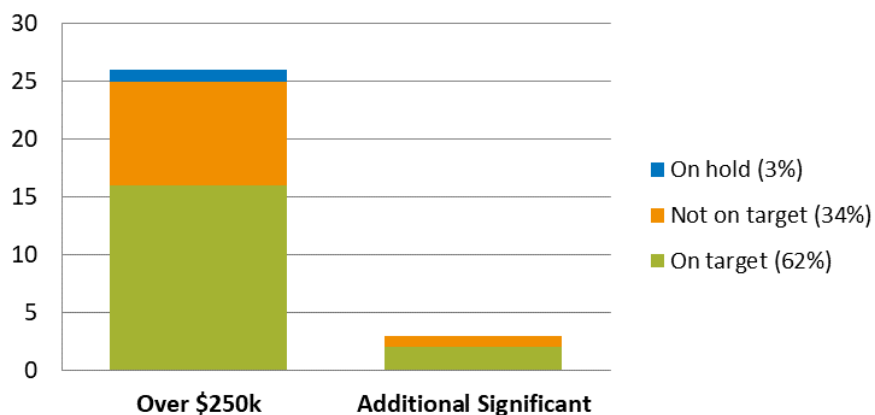
- 10 Eight KPIs were not on target and one was not achieved, these are discussed in paragraphs 42, 62, 85 and 86.

Summary of Projects

- 11 There are 29 significant projects being undertaken by Council in 2018/19 (up from 26 last year). Of these, 26 are Capital Expenditure Projects with a value of \$250,000 and above and three are additional significant projects.
- 12 Figure 2 below provides a performance summary of these projects.

Figure 2: Summary of Projects

as at 31 March 2019



- 13 One project is on hold and ten are not on target. These are summarised in paras 36, 37, 58 and 69 below, and in the individual activity chapters in Appendix B.

Section 2: Across Council Work Programmes

- 14 There are three programmes of work that cross a number of activities. These are the Open for Business – Caring, Dynamic and Effective programme (which includes Business Improvement work), the work developing Provincial Growth Fund applications, and the Carbon and Energy Management programme.

Provincial Growth Fund

Key developments

- 15 The Regional Advisory Group established in the second quarter met in February 2019 to review PGF applications for Kāpiti.
- 16 Staff progressed concept development for Council-led opportunities identified as a priority. Staff also provided continuous support and advice to organisations developing applications to the PGF.

Open for Business – Caring, Dynamic and Effective work programme

Key developments

- 17 The new Senior Leadership structure is now fully staffed and working on building the capability that currently exists, providing more effective alignment with work streams and strengthening opportunities for wider collaboration across all teams.
- 18 The Business Improvement Team continued to work on a range of projects including: looking for improvements to the subdivision workflow process; assisting with the upgrade to MagiQ Enterprise; and supporting the building team in preparation for the Building Consent Authority audit by IANZ.



Section 3: Place & Space

Key development highlights

- 19 Test results on the Te Newhanga Community Centre conclude that significant work is needed to remediate the building. Staff are developing options for consideration.
- 20 Full interior renewal was completed on one Housing for Older Persons unit during the third quarter which was subsequently re-let. This takes the total to nine for the year.
- 21 The toilet at the Ōtaki rivermouth has been installed. Installation costs will be shared equally between Council and Greater Wellington Regional Council as will ongoing operating costs.
- 22 The Community Garden Party programme ran very successfully through the third quarter, with over 130 people attending a total of six events to date from Paekākāriki to Ōtaki.
- 23 As part of the Council's Social Investment Programme a workshop was held for contractors to provide support on how to ensure whānau, hapū and iwi aspirations in their work and how to engage in and develop meaningful mana

whenua relationships and strategic partnerships. Of those who completed the evaluation survey, 90% rated the workshop as excellent and 10% as good.

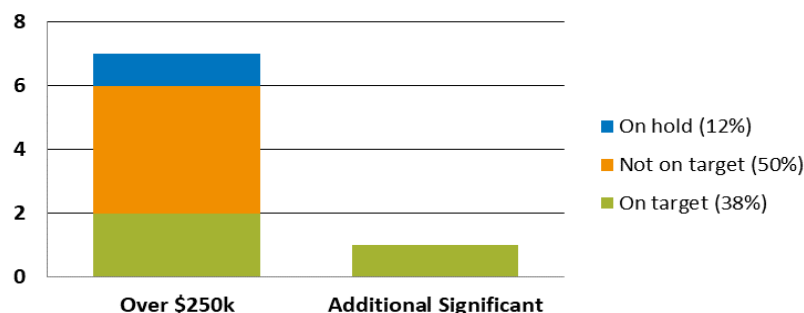
- 24 Zeal have hosted a number of summer activities for young people at the Youth Development Centre and have supported a variety of community events with young people volunteering and learning skills in sound, lighting, stage and event management.
- 25 Development at Maclean Park recommenced in early March 2019. This phase will see the filling in and grassing of the remainder of the pond. The re-location of the basketball keyhole court, and installation of covered BBQs and outdoor furniture.
- 26 Parks week was a success with 600 participants taking part in a range of events.
- 27 The Mazengarb Park sports field drainage upgrade was completed.
- 28 The Waikanae Library temporary pop-up moved in mid-February from the Library foyer to the Mahara Gallery. Work has continued on securing a medium term option for Waikanae Library and Service Centre.
- 29 The second round of Creative Communities Scheme funding for 2018/19 received 19 applications requesting \$39,711 of funding. The Grants Allocation Committee approved an allocation of \$22,231.
- 30 Total pool visits were 94,450 in the third quarter, as a result of reasonably good weather in the quarter, taking total visits for the year to date to 231,476 – back on track to achieve the target of 290,000 visits for the year.
- 31 Council closed the i-SITE in late March 2019 and has arranged for the provision of information services from a range of other locations. Booking services are available from Coastlands customer services counter.
- 32 The four events funded through the Major Event Fund ran successfully in the third quarter. Results of attendee surveys will be presented back to Council by the end of May 2019.
- 33 Kāpiti featured in a double page spread titled '*Natural Bliss*' in the summer edition of *Go Travel* magazine. We hosted a local journalist in the third quarter to write a story '*Kapiti on the menu*' which is due to feature in *Kia Ora* magazine.

Projects

- 34 There are eight Place and Space projects, seven of which are capital expenditure over \$250,000 projects and one is an additional significant project.

Figure 5: Place & Space Projects

as at 31 March 2019



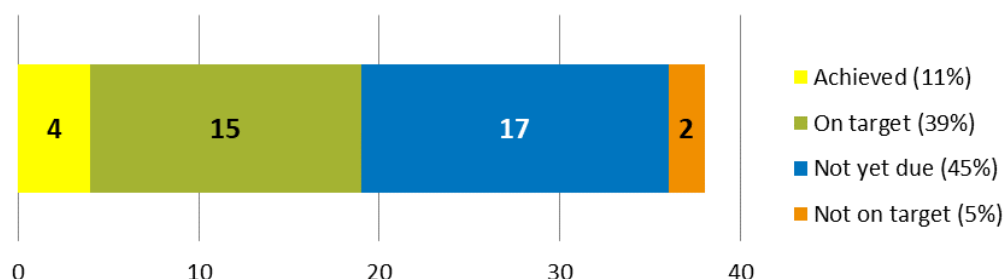
- 35 Three projects are currently on target.
- 36 The Waikanae Library upgrade project is on hold – it cannot proceed given the condition of the building. An alternative medium term option is being developed.
- 37 Four projects are not on target:
- i). One Parks and Opens space project is not on target. The Maclean Park development project is running on time but is projected to exceed the project budget for the work planned for this year. The overspend will be offset by underspends elsewhere in the districtwide Parks capex budgets.
 - ii). Three Community facilities projects are not on target:
 - o The Earthquake Prone Building upgrade of Paraparaumu Memorial Hall is not now expected to be completed until next year.
 - o The Paraparaumu Memorial Hall interior renewals will not now be completed until next year due to the delays with the earthquake strengthening.
 - o Renewals of older persons housing units undertaken in the first three quarters have already taken this project over the original budget, as had been expected for some time. Additional budget will be needed to deal with expected renewals in the fourth quarter

Key performance indicators

- 38 In this cluster there are 38 KPIs.

Figure 6: Place and Space KPIs

as at 31 March 2019



- 39 Four KPIs are already achieved for this year.
- 40 Fifteen KPIs were on target at the end of the third quarter.
- 41 Seventeen KPIs rely on information that is not due until the end of the year.
- 42 Two Recreation and leisure KPIs were not on target:
- i). *Total visits to libraries* is below target on a pro rata basis, with 198,987 visits in the first three quarters against an annual target of 300,000. This has been strongly affected by the closure of Waikanae Library in November 2018 and its by a pop-up library.
 - ii). *Number of items borrowed* is also below target on a pro rata basis. Just under 442,000 items have been borrowed year to date against a pro rata expectation of around 488,000. This KPI has also been a casualty of the Waikanae Library closure.



Section 4: Infrastructure

Key development highlights

- 43 The remainder of the failed seal on Mazengarb Road and Guildford Drive was remediated by Downer with asphalt in early 2019.
- 44 This year's chipsealing contract commenced in the third quarter and is due to complete in April.²
- 45 The shared path on Ngaio Road, Waikanae, is completed with contractors now beginning work to upgrade the track through the Russell Reserve.
- 46 Continued with the detailed designs of the Paekākāriki seawall, which are due to be completed by end June this year.
- 47 Awarded the contract for strengthening of the Wharemauku block wall. Also due to be completed by the end of June 2019.
- 48 Work continued on the capping of the Otaihanga landfill. The total area for capping has been finalised at 17.25 Ha with 1.55 Ha remaining to be capped.
- 49 Development of expanded wetlands at the Otaihanga landfill commenced in late March 2019 and is due for completion in May/June 2019
- 50 Approximately 4 kilometres of open waterways were cleaned in the third quarter making a total length of 8.8km cleaned in the year to date.
- 51 Work has been completed at four locations in the minor stormwater projects programme. The remaining ten locations are due to be complete next quarter.
- 52 Wastewater network pipe renewals and pumping station upgrades were substantially completed in the first two quarters. Some minor works were completed in the third quarter
- 53 The Consultancy Services Order for the approved Land Treatment Discharge Area at the Ōtaki WWTP was developed with the consultants in the third quarter. The first design meeting and site workshop have been completed.
- 54 The fourth and final Ongoing Mitigation Plan (OMP), for the river recharge scheme was approved by GWRC this quarter. The river recharge scheme has operated on several occasions in February and March 2019.
- 55 The Professional Services for the \$15M Drinking Water Safety and Resilience programme was tendered as the first project under the WPSP. The engagement has been awarded.

² The chipsealing work was completed in April.

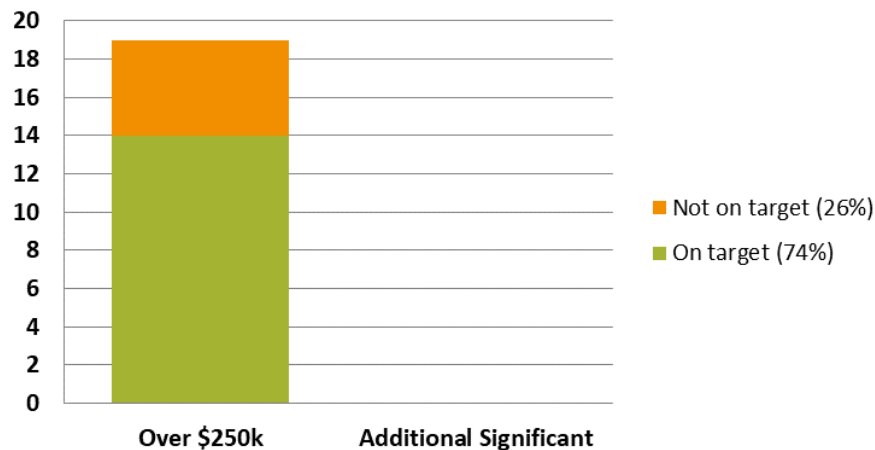
Projects

56 There are 19 Infrastructure projects, all of which are capital expenditure over \$250,000 projects.

57 Fourteen projects are currently on target.

Figure 3: Infrastructure Projects

as at 31 March 2019



58 Four Wastewater projects and one water project are not on target:

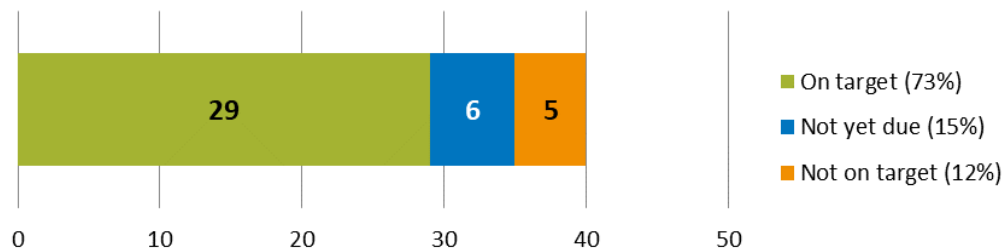
- i). the Waikanae duplicate rising main has been held up by delays for NZTA in resolving landowner concerns. Council has now engaged directly to try to resolve this and attended a Hui with landowners in March 2019. Work on an agreement is proceeding.
- ii). The Paraparaumu wastewater treatment plant consent project is running behind time. Iwi engagement has been sought to shape and finalise this planning stage but that engagement has progressed slowly.
- iii). The Paraparaumu WWTP renewals project will not be fully completed this year due to the extended period to secure professional services providers, through the Water Professional Services Panel (WPSP), for the clarifier renewal. It had been expected that the mechanical upgrades to the clarifier would be on track at this stage for completion in the fourth quarter. That work will now be completed in 2019/20.
- iv). The Ōtaki WWTP Upgrade project is also running behind time, in part due to consent delays and in part because we chose to wait to take advantage of the WPSP. It had been expected that we'd be further advanced with upgrading the effluent pumping and reticulation systems. This work is now expected to run into next year. It was always planned that planting out of the discharge area would run into next year and the other remaining work will be completed in conjunction with that, so the overall two-year term of the project will still be achieved.
- v). The Drinking Water Safety and Resilience Programme is not on target as commissioning of the consultants for this work was held back until the WPSP was established. A considerable amount of work was put into establishing that panel and the related procurement strategy. Although this has delayed the start of this project, having done that work is expected to save considerable time over the next 5-7 years of the water and wastewater work programme.

Key performance indicators

59 In this cluster there are 40 KPIs with assigned targets to report against this year.

Figure 4: Infrastructure KPIs

as at 31 March 2019



60 Twenty-nine KPIs were on target at the end of the third quarter.

61 Six KPIs depend on information that is not due until later in the year.

62 Five KPIs were not on target:

- i). Three were Access and transport KPIs:
 - o The number of serious and fatal crashes on district roads reports a provisional 5 year average so far this year of 9.8 crashes, against a target of 9.8. This target is expected to be overshoot by year end.
 - o *Residents agree that the existing transport system allows easy movement around the district* reports a provisional 73% against a target of 80%.
 - o *Residents who are satisfied with the condition of footpaths* reports a provisional result of 64%, just below the target of 65%. The footpath budget has been significantly increased this year which should, ultimately, lead to an improvement in this result.
- ii). One Solid waste KPI was not on target - *Residents who are satisfied with the waste minimisation education, information and advice available* reported a provisional result of 62%, against a target of 75% for the year. This measure reported a marked fall from levels of 81% in early 2018 to 51% following the cessation of the plastic bag collection service. It has recovered somewhat since then.
- iii). One water management KPI was not on target - *the extent to which the districts drinking water supply complies with part 5 of the drinking water standards* is not on target as we are aware that both the Ōtaki and Te Horo supplies are not 100% compliant 100% of the time. Both supplies are vulnerable to occasional turbidity spikes which affect the ability of UV treatment to act as an effective barrier to protozoa. Work to address these issues is planned for 2019–2022.



Section 5: Regulatory Services

Key development highlights

- 63 Three of the 18 District Plan appeals had been fully resolved and two partially resolved at the end of the second quarter. Four appeals were withdrawn by the appellants in February and March 2019. An interim decision of the Environment Court resolving one appeal was released on March 13 2019.
- 64 The Strategy and Policy Committee adopted the 2018-21 Council Policy Work Programme on 24 January 2019.
- 65 The Council made a submission to the New Zealand Productivity Commission on the Local Government Funding and Financing Review, on 15 March 2019.
- 66 The building consents team processed and issued 225 building consents in the third quarter, compared to 221 in the same period last year. In addition, 191 code compliance certificates were issued (178 last year) and 1,120 building inspections undertaken (1,256 last year).
- 67 The resource consents team issued 48 consents in the third quarter, compared to 46 in the same quarter last year. The team also processed 10 permitted boundary activities and 7 certifications for subdivision (12 in the same quarter last year), relating to a total of 22 new allotments (31).

Projects

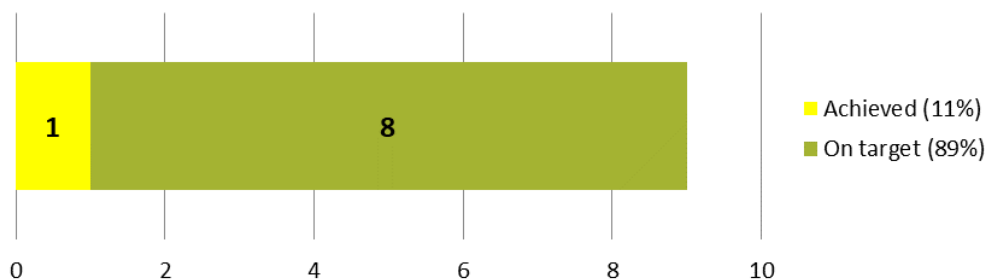
- 68 There are no capital expenditure projects over \$250,000 in this cluster.
- 69 There are two additional significant projects, the Earthquake-prone building assessments project and the District Plan review project. The former is on target, the latter is not on target as it is forecast to overspend against budget due to higher than expected legal costs.

Key performance indicators

- 70 In this cluster there are nine KPIs.

Figure 7: Regulatory Services KPIs

as at 31 March 2019



- 71 One KPI has already been achieved as at the end of the first quarter as Building Consent Authority accreditation was granted in October 2017 and is not required to be assessed again until 2019/20.
- 72 Eight KPIs were on target at the end of the third quarter.



Section 6: Governance and tāngata whenua

Key development highlights

- 73 Council approved the proposed work programme, budget and associated fees and charges for the draft 2019/20 Annual Plan.
- 74 Council adopted an amended Dog Control Bylaw 2019 and Dog Control Policy 2019, and adopted the Trade Waste Bylaw 2019.
- 75 There was one citizenship ceremony on 30 January 2019, which conferred citizenship upon 25 applicants.
- 76 The Council received 59 official information requests in the third quarter, compared to 60 in the same quarter last year.
- 77 Te Whakaminenga o Kāpiti (TWoK) met twice in this quarter.
- 78 The 2019 Waitangi Day event was held at Tamaroa, Queen Elizabeth Park.
- 79 The 2019 iteration of the exhibition *Te Tiriti, me huri whakamuri ka titiro whakamua*, was launched at the Waitangi Day event.

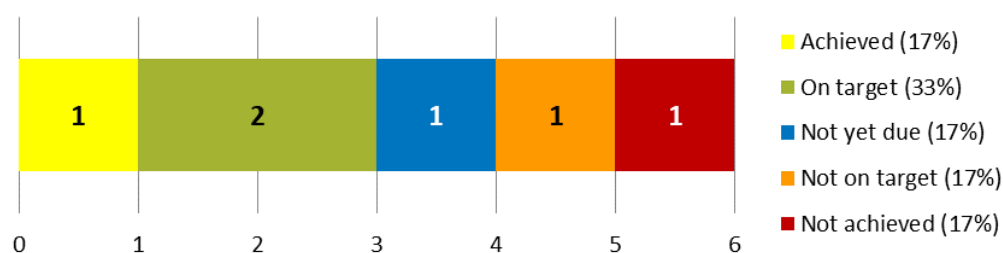
Projects

- 80 There are no significant projects in this activity.

Key performance indicators

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

Figure 8: Governance & Tāngata Whenua KPIs
as at 31 March 2019



- 82 One KPI has been achieved (*The memorandum of partnership is renewed each triennium*).
- 83 Two KPIs were on target at the end of the third quarter.
- 84 One KPI is not yet due as it relies on an end year survey.
- 85 One KPIs was not on target – the Resident Opinion Survey gave a provisional result for the *Number of households that have an emergency plan and kit sufficient for three days* of 69%, just under the target of 70%.
- 86 One KPI will not be achieved this year – *Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting* is not on target as one report was provided late, giving a result of 97% on time against a target of 100%.

Policy considerations

87 There are no policy issues to consider.

Legal considerations

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

Financial considerations

89 A summary of budget details for each activity (as at 31 March 2019) is provided in the activity reports attached as Appendix B to this Report Corp-19-778.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

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

92 Performance outcomes for the year will be published in the 2018/19 Annual Report.

RECOMMENDATION

93 That the Operations and Finance Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the third quarter of 2018/19 contained in the Activity Reports attached as Appendix B to this Report Corp-19-778.

Report prepared by	Approved for submission	Approved for submission
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Terry Creighton	Mark de Haast	Sean Mallon
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Corporate Monitoring Officer	Group Manager Corporate Services	Group Manager Infrastructure Services
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ATTACHMENTS:






Appendix A – Summary List of Projects

Appendix B – Activity Reports

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

Activity / Programme	Major Project	Status
Access and Transport 	LED streetlight upgrade)	
	Sealed road resurfacing	
	Stride n' Ride Implementation	
	Footpath renewal	
	Waikanae Emergency Rail access	
	Minor improvements	
Coastal Management 	Coastal Protection Paekākāriki	
	Wharemauku Block wall strengthening	
	Other coastal projects	
Solid Waste 	Otaihanga landfill capping	
Stormwater Management 	Major stormwater projects	
	Minor stormwater projects	
Wastewater Management 	Waikanae duplicate rising main	
	Paraparaumu WWTP renewals	
	Ōtaki WWTP upgrades	
	Reticulation (pipe) renewals	
	Paraparaumu WWTP consent process	

Project Status Key







	Complete		On target		Not on target		On hold		Failed
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Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.






Appendix A: Table One (continued)

Water Management 	Pipe renewals & network upgrades	
	Drinking Water Safety & Resilience programme	
Parks and open space 	Maclean Park upgrade	
Community facilities and support 	Waikanae Library Building upgrade	
	EQP Building remedial work (Council owned buildings)	
	Older Person's Housing renewals	
	Paraparaumu Memorial Hall renewals	
Economic Development 	Paraparaumu and Waikanae Town Centres development	
	Strategic land purchase	

Appendix A: Table Two - Additional Significant Projects²

Activity / Programme	Project	Status
Parks and open space 	Mazengarb Reserve upgrade	
Districtwide Planning 	District plan review	
Regulatory services 	Earthquake prone buildings assessment	

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

Project Status Key					
	Complete		On target		Not on target
	On hold		Failed		
Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.					

Appendix B

- Across Council work programme
- Place and Space cluster
- Infrastructure cluster
- Regulatory Services cluster
- Governance and Tāngata Whenua

Across Council Work Programmes



There are several 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:

- Provincial Growth Fund
- Open for Business – Caring, Dynamic and Effective (including Culture Change and Business Improvement)
- Carbon and Energy Management – this is only reported annually when the audited CEMARS results from the previous year become available. It was reported on at the Operations and Finance Committee meeting on 21 February 2019. Following discussion at that meeting a short paper on projects/proposals for further emissions reduction is in development. This will be presented to Councillors when it is completed.
- Work is underway on Housing and Coastal work programmes and it is planned to report on this in the next quarterly report.

Provincial Growth Fund

Provincial Growth Fund - Work Programme	
Description	This work programme supports the development and implementation of Provincial Growth Fund applications for the Council and the Kāpiti community.
Lead	Senior Leadership Team
Key developments for the 3 months to 31 March 2019	
<ol style="list-style-type: none"> 1. Te Whakaminenga was briefed in January 2019 regarding the priority Council-led opportunities that had been identified by Council in December 2018. 2. The Regional Advisory Group met in February 2019 to review PGF applications from Kāpiti. 3. Terms of reference were developed for the District Leaders Group, with the Mayor asking for representation from each of the three iwi, the Kāpiti Chamber of Commerce and the Wellington Region Economic Development Agency. 4. Jim Bolger was announced as the independent chair of the District Leaders Group. 5. Council hosted Te Uru Rākau for a public meeting on the One Billion Trees funding programme. 6. Staff provided continuous support and advice to organisations developing applications to the Provincial Growth Fund. 7. Staff progressed concept development for Council-led opportunities identified as a priority, including discussions with potential partners and stakeholders. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> 1. National PGF landscape – as the PGF progresses through the second year, significant levels of funding have already been allocated and the overall portfolio of required priority investment is becoming more refined, creating a higher bar for success. 2. Relationship management – a significant amount of mis-information is being circulated through the community, and creating delays to progressing concept development of Council priorities. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> 1. None to report. 	

Open for Business – Caring, Dynamic and Effective

Open for Business– Caring, Dynamic and Effective Work Programme	
Description	<p>A key priority for Council is focusing on better understanding what is important to our customers and what our role is in fulfilling their needs and wants. Equally important is that we also want our communities to better understand us as their Council – who we are, and what we do and why.</p> <p>A work programme is underway to better position our organisation for the future and become more agile and more responsive in how we can and are working together across teams to ensure that we interact even more at a community level, and with groups and individuals. This work extends our already established Open for Business Culture Change work programme.</p>
Lead	Senior Leadership Team
Key developments for the 3 months to 31 March 2019	
<ol style="list-style-type: none"> 1. The Senior Leadership Team is now fully staffed and working on building up the capability that currently exists, providing more effective alignment with work streams and creating opportunities for wider collaboration across all teams. This approach complements our priority focus on better understanding our customers, our communities and their needs. 2. The Business Improvement Team continued to work on a range of projects to place the organisation in a better position to understand our customers, our communities and their needs, be well-positioned for growth, get financially sustainable, and work together more effectively. Key projects include: <ul style="list-style-type: none"> • reviewing the current subdivision workflow process and making recommendations for improvement; • assisting with the upgrade of the MagiQ Enterprise system; and • supporting the BCA with internal audits and external IANZ audit preparation. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> 3. Resourcing - regular or other work programme requirements reduce the capacity to complete process improvement work. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> 4. None to report. 	

Place and Space

- Community facilities and community support
- Recreation and leisure
- Economic development
- Parks and open space

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 31 March 2019

Community facilities

- All key consultants have been engaged for the Mahara Gallery Redevelopment Project including structural and mechanical engineers and quantity surveyors. Athfield Architects are now progressing through the developed design stage. These costs are included in the total budget of \$5.205m with the bulk of the funding earmarked for 2020/21 or when the Trust raises its 2/3 share of the project cost.
- A temporary pop-up library and customer services centre has been operating since December 2018. Initially it was in the lobby foyer of the library building, and was then relocated to Mahara Gallery in February 2019. It will remain at the Gallery until June 2019. Staff have been working to secure a medium term property option within Mahara Place that will provide library and customer services to the community for the next 3-5 years. The final stages of the lease negotiations are currently taking place, with the aim to secure something by the end of April 2019.
- Following previous advice on moisture related issues at the Te Newhanga Community Centre, Council has now received the Limited Intrusive test report which concludes that significant remediation work is required. Staff are developing options for consideration.
- Council completed full interior renewal on one Housing for Older Persons unit during the third quarter which was subsequently re-let. This takes the total to nine for the year.
- The installation of the Ōtaki rivermouth toilet at Kapiti Lane has been completed. Installation costs and ongoing operating costs are being shared between the Council and GWRC.
- A contract has been let to Brian Perry to undertake the foundation and strengthening works at Paekākāriki Memorial Hall. Work is scheduled to commence on site straight after ANZAC Day and scheduled for completion before 30 June 2019.
- Architects and engineers have been engaged to complete the design work for the renewal of Paraparaumu Memorial Hall. The renewal includes strengthening the building to a target of 80% NBS, and upgrade of the interior. It is planned to complete the design work and lodge the building consent in early June 2019.

Community support

- Te Newhanga, Kāpiti Community Centre is a hive of activity, bookings are in place to enable the Otago Polytechnic for Midwifery to continue in the Kāpiti community. The Centre is an essential place for a number of community services and events, including: Dementia Wellington; an educational programme led by the Ministry of Education to pilot a Te Reo Maori initiative; and the

reinstatement of the Breast screening mobile service. In the coming months the Centre will be a distribution point for visitor information and will support significant events such as the Kāpiti Start-Up Weekend in May 2019.

- 'Over the Fence Cuppas' is a national campaign to promote small get-togethers in local neighbourhoods to promote community resilience. The local campaign was supported by Council with 47 events registered and over 890 households participating across the district. About 20 events were organised by people who have not previously been involved in hosting a neighbours day activity. 100% of hosts who undertook the evaluation survey rated their satisfaction with the support provided by Council as good or excellent. Other results:
 - 68% of the hosts surveyed felt that they were more likely to have neighbourhood get-togethers.
 - 89% of the hosts indicated their neighbourhood felt more friendly and connected.
 - 57% of the hosts felt their neighbourhood feels safer as a result of getting to know each other better through the Over the Fence Cuppa initiative
- The Community Garden Party programme commenced in March 2019 and aims to strengthen community connections and build resilience. They are places where skills and resources are shared, social connections are made, and local food production and food resilience is nurtured. A total of six events are taking place in Community Gardens and Orchards from Paekākāriki to Ōtaki. To date, over 130 people have attended workshops across the district.
- All Social Investment contracts are on track for year one of their contracts which for most focused on feasibility and project development.
- As part of the Council's Social Investment Programme a workshop was held for social investment contract holders to provide support on how to ensure whānau, hapū and iwi aspirations in their work and how to engage in and develop meaningful mana whenua relationships and strategic partnerships. Twenty six people attended the workshop from seven different organisations which hold Social Investment contracts with Council. All attendees who participated in the evaluation survey rated the workshop as very good or excellent.
- Three of the organisations which have previously received funding from Council (CAB Ōtaki, WellAble and A Safe Kāpiti) continued to receive support. This support focused on developing income streams and strengthening their organisational capabilities. Feedback has been positive. Te Ara Korowai, RSA Ōtaki and Kāpiti Coastguard have also received expert funding and capacity building advice through Council.
- A training workshop for all of the community sector in Kāpiti was held in March 2019 . The workshop provided skills, practice models and resources on the Treaty of Waitangi. Twenty-six people from 18 different organisations attended this workshop. All attendees who participated in the evaluation survey rated the workshop as very good or excellent.
- Council's partnership with Zeal has focused on promoting the new Youth Development Centre facility. Zeal have hosted summer activities for young people at the Centre and has also supported a variety of community events with young people volunteering and learning skills in sound, lighting and stage management. Young people supported by Zeal have led a range of events over the summer months including a Zeal stage at *Books at the Beach* in Paraparaumu Beach and a skate event at Maclean Park which over 400 young people attended. The youth led 'musicians lounge' event continues to grow with 60 – 80 young people attending monthly. Art, graphic design, barista, and photography workshops have also been offered through the Zeal youth development facility.

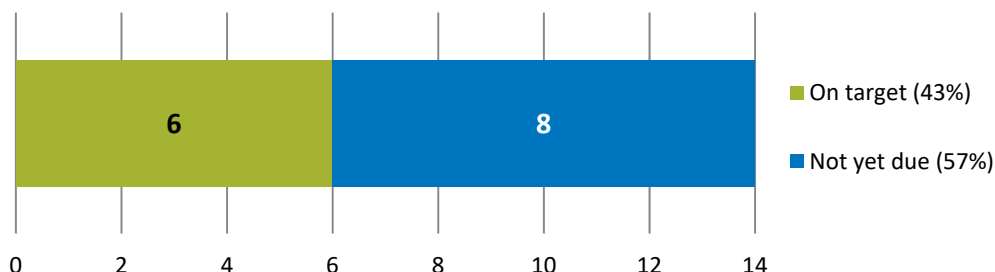
- Council worked with the wider community to honour the muslim community and commemorate the tragic events of the Christchurch shootings in March. A range of activities occurred including a public address by the Governor General, Dame Patsy Reddy at Kāpiti College followed by a simultaneous haka by secondary schools in the district. Council also worked with Zeal, local police and kaumātua to support a vigil event organised by a group of young people. The evening vigil was held in March at Kāpiti Primary school. An estimated 200 people attended.

Performance measures summary

There are 15 key performance indicators (KPI) in the Community facilities and community support activity. Only 14 of these have targets as one is for recording and monitoring purposes only.

Community facilities and support KPIs

1 July 2018 to 31 March 2019



Six KPIs were on target at the end of the second quarter 2018/19.

Eight KPIs were not yet due, mainly because they rely on data from surveys due later in the year.

Projects summary

There are four Community facilities and community support projects, they are all over \$250k capital expenditure projects.

Community facilities and community support - Projects

as at 31 March 2019



The Waikanae Library upgrade project is on hold – it cannot proceed given the condition of the building. An alternative medium term option is being developed and work on a long term solution will begin in due course.

Three projects are not on target:

- i). The Earthquake Prone Building upgrade of Paraparaumu Memorial Hall is now expected to be completed next year.
- ii). The Paraparaumu Memorial Hall interior renewals will now be completed next year due to the delays with the earthquake strengthening.
- iii). Renewals of older persons housing units undertaken in the first three quarters have already taken this project over the original budget, as had been expected for some time. Additional budget will be needed to deal with expected renewals in the fourth quarter.

Performance measures

as at 31 March 2019



Contribution to outcomes	Performance measures	Target	Result (ytd)	Comment
Council owned property				
We provide a good standard of comfort, convenience, quality and usability of the library buildings	Users (%) who are satisfied with the standard of the library building facilities	85%	Not yet due	The Library users survey will be undertaken in the third quarter. (2017/18 result was 99%)
Council hall hirers are satisfied that the halls meet their needs	Users who are satisfied with halls	80%	Not yet due	The annual Hall Hirers Survey will be undertaken in the fourth quarter- (2017/18 result was 96.9%)
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 available ¹ housing for older persons units	97%	On target (99.4%)	This result excludes units that are under renewal not able to be occupied.
	Housing for older persons tenants (%) who rate services and facilities as good value for money	85%	Not yet due	The annual tenant survey will be undertaken in the fourth quarter. (2017/18 result was 100%)
	Housing for older persons tenants (%) who are satisfied with services and facilities	85%	Not yet due	The annual tenant survey will be undertaken in the fourth quarter. (2017/18 result was 96.9%)
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%	Not yet due	This is reported on at year end.
Our toilets are clean, feel safe, and are well maintained	Residents (%) who are satisfied that public toilets are clean, well-maintained and safe	75%	On target (82%)	The provisional result from the Resident Opinion Survey for the first three quarters was 82%. (2017/18 result was 85%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	On target (98%)	109 service requests received in the year to date, with 107 meeting the four-hour target.

1. Where 'available' units excludes those flats that are unavailable due to renewals or maintenance work being carried out.

Corp-19-778 Appendix B – Activity report to 31 March 2019



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	Youth Development Centre opens and Youth development programme deliverables are achieved	Achieve	Not yet due	This will be reported later in the year.
	Council's social investment programme enables services to deliver on community priorities	Achieve	On target	Contract deliverables have been agreed and will be monitored to assess performance.
	Participants from the social and community sector are satisfied with the learning opportunities and workshops provided by Council	85%	Not yet due	This will be reported on at end year.
	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	This will be reported on at end year.
	Residents (%) who are satisfied with the Council's community support services	85%	On target (89%)	The provisional result from the Resident Opinion Survey for the first three quarters was 89%. (2017/18 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	Achieve	On target	Support provided for the Kāpiti Multi-Cultural Council events. Support for the inaugural Kāpiti Settlement Network meeting and ongoing bimonthly meetings
We provide opportunities for the community to participate in activities and events that encourage community resilience	Estimated attendance at council-supported events	There is no target as we will use this for monitoring.	Monitor only	Over 890 households participated in Neighbour's Day event – over the fence cuppa week.

Project report

Waikanae Library					
Description	Original project description: <i>Renewal and upgrade of the building envelope to ensure it is weather tight and structurally sound. Subject to available funding, minor upgrade works to the interior of the building including the replacement of floor coverings, bathroom fixtures and fittings and interior painting.</i> The original upgrade project is on hold following the discovery of the extent of mould issues and the subsequent closure of the library.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		 ▼		\$ 	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in third quarter:</i>					
<ol style="list-style-type: none">1. A pop up library and customer services centre has been operating from Mahara Gallery since mid-February 2019. We have agreement from the Gallery that we can remain there until late June 2019 if required.2. Staff have been reviewing and investigating all possible options for a medium term property which can house the library and customer services team for the next 3-5 years.3. A preferred option has been finalised in Mahara Place and staff are working to secure leases to achieve this outcome.					
<i>Upcoming milestones</i>					
<ol style="list-style-type: none">4. Completion of lease negotiations on preferred medium term property.5. Fit-out and relocation of library and customer services to new site.6. Opening of new location.7. Determining and assessing long term options for delivery of library services in Waikanae.					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none">1. Lease negotiations.					
Issues (for elected member attention)					
<ol style="list-style-type: none">1. Prolonged limited Library and Customer Services in Waikanae.2. Determination of satisfactory solutions for re-establishing full library services in Waikanae within an acceptable budget.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	945,000	106,218	166,218	
Next year	2019/20	100,000	-	100,000	
Total		1,045,000	106,218	266,128	

Earthquake-prone building remedial work					
Description	Remediation of Council owned earthquake prone buildings. The priority buildings identified are Paraparaumu Memorial Hall and Paekākāriki Memorial Hall.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ▼		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in third quarter:					
1. Paraparaumu Memorial Hall – an architect and engineer have been appointed.					
2. Paekākāriki Memorial Hall – construction due to start late April with a completion date of late June.					
Upcoming milestones					
3. Paraparaumu Memorial Hall – Detailed design work completed and main contractor appointed.					
4. Paekākāriki Memorial Hall – Construction period.					
Risks (to programme, cost, quality, other)					
1. Scope of work and required make good for Paraparaumu Memorial Hall is problematic to assess and could adversely affect budget.					
Issues (for elected member attention)					
1. Construction methodology for both Paraparaumu and Paekākāriki Memorial Halls requires the buildings to be closed during construction.					
2. Remediation of the Paekākāriki Memorial Hall will not alter the current seismic rating but is required to ensure the building continues to be safe to occupy. Full seismic upgrade is planned to be completed within the next seven years.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	409,366	18,048	286,788	122,578

<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		

Older person's housing renewals					
Description	Full interior renewal of vacated housing units. The extent of work typically includes, kitchen and bathroom replacement, full interior repaint, new floor coverings, minor building works, electrical and plumbing renewals, heat source installation, insulation and smoke alarm checks.				
Group	Place & Space				
Status	Category	Timeliness	Budget		
		 ✓	\$ 		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in third quarter:</i></p> <ol style="list-style-type: none">One interior renewal was completed and the unit relet.Three other units were vacated and re-let prior to 31 March. These did not require interior renewal.A significant bathroom/laundry renewal commenced in March and is due for completion in April 2019. This was due to a Dux Quest plumbing failure and the extent of remedial works required. The tenant is being accommodated in a local motel during the works. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none">Three further units became vacant during March. Full interior renewal will be needed before they can be relet.					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none">Contractor/component availability may affect completion.Renewals works are undertaken when they become vacant. This means there is no certainty with forecasting.					
Issues (for elected member attention)					
<ol style="list-style-type: none">When undertaking partial renewals in tenanted units, accommodation costs such as motels adds complexity and additional cost to the budgeted works. This is necessary when a tenant does not have other/alternative accommodation options open to them.The budget assumed eight renewals for this financial year. Effectively with nine units now fully renewed and a further three vacant units requiring full renewal, the budget will be overspent. Staff continue to renew units as required based on an estimated cost of \$35,000 per full interior renewal. Please note that there will also be <i>ad hoc</i> replacement bathrooms or other components for other units as needed to remedy poor condition of some of the portfolio.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	276,402	335,111	565,111	-

<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		

Paraparaumu Memorial Hall renewal					
Description	Repair and upgrade the building exterior to ensure it is weather tight and fit for purpose. Extent of renewals to include but not limited to, cladding, windows and door replacement. This is additional to the earthquake strengthening work.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ▼		\$ 🕒	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in third quarter:					
1. Architect and engineer appointed.					
Upcoming milestones					
2. Procurement for contractor to undertake construction work.					
3. Determination of construction method of works.					
Risks (to programme, cost, quality, other)					
1. Prioritisation of staff resource to Waikanae Library may impact program for delivery of Paraparaumu Memorial Hall.					
Issues (for elected member attention)					
1. Determination of construction to minimise the closure period for the Hall.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	260,352	27,230	77,729	182,623

<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		

Community facilities and community support – financial results to 31 March 2019**Capital expenditure summary**

	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)	2018/19 F/Y Forecast (\$'000)
Total projects under \$250,000	258	25	588	742
Total projects over \$250,000	366	208	913	913
Total	624	233	1,504	1,655

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
3,863	Other operating expense	2,785	3,028	3,974
1,153	Depreciation and amortisation	859	865	1,153
49	Finance expense	13	34	46
5,065	Operating Expenditure	3,657	3,927	5,173
	Revenue			
1,188	Fees and Charges	969	1,017	1,353
320	Development and Financial Contributions	149	36	48
63	Other Operating Revenue	20	43	43
1,571	Operating Revenue	1,138	1,096	1,444
3,494	NET OPERATING COSTS	2,519	2,831	3,729
	Capital Items			
128	Asset Renewal	432	208	1,471
335	New Assets Upgrade	192	25	33
463	Total Capital Items	624	233	1,504
3,957	NET COST OF ACTIVITY	3,143	3,064	5,233
	Funding sources			
2,644	Rates	1,935	2,133	2,799
335	Borrowings	192	25	33
128	Depreciation reserve	432	208	1,471
41	Movement in other reserves	56	57	76
(319)	Reserves & Special Funds	(149)	(36)	(48)
1,128	Unfunded Depreciation	677	677	902
3,957	TOTAL SOURCES OF FUNDS	3,143	3,064	5,233

Net Operating Costs of \$2.52 million were \$312,000 favourable to budget. This is due to Community Support staff vacancies, Youth support/development grants now to be paid in the fourth quarter (both of which reduced Other operating expenses) and higher than expected development contributions (Waipunahau, Waikanae, and Millhaven, Ōtaki)

Capex of \$624,000 was \$391,000 overspent in part due to higher than expected older person's housing vacancies and, consequently, renewals undertaken, and capex costs for Takiri House which weren't accounted for in initial budgets. Ōtaki river mouth toilet costs were higher than budgeted. These overspends were partially offset by underspends in EQP Building work (timing). A number of projects were budgeted for the fourth quarter but work has progressed prior to that.

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

Key developments for the 3 months to 31 March 2019

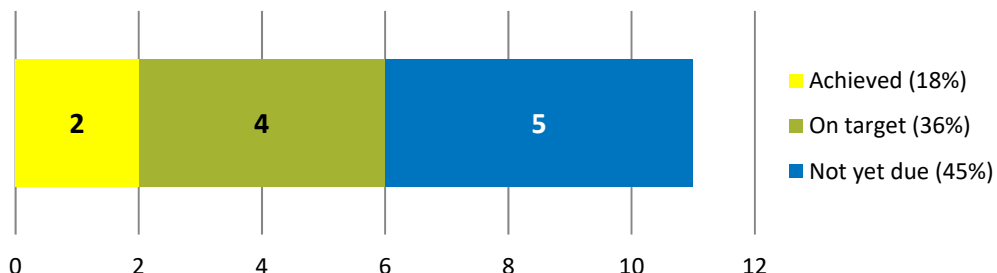
- Matthews Park playground upgrade commenced.
- Stage one of development at Maclean Park has recommenced with Mills Albert as the contractor. Work will be complete by June 2019.
- Rahui Grandstand upgrade commenced.
- Parks Week was a success with a range of events delivered to over 600 participants. Over 300 attended the *Park to Path* fun run and the 'how to park' videos had over 20,000 views.
- Over 200 people attended the *Paws in the Park* at Otaihanga Domain, delivered in partnership with Greater Wellington Regional Council.
- The Primary School Sports Coordinator delivered the schools triathlon with 250 children participating and the swimming sports at Coastlands Aquatic Centre 300 children participating.
- The access to Te Arawai Bridge on the Waikanae River Trail was improved.
- A new path was constructed at Waimanu Lagoon.
- The Awa Tapu cemetery access road commenced.
- The Mazengarb Park sportsfield drainage upgrade was completed.

Performance measures summary

There are 11 key performance indicators (KPI) in the parks and open space activity.

Parks and open space KPIs

1 July 2018 to 31 March 2019



Two KPIs were achieved (as at the end of the first quarter 2018/19). These were the '*Residential dwellings in urban areas are within 400 metres of a publicly owned open space*' and '*At least a 10 year burial capacity is maintained across the district*'. These measures are both currently well ahead of target and the underlying conditions change so gradually in regard to these measures that these KPIs can be regarded as achieved for this year.

Four KPIs are on target.

Five KPIs are not yet due as they depend on results of surveys that will be conducted later in the year.

Projects – Summary

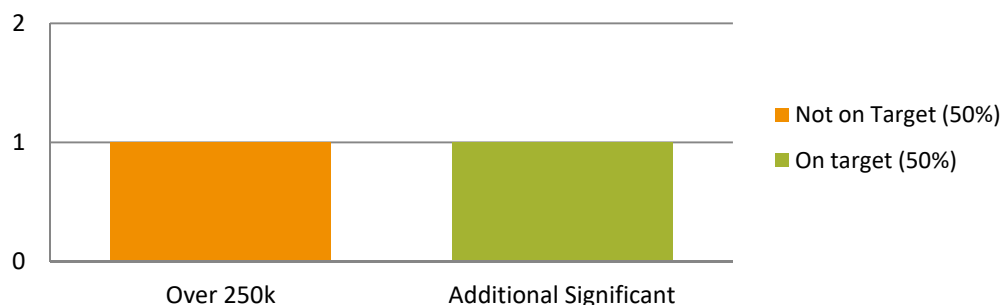
There are two parks and open space projects, the Maclean Park Stage 1 project and the Mazengarb Reserve upgrade. The former is a capex over \$250k project and the latter is an 'additional significant project'¹.

The Mazengarb Reserve sports field drainage upgrade is complete and the lighting installation is on target to be complete this financial year.

The Maclean Park Stage 1 development is running on time and will be complete by June 2019. Mills Albert are the contractor. The project is projected to be around \$77,000 overspent following the decision to fund the central path work out of the Stride n' Ride budget. That overspend will be offset by underspends within the Parks districtwide CAPEX budget.

Parks and open space - Projects

as at 31 March 2019



¹ Less than \$250k capex budget but significant for other reasons (either community interest or from a governance perspective).


Performance measures

as at 31 March 2019

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 (99.4%)	103ha out of 18,452ha (0.6%) of the total District Plan residential area are not within 400m of a publicly owned open space.
	Sports grounds are open when scheduled	85%	On target (95%)	Sports grounds were open 100% of the time in the second quarter (97% over the year to date). (2017/18 result was 97%)
	Residents(%) who are satisfied with the current availability of facilities	85%	Not yet due	The annual park users' survey in will be completed in the fourth quarter. (2017/18 result was 97%)
	Residents (%) who are satisfied with the quality of Council parks and open space	85%	Not yet due	The annual park users' survey in will be completed in the fourth quarter. (2017/18 result was 92%)
	Residents (%) who are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Not yet due	The annual park users' survey will be completed in the fourth quarter (2017/18 result was 95%)
	Residents (%) that are satisfied with Council playgrounds	85%	Not yet due	The annual park users' survey in will be completed in the fourth quarter. (2017/18 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	The annual park users' survey in will be completed in the fourth quarter. (2017/18 result was 87%)
	All available records will be on council's website within four weeks of interment	100%	On target (100%)	
We measure burial capacity across the district and anticipate future needs	At least a 10 year burial capacity is maintained across the district	Achieve	Achieved	There is a total of 56 years capacity across the three cemeteries (based on 2013 Census data and growth analysis).

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%	On target (93%)	The provisional result from the Residents Opinion Survey for the first three quarters was 93%. (2017/18 result was 96%)
Our beach accessways are maintained and are in a usable condition	Residents (%) who are satisfied with access points to beaches	85%	On target (92%)	The provisional result from the Residents Opinion Survey for the first three quarters was 92%. (2017/18 result was 91%)

Project reports

Maclean Park development					
Description	Stage 1 of Maclean Park Development, which includes removal of the kiosk and building a new recreational grass space where it used to sit, adding outdoor furniture and BBQ's to the new space, and starting work on a central path to connect the northern end of the Park to the local shops. Stage 1 to be completed by mid-2019.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		 ✓		\$0	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter were:					
1. Mills Albert on-site and commenced work. This phase will see the filling in and grassing of the remainder of the pond. The re-location of the basketball keyhole court, the start of a central path and installation of covered BBQs and outdoor furniture.					
Upcoming milestones:					
2. Works will be complete by the end of June 2019.					
Risks (to programme, cost, quality, other)					
1. No known risks.					
Issues (for elected member attention)					
1. There will be an overspend to ensure the project is completed to the required standard. The overspend will be offset by underspends across the Parks CAPEX budgets and a \$70,000 contribution from 'Stride 'n Ride' for the construction of the shared path and associated links .					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	362,000	103,559	438,883	

<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		

Mazengarb Reserve upgrade – additional significant project					
Description	Sports field Irrigation and lighting upgrade at Mazengarb Reserve.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter were:					
1. The drainage upgrade has been completed.					
Upcoming milestones:					
2. The lighting contract will be completed in the fourth quarter.					
Risks (to programme, cost, quality, other)					
1. No known risks					
Issues (for elected member attention)					
1. No known issues					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	214,587	24,446	214,315	

<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 March 2019

Capital expenditure summary				
	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	263	1,064	1,790	1,473
Total projects over \$250,000	104	362	362	439
Total	367	1,426	2,152	1,912

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
4,180	Other operating expense	3,407	3,619	4,830
1,539	Depreciation and amortisation	1,189	1,155	1,540
331	Finance expense	315	365	485
6,050	Operating expenditure	4,911	5,139	6,855
	Revenue			
186	Fees and charges	124	202	246
9	Grants and subsidies	2	-	-
1,845	Development and financial contributions	750	391	522
39	Other operating revenue	(130)	-	-
2,079	Operating revenue	746	593	768
3,971	NET OPERATING COSTS	4,165	4,546	6,087
	Capital items			
517	Asset renewal	181	837	1,168
694	New assets upgrade	186	589	984
1,211	Total capital items	367	1,426	2,152
5,182	NET COST OF ACTIVITY	4,532	5,972	8,239
	Funding sources			
5,138	Rates	4,364	4,517	6,047
670	Borrowings	316	589	727
517	Depreciation reserve	169	679	1,011
(1,845)	Reserves & special funds	(738)	(234)	(107)
702	Unfunded depreciation	421	421	561
5,182	TOTAL SOURCES OF FUNDS	4,532	5,972	8,239

Net Operating Costs of \$4.16 million are \$381,000 favourable to budget mainly due to higher development and financial contribution revenue than expected partially offset by a repayment of an Otarua Park grant from a previous financial year.

Capital expenditure of \$367,000 was \$1.06 million underspent in the year to date due in large part to project timing on Maclean Park (\$258k), Haruatai Tennis Court resurface (\$155k), Ōtaki Domain Grandstand (\$146k), Mazengarb Reserve (\$190k), Otarua Park drainage (\$82k) and Waikanae Memorial Park tennis courts (\$70k) and Waikanae North reserve playground (\$48k). These projects are expected to be completed in quarter 4.

Recreation and leisure

Hākinakina

Key developments for the 3 months to 31 March 2019

Libraries

- Work has continued on securing a medium term option for Waikanae Library and Service Centre which was closed indefinitely in late November 2018 after the discovery of toxic mould in the building. A temporary pop-up solution has been provided for the community from within the Mahara Gallery. This will continue until library and council services can be relocated to a medium term location.

Arts and Museums

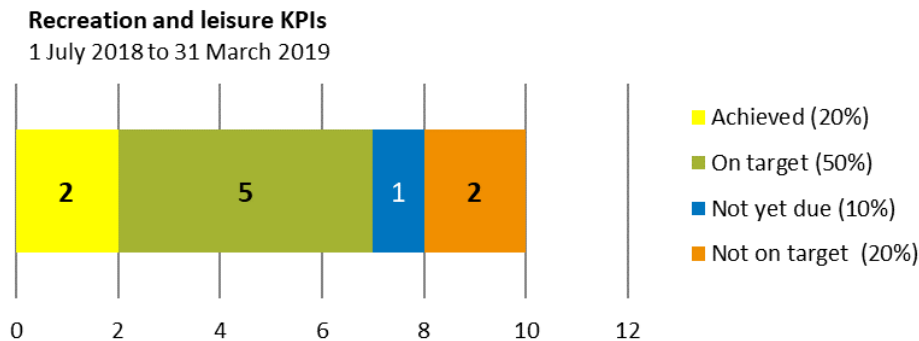
- The Grants Allocation Committee met to allocate the second round of Creative Communities Scheme funding for 2018/19. A total of 19 applications were received requesting \$39,711 of creative arts related funding. The Grants Allocation Committee approved an allocation of \$22,231.54
- Council has approved the first Public Arts Programme for 2019-2023. Eight sites were identified for current and future art opportunities with work already commenced on an art installation as part of the Maclean Park redevelopment. The Public Art Programme will be presented annually to Council.

Aquatics

- There were a total of 94,450 pool visits in the third quarter.
- A total of 878 people were registered for swimming lessons in the third quarter; 596 at Coastlands Aquatic Centre, 190 at Ōtaki Pool and 92 at Waikanae Pool. In addition, 128 children completed the holiday swimming programme during the third quarter. The total registrations for this quarter of 1,006 is up 202 (25%) compared to the previous year third quarter total of 804.
- A total of 429 school children participated in schools swimming lessons delivered by council instructors across the three facilities.
- Three events were held across the facilities during the second quarter. Dogs in Togs was held at Waikanae Pool on Sunday 24 March attracting 160 dogs. Samuel Marsden held their school swimming sports at the Coastlands Aquatic Centre on Thursday 21 March with 137 swimmers participating. The Kapiti Primary School Swim Sports Festival was held at the Coastlands Aquatic Centre with 384 children from 12 schools competing

Performance measures summary

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



Two KPIs were achieved and five KPIs were on target at the end of the third quarter 2018/19. The KPIs now on target include one that wasn't at the end of the second quarter:

- i) *Visits to swimming pools* had been marginally below target on a pro-rata basis, at the end of the second quarter, largely due to poor weather in that quarter. It was expected to get back on target if we had a good summer through the third quarter. That has eventuated with 94,450 swim visits in the third quarter contributing to total visits for the year to date of 231,476. Based on past seasonal patterns it is expected that we should achieve more than the required 58,530 swim visits needed in the fourth quarter to achieve the target of 290,000 for the year.

One KPI is not yet due.

Two KPIs were not on target:

- i) *Total visits to libraries* is below target on a pro rata basis, with 198,987 visits in the first three quarters against an annual target of 300,000. This has been strongly affected by the closure of Waikanae Library in November 2018 and its temporary replacement by a pop-up library three weeks later. In the first three quarters last year the Waikanae library had attendance of 80,344 whereas this year it has been only 43,684.
- ii) *Number of items borrowed* is also below target on a pro rata basis. Just under 442,000 items have been borrowed year to date against a pro rata expectation of around 488,000 (given the annual target of 650,000). This KPI has also been a casualty of the Waikanae Library closure.

Projects – Summary

There is only one significant recreation and leisure project this year, the Kāpiti College Performing Arts Centre. Council is not involved in managing the construction of this facility and will provide its \$1.6 million share of the funding on completion.

Performance measures

as at 31 March 2019

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	Achieved	
	Users who are satisfied with the pools services and facilities	85%	On target (96%)	The result from the Residents Opinion Survey from the first three quarters was 96%. (2016/17 result was 96%)
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	At or above 290,000 annual admissions	On target	231,496 combined swims in the year to date. Likely to achieve the target with expected attendance of at least 60,000 over the fourth quarter. (2017/18 result was 298,452)
	Learn to swim registrations	At or above 3,200 annual registrations	On target	2,576 registrations for the year to date. (2017/18 result was 2,986 registrations)
Arts and museums				
We provide the community with funding to support their artistic and cultural initiatives	Total value of applications received relative to the total amount of funding in each grant allocation round	Ratio is > 1	On target (1.58:1)	For the second round of the Creative Communities Scheme 2018/19, 19 applications were received by the Grants Allocation Committee with a total amount being applied for of \$39,711.4. The total amount available for the second round was \$22,231 and the full amount was allocated. In the two rounds \$70,126 was applied for: \$44,500 was available – a ratio of 1.58 to 1.
Libraries				
We provide the community with a range of library services, materials and spaces to meet their needs and preferences	Users who are satisfied with the library services	85%	On target (99%)	The result from the Residents Opinion Survey for the first three quarters was 99%. (2017/18 result was 99%)
	Users who are satisfied with library spaces and physical environments	85%	Not yet due	The annual Library Customer Satisfaction Survey will be undertaken in the fourth quarter.
	Total visits to libraries	At or above 300,000 annually	Not on target	There were 198,987 visits to the district's four libraries in the year to date. 57,173 for Ōtaki, 2,750 for Paekākāriki, 95,380 for Paraparaumu, and 43,684 for Waikanae. (2017/18 result was 327,909)

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide the community with a range of library services, materials and spaces to meet their needs and preferences	Collections are refreshed in accordance with New Zealand public library standards	Maintain 350 new items (including renewals) per 1,000 population	Achieved	There were 19,172 items added to the library collections in the year to date. Annual target is 18,200 (based on a population of 52,000)
	Number of items borrowed per annum (including renewals)	650,000	Not on target	There were 441,998 items borrowed (including renewals) in year to date.

Recreation and leisure – financial results to 31 March 2019

Capital expenditure summary				
	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)	2018/19 F/Y Forecast (\$'000)
Total projects under \$250,000	190	10	734	614
Total projects over \$250,000	393	203	2,950	568
Total	584	214	3,684	1,182

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
7,451	Other operating expense	6,501	6,341	8,315
1,657	Depreciation and amortisation	1,249	1,140	1,520
1,168	Finance expense	671	770	1,024
10,276	Operating expenditure	8,421	8,251	10,859
	Revenue			
1,665	Fees and charges	1,302	1,316	1,675
40	Grants and subsidies	42	41	41
9	Other operating revenue	7	10	12
1,714	Operating revenue	1,351	1,367	1,728
8,562	NET OPERATING COSTS	7,070	6,884	9,131
	Capital items			
4,061	Asset renewal	379	203	777
127	New assets upgrade	205	11	2,907
4,188	Total capital items	584	214	3,684
12,750	NET COST OF ACTIVITY	7,654	7,098	12,815
	Funding sources			
8,562	Rates	7,071	6,884	9,131
127	Borrowings	151	11	2,707
4,061	Depreciation reserve	379	203	777
-	Reserves & special funds	53	-	200
12,750	TOTAL SOURCES OF FUNDS	7,654	7,098	12,815

Net Operating Costs of \$7.07 million was \$186,000 unfavourable to budget due largely to depreciation and building maintenance costs relating to Waikanae Library.

Capital expenditure of \$584,000 was \$370,000 overspent compared to budget planned. This is due to a number of significant projects budgeted in the fourth quarter where work has progressed in advance of that. By year end the activity is forecast to be underspent by \$2.45 million and indicated as carryovers. This includes \$1.6 million capital contribution due on completion of the Kapiti College Performing Arts Centre, \$780,000 underspend on the Waikanae Library upgrade (this project is managed by the Community Facilities team and is reported on in that activity report) and public art acquisition.

Economic development

Whakawhanake umanga

Key developments for the 3 months to 31 March 2019

Air Chathams

- Council staff continued to work together closely to provide support for the Air Chathams Kāpiti to Auckland service.

I-SITE

- Council has closed the i-SITE in Paraparaumu. The decision to continue providing some critical services to the community was made and in particular booking services will now be made available from Coastlands customer service counter. This service will include bookings for InterCity, Scenic train routes, Bluebridge and the InterIslander bookings. This will provide easy access as well as increased hours from the previous i-SITE terms. Council has increased visitor information around the district with self-help information available at various locations including; Paraparaumu Library, Coastlands Aquatic Centre, Paraparaumu Citizens Advice Bureau, Paraparaumu Community Centre and the Ōtaki Library and Service Centre.

Major Events Fund

- The four events funded through the Major Event Fund ran successfully and are preparing survey reports. Results will be presented back to Council by the end of May 2019. The events included: Kāpiti Food Fair, Ōtaki Kite festival, Coastella Music festival and Māoriland Film Festival. The fifth funded event FFFLAIR, an international horticultural festival has announced event dates of 26th February – 1st March 2020.
- The Economic Development team are preparing to start the process of renewing the Major Events Fund process and support programme.

Publications

- This quarter the Economic Development team commissioned an itinerary and tour for a local journalist to create an article titled '*Kāpiti on the menu*' this will feature in the Kia Ora Magazine issue due in April 2019.
- A two-page spread was published about Kāpiti, titled '*Natural Bliss*,' in the Go Travel magazine summer edition.
- Three editions of the Kāpiti Economic Development update newsletter were distributed this quarter, featuring the Tourism operator of the month and advertising their business.
- A half-page DestinationNZ article was published on '*Captivating Kāpiti*' for the regional news.
- The Visitor Guide needed a reprint and distribution to local accommodation providers and other tourism operators as they were used faster than expected.

Filming requests

- We have had two filming requests this quarter from WREDA within Kāpiti.

Kāpiti Destination Story update

- After two successful workshops, engaging Special Ad services and working closely with WREDA, we have been able to reach a draft concept. Feedback to date has been positive.

Economic Development Strategy Refresh

- The drafting group continued working on the draft strategy, ahead of further stakeholder engagement. The next steps are currently being worked through.

Town Centres

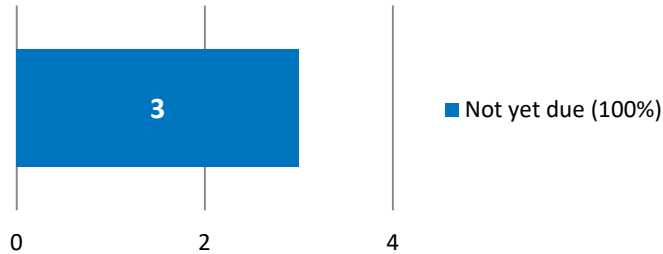
- The Mahara Place Upgrade construction is on programme.
- There is ongoing discussion with NZTA on the SH1 revocation project.
- Discussions continue with stakeholders on the 'Paraparaumu Connection to the Transport Hub' Project.

Performance measures

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

Economic development KPIs

1 July 2018 to 31 March 2019



No results are due yet for any of these KPIs.

Projects – Summary

There are two economic development projects reported in this activity report (the Strategic Land Purchase Fund and the Town Centres project). Both are capex over \$250,000 projects.

We have also included a project report from Elevate Ōtaki reporting on developments to date. This is not included as a Council project in the chart below as Council is providing resource and funding support for the project but is not managing it.

Economic development - Projects

as at 31 December 2018



Both Council projects are on target.

Note that there is no timeline set for the Strategic Land Purchase Fund as it is dependent on when strategic parcels of land come up for sale and needs to retain flexibility to respond appropriately.

Performance measures

as at 31 March 2019

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 economic development strategy implementation plan deliverables are achieved	Achieve	Not yet due	The primary focus is on the refresh of the Economic Development Strategy
	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	The business leadership forum was dissolved earlier this calendar year. As part of the refresh of the ED Strategy consideration will be given to the appropriate governance model for the implementation of the refreshed strategy.
Māori economic development priorities will be articulated in a strategy for Council and iwi to implement	The Māori Economic Development Strategy implementation plan deliverables are achieved	Achieve	Not yet due	Staff are currently working with the TWoK Chair to ensure engagement in the Māori economic development refresh. This will in turn drive the development of the Māori Economic Development Strategy and its subsequent implementation.

Project reports

Town Centres project					
Description	This project covers the two town centres, Waikanae and Paraparaumu. The project aim is to implement the adopted blueprint building block projects.				
Group	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter					
<div>1. W3 Mahara Place Upgrade Project Construction is progressing well. Permission granted to remove canopies between library and Mahara gallery.</div> <div>2. Weekly updates to stakeholders, added invitation to directly affected business to meet with the project team weekly to discuss impact of construction works.</div> <div>3. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects with a focus on Paraparaumu, Transport Hub and Coastlands and Kapiti Lights Precinct.</div> <div>4. Progressing designs for the P5 Transport hub with various stakeholders.</div> <div>5. Progressing designs for Stage 2 Mahara Place and Laneways.</div>					
Upcoming milestones:					
<div>6. Continue construction works in Mahara Place.</div> <div>7. Complete detailed designs of Paraparaumu transport hub connector projects and the Waikanae Stage 2 projects.</div>					
Risks (to programme, cost, quality, other)					
<div>1. SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.</div>					
Issues (for elected member attention)					
<div>1. Project team to continue working with Economic development to implement a marketing plan for Mahara Place and the Waikanae town centre.</div>					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	7,556,438	7,236,199	7,236,199	
This year	2018/19	3,569,574	1,225,902*	2,616,826	900,000
Total		11,126,012	8,462,101	9,853,025	

* Note that \$215,519 of this Town Centres ytd spend was attributable to SH1 Revocation work, which is captured in the 'Town Centres' project but comes from the Access and Transport activity budget. Hence the difference with respect to the total capital expenditure to date figures shown in the Cost of Activity table. In total, \$1.78 million of this projects budget is funded from the A&T activity and so only \$1.79 million of this projects budget is attributed to the CoA table for Economic development.

Strategic land purchase					
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness		Budget	
		N/A		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Council has approved the acquisition of a number of properties for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. The individual properties will be reported on when each transaction is completed.					
Developments in the third quarter:					
1. No land purchases to report this quarter.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	762,500	85,227	85,227	677,273 ¹

1. This is a discretionary fund to be spent only when appropriate strategic land parcels are available. Underspending the budget and carrying the unspent portion forward is standard practise for this fund, it does not mean the project is failing to meet its objectives.

<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		

Project report for Elevate Ōtaki

Description	Through the initial consultation of the PP2O project the Ōtaki community requested funding from NZTA to help Ōtaki minimise any impacts and maximise any opportunities from the construction of PP2O. NZTA agreed to contribute \$150,000 and Council matched that for a combined total of \$300,000 to be spent over 5 years. Elevate Ōtaki (EO) was established to identify and communicate to the Council and other stakeholders (including NZTA) the opportunities to invest in and assist Ōtaki and Te Horo, and to work with the stakeholders to realise the potential for local businesses and the community.				
	Comments (latest developments/upcoming milestones/critical activities)				
Key developments in the third quarter:					
1. Procurement process was completed with Council and Elevate Ōtaki for Ōtaki Identity work.					
2. Proposals submitted and panel was created. Council created contract for services and arrangements to be set up for payment. Flightdec confirmed as the provider - all unsuccessful applicants were notified.					
3. Two Elevate Otaki members resigned. Cr James Cootes as Chair and Josh Housiaux.					
4. Staff/contractor support put in place as per TOR agreement.					
Upcoming developments					
5. Project starts with initial meeting with Flightdec and Elevate Otaki to discover scope on 17 April.					
Risks (to programme, cost, quality, other)					
1. Resourcing the group to deliver projects.					
2. Otaki Identity project perception by the community. High potential for varied views on the topic by old and new residents and various sectors or groups.					
Issues (for elected member attention)					
1. KCDC process around approval of projects and payment for services.					
2. Currently no chair appointed and no process identified by KCDC moving forward.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	61,782	2,680	61,782	-
Future years	2019-23	260,892	-	260,892	
Total		322,674 ¹	2,680	322,674	

1. Although a total budget of \$300,000 (in current dollars) was allocated this has been inflation-adjusted over the five years of the project. As noted above NZTA is providing half of the funding.

Economic development – financial results to 31 March 2019**Capital expenditure summary**

	2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000	2018/19 F/Y Forecast \$000
Total projects under \$250,000	-	-	-	-
Total projects over \$250,000	1,096	1,687	2,553	3,033
Total	1,096	1,687	2,553	3,033

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
1,706	Other Operating Expense	1,424	1,390	2,069
4	Depreciation and Amortisation	3	105	141
561	Finance Expense	461	506	673
2,271	Operating Expenditure	1,888	2,001	2,883
	Revenue			
146	Fees and Charges	94	9	168
167	Grants and subsidies	-	-	-
	Other operating revenue	80	-	-
313	Operating Revenue	174	9	168
1,958	NET OPERATING COSTS	1,714	1,992	2,715
	Capital Items			
4,066	New Assets Upgrade	1,096	1,687	2,553
4,066	Total Capital Items	1,096	1,687	2,553
6,024	NET COST OF ACTIVITY	2,810	3,679	5,268
	Funding sources			
2,126	Rates	1,714	1,992	2,715
3,898	Borrowings	1,096	1,687	2,553
6,024	TOTAL SOURCES OF FUNDS	2,810	3,679	5,268

Net Operating Costs of \$1.71 million was \$278,000 favourable to budget. This is due to timing of the Maori Economic Development Fund being distributed (invites are now open for applications) and several small Economic development projects. The Kapiti Gateway budget will not be spent.

Capex of \$1.09 million is \$591,000 underspent for the most part due to significant underspend (\$487,000) in the Strategic Land Purchase project fund which is required for future unknown property acquisitions.

Infrastructure

- Access and transport
- Coastal management
- Solid Waste
- Stormwater
- Wastewater
- Water

Access and Transport

Putanga me to ikiiki

Key developments for the 3 months to 31 March 2019

Network Maintenance

- The Chipsealing contract has commenced and will be completed in April 2019.
- The remainder of the failed seal on Mazengarb Road and Guildford Drive was remediated by Downer with asphalt in early 2019.

Network Planning

- In addition to providing advice on resource consents received in the previous quarter 18 new resource consents were received this quarter. Advice has also been provided at a number of pre-application meetings and business start-up meetings and in response to temporary event application forms.

Expressways and old SH1 Revocation

- Physical works continue on PP2O alongside the corridor and Fletcher Construction is liaising with Council and residents on temporary traffic management to enable the works.
- Council and the revocation team from NZTA are reviewing NZTA's asset data and working through the agreement on the future take-over of these assets, including Council's requirements for these assets.
- NZTA and staff are working through the SH1 revocation scheme design process and construction programme. Briefings with elected members on the detailed SH1 scheme design, construction programme and timeframes will continue.

Stride 'n' Ride

- Construction of the 700m shared path on the south side of Ngaio Road in Waikanae is completed with contractors now beginning work to upgrade the track through the Russell Reserve.
- The Mazengarb Road shared path extension west of Guildford Drive has been tendered and awarded. We expect this project will be completed by the end of May 2019.

Travel planning and safety initiatives

- Recent safety education initiatives undertaken in this quarter include:
 - Stage two of the speed limits review public consultation period ended on 18 March 2019, Council will consider the staff report on speed limit changes on 23 May 2019.
 - The Shiny Side Up Bike Fest Kapiti motorcycle event at the Southwards Car Museum in February 2019. The event was attended by 2,000 motorcyclists. 320 motorcyclists signed up on the day for ACC 'Ride Forever' training courses.

Corp-19-778 Appendix B – Activity report to 31 March 2019

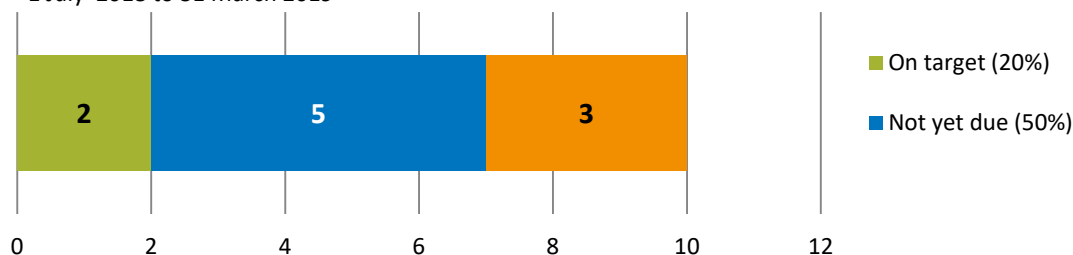
- 'Walk 2 Work Day' health checks in the Coastlands Mall Garden Court saw 237 people have blood pressure and blood sugar checks done by a fantastic group of Whitireia Polytechnic enrolled nursing students with their Tutor Deny McLeod. 11 people with high blood pressure and 14 with high blood sugar levels were referred to their own Doctor.
- Raumati South Primary School had the formal opening of their 'Bikes in Schools' bike track on Friday 22 March 2019. It has taken four years to get the track built and it is proving popular with the students and the community.
- Friday 1 March 2019 saw the launch of Movin' March at Raumati South primary school. Nine primary schools in Kapiti have signed up for this initiative about active modes of transport organised by the GWRC.

Performance measures summary

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

Access and transport KPIs

1 July 2018 to 31 March 2019



Two KPIs were on target at the end of the third quarter (but had not been on the previous quarter):

- Residents who are satisfied with the condition of roads* was marginally below target last quarter (68%), but has recovered to be just on target (70% satisfaction) following the asphaltting of earlier chipseal failures.
- Residents that are satisfied with street lighting* reported a recovery from 82% at the end of last quarter to be just on target at 85% over the first three quarters. This measure is expected to achieve its target for the year.

Five KPIs are not yet due as they are annual measures and won't be reported until the end of the year.

Three KPIs were not on target at the end of the third quarter:

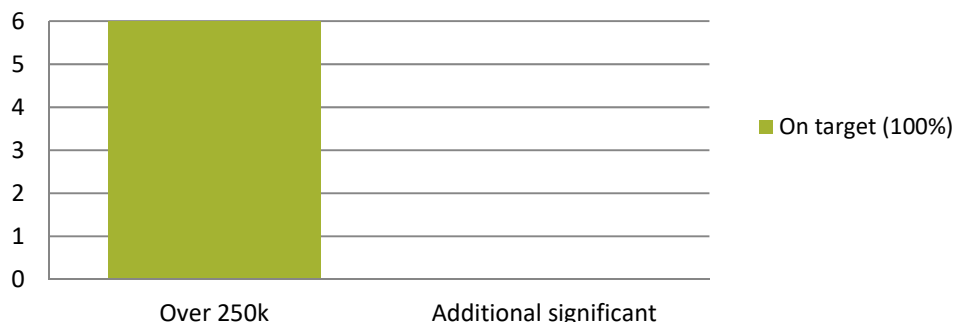
- The number of serious and fatal crashes on district roads reports a provisional 5 year average so far this year of 9.8 crashes, against a target of 9.8. There are three months still to go this year so it is likely the target will not be met.
- Residents agree that the existing transport system allows easy movement around the district* reports a provisional 73% against a target of 80% (causes were discussed last quarter).
- Residents who are satisfied with the condition of footpaths* reports a provisional result of 64%, just below the target of 65%. The footpath budget has been significantly increased this year which should lead to an improvement in this result, but quite a bit of catch-up work is needed and the disruptive effect of the additional works are likely to keep impacting on satisfaction.

Projects summary

There are six Access and Transport projects reported on in this activity report (this now includes the Stride n' Ride work programme). They are all capital expenditure \$250,000 and above projects.

Access and transport - Projects

as at 31 March 2019



All six projects are on target.

Performance measures

As at 31 March 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
Our transport network allows for the safe and efficient movement of people and goods	Residents (%) who agree that the existing transport system allows easy movement around the district	80%	Not on target (73%)	The provisional result from the Resident Opinion Survey for the first three quarters was a satisfaction score of 73%, (2017/18 result was 78%)
	Number of serious and fatal crashes on district roads is falling (DIA mandatory measure)	5-year rolling average reduces each year (it was 9.8 crashes for the 2013-2018 FY period)	Not on target	7 fatal and serious injury crashes (1 fatal and 6 serious injury crashes) have been recorded for the first three quarters of this year. This gives a five year average of 9.8 crashes to date with 3 months to come this year. (2017/18 result was 15 crashes)
	Residents (%) who are satisfied with street lighting	85%	On target (85%)	The provisional result from the Resident Opinion Survey for the first three quarters was a satisfaction score of 85%, (2016/17 result was 86%)
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% (expressed as kilometres)	Not yet due	This is reported on at the end of the year
	Residents (%) who are satisfied with the condition of roads	70%	On target (70%)	The provisional result from the Resident Opinion Survey for the first three quarters was a satisfaction score of 70%, (2017/18 result was 80%)
	Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure is above 85%	Not yet due	This is reported on at the end of the year
	Residents (%) who are satisfied with the condition of footpaths	65%	Not on target (64%)	The provisional result from the Resident Opinion Survey for the first three quarters was a satisfaction score of 64%, (2017/18 result was 69%)
	Percentage of footpaths that fall within the service standard for the condition of footpaths as set out in the activity management plan. (DIA mandatory measure)	40% (target increases over the next three years)	Not yet due	This is reported on at the end of the year
	Average cost of local roading per kilometre is comparable with similar councils in New Zealand	Achieve	Not yet due	This is reported on at the end of the year
	Percentage of service requests relating to roads and footpaths responded to within 3-5 hrs (urgent), 15 days (non-urgent). (DIA mandatory measure)	Roads 85% Footpaths 85%	Not yet due	This is reported on at the end of the year

Project reports

LED streetlight upgrade project					
Description	In April 2017 NZTA introduced an opportunity of 85% funding for LED conversion projects for work completed during the 2017/18 year. NZTA confirmed an extension of the 85% funding into the 2018/19 year to enable continuation of Council’s LED conversion programme. Additionally NZTA confirmed our funding approval and acceleration of our remaining two year conversion programme into the 2018/19 financial year, which will allow the network to be completed.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter					
1. Approximately 1,750 of the total 2,150 lights have been completed in the year to date.					
Upcoming milestones:					
2. Completion of the LED conversion programme by 30 June.					
Risks (to programme, cost, quality, other)					
1. No significant risks.					
Issues (for elected member attention)					
1. Nil					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	1,021,000	1,021,022	1,021,022	
This year	2018/19	1,486,587	899,226	1,486,587	
Total		2,507,587	1,920,248	2,507,609	


<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					
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)					
Developments in the third quarter					
1. The chipseal contract was awarded to Higgins Contractors Ltd and was 75% complete as at the end of March 2019.					
Upcoming milestones:					
2. Rimu Road, between Ihakara Street and Raumati Road, is programmed for asphaltting on the first week of the school holidays, commencing 15 April 2019.					
3. Completion of all programmed surfacing sites by the end of April.					
Risks (to programme, cost, quality, other)					
1. Risks associated with loose chips after sealing work completed. On-going sweeping of chipseal sites to be monitored.					
2. Negative impacts from last season’s chipseal failures on Mazengarb Drive and Guildford Drive.					
Issues (for elected member attention)					
1. Nil.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	1,143,870	884,343	1,143,870	

<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		

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 is in its final year.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
<div>1. The shared path project on Ngaio Road was effectively completed in the third quarter. Some additional driveway works were done by our contractor, at resident’s cost. We have received a number of favourable comments about the project and with how the contractors are undertaking the project. Additional work is being done to address some of the issues raised by residents and stakeholders during the design phase. It is expected these costs can be met out of the project’s contingency sum.</div> <div>2. The gravel track through the Russell Reserve is currently being upgraded and it is expected the entire Ngaio Road /Russell Reserve project will now be completed by mid-late April 2019.</div> <div>3. Community concerns about the proposed Park Avenue shared path means that work is instead progressing on the remainder of the programme projects on Kapiti Road, Mazengarb Road and Tasman Road to ensure the Stride ‘N Ride budget is expended by the end of June 2018. Council has committed to undertaking a small section of shared path at the eastern end of Park Avenue where the market is located.</div>					
Upcoming milestones:					
<div>4. The shared path on Kapiti Road between Arawhata Road and Brett Ambler Way has received adjacent landowner approval and can now proceed.</div> <div>5. Mazengarb Road shared path extension west of Guildford Drive has been tendered and awarded. We expect this project will be completed by the end of May 2019.</div> <div>6. The Tasman Road, Ōtaki, shared path project has been tendered and we expect to award this work in early April 2019.¹</div>					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. Community concerns about the proposed Park Avenue shared path, and the potential loss of six significant street trees, means that it won’t be possible to deliver the Park Avenue shared path this year.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	4,590,067	4,510,737	4,510,737	
This year	2018/19	1,349,030	501,521	1,348,728	
Total		5,939,097	5,012,258	5,859,465	

1. This report is to 31 March 2019, any further developments prior to the 15 May OFC meeting will be presented verbally at that meeting.

Footpath renewals					
Description	NZTA agreed to provide funding subsidies for both new footpaths, and maintenance and renewals of existing footpaths, which was previously 100% funded by Council.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter					
1. The annual footpath renewal programme continued, with just over 3km completed of the total 5km of paths to be completed, including new paths.					
2. Additional resources have been assigned to the remainder of the paths to ensure completion by 30 June.					
Upcoming milestones:					
3. Completion of all programmed renewal and new footpath sites.					
Risks (to programme, cost, quality, other)					
1. Nothing to report.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	966,700	498,148	966,700	

<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		

Low Cost Low Risk (Minor improvements programme)					
Description	Low Cost Low Risk are physical works which comprise road and intersection improvements, traffic calming, lighting improvements, footpaths, installation of new traffic signs and road markings that improve safety.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. The Arnold Grove (Kena Kena School) kerb and footpath realignment project design was completed.					
2. Engagement has been undertaken with the Waikanae Community Board and Waikanae Beach Residents Society prior to undertaking safety improvement designs at the Te Moana Rd/Waimea Rd area. Physical works will commence in May 2019. The Te Moana Rd/Rauparaha Street intersection improvements have been put on hold.					
3. Final designs and construction drawings have been completed for the Mazengarb Road/Ratanui Road roundabout. Affected residents have been consulted with on this project. Tender documents are in the final stage of review and completion.					
Upcoming milestones:					
4. Mazengarb Road/Ratanui Road Roundabout tender and Contract Award					
Risks (to programme, cost, quality, other)					
1. Final consultations may result in changes to items in the programme which could result in delays, cancellation, redesign, deferral or replacement of items.					
Issues (for elected member attention)					
1 Nil.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	443,135	182,917	463,135	

<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		

Waikanae Emergency Rail Crossing Access					
Description	To create a diversion route for emergency vehicles if access across the rail crossing in Elizabeth Street, Waikanae is unavailable.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. A contract has been awarded to Udy Contracting for design and build of this emergency crossing, with a completion date of 30 June 2019.					
Upcoming milestones:					
2. Final design approval from stakeholders (KiwiRail, NZTA, KCDC).					
3. Commencement of construction work with completion by 30 June 2019.					
Risks (to programme, cost, quality, other)					
1. Design approval delay from KiwiRail.					
Issues (for elected member attention)					
1 Nil to report					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	354,715	34,965	354,715	

<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		

Access and transport – financial results to 31 December 2018**Capital expenditure summary**

	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)	2018/19 F/Y Forecast (\$'000)
Total projects under \$250,000	657	892	1,191	1,169
Total projects over \$250,000	3,227	5,426	7,964	6,597
Total	3,884	6,319	9,155	7,766


Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
5,459	Other operating expense	3,817	4,191	5,791
5,506	Depreciation and amortisation	4,374	4,260	5,681
1,648	Finance expense	1,483	1,597	2,126
12,613	Operating expenditure	9,674	10,048	13,598
	Revenue			
107	Fees and charges	65	52	70
5,420	Grants and subsidies	3,387	3,651	5,650
447	Development and financial contributions	189	151	201
329	Other operating revenue	179	204	272
6,303	Operating revenue	3,820	4,058	6,193
6,310	NET OPERATING COSTS	5,854	5,990	7,405
	Capital items			
2,753	Asset renewal	1,848	1,718	2,997
4,619	New assets upgrade	2,036	4,601	6,158
7,372	Total capital items	3,884	6,319	9,155
13,682	NET COST OF ACTIVITY	9,738	12,309	16,560
	Funding sources			
6,748	Rates	5,585	6,272	7,940
1,882	Borrowings	846	2,822	3,627
2,753	Depreciation reserve	1,848	1,718	2,997
(448)	Reserves & special funds	(189)	(151)	(201)
2,747	Unfunded depreciation	1,648	1,648	2,197
13,682	TOTAL SOURCES OF FUNDS	9,738	12,309	16,560

Capital expenditure of \$3.88 million is \$2.43 million underspent to date. This is mainly due to delays with Kapiti Road, SH1 revocation, Minor works and Waikanae Emergency Rail access. All projects are planned to be delivered by 30 June 2019 except the SH1 Revocation project. The SH1 revocation work is currently captured within the Town Centres project (reported on under the Economic development activity) although the budget for the revocation work comes from Access & Transport. There is a projected underspend for the year of \$1.4 million on the SH1 Revocation – which has contributed to a \$900,000 carry forward in the Town Centres project.

Coastal management

Whakahaere takutai



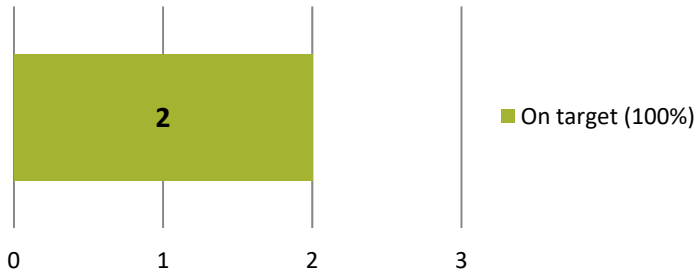
Key developments for the 3 months to 31 March 2019

- Continued with the detailed designs of Paekākāriki seawall.
- Continue to explore options for resolving the Old Coach Route ownership issue.
- Awarded the physical works contract for Wharemauku blockwall strengthening. Physical works due to be completed by the end of June 2019.

Performance measures summary

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

Coastal management KPIs 1 July 2018 to 31 March 2019



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

Projects – Summary

There are three significant Coastal management projects, all capex over \$250,000 projects.

Coastal management - Projects as at 31 March 2019



All three projects are expected to complete their milestones this year. However, there are some risks around the 'Other coastal projects' as relatively little of the budget has been spent in the year to date. The team remain confident that these projects are on track for completion of the works planned in this first year of the two year programme of work.

Performance measures

as at 31 March 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
We respond promptly to seawall or rock revetment failure and repair where applicable	Respond within 48 hours to urgent requests to repair seawalls or rock revetments	90%	On target (100%)	There were 36 requests in total in the year to date. Eight of these were urgent and were responded to within 24 hours. (2017/18 result was 100%)
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. (2017/18 result was 100%)

Project reports

Coastal protection Paekākāriki					
Description	Further development of detailed designs and application for resource consent for the replacement of the seawall along The Parade, Paekākāriki. Construction has been deferred, through the 2018 Long Term Plan, to start in 2021/22.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter were:					
1. Continuation of detailed designs.					
Upcoming milestones: -					
2. Lodgement of Building Consent application – by June 2019					
Risks (to programme, cost, quality, other)					
1. Physical works are now programmed in 2021–23 (as per the 2018 LTP) with procurement of physical works programmed for 2020/21. The budgets allocated for physical works may not be sufficient due to various reasons including the rapid increase of construction price index due to market movements (current industry index is inflating at 6% - 7% p.a.)					
Issues (for elected member attention)					
1. The current wall has exceeded its original 20 years design life and with extreme weather events, certain parts of the wall have failed a few times in the recent past with significant repair costs. This wall is protecting ‘The Parade’ road and the wall failures will expose ‘The Parade’ to potential coastal erosion and additional costs.					
Current year project costs to 31 March 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2016–18	589,250	589,250	589,250	
This year	2018/19	853,996	418,519	853,996	
Total		1,443,246	1,007,769	1,443,246	

Wharemauku block wall strengthening					
Description	A storm event in the Wellington region on the 23/24 July 2016 caused significant damage in several locations in the Kapiti district along the coastline. The Council constructed a 170m long temporary wall in 3 days (called Wharemauku block wall) to protect the sewer which runs parallel to the beach between 49 and 71 Wharemauku Road. This project is to strengthen the block wall until a permanent solution is implemented to protect the Council's sewer and mitigate the end effects from the Marine Parade rock revetment.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter were:					
1. Conducted a public tender to select a contractor for the physical works, and awarded the contract.					
2. Informed the residents (owners and occupiers of the properties which are affected by the “end effect” of the Marine Parade rock revetment) about the progress made.					
3. Cancelled the Old Coach Route survey tender until a proper methodology is determined.					
4. Peer reviewed the legal opinion regarding resolving the Old Coach Route Ownership issue.					
5. Commenced concept designs for the long term solution.					
Upcoming milestones: -					
6. Completion of physical works - by end of June 2019					
7. Explore all options regarding resolving the Old Coach Route ownership issue and gaining advice on a proper methodology for the Old Coach route survey					
Risks (to programme, cost, quality, other)					
1. Unresolved legal ownership issues related to Old Coach Route may continue to affect the programme as well as the cost					
Issues (for elected member attention)					
1. If the proposed block wall strengthening project does not go ahead, this will cause issues due to the following:					
• Properties which were affected by the ‘end effect’ of the existing Marine Parade rock revetment were supportive of this project as this provides protection to their properties. If the project does not go ahead, Council may have to consider alternative ways of mitigating the ‘end effect’ until a permanent solution is implemented in future.					
• Wall failure can occur due to a major storm exposing the Council sewer at high risk.					
• Old Coach Route ownership issue is extremely complex and resolution has been attempted a few times in the past, without success.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	135,322 ¹	135,322	135,322	
This year	2018/19	265,001	47,199	265,001	
Total		400,323	182,521	400,323	

1. The original 2017/18 budget was \$400,202, but resolution of 'Old Coach Route' ownership and resource consent issues caused delays. \$264,880 of that budget was carried forward and is included in 2018/19.

Other coastal projects					
Description	In 2015/16 Council compiled an inventory of all coastal assets located on public land from Ōtaki to Paekākāriki and in 2016/17 completed condition assessments of these assets. During the 2018 LTP, it was decided to proceed to renew/replace the assets as appropriate based on the condition and the risk of failure. The groups of assets covered under this project are: beach outlets, rock revetments, seawalls				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter were:					
1. Assets to be renewed/ replaced in the first 2 years of LTP - Completed detailed designs and prepared the tender documents for physical works.					
2. Assets to be renewed/ replaced in year 3-4 of LTP - Selected a professional services provider to complete the detailed designs and the resource consents.					
Upcoming milestones:					
3. Assets to be renewed/ replaced in the first 2 years of LTP – Selection of a physical works contractor, award and work commencement – by end of April 2019.					
4. Assets to be renewed/ replaced in year 3-4 of LTP – Commencement of designs, by mid-April 2019.					
Risks (to programme, cost, quality, other)					
1. Planned works for this year may not be fully complete by end of June and budget may be underspent (despite the relatively modest share of budget spent in year to date the stormwater team are confident the majority of this years planned work will be completed – hence the project has been left as ‘On target’).					
Issues (for elected member attention)					
1. None at this stage.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	585,156	60,859	585,156	

<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		

Coastal management – financial results to 31 March 2019

Capital expenditure summary				
	2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000	2018/19 F/Y Forecast \$000
Total projects under \$250,000	91	108	190	190
Total projects over \$250,000	526	1,083	1,704	1,704
Total	617	1,191	1,894	1,894

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
409	Other operating expense	243	405	524
374	Depreciation and amortisation	301	315	419
323	Finance expense	97	155	206
1,106	Operating expenditure	641	875	1,149
1,106	NET OPERATING COSTS	641	875	1,149
	Capital items			
395	Asset renewal	480	729	992
262	New assets upgrade	137	462	902
657	Total capital items	617	1,191	1,894
1,763	NET COST OF ACTIVITY	1,258	2,066	3,043
	Funding sources			
937	Rates	540	774	1,014
262	Borrowings	137	462	902
395	Depreciation reserve	480	729	992
169	Unfunded depreciation	101	101	135
1,763	TOTAL SOURCES OF FUNDS	1,258	2,066	3,043

Net Operating Costs of \$641,000 was \$234,000 favourable to budget. This is mainly due to cancellation of the “old coach route survey” project due to issues with the proposed survey methodology. The budget is still expected to be fully spent this year getting advice on the best method for the Old Coach Route survey, exploring options for resolving the ownership issue, and getting advice on renewal options for the Raumati seawall.

Capital expenditure of \$1.25 million is \$808,000 underspent due to the late start of the Wharemauku block wall strengthening (due to Old Coach Route issues), delays to the start of the Paekākāriki seawall detailed design, and delays to the tendering for renewal/ replacement of coastal assets due to consenting issues: All budgets are expected to be fully spent by year end although for the multi-year renewal of coastal assets programme the budget will be spent on a slightly different configuration of projects than initially planned.

Solid waste

Para ūtonga

Key developments for the 3 months to 31 March 2019

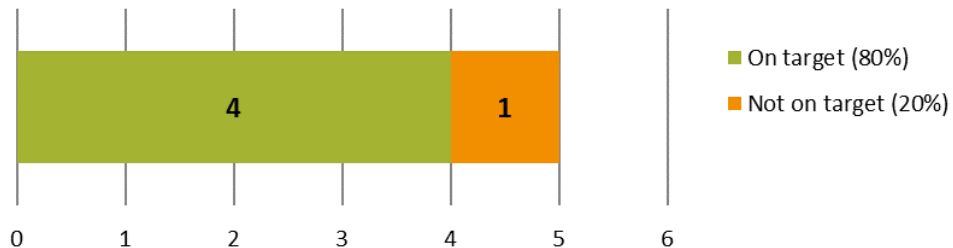
- Work continued on the capping of the Otaihangā landfill with a further 0.7Ha capped. We have now capped 15.7 Ha of the landfill, around 95% of the originally defined capping area of 16.5 Ha. However, more detailed investigation to identify fill boundaries added another 0.75 Ha to the total landfill area, which is now 17.25 Ha. Consequently, there is 1.55 Ha (9% of the redefined area) remaining to be capped.
- Works commenced in late March 2019 on development of expanded wetlands at the Otaihangā landfill. Completion of the wetlands work, including planting, is scheduled for May/June 2019.
- On the 21 March 2019, the Strategy and Policy Committee approved the establishment of a Waste Minimisation Taskforce. The taskforce is tasked to report to Council on how actions from the Waste Minimisation and Management Plan may be implemented to achieve the most cost-effective reduction in the volume of waste materials in the district.
- Waste minimisation activities included:
 - A recap of the Zero Waste Education recycling module to 72 students at Te Horo School.
 - Delivery of presentations to community groups on topics of waste minimisation and recycling best practice including a presentation to residents of the Salvation Army flats.
 - Support for organisers of the Ōtaki Kite Festival in their zero waste efforts through provision of advice and loan of waste station bin hoods and other equipment, and management of waste stations at Council's Waitangi Day event.
 - Regular visits to Transfer Stations to inform customers on waste diversion options (e.g. recycling, home composting).

Performance measures summary

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

Solid waste KPIs

1 July 2018 to 31 March 2019



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

One KPI was not on target. *Residents who are satisfied with the waste minimisation education, information and advice available* reported a satisfaction result of 62%, against a target of 75% for the year. This measure reported a sharp fall following the cessation of the plastic bag collection service from levels of 71% last year. Verbatim comments from respondents report general dissatisfaction with the Council's approach to waste minimisation when the control of waste collection services, and the range of collection options offered (as well as their cost), is determined by the private sector.

Projects – Summary

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

Performance measures

as at 31 March 2019

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	Number of days disposal facilities are open	357 days per year	On target	Otaihanga Transfer Station closed for 3 hours on 14 February 2019 due to fire.
	Licensed collectors are compliant with licence requirements	Achieve	On target	No official warnings issued
	Residents (%) who are satisfied with the standard of kerbside collections	85%	On target (87%)	The result from the Resident Opinion Survey for the first three quarters was 87%. (2017/18 result was 88%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	On target (92%)	69 of 76 service requests were completed on time.
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 on target (62%)	The result from the Resident Opinion Survey for the first three quarters was 62%. (2017/18 result was 71%)

Project report

Otaihanga landfill capping					
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the third quarter:</i></p> <ol style="list-style-type: none"> Investigation for the purpose of accurately identifying fill boundaries undertaken in February/March 2019 identified further areas requiring final capping and stormwater controls. Consequently, the total area to be capped has increased from 16.5 hectares to 17.25 hectares. We capped a further 0.7 Ha in the quarter giving a total of 15.7 hectares capped (91%) leaving around 1.55 hectares to be completed. Excavated material from wetlands development, which commenced in late March 2019, will be utilised for remaining capping work as will suitable material received from approved contractors. Progress will be dependent on the availability of suitable material. Wetlands works involving the expansion of two existing wetlands and the creation of a new wetlands area commenced in late March 2019. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> No milestones to report. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> No current risks. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> No issues to report. 					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	549,351	104,369	399,691	

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

Solid waste – financial results to 31 March 2019**Capital expenditure summary**

	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget (\$'000)	2018/19 F/Y Budget (\$'000)	2018/19 Projection (\$'000)
Total projects under \$250,000	3	36	37	37
Total projects over \$250,000	104	441	549	400
Total	107	477	586	437

Cost of activity statement


2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
887	Other operating expense	363	552	716
672	Depreciation and amortisation	387	505	673
97	Finance expense	136	147	196
1,656	Operating expenditure	886	1,204	1,585
	Revenue			
609	Fees and charges	453	429	569
609	Operating revenue	453	429	569
1,047	NET OPERATING COSTS	433	775	1,016
	Capital items			
509	Landfill Capping	107	477	586
509	Total capital items	107	477	586
1,556	NET COST OF ACTIVITY	540	1,252	1,602
	Funding sources			
1,033	Rates	506	759	1,018
509	Depreciation reserve	107	477	586
14	Movement in other reserves	(73)	16	(2)
1,556	TOTAL SOURCES OF FUNDS	540	1,252	1,602

Net Operating Costs of \$433,000 were \$342,000 favourable to budget. This is due to lower than expected operational costs and depreciation on the landfill being lower than planned.

Capital expenditure of \$107,000 is \$370,000 underspent as the capping of the landfill will be completed in the last quarter of the year. The forecast has been reduced (see table at top) to reflect the true costs for 2018/19

Stormwater

Whakahaere wai araha



Key developments for the 3 months to 31 March 2019

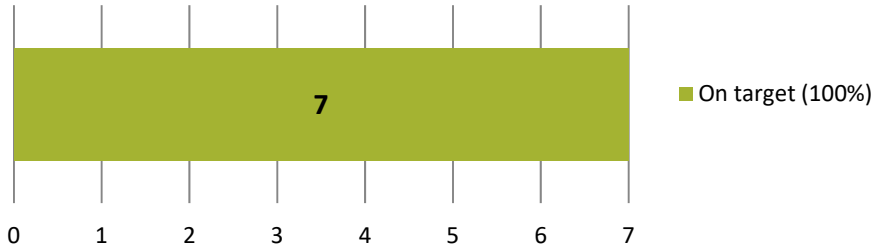
- There were 98 service requests in the third quarter of 2018/19, compared to 360 in the same quarter last year. For the year to date there were 366 service requests (248 flooding related) compared to 511 (425) last year.
- Work has been completed at four of 14 locations in the minor stormwater projects programme. The remaining locations are on target to complete in the fourth quarter.
- The major stormwater projects are all still in the design and resource consent application phase, with physical works not planned to start until 2019/20.
- Approximately 4 kilometre of open waterways were cleaned in the third quarter (manual cleaning as well as machine cleaning and sediment removal) making a total length of 8.8km cleaned to date in this financial year. In the past we've operated under short contracts for specific drains. This year we have awarded a 12 months drain/stream maintenance contract and as a result, we expect to get more drains cleaned over the year than in the past.

Performance measures summary

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

Stormwater KPIs

1 July 2018 to 31 March 2019



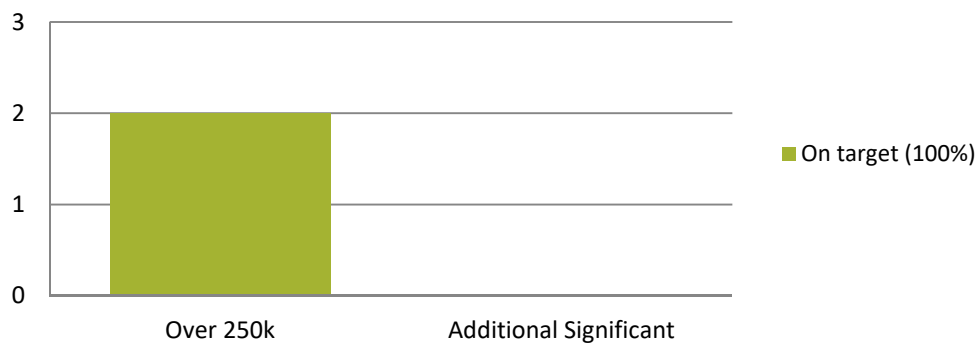
All seven KPIs were on target at the end of the third quarter 2018/19.

Projects – Summary

Stormwater projects have been organised into Major and Minor stormwater project categories, with each group treated for reporting purposes as a single project. Both 'projects' are capital expenditure \$250,000 and above projects.

Stormwater - Projects

as at 31 March 2019



Both the minor and major stormwater projects are on target for the year. There had been some weather delays in the second quarter with regard to restarting the minor stormwater project at 97-117 Riwai Road but that was caught up as expected and work was completed in the third quarter.

Performance measures


as at 31 March 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
We minimise risks to human life and health from flooding by responding efficiently and effectively to flooding issues and we maintain, repair and renew major flood protection and control works	Median response time to attend a flooding event from notification to attendance on site <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 24 hours	On target (Median response time was less than 24 hours)	Year to-date, there were 366 service requests. 248 were flooding related complaints. Of the 248 flooding complaints 67 were urgent and the median response time was 0 days (less than 24 hours).
		Non-urgent = less than or equal to 5 days	On target (Median response time was 1 day)	The median response time was 1 day for the 181 non-urgent flooding related complaints.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (100%)	Year to-date, there were 3 building (garages) related minor flooding requests. All 3 of them were visited within less than 3 days.
	Number of complaints received about the performance of the district's stormwater system <i>(DIA mandatory measure)</i>	Less than 30 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i>	On target (11.32 per 1000)	Year to-date there were 248 flooding related Complaints. (= 11.32 per 1,000 connections). On a pro-rata basis, the year to-date target is 22.5 per 1,000. <i>(Note that the target was changed in the 2018 LTP from 10 complaints per 1,000 connections)</i>
	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	To-date few projects completed under the Minor SW projects category to maintain/renew existing flood protection and control works. All have been done following the key standards.
	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 (no habitable floors flooded)	There were no flooding events in the first three quarters that affected habitable floors.

Corp-19-778 Appendix B – Activity report to 31 March 2019

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)	Year to-date there has been no non-compliance with Council's resource consents for discharge from its stormwater system.

Project reports

Major stormwater projects			
Description	The major stormwater projects cover the design and construction of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events). These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damage due to flooding. The projects covered under this in 2018/19 are mainly focused on alleviating habitable floor flooding and include: stormwater upgrades for Kena Kena, Moa Road, Karaka Grove, Alexander Bridge, Titoki, Riwai, Amohia, Kākāriki, Raumati Road Area 1 and Sunshine Avenue.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ✓	\$ ✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the third quarter:</i></p> <ol style="list-style-type: none"> 1. Kena Kena: Continued with detailed investigations on alternative discharge options via the Kena Kena wetland – next steps are further investigation of those options, engage with DoC and iwi in late May and redraft resource consent application by June 2019. Also tender physical works for areas not affected by resource consent (by end April 2019) and complete construction of those by end December 2019. 2. Moa Road: Continued with the detailed designs – next steps are to tender and award contract by end May and start construction in early June 2019. 3. Karaka Grove: Continued with the preliminary designs and the owner consent process – designs due for completion by end December 2019. 4. Alexander Bridge: Continued with preliminary designs and the resource consent process – plan to complete preliminary designs, resource consents and tender documents by December 2019. 5. Titoki Street: Completed detailed designs and commenced the resource consent process – plan to complete resource consent and tender documents by December 2019. 6. Riwai Street: Continued with designs and the resource consent process – plan to complete resource consent and tender documents by December 2019. 7. Amohia Stage 1 <ul style="list-style-type: none"> – Piping 93 Amohia: Resource consent application is placed “on hold” by GWRC until KCDC provides some additional information they have requested – next steps is to collect that data for GWRC. The expected date of gaining resource consent from GWRC is now July 2019. – Te Uruhi Grove: Continued with the preliminary designs and the resource consent process – plan to complete preliminary designs and gain resource consent by December 2019. 8. Kākāriki: Continued with preliminary designs and the resource consent process – plan to complete detailed designs and gain resource consent by December 2019. 9. Raumati Road Area 1: Carried out modelling work to check the performance of the proposed design – plan to complete the modelling and assessment of the current pump station by end May. The tender, contract award and construction will take place from June to December 2019. 			

Major stormwater projects (continued)

10.Sunshine Avenue: Continued with the detailed designs and resource consent process – next step is to complete detailed designs, resource consent and tender documents by December 2019.

11.Preparation of concept designs for projects identified for Years 2–5 of the LTP - by June 2019.

Risks (to programme, cost, quality, other)

1. Difficulties in gaining GWRC consents and iwi inputs may cause delays to most of the Stormwater major projects.

Issues (for elected member attention)

1. The project spend is below year-to-date budget projections but is expected to catch up over the fourth quarter.

Current year project costs to 31 March 2019

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	1,826,055	636,876	1,826,055	

Minor stormwater projects					
Description	The minor stormwater project includes the design and construction of minor drainage systems to accommodate run off from more frequent storms (1 in 5 year or 1 in 10 year events). These projects include renewal of existing assets, construction of overland flow paths, minor stormwater upgrades and extensions including upgrading inlet control devices such as stormwater sumps (cost of each project is in the order of \$10,000 to \$100,000).				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. 2018/19 minor stormwater improvements in 14 locations – work completed in 4 locations					
2. 95 to 117 Riwai – work completed.					
3. Stormwater improvements at William Street – physical works contract awarded.					
Upcoming milestones:					
4. 2018/19 minor stormwater improvements – completion of work in remaining locations by end of June 2019.					
8. SW Improvements at William Street – physical works planned from April to September 2019.					
Risks (to programme, cost, quality, other)					
1. None at this stage					
Issues (for elected member attention)					
1. None at this stage					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	730,168	360,950	730,168	

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

Stormwater – financial results to 31 March 2019

Cost of activity statement				
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
1,571	Other operating expense	1,450	1,492	1,999
1,163	Depreciation and amortisation	857	908	1,210
942	Finance expense	675	629	837
3,676	Operating expenditure	2,982	3,029	4,046
	Revenue			
-	Fees and charges	14	51	68
122	Development and financial contributions revenue	59	39	52
2	Other operating income	-	-	-
124	Operating revenue	73	90	120
3,552	NET OPERATING COSTS	2,909	2,939	3,926
	Capital Items			
1	Asset renewal	207	461	512
1,500	New assets upgrade	791	1,406	2,045
1,501	Total capital items	998	1,867	2,557
5,053	NET COST OF ACTIVITY	3,907	4,806	6,483
	Funding sources			
3,674	Rates	2,968	2,978	3,978
1,500	Borrowings	791	1,406	2,045
1	Depreciation reserve	207	461	512
(122)	Reserves & special funds	(59)	(39)	(52)
5,053	TOTAL SOURCES OF FUNDS	3,907	4,806	6,483

Capital expenditure of \$998,000 is \$869,000 underspent. This is due to delays with the resource consent for Kena Kena, Amohia and a few other major projects. Plans are in place to catch up the underspend in the fourth quarter.

Wastewater management

Whakahaere wai

Key developments for the 3 months to 31 March 2019

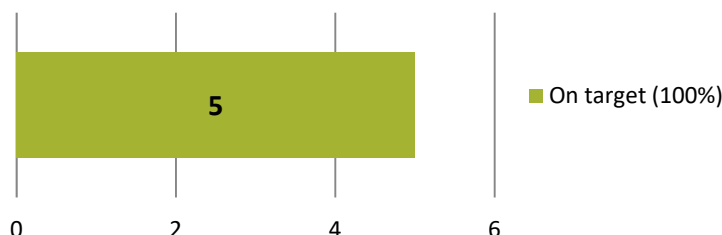
- The professional services contract for the consenting of discharges from the Paraparaumu Wastewater Treatment Plant (WWTP) is underway, developing the best practicable option for the treatment and discharge of wastewater from our Waikanae, Paraparaumu and Raumati communities through technical and consultation processes. Initial sampling and analysis of the receiving environment and project planning is largely complete. Difficulties engaging with iwi partners has now placed the scheme in delay. Recent Te Ātiawa involvement in treaty settlement matters has limited their capacity to engage with us on this. SLT are considering this workstream, and others affected, in their development of an engagement strategy.
- In the second quarter a panel of consultants (the Water Professional Services Panel (WPSP)) was appointed and the first programme planning workshop delivered. In this quarter framework contract documentation was finalised and the first Consultancy Services Orders (CSOs) were drafted and approved.
- The concept design and procurement planning for the Paraparaumu Wastewater Treatment Plant inlet works is advanced. The next phases have been put on hold until 2020/21 in line with the 2018 Long Term Plan.
- Wastewater network pipe renewals and pumping station upgrades were substantially completed in the first two quarters. Some minor works were completed in the third quarter. The fourth quarter will involve condition assessment and asset planning studies.

Performance measures summary

There are five key performance indicators (KPIs) in the wastewater management activity.

Wastewater KPIs

1 July 2018 to to 31 March 2019



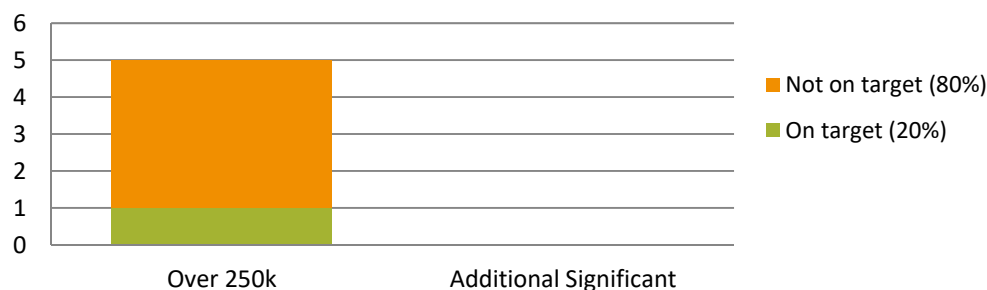
All five KPIs were on target at the end of the third quarter 2018/19.

Projects – Summary

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

Wastewater - Projects

as at 31 March 2019



One project was on target at the end of the third quarter.

Four projects were not on target:


- i). The Waikanae Duplicate Rising Main project is behind planned timelines given that negotiations have not progressed between NZTA and landowners over one section of the rising main. The Council has now engaged directly to try to resolve this and attended a Hui with landowners in March 2019. Work on an agreement is proceeding.
- ii). The Paraparaumu wastewater treatment plant (WWTP) consent project is running behind time. Iwi engagement has been sought to shape and finalise this planning stage but that engagement has progressed slowly and the overall programme is now being delayed.
- iii). The Paraparaumu WWTP renewals project **will not be fully** completed this year due to the extended period to secure professional services providers, through the Water Professional Services Panel, for the clarifier renewal. It had been expected that the mechanical upgrades to the clarifier would be on track at this stage for completion in the fourth quarter. That work will now be completed in 2019/20.
- iv). The Ōtaki WWTP Upgrade project is also running behind time, in part due to consent delays and in part due to the time taken to establish the WPS Panel. It had been expected that we'd be further advanced with upgrading the effluent pumping and reticulation systems. This work is now expected to run into next year.

Performance measures

as at 31 March 2019

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 (21 minutes)	Median attendance time was 21 minutes, for 69 blockages or faults attended in the year to date.
	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 11 minutes)	Median resolution time was 2 hour and 11 minutes, for 69 blockages or faults resolved in the year to date.
	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>	Less than 7.2 complaints per 1,000 connections to Council's sewerage system.	On target (3.83 complaints per 1,000 connections)	76 complaints were received in the year to date (from a total of 19,856 connections).
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i>	At or below 2 per 1000 connections to Council's sewerage system	On target (0.05 overflows per 1,000 connections)	There was one dry weather overflow (Notifiable or non-Notifiable) 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 so far this year.

Project reports


Waikanae duplicate rising main			
Description	This project will duplicate the rising main from Waikanae's terminal wastewater pumping station to the Paraparaumu wastewater treatment works.		
	The project was planned in two stages: the first stage was timed to take advantage of the M2PP Expressway construction programme; the second stage completes final connections at each end of the expressway.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ▼	\$0
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the third quarter:</i></p> <ol style="list-style-type: none"> 1. NZTA discussions with landowners to resolve issues along the northern end of the Expressway alignment had not been progressing. Council has engaged directly to seek to resolve this and attended a Hui with landowners in March 2019. The next steps are being developed to allow the project to be completed in the future. 2. Tender documents for the construction of the remainder of the original rising main route at each end of the expressway to the Paraparaumu Wastewater Treatment Plant and along Te Moana Road to the pumping station are complete and ready to tender, subject to successful conclusion of remaining matters. 3. Advanced procurement of piping components was commenced with market enquiries made. Purchase of pipe has put on hold until the final solution for the project is complete. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 4. Submission of resource consent applications for the end sections and the remaining section at the northern end of the Expressway alignment will be lodged for approval once discussions with landowners have been completed. 5. Construction works will not be starting this year and are likely to be deferred to 2020/21 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. Delay – Resource Consent consultation process: The lengthy period of unresolved landowner consultation experienced to date indicates a risk of further delay 2. Cost/ Budget – scope refinement: Services congestion along Te Moana Road may require changes to design. Services location has been completed. The current Engineer's Estimate forecasts a budget increase of around \$200,000, which can be accommodated in budgeting. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> 1. Parts of the project have been delayed while land owner approval issues are resolved. 			

Waikanae duplicate rising main (continued)**Current year project costs to 31 March 2019**


Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	210,747 ¹	163,536	163,536	
This year	2018/19	971,201	30,299	50,111	921,090 ²
Total		1,181,948	193,834	213,646	

1. The original budget in 2017/18 was \$1,142,700. The project was significantly delayed by the unresolved resource consent consultation process, so the unspent part of that budget was carried forward into the 2018/19 budget.
2. These funds carry over to 2020/21.



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		

Paraparaumu wastewater treatment plant renewals					
Description	Renewal works to ensure compliant and resilient service from our major wastewater treatment plant.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ▼	\$0		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
<div>1. Further investigation of the bio-reactor aeration system indicated the risk of process failure in advance of the deferred upgrade plan, observing extensive component wear and excessive heat production on two of the three blowers. Both upgraded blowers are now in successful service.</div> <div>2. Further asset planning studies were identified in the condition and capacity review of the plant in 2016.</div>					
Upcoming milestones:					
<div>3. Final details of professional services engagements (WPS Panel Consultant Service Orders [CSOs]) are being disucssed with Cardno.</div> <div>4. Clarifier 1 will have an in-depth condition assessment, commencing early in the fourth quarter, leading to commencement of mechanical upgrades by the end of this financial year.</div> <div>5. A study to review the condition and capacity of the sludge decanting centrifuges and the sludge conveyors will also commence in the fourth quarter. The sludge pumps are already identified for replacement in this quarter.</div>					
Risks (to programme, cost, quality, other)					
<div>1. None at this stage</div>					
Issues (for elected member attention)					
<div>1. The full programme of PWWTP mechanical renewal works will not be fully completed this year due to the extended period to secure a professional services providers (consultancies) for the clarifier renewal. This commission was on hold while the Water Professional Services Panel was established late last year. The balance of the works remaining are now planned to be undertaken in 2019/20.</div> <div>2. The establishment of Water Professional Services Panel was initiated following an extensive review of three waters procurement needs and the development of a strategic approach to water and wastewater services procurement. The panel provides a seven framework to streamline and improve the efficiency and effectiveness of project deliver for the Council.</div>					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	480,807	232,850	340,000 ¹	-

1. Any unspent budget will not be carried forward to 2019/20


Wastewater reticulation renewals					
Description	The 2018/19 Wastewater Reticulation Renewals programme will replace wastewater reticulation pipework. In the same period the next phase of the wastewater pumping station upgrades programme has been completed. This scheme will address asset renewal and growth issues in the region, based on risk and condition assessment criteria.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. The wastewater pipe renewal contract which commenced in 2017/18 is now substantially complete; one section of specialist lining is to be completed.					
2. The contract for wastewater pumping stations was completed in the first quarter.					
Upcoming milestones:					
3. Completion of wastewater pipe renewal contract.					
Risks (to programme, cost, quality, other)					
1. Attendance at site of the specialist subcontractor to complete the works in a timely manner (the only source of this service in NZ).					
2. Completing the specialist lining methodology successfully.					
Issues (for elected member attention)					
1. None to report.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	466,763	338,759	463,587	

<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		

Ōtaki wastewater treatment plant upgrades					
Description	Upgrades to the main components of the effluent pumping and field distribution at the Ōtaki wastewater treatment plant, following GWRC’s renewal of the discharge consent.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ▼	\$ 		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. The CSO for professional services (from Design to Commissioning) for the approved Land Treatment Discharge Area (LTDA) at the Ōtaki WWTP was developed with Cardno in the third quarter. The first design meeting and site workshop have been completed. Primarily this work is to upgrade treated effluent pumping and reticulation systems and to support grounds maintenance over the next two years.					
2. The proposed LTDA upgrade works will commence in the fourth quarter with documentation developed to brief the market.					
Upcoming milestones:					
3. Tender documentation and market approach for LTDA upgrade works.					
4. Commencement of a site-wide condition and capacity study.					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. The Otaki WWTP land treatment and disposal area (LDTA) upgrades were delayed due in part to extended time to secure final approvals from Greater Wellington Regional Council for the works and also to take advantage of the Water Professional Services Panel. A professional services provider has now been commissioned for this work. While this means the full extent of work planned for this year won’t be completed the project upgrades were programmed over two years and are expected to be completed as programmed.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2016–18	249,043	158,972	158,972	
This year	2018/19	235,290	14,319	119,092 ¹	
Total		484,333	173,291	278,064	

1. Any unspent budget will not be carried forward to 2019/20.

<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		

Paraparaumu wastewater treatment plant consent renewal					
Description	Consent renewal for the Paraparaumu Wastewater Treatment Plant is due in 2022. There is a substantial program of work required over the next three years to attain renewal including the exploration of options, assessment of environmental effects, public and stakeholder consultation and the preparation and lodgement of the consent application.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ▼	\$0		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
<div>1. The Preliminary Monitoring Plan was completed in the second quarter, setting a receiving-environment condition baseline. In the third quarter three automated remote field sampling units were installed, with one on private land and one on DoC land, and this season’s data has been collected. Also commenced are specialist sampling and analysis regimes for Whole Effluent Toxicity (WET) Testing and for Emerging Orga</div>					
<div>2. nic Contaminants (EOCs).</div>					
Upcoming milestones:					
<div>3. Formation of the Project Governance Group with our Iwi partners, following a formal presentation of Council’s short- and long- term intentions for the Paraparaumu WWTP.</div>					
<div>4. Commencement of Long-list Options workstream.</div>					
Risks (to programme, cost, quality, other)					
The following two Corporate-wide risk lines are directly influenced by this consents renewal programme.					
<div><div><div></div><div>Iwi Relationships - <i>Lack of Iwi capacity to participate in Council processes and decision making.</i></div></div><div><div></div><div>Paraparaumu Wastewater Treatment Plant Consent – .. <i>poor investigations, assessments and/or iwi engagement result in unsuccessful application.</i></div></div></div>					
Issues (for elected member attention)					
<div>1. Iwi engagement has been sought to shape and finalise this planning stage. This has progressed slowly and we are now in delay in the overall programme; immediate progress is hampered by the concern that excessive advancement of governance and workstream planning will effect stakeholder (especially Iwi) relationships if Council gain the reputation of having advanced too far without partnered support.</div>					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget, \$	Project costs to date, \$	Forecast project costs, \$	Carry over, \$
This year	2018/19	215,002	96,329	153,129	194,292 ¹
Future years	2019–2022	1,215,000	-	1,215,000	
Totals		1,430,002	96,329	1,368,129	

1. This project reports on two budget lines. One of those is forecast to be \$194,292 underspent at year end, hence the carryover reported here. The other is forecast to be overspent but that will be funded from underspends elsewhere in the Wastewater activity.

Wastewater management – financial results to 31 March 2019**Capital expenditure summary**

	2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000	2018/19 Projection \$000
Total projects under \$250,000	155	484	563	427
Total projects over \$250,000	601	681	1,919	854
Total	756	1,167	2,482	1,281

Cost of activity statement

2017/18 Actual \$000		2017/18 YTD Actual \$000	2017/18 YTD Budget \$000	2017/18 F/Y Budget \$000
	Expenditure			
4,480	Other operating expense	3,154	3,206	4,274
3,098	Depreciation and amortisation	2,688	2,565	3,420
861	Finance expense	178	247	329
8,439	Operating expenditure	6,020	6,018	8,023
	Revenue			
180	Development and financial contributions	45	112	150
180	Operating revenue	45	112	150
8,259	NET OPERATING COSTS	5,975	5,906	7,873
	Capital items			
1,867	Asset renewal	703	845	1,199
265	New assets upgrade	53	322	1,283
2,132	Total capital items	756	1,167	2,482
10,391	NET COST OF ACTIVITY	6,731	7,073	10,355
	Funding sources			
7,769	Rates	5,618	5,616	7,487
265	Borrowings	53	322	1,283
1,867	Depreciation reserve	703	845	1,199
(180)	Reserves & special funds	(45)	(112)	(150)
670	Unfunded depreciation	402	402	536
10,391	TOTAL SOURCES OF FUNDS	6,731	7,073	10,355

Capital expenditure of \$756,000 is \$411,000 underspent mainly due to delays with the Otaki Waste Water treatment plant upgrade, the Paraparaumu WWTP consent renewal process and the Waikanae duplicate rising main project. The latter is due to be significantly underspent this year with a projected carryover of \$921,090 to 2020/21.

Water management

Whakahaere wai

Key developments for the 3 months to 31 March 2019

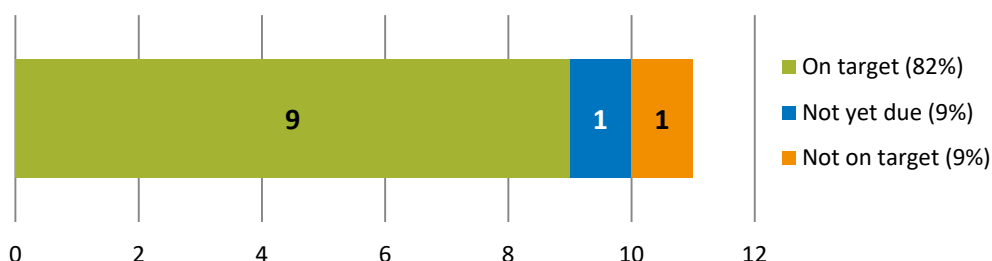
- The river recharge scheme has successfully operated on separate occasions in February and March 2019 under the four approved Ongoing Mitigation Plans (OMPs) - the fourth OMP was approved by GWRC this quarter.
- The transition from the extensive three years baseline monitoring regime to the approved OMP monitoring regime is largely complete and the ongoing management of the consent compliance is now being delivered using in-house resources. This transition has streamlined the management and reporting of this complex water supply solution with a focus on its operation under the OMPs for the next eleven years.
- Further programme planning workshops for the Water Professional Services Panel (WPSP) were undertaken in the third quarter and a number of Consultant Services Orders (CSOs) drafted or commenced.
- The Professional Services for the \$15M Drinking Water Safety and Resilience programme (Waikanae water treatment plant (WTP) Stage 2, Otaki WTP upgrades, and Hautere/ Te Horo WTP upgrades) was tendered as the first project under the WPSP. The engagement has been awarded to Beca and the project launch meeting was held in this quarter.
- Under the above scheme, special consideration is being given to the existing Waikanae WTP clarifier to maintain reliable service whilst the remaining Waikanae WTP Stage 2 upgrades are being scoped this year. A replacement drive unit for the existing clarifier has been procured and was delivered to site this quarter. Plans are currently underway to drain down, inspect and perform basic interim upgrades on the clarifier during the fourth quarter.
- An impact assessment for the stream adjacent to one of the Ōtaki Water Supply bores has now been completed and lodged with Greater Wellington Regional Council to further inform the Abstraction Consent lodged in May 2018. The extent of monitoring requirements is being developed with GWRC so as to be issued with the approved consent.

Performance measures summary

There are eleven key performance indicators (KPIs) in the water management activity.

Water KPIs

1 July 2018 to 31 March 2019



Nine KPIs were on target at the end of the third quarter 2018/19.

One KPIs is not yet due (*Percentage of real water loss*) as this is an annual measure only available at year end.

One KPI is not on target - '*the extent to which the drinking water supply complies with part 5 of the drinking water standards*' is expected to be 'Not achieved' again this year as work is required on the Ōtaki and Hautere treatment plants to achieve compliance and that work is scheduled for 2019–2022 in the 2018-38 Long Term Plan.

Projects – Summary

There are two water management projects. Both are over \$250,000 capex projects.

Water - Projects

as at 31 March 2019



One project is on target (pipe renewals and network upgrade project).

One project is not on target – the Drinking Water Safety and Resilience programme. Commissioning of the consultants for this work was held back until the Water Services Professional Panel was established. A considerable amount of work was put into establishing that panel and the related procurement strategy. Although this has delayed the start of this project (and several wastewater projects) having done that work is expected to save considerable time over the next 5-7 years of the water and wastewater work programme.

Performance measures



as at 31 March 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 1 hour	On target (17 mins)	Median attendance time was 17 minutes for 55 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target (3 hours and 9 mins)	Median attendance time was 3 hours and 9 minutes for 669 non-urgent water faults.
	Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 5 hours	On target (1 hour and 14 mins)	Median resolution time was 1 hour and 14 minutes for 55 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target (11 hrs and 17 mins)	Median resolution time was 11 hours 17 minutes for 669 non-urgent water faults.
	Measure the extent to which the district's drinking water supply complies with: a) part 4 of the drinking-water standards (bacteria compliance criteria); and b) part 5 of the drinking-water standards (protozoal compliance criteria) <i>(DIA mandatory measure)</i>	a) Achieve 100%	On target	Confirmed compliance results are not due until shortly after year end. (2017/18 result was 100% compliance with part 4 of the drinking water standards)
		b) Achieve 100%	Not on target	Confirmed compliance results are not due until shortly after year end. The replacement compliant micro-filters at Paekākāriki WTP are now operational, and finalising of compliance status should occur in the fourth quarter. The Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which is programmed in the 2018 LTP for 2019–2022. (The 2017/18 result was 'not achieved' for compliance of the Ōtaki, Hautere and Paekākāriki supplies.)

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	On target (85%)	The Resident Opinion Survey reported 85% satisfaction (average result for the first three quarterly surveys). (2017/18 result was 80%)
	Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following: 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. (DIA mandatory measure)	At or below 6.2 complaints per 1,000 connections	On target (4.82 per 1,000)	A total of 111 'complaints' were logged this year to the end of the third quarter (23 water quality, 34 water pressure complaints, and 54 service requests for no water supply). With a total of 23,020 connections, 111 complaints translate to 4.82 complaints per 1,000 connections.
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	Peak water consumption in litres per person per day (l/p/d)	At or below 490 l/p/d	On target (399 l/p/d)	Peak day water use for the year to date was 399 l/p/d (2017/18 result was 417 l/p/d)
	Average water consumption in litres per person per day (DIA mandatory measure)	At or below 325 l/p/d	On target 304 (l/p/d)	Average use was 304 l/p/d in the year to date. (2017/18 result was 311 l/p/d)
	Percentage of real water loss from the Council's networked reticulation system. (DIA mandatory measure ¹)	At or below 23.6%	Not yet due	Water loss data for 2018/19 will be available at year end. The water loss from the council's network for 2017/18 was 20.5% (3,089m ³ /day).

¹ DIA real water loss measure includes estimated meter under-registration and theft. The industry standard definition of real water losses does not include those additional factors.

Project reports

Drinking Water Safety and Resilience Programme					
Description	The Drinking Water Safety and Resilience (DWSR) programme of work includes the following schemes to cement Kāpiti's water supply resilience and legislative compliance: Waikanae WTP Stage 2, Otaki WTP and Hautere/ Te Horo WTP upgrades.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		 		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
<div>1. The \$15M Drinking Water Safety and Resilience programme (Waikanae water treatment plant (WTP) Stage 2, Otaki WTP upgrades, and Hautere/ Te Horo WTP upgrades) was released to the market as the first Consultancy Services Order under the WSPS. Tender evaluation was completed early in the third quarter, with Beca awarded the engagement and with the launch meeting and first site visits now undertaken.</div> <div>2. The Paekākāriki WTP tertiary filters upgrade is completed and is operational. The equipment installed was selected so as to support an A Grade standard. The Drinking Water Assessor was approached this quarter to commence the re-grading process, however the process awaits a query raised with Ministry of Health (MoH) regarding current re-grading policy.</div> <div>3. A review of procurement requirements to avoid premature equipment failure, in advance of the Waikanae WTP Stage 2 Upgrades, identified the high risk of failure of aging clarifier drive and mixing equipment. A replacement for the long lead-time specialist gear-motor drive ("Cyclo-drive") has been delivered to site. Arrangements to enter the clarifier in the fourth quarter have been developed, to perform asset condition inspections and to reinforce any declining components as required.</div>					
Upcoming milestones:					
<div>4. Complete the scoping of urgent works to the Waikanae WTP.</div> <div>5. Develop the safety and resilience planning for Otaki and Hautere/ Te Horo water schemes.</div>					
Risks (to programme, cost, quality, other)					
<div>1. Nothing to report at this stage.</div>					
Issues (for elected member attention)					
<div>1. This commission was on hold while the Water Professional Services Panel was established late last year. The establishment of the Panel was initiated following an extensive review of Three-Waters procurement needs and the development of a strategic approach to water and wastewater services procurement. The panel provides a seven year framework to streamline and improve the efficiency and effectiveness of project delivery for the Council.</div>					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	1,250,000	259,799	618,114	438,852 ¹

1. The funds will be carried over to the 2020/21 financial year. Unable to carry over the full unspent budget as this activity is overspent as a whole.

Network renewals & upgrades					
Description	This project covers the reticulated network pipe renewals and upgrades for 2018/19 in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki; works planned for two main areas based on condition assessment. This work includes reactive and planned network renewals activities.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. The pipe renewal contract for Ames Street in Paekākāriki had been deferred from the 2017/18 financial year. Tender evaluation and price negotiation was completed Quarter 2. The contractor completed works planning, including services location, in December 2018; with construction work completed in the third quarter.					
2. Work on reactive lateral replacements is progressing as required – based on pipe failure information as it arises.					
3. A review of planned and unplanned works budgets indicates that unplanned works remain on track with forecast spend for this year.					
4. A contractor was engaged to install the new Zone Meter for Ngaio Road, for completion in quarter four.					
Upcoming milestones:					
5. None.					
Risks (to programme, cost, quality, other)					
1. None to report at this stage.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	504,600	426,302	504,600	-

<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		

Water management – financial results to 31 March 2019**Capital expenditure summary**

	2018/19 YTD Actual (\$'000)	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000	2018/19 Projection \$000
Total projects under \$250,000	223	121	141	315
Total projects over \$250,000	686	668	1,755	1,142
Total	909	789	1,896	1,457

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
3,842	Other operating expense	2,729	3,101	4,343
2,686	Depreciation and amortisation	2,256	2,204	2,938
1,859	Finance expense	694	837	1,114
8,387	Operating expenditure	5,679	6,142	8,395
	Revenue			
37	Fees and charges	28	30	40
87	Grants and subsidies	20	-	-
858	Development and financial contributions	232	77	103
982	Operating revenue	280	107	143
7,405	NET OPERATING COSTS	5,399	6,035	8,252
	Capital items			
758	Asset renewal	561	323	396
-	New assets upgrade	348	466	1,500
758	Total capital items	909	789	1,896
8,163	NET COST OF ACTIVITY	6,308	6,824	10,148
	Funding sources			
8,222	Rates	5,574	6,035	8,252
(87)	Borrowings	328	466	1,500
758	Depreciation reserve	561	323	396
(858)	Reserves & special funds	(232)	(77)	(103)
128	Unfunded depreciation	77	77	103
8,163	TOTAL SOURCES OF FUNDS	6,308	6,824	10,148

Net operating costs of approximately \$5.4 million were \$636,000 favourable to budget mainly due to savings in maintenance that is reflected in the year end position and savings in investigations as the water panel has only just been set up.

Operating costs of \$909,000 were \$120,000 overspent in the year to date. The budget is projected to be underspent over the full year with a projected carryover of unspent funds of \$636,000 for the Drinking Water Safety and Resilience Programme.

Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 31 March 2019

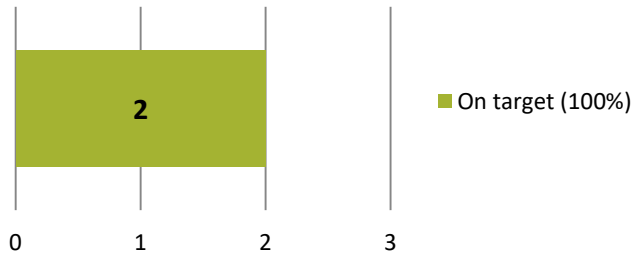
- Three of the 18 PDP appeals have been fully resolved and two partially resolved. Six consent orders relating to these appeals have been finalised by the Environment Court. These have immediate legal effect and can be viewed on the appeals web page here:
<https://www.kapiticoast.govt.nz/Your-Council/Planning/District-Plan-Review/appeals-on-the-pdp/>
- Four appeals were withdrawn by the appellants in February and March 2019. An interim Decision of the Environment Court resolving one appeal was released on March 13 2019.
- The Strategy and Policy Committee adopted the 2018-21 Council Policy Work Programme on 24 January 2019.
- A quarterly monitoring report on urban development was completed in March 2019 covering the December 2018 – February 2019 period. The report covers market indicators and development activity in line with the National Policy Statement on Urban Development Capacity.
- There was one submission made by Council in this quarter to the New Zealand Productivity Commission on the Local Government Funding and Financing Review, which was sent on 15 March 2019.

Performance measures summary

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

Districtwide planning KPIs

1 July 2018 to 31 March 2019



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

Projects summary

There is one significant project in this activity, the District Plan Review. It is an additional significant project, as although it has a budget of \$959,000 for this year that is all operational expenditure.

This project is not on target. Work is progressing well but there is a forecast budget overspend due to significantly higher Legal/Appeals costs than had been allowed for in the initial budget.

Performance measures

as at 31 March 2019

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 (%) who agree that the district is developing in a way that takes into account its unique character and natural environment	75%	On target (76%)	The result from the Resident Opinion Survey-for the first three quarters averaged 76%. (2017/18 result was 82%).
	Develop and monitor a strategic policy framework and research programme to underpin the district plan and long term plan	Achieve	On target	The 2018-21 policy work programme was adopted by Council on 24 January 2019. Work is progressing on the research and policy work scheduled in that programme.

Project report

District plan review – additional significant project					
Description	To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA). NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.				
Group	Regulatory Services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$📈	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. Court mediation took place on 7 March 2019 in relation to a further PDP appeal (this follows mediation for 17 of the 18 appeals in the 2018 calendar year).					
2. Four appeals were withdrawn by the appellants and an application for immediate legal effect for one variation was lodged with the court.					
3. Environment Court hearing on 28 and 29 January 2019 for one appeal and an interim decision released endorsing the Council’s position on 13 March 2019.					
Upcoming milestones:					
4. Five draft consent orders have been prepared for the Court to consider. Work is progressing on three variations to the PDP to be notified in 2019.					
Risks (to programme, cost, quality, other)					
1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan.					
2. Sustained workload pressure for staff (with 2 staff vacancies).					
3. Increased costs and budget pressures.					
Issues (for elected member attention)					
1. The forecast project cost shows a \$132,000 overspend due entirely to Legal/Appeals costs.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	3,942,118	3,708,151	3,708,151	
This year	2018/19	584,348	467,561	716,641	
Total		4,526,466	4,175,712	4,424,792	

<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		

Districtwide planning – financial results to 31 March 2019

Cost of activity statement				
2017/18		2018/19	2018/19	2018/19
Actual		YTD Actual	YTD Budget	F/Y Budget
\$000		\$000	\$000	\$000
	Expenditure			
2,572	Other Operating Expense	1,819	1,958	2,639
2,572	Operating Expenditure	1,819	1,958	2,639
	Revenue			
33	Fees and Charges	-	-	-
33	Operating Revenue	-	-	-
2,539	NET OPERATING COSTS	1,819	1,958	2,639
2,539	NET COST OF ACTIVITY	1,819	1,958	2,639
	Funding sources			
2,539	Rates	1,819	1,958	2,639
2,539	TOTAL SOURCES OF FUNDS	1,819	1,958	2,639

Regulatory services

Ratonga whakaritenga

Key developments for the three months to 31 March 2019

Regulatory services

- Regulatory Services received a total of 3,088 service requests in the third quarter of 2018/19 (compared to 3,415 for the same quarter last year). Of those, 2,885 (93%) were responded to within required times against a target of 95%.
- This quarter Regulatory Services received 14 compliments and no complaints about service received.
- In the third quarter, 216 Land Information Memoranda (LIM) were processed, 11% less than the 240 processed in the same period last year.

Building

- In the third quarter, 225 building consents were processed and issued compared with 221 for the third quarter last year. These were all processed on time. The average processing days have reduced to 9 days for the quarter. For the year to date there were 786 consents issued compared to 764 for the same period last year.
- 191 code compliance certificates were issued (178 for the same period last year) and 1,120 building inspections were undertaken in the third quarter (1,256 in the same quarter last year).

Resource consents

- The Resource Consents team issued 48 consents in the third quarter (compared to 46 resource consents in the same quarter last year). All were processed non-notified and 15 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. This included one consent issued on day 22 where Council Officers were waiting for the deposit to be paid prior to issuing the consent.
- The Resource Consents team processed 10 permitted boundary activities, one certificate of compliance and three marginal or temporary exemptions. The average processing time for permitted boundary activities was 6 days against a statutory timeframe of 10 working days.
- The Resource Consents team has received and processed 7 certifications for subdivisions in the third quarter of this year, compared to 12 at the same time last year. These certifications related to a total of 22 new allotments (31 last year).
- The team continues to work closely with the CPB/HEB Joint Venture and the NZ Transport Agency to ensure compliance is maintained for the Transmission Gully motorway project, and with the Fletchers' team and NZTA for the Peka Peka to Ōtaki expressway project. The team has

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.

been working closely with the Fletchers' team on approvals, including minor alterations to the designation, alterations to Site Specific Environmental Management Plans, and resource consents relating to the stockpiling of material and contaminated land consents.

Environmental Health

- This year is the last year for food businesses to transition to operating under a risk-based measure (Food Control Plan or National Programme) under the Food Act 2014. All remaining businesses which had not transitioned or were previously unregistered were required to register by 28 February 2019. All but two food businesses have now transitioned and registered. One of these businesses has recently changed ownership. The other business is very low risk and is currently working on their food control plan.
- In the third quarter 78 food businesses were registered under a risk-based measure and 36 Food Control Plan businesses were verified. In addition, 13 support or follow-up visits were undertaken, mainly for food businesses transitioning, changing hands or for new businesses.
- In this third quarter, 56 health licensed premises were inspected: 37 hairdressers, 13 school and public swimming pools, four campgrounds and two funeral homes.
- Inspections were carried out of all 12 premises for which an alcohol licence was granted or renewed. A further 25 monitoring or compliance visits were undertaken; 32 special licences were issued, and 45 managers' certificates were issued or renewed.
- Four stakeholder events were held to support food businesses transition to Food Control Plans. Two workshops supported our Chinese food operators including a presentation, workshop and handouts all in Mandarin/Cantonese.

Animal management

- The Animal Management team received two urgent service requests for dog attack. One of these incidents was a reported attack on a person and the other was animal related. The team received four urgent 'dog threatening' requests. Three were reported as dogs behaving in a threatening manner to people and one was reported as threatening behaviour towards another dog. All urgent requests were responded to within the required one hour.
- This quarter the Animal Management Team saw an increase in barking complaints (175) as compared to the previous quarter (142), however in the equivalent third quarter for 2018 the team had received 229 barking complaints. Investigating barking complaints is very resource intensive as it requires on-going monitoring.
- The team continued to follow up with owners who had unregistered dogs with the objective of getting all dogs registered by the end of the financial year.
- The team continued to manage the busy beaches over summer interacting with a number of dog owners.
- The Animal Management team continues to support the Compliance Team doing regular freedom camping and beach patrols.

Management KPIs

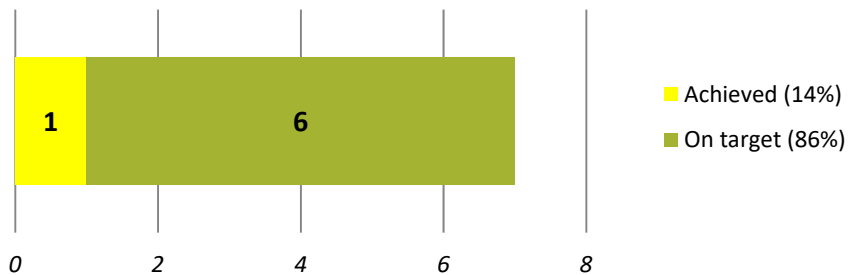
- Attached to this section of the report is an appendix on the management KPIs relating to Regulatory Services' activity.

Performance measures summary

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

Regulatory services KPIs

1 July 2018 to 31 March 2019



One KPI is already achieved for this year as BCA accreditation was granted in October 2017 and is not required to be assessed again until 2019/20.

Six KPIs were on target at the end of the third quarter of 2018/19.

Projects

There is one Regulatory Services project, the Earthquake-prone Buildings Assessment Project for which a report is included. The project is essentially complete and residual activity has been now transferred to the building team (see project report).

Performance measures

as at 31 March 2019

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%	On target (95%)	2,885 of the 3,088 service requests received in the third quarter (93%) were responded to within time. In the year to date 8,456 of 8,932 SR were responded to on time (95%).
	Average working days to process building consents will not exceed 17 days	Achieve	On target (10 days)	Of these, 225 consents, all consents were issued within 20 days with an average processing time of 9 days.
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	On target (15 days)	15 working days on average for this quarter (excluding consents deferred under s.37).
	Percentage of survey respondents that agree that the regulatory events are good or very good	93%	On target (97.7%)	Five events were held this quarter. Of a total of 35 respondents, 28 found the events excellent and 6 good. One found the event they attended satisfactory.
	All dog attack and threatening behaviour requests for service (classified as urgent) are responded to within 1 hour of notification	100%	On target (100%)	There were six service requests for urgent dog attacks or threatening dogs for this quarter. All complaints were responded to within one hour of receipt of call.
We are responsive to customer feedback	Ratio of compliments to complaints greater than 3:1	Achieve	On target (4.1:1)	Received 14 compliments and no complaints in the quarter. Year to date there have been 53 compliments and 13 complaints. The target is being met.
We will retain Building Consent Authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	Next assessment due October 2019

Project reports

Earthquake prone building assessments – additional significant project

Description	The Earthquake-prone Building project was to undertake profiling of buildings in the Kapiti Coast District using prescribed methodology to identify potentially earthquake-prone buildings. After consideration of assessments provided by building owners, decisions are made and notified for all earthquake-prone buildings.		
Group	Regulatory services		
Status	Category	Timeliness	Budget
		🕒 ✓	\$ ✓

Comments (latest developments/upcoming milestones/critical activities)

Developments in the third quarter:

1. As profiling has been completed the Seismic Assessment Administrator resigned and the vacancy is not being filled.
2. The management of the remaining few potentially earthquake-prone buildings (EPBs) has transferred to the Building team.

Upcoming milestones:

3. Nine potentially EPBs will need decisions to be made as to whether or not they are EPB over the next year (or 2 years if the owners seek an extension).

Risks (to programme, cost, quality, other)

1. The new methodology for identifying potentially earthquake prone buildings
 - a. Will not identify some buildings similar to those identified as EPB under the earlier legislation/process
 - b. May dissatisfy owners who have been issued EPB notices when other similar buildings in the district are considered unlikely to be earthquake-prone
2. May attract public criticism about the lack of consistency of outcomes between the buildings assessed prior to 1 July 2017 and those identified after that date.

Issues (for elected member attention)

1. Budget was reduced to reflect changed project scope following legislative change
2. There will be further savings due to the administration position not being filled for the 4th quarter

Current year project costs to 31 March 2019

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–17	607,202	469,331	469,331	
Last year	2017/18	508,000	68,420	68,420	
This year	2018/19	80,003	53,915	56,915	
Total		1,195,205	591,666	594,666	

<u>Category</u>	<u>Timeliness</u>	<u>Budget</u>
YELLOW	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	🕒 ✓ on time	\$✓ on budget
ORANGE	🕒 ▼ behind schedule	\$📈 budget overspend
RED	🕒 🛑 on hold	
BLUE	Project has failed	
	Project on hold	

Regulatory services – financial results to 31 March 2019

Cost of activity statement				
2017/18		2017/18	2017/18	2017/18
Actual		YTD Actual	YTD Budget	F/Y Budget
\$000		\$000	\$000	\$000
	Expenditure			
8,856	Other operating expense	5,841	6,674	8,896
79	Depreciation and amortisation	65	56	75
11	Finance expense	6	2	3
8,946	Operating expenditure	5,912	6,732	8,974
	Revenue			
4,409	Fees and charges	3,034	3,493	4,417
-	Other operating revenue	3	-	-
4,409	Operating revenue	3,037	3,493	4,417
4,537	NET OPERATING COSTS	2,875	3,239	4,557
	Capital items			
7	Asset renewal	11	-	20
57	New assets upgrade	-	-	-
64	Total capital items	11	-	20
4,601	NET COST OF ACTIVITY	2,886	3,239	4,577
	Funding sources			
4,537	Rates	2,884	3,239	4,557
57	Borrowings	-	-	-
7	Depreciation reserve	11	-	20
	Reserve & Special funds	(9)	-	-
4,601	TOTAL SOURCES OF FUNDS	2,886	3,239	4,577

Net Operating Costs of \$2.87 million are \$364,000 favourable to budget. There has been reduced revenue arising from less complex consents in both the building and resource consent areas. This has been offset by reduced expenditure.

Appendix: Regulatory Services– Management KPIs

Third Quarter 2018/19

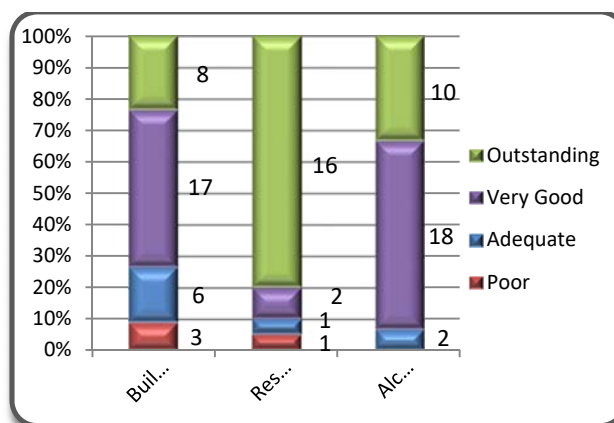
Open for Business (All Teams)

	Level of Service	Measure	Target 2018/19	Result
KPI 1	Consenting and licensing applicants receive good service.	Percentage of alcohol, food, resource consent, and building consent application survey respondents agree that they have received good or better service.	75%	On target (95%)

Application survey respondents' results

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

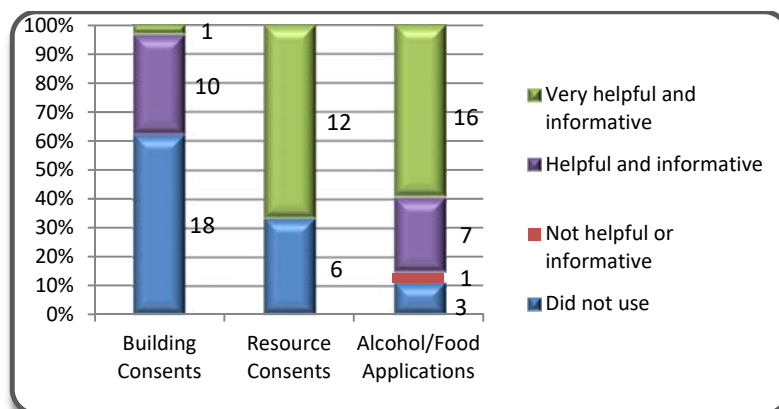
(Note: the survey data below is cumulative for the year)



	Level of Service	Measure	Target 2018/19	Result
KPI 2	Pre-application services are informative and helpful.	Percentage of users / respondents agree that pre-application processes are useful and informative.	75%	On target (98%)

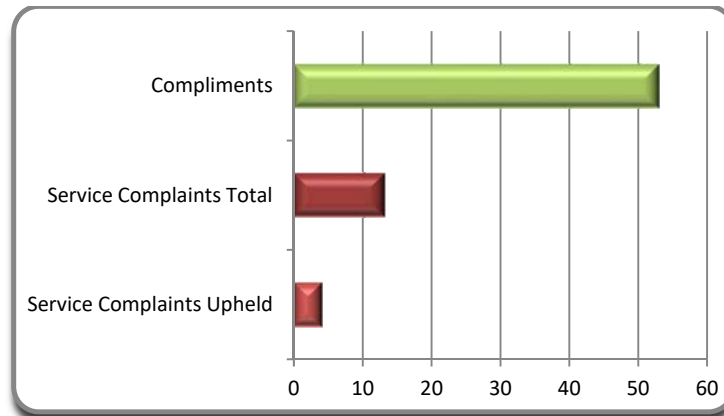
Rating of pre-application services

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

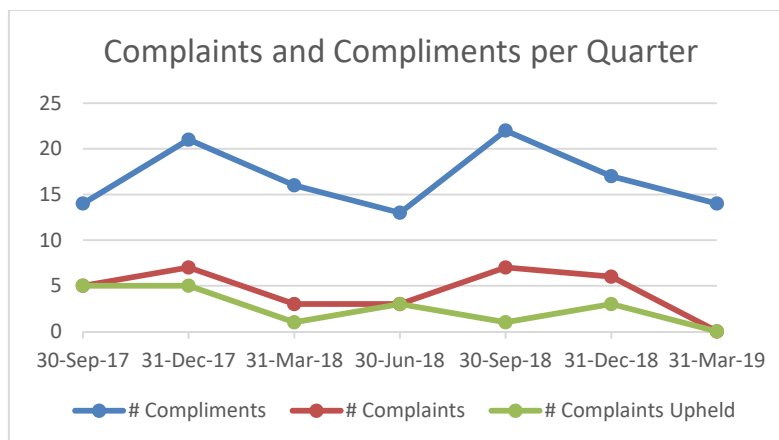


KPI 3	Level of Service	Measure	Target 2018/19	Result
	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Compliments and upheld complaints are recorded, evaluated, and potential improvements are entered into the Continuous Improvement process.	Achieve	On target

Compliments and complaints formally received year to date



Regulatory Services received 14 compliments and no complaints regarding service received in the third quarter contributing to 53 compliments and 13 complaints in the year to date. 4 complaints have been upheld in the year to date.



KPI 4	Level of Service	Measure	Target 2018/19	Result
	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Continuous Improvements are recorded and actioned using the process described in the relevant Quality Assurance System.	Achieve	On target

Continuous Improvement Summary for this quarter			
	Underway	Complete	Total
Building	48	71	119
Animal Control	0	3	3
Alcohol / Environmental Health	0	6	6
Resource Consents	12	3	15
LIMs	1	0	1
Compliance	1	0	1

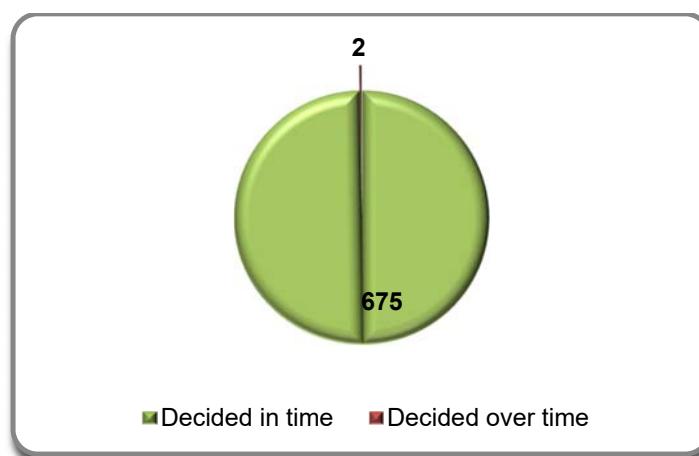
Building

	Level of Service	Measure	Target 2018/19	Result
KPI 5	The Earthquake-prone status of buildings in the Kāpiti district is reliable.	Potentially earthquake-prone buildings are identified using the prescribed methodology. Profiling exercise completed and owners of potentially earthquake-prone buildings notified.	100%	Complete

Profiling of buildings has been completed and 20 EPB notices have been issued on 22 buildings YTD. There are 8 Potentially Earthquake-prone buildings still to be assessed by the building owners.

	Level of Service	Measure	Target 2018/19	Result
KPI 6	All Code Compliance Certificates are issued in a timely manner.	All code compliance certificates are decided within statutory timeframes.	100%	Not on target (99.7%)

Code Compliance Certificates Decided (Year to Date)

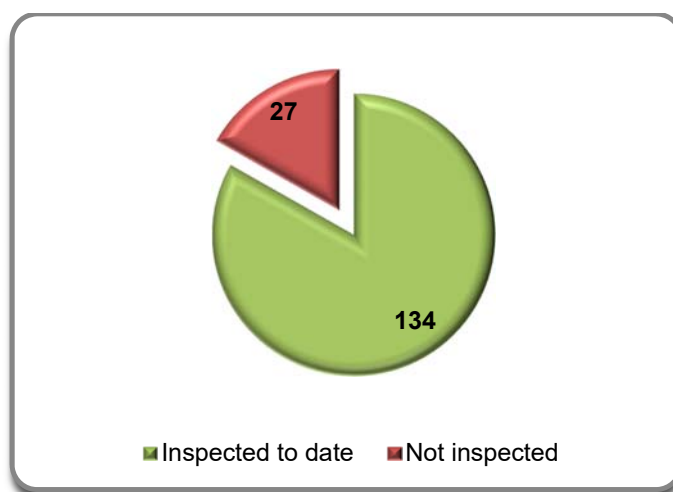


191 Code Compliance Certificates (CCCs) were issued and 35 refused, 100% within statutory times this quarter. 675 Code Compliance Certificates were issued in the year to date with 102 refused, 99.7% within statutory times.

An administrative error resulted in delays to notifying the Building Team of two CCC applications in the first quarter. The errors were not discovered until the owners followed up and the CCCs were already overdue. The team has followed up with improved reporting that allows better tracking of the CCC applications in the future once these are entered into the database.

1,120 building consent inspections were undertaken this quarter, with 4,160 undertaken year to date.

	Level of Service	Measure	Target 2018/19	Result
KPI 7	Commercial buildings are safe for users to occupy or visit.	Percentage of all buildings that are subject to a Building Warrant of Fitness are inspected annually.	33%	On target



There are 484 buildings subject to a Building Warrant of Fitness giving a target of 161 audits per year. 35 inspections have been carried out this quarter with 134 inspections carried out year to date (83% of target).

	Level of Service	Measure	Target 2018/19	Result
KPI 8	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 (79%)

Five notified complaints regarding illegal building work were received this quarter. One was not responded to in time. At the time of receiving the call from the complainant the need for inspection was discussed and an inspection was undertaken and the complainant updated in 4 working days.

	Level of Service	Measure	Target 2018/19	Result
KPI 9	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	On target (4 days)

216 LIMs were issued this quarter and 601 LIMs were issued year to date with the average days to process a LIM in the year to date being 4 days. 100% of LIMs were processed within statutory timeframes this quarter.

Building Noticeboard

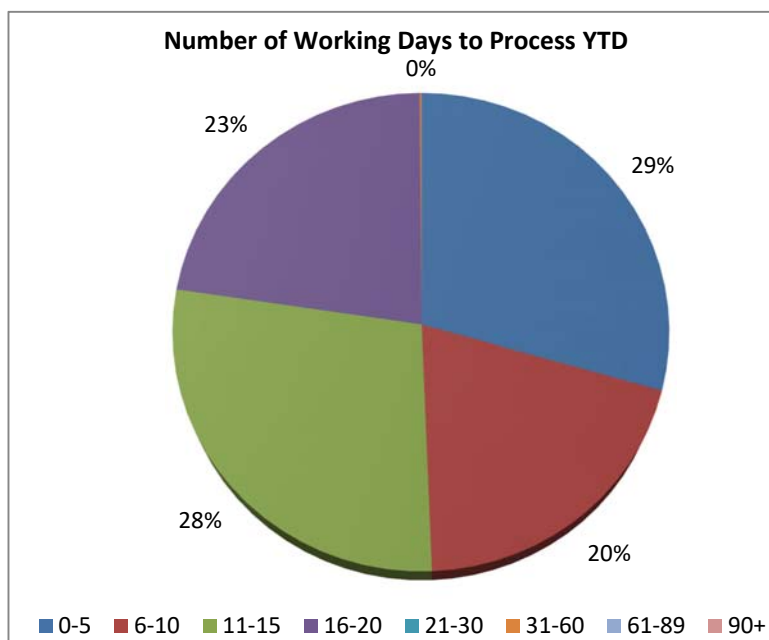
Progress made by the team this quarter includes:

- An updated version of GoGet (v 5.15) has enabled recording of inspections for parts of buildings (Eg per unit for a multi-unit building).
- Another stakeholder event was held with designers at the Council offices examining the quality of consent documentation. Staff also presented at a Master Builders breakfast function which allowed Council to speak to common problems encountered during construction and answer questions from the builders present.
- One contractor, new to our panel for processing building consents, has been trialled and the process of allocation and review of this contractor is now embedded.

BUILDING CONSENTS ISSUED 2018/19

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	279	282	225		786
Total Consents Processed within 20 working days	279	281	225		785
Percentage complete within 20 working days	100%	99.65%	100%		99.88%
Average processing time (target 17 days)	11 days	11 days	9 Days		10 days

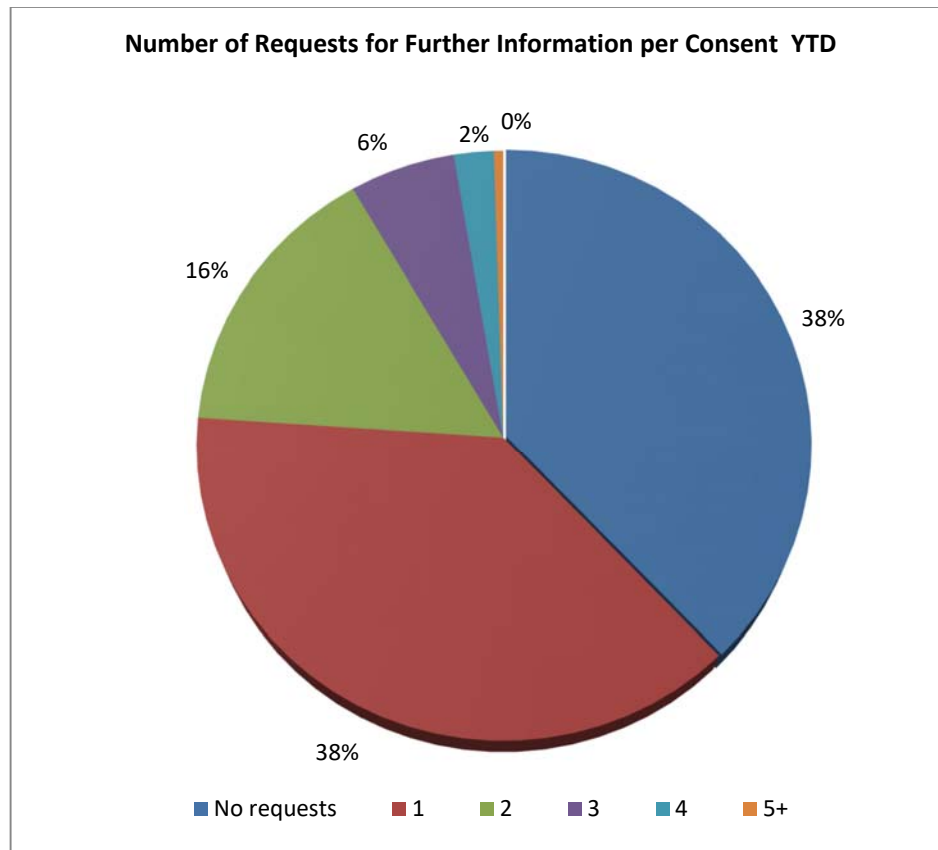
Year to date		
Number of Days (X)	Number of consents processed within (X) Working Days ²	Number of consents processed within (X) Actual Days ³
0-5	231	219
6-10	157	79
11-15	220	79
16-20	177	105
21-30	0	150
31-60	1	113
61-89	0	26
90+	0	15
TOTAL	786	786



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

REQUESTS FOR FURTHER INFORMATION⁴



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	106	100	92		298
1	110	110	80		300
2	46	47	29		122
3	11	18	16		45
4	6	6	5		17
5+	0	1	3		4
TOTAL	279	282	225		786

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

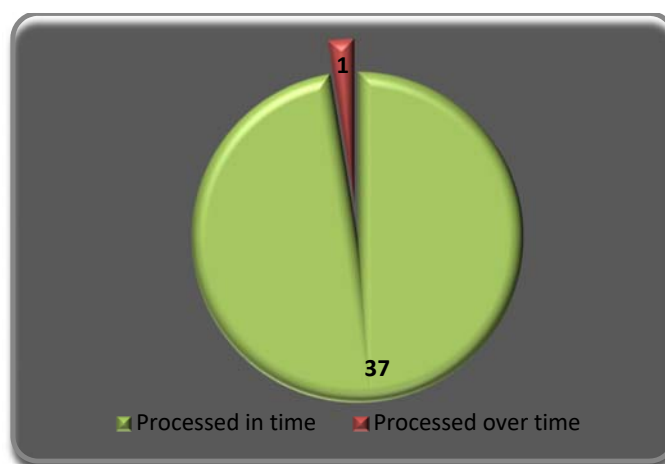
KPI	Level of Service	Measure	Target 2018/19	Result
10	Co-management opportunities are endorsed through Te Whakaminenga o Kāpiti.	Tāngata whenua have the opportunity to review all resource consent applications.	Achieve	On target

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

KPI	Level of Service	Measure	Target 2018/19	Result
11	Process completion certificates promptly to avoid costly delays.	Percentage of all s223 completion certificates are processed within statutory timeframes.	95%	On target (97%)

This quarter 7 certificates have been issued with all s223 certifications being issued within the statutory timeframe of 10 working days. This is compared to 12 in the third quarter last year.

S223 Applications processed in year to date



KPI	Level of Service	Measure	Target 2018/19	Result
12	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Percentage of resource consent fees refunded under Section 36AA of Resource Management Act 1991 less than 5% of decisions issued per year.	<5%	On target (0.5%)

One resource consent application RM150177A had fees discounted under section 36AA this quarter. The application was for a change in resource consent conditions with a refusal being issued on working day 26. A further 3 resource consents were issued exceeding 20 working days however as a deposit payment was not received until the day the consents were issued, no discount is applicable.

	Level of Service	Measure	Target 2018/19	Result
KPI 13	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	N/A

There have been no decisions issued for any appeals of Council decisions this quarter. On 22 March Council received confirmation from the Environment Court that the appeal on the Notice of Requirement for Kiwirail rail yard in Paekākāriki had been withdrawn. No further appeals have been lodged on Council's decisions.

	Level of Service	Measure	Target 2018/19	Result
KPI 14	All developments in the community are monitored to ensure they are consistent with District Plan or resource consents.	Total number of resource consents monitored for compliance	95%	On target

All consents known to have been given effect to during the quarter have been monitored. For the third quarter, 318 inspections of 170 resource consents (including subdivision consents) were undertaken. For the year to date 785 inspections of 289 resource consents have occurred. In the third quarter 3 inspections and 10 monitoring actions were undertaken in relation to Transmission Gully and 9 inspections and 63 monitoring actions were undertaken of the Peka Peka to Ōtaki Expressway project. [Note monitoring actions can include such things as dealing with complaints, actioning noise management plans and auditing consent conditions].

	Level of Service	Measure	Target 2017/18	Result
KPI 15	Provision of a responsive and efficient process for ensuring compliance obligations are fairly and appropriately enforced.	Quarterly audit review shows that procedures are followed in accordance with the Enforcement Policy.	Achieve	On target

The Development Control team continues to work constructively with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. No formal enforcement action was taken in this quarter. The Enforcement Decisions Group met once during this quarter in regards to an on-going enforcement case.

Resource Consents and Compliance Noticeboard

- The Resource Consents team continues to work closely with the District Planning team on the implementation of the Proposed District Plan (PDP). The teams meet on a weekly basis to discuss interpretations with the consents team providing feedback on the provisions of the PDP. The District Planning team also provides updates on how the appeals against the PDP are progressing.
- The Council was a party to the appeal to the Notice of Requirement by Kiwirail Holdings Ltd to alter a designation at the Paekākāriki rail yard on Tilley Road. This appeal was lodged in June 2018 with the matter being deferred twice to allow Kiwirail and the Appellants to negotiate an outcome without having to schedule a hearing. On 22 March 2019 Council received confirmation that the appellants had withdrawn their appeal. The appeal is now resolved and an update to the PDP will be made shortly to reflect the new designation and associated conditions.
- The Resource Consents team received an objection pursuant to Section 357A of the Resource Management Act 1991 against a decision to refuse a change in resource consent conditions at

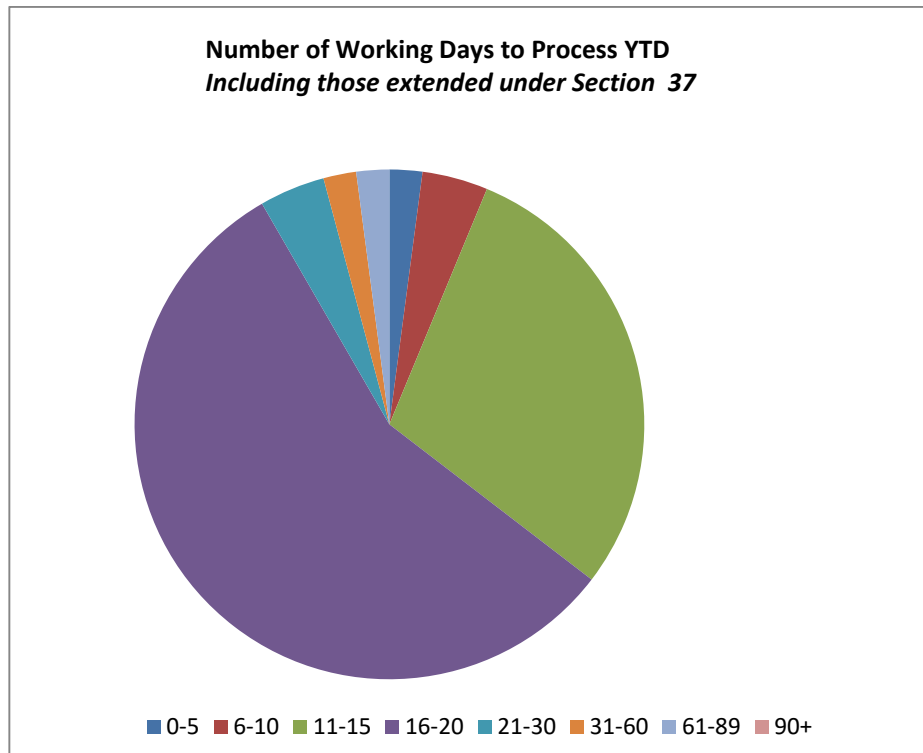
170 Mazengarb Road, Paraparaumu (RM150177A). The objection was lodged on 26 March 2019 and independent commissioners will be appointed shortly with a hearing held within the next couple of months.

- The Resource Consents team received a s357A objection to a resource consent condition requiring financial contributions to be paid. This was received on 19 December 2018. The objection relates to a new dwelling at 10 Magrath Avenue, Paraparaumu. An objection was also lodged pursuant to Section 198 of the Local Government Act 2002 relating to the requirement to pay development contributions for the dwelling. After negotiations with the applicant it is likely an agreement will be reached and a hearing will not be required.
- Regular meetings with key external planning consultants continued early this year. These meetings have been useful for the manager and team leader to get valuable feedback on areas where improvements can be made as well as providing a forum for clarifying and resolving issues.
- The PDP has placed a large emphasis on providing suitably qualified Geotechnical Engineering advice with resource consent applications, particularly with new requirements in relation to land stability and liquefaction. The Development Control team has provided information to the development community on who is considered suitably qualified and who Council will accept this advice from. This information is in line with the Council's Subdivision Development Principles and Requirements, and NZS4404.

RESOURCE CONSENTS ISSUED 2018/19

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Deemed Permitted Boundary Activities – decisions issued during period	17	11	10		38
Total number decisions issued on Resource Consents	73	51	48		172
Total non-notified issued within statutory timeframes including those with S37 extensions	71	51	44		166
Total notified issued within statutory timeframes	2	0	0		2
Percentage completed within statutory timeframes	100%	100%	98%		99%
Average working days ² for non-notified decision excluding consents with s37 extensions	14	15	14		14.3
Average working days ² for notified decision excluding consents with S37 timeframe extensions	N/A	N/A	N/A		N/A
Consents where further information requested ¹	39	25	34		93
Consent determined to be incomplete and returned	4	2	5		11

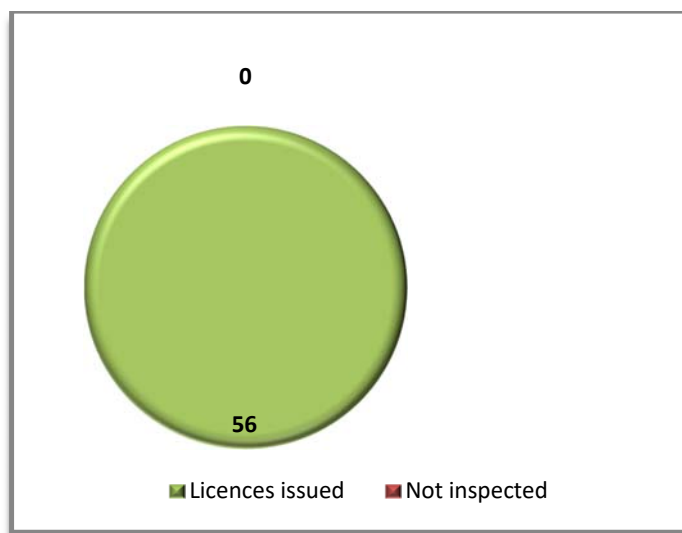
1 January to 31 March 2019		
Number of Days (X)	Number of resource consents processed within (X) Working Days²	Number of resource consents processed within (X) Actual Days³
0-5	1	
6-10	2	
11-15	14	7
16-20	27	10
21-30	2	10
31-60	1	12
61-89	1	3
90+		6
TOTAL	48	48



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

Environmental Standards

	Level of Service	Measure	Target 2018/19	Result
KPI 17	Alcohol outlets operate within an environment that is safe and healthy.	Percentage of all alcohol outlets that apply for a new licence or the renewal of a licence will be inspected prior to the issue of the licence.	95%	On target (100%)



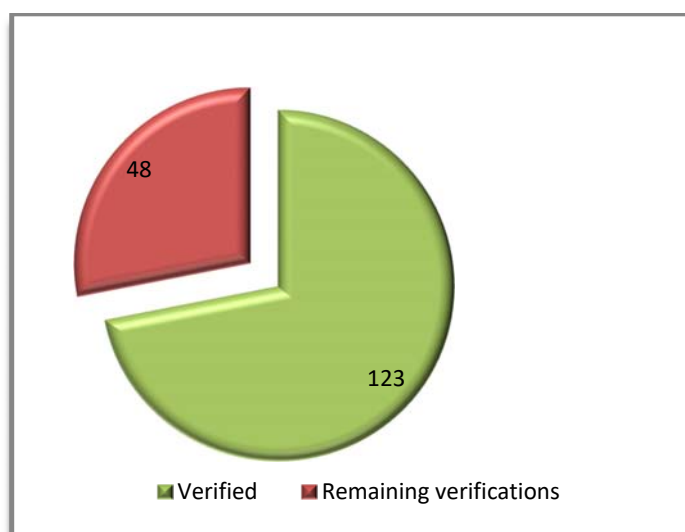
A total of 12 alcohol licensed premises (new or renewal) had their licences issued and were inspected this quarter. This bring the total number of new or renewal licences issued to 56.

A total of 25 further monitoring or compliance inspections were undertaken during this quarter.

A total of 18 new managers' certificates and 27 renewed certificates were issued this quarter.

A total of 32 special licences were issued this quarter.

	Level of Service	Measure	Target 2018/19	Result
KPI 18	All food premises operate within an environment that is safe and healthy.	Percentage of all food premises are verified using a risk based approach in accordance with government acts or regulations each year.	80%	On target



At the start of this financial year 273 food businesses were registered with Council. The Council is responsible for verifying 206 businesses that are on Food Control Plans (FCP). The remaining 67 businesses are on National Programmes (NP) and verified by third party auditors.

The criterion for determining frequency of verification of a FCP depends on the competence of the operator managing the activities of their food business, and the effectiveness of their processes and controls.

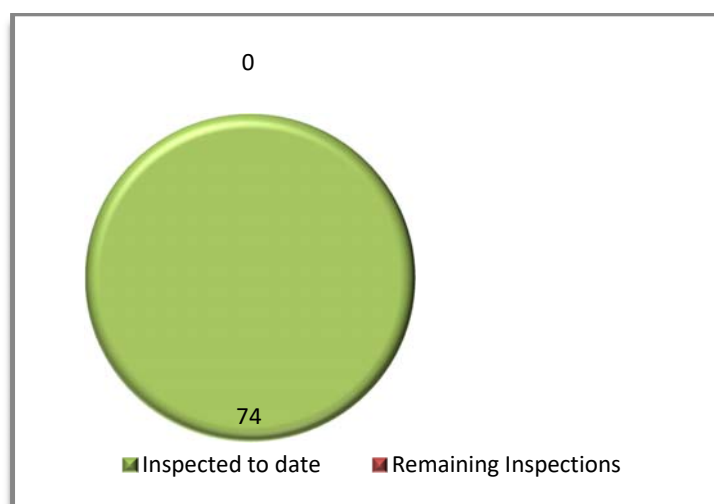
There are 35 businesses this financial year that require verification at 18-month frequencies so they are not part of our current annual target. Having made all necessary adjustments, the verification target on 1 July 2018 was 171.

During the year the number of verifications can fluctuate. This is based on the establishment of new businesses or current businesses ceasing to trade. Targets can also fluctuate because some business verification frequencies can increase within a financial year.

The verification target for this quarter was 43. The staff verified 36 FCP businesses.

The team continues to support new businesses or those transitioning to operating under Risk Based Measures (FCP or NP). Staff conducted an additional 13 support visits this quarter.

	Level of Service	Measure	Target 2018/19	Result
KPI 19	All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy.	Percentage of all other licensed premises are inspected for compliance with appropriate regulations.	80%	On target (100%)

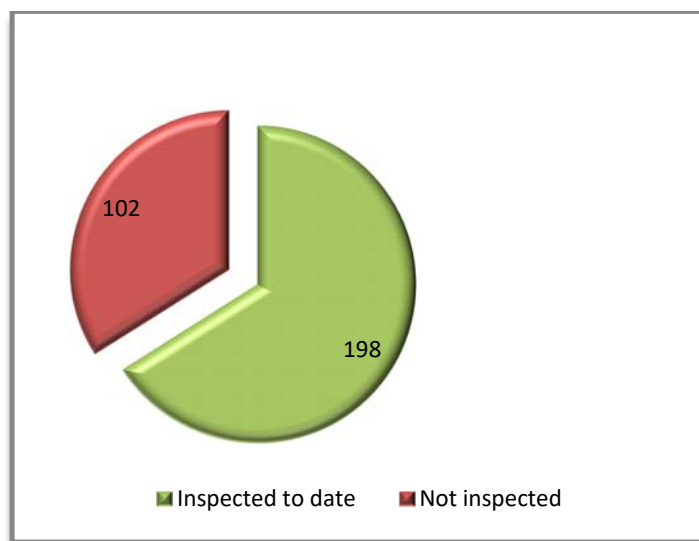


On 1 July 2018 there were 60 registered health premises requiring inspection during this financial year.

The number of premises can fluctuate based on businesses ceasing to trade, change of ownership or new businesses opening. As a result the number of business requiring inspection has now increased to 74.

This quarter 56 premises were inspected and there are no further businesses at this stage that require inspection.

	Level of Service	Measure	Target 2018/19	Result
KPI 20	Private swimming pools comply with the legislated requirements.	Percentage of pools are compliant or under action within six months of three yearly inspection anniversary.	90%	Not on target (88%)



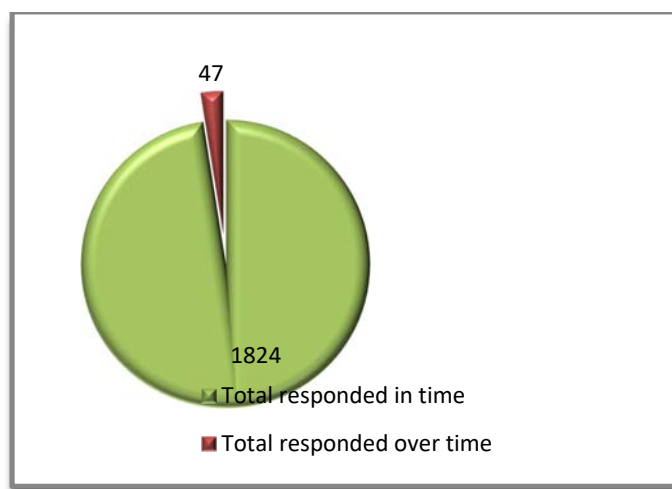
This financial quarter staff conducted 81 KPI inspections of residential pools to ensure pool barriers meet the new legislative requirements.

The target for this quarter was 75 KPI inspections and was exceeded. Further progress is needed to meet the target over the full year.

Staff resourcing in this area improved due to successful recruitment. This allowed two staff to dedicate significant focus on pool barrier inspections this quarter.

However, January is historically a difficult time to schedule and undertake inspections due to property owner unavailability in the holiday period and staff taking leave, therefore generally fewer inspections are able to be undertaken in the first half of the month. It is expected that the full year target can be met.

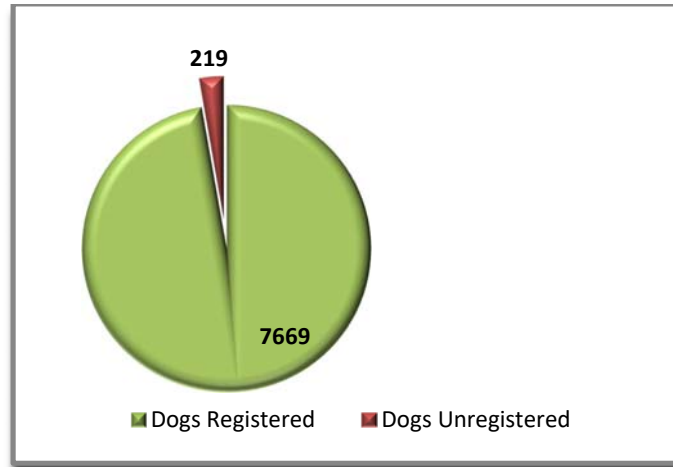
	Level of Service	Measure	Target 2018/19	Result
KPI 21	Animals are managed effectively to minimise nuisance.	Percentage of all routine calls/complaints about animals are responded to within set service standard timeframes.	95%	On target (96%)



The Animal Management Team responded to 539 Service Requests this quarter and 517 were responded to within the required time frame. Barking dogs continues to drive the business demand with 175 complaints.

	Level of Service	Measure	Target 2018/19	Result
KPI 22	All dogs in the District are registered.	Percentage of all known dogs are registered.	95%	On target (97%)

Registered dogs in district



There are 7,888 known dogs in our District. 219 dogs remain unregistered. Of the unregistered dogs 57 are with rehome agencies and not required to register until they are permanently rehomed. Therefore, the proportion of dogs that remain unregistered and require follow up is only 2%. The Animal Management Team have issued infringement offence notices to all other dog owners who still have dogs unregistered in our district.

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

Key developments for the 3 months to 31 March 2019

Governance

- Council approved the proposed work programme, budget and associated fees and charges for the draft 2019/20 Annual Plan.
- Council resolved that the names of the candidates for the Kāpiti Coast District Council elections on 12 October 2019 are to be arranged on the voting papers in true random order.
- Council adopted an amended Dog Control Bylaw 2019 and Dog Control Policy 2019.
- Council adopted the Trade Waste Bylaw 2019.
- Following the resignation of an existing independent external member, Council agreed that a selection process be undertaken for the appointment of an independent external member, with full voting rights, to the Audit and Risk Committee. The appointment will be for a term of three years.
- There was one citizenship ceremony on 30 January 2019, which conferred citizenship upon 25 applicants. Their countries of origin included Britain, Australia, South Africa, India, Thailand, Philippines, and Tuvaluan.
- The Council received 59 requests under the Local Government Official Information and Meetings Act in the third quarter compared to 60 in the same quarter last year.
- There were three Council meetings, seven Committee meetings and no subcommittee meetings in this quarter. There were eleven briefings and three public workshops.

Tāngata whenua

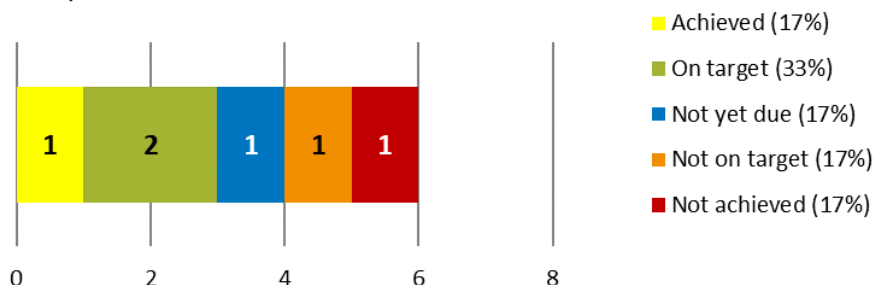
- Te Whakaminenga o Kāpiti (TWoK) met twice in this quarter.
- 2019 Waitangi Day event was held at Ramaroa, Queen Elizabeth Park.
- The 2019 iteration of the exhibition *Te Tiriti, me huri whakamuri ka titiro whakamua*, was launched at the Waitangi Day event.
- Ongoing support was provided to iwi partners to engage within council activities.
- Support has been provided to members of the public to engage with iwi on various issues.
- Ongoing support to other internal Council activities to facilitate iwi engagement. This work continues to inform council on the critical values and aspirations that are significant to iwi and works towards meeting the legislative requirements on council in regards to iwi participation.

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July 2018 to 31 March 2019



One KPI is achieved (The memorandum of partnership is renewed each triennium).

Two KPIs were on target at the end of the third quarter 2018/19.

One KPI is not yet due as it relies on an end year survey.

One KPI is not on target - the Resident Opinion Survey gave a provisional result for the *Number of households that have an emergency plan and kit sufficient for three days* of 69%, just under the target of 70%.

One KPI will not be achieved this year - *Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting* cannot be achieved as one report was provided late, giving a result of 97% on time against a target of 100%.

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 31 March 2019

Contribution to outcomes	Performance measures	Target	Result	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	70%	Not on target (69%)	The provisional result from the Residents Opinion Survey for the first three quarters is 69%. (2017/18 result was 75%)
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%	Not achieved (97%)	There was one late report this quarter which missed the target of two working days prior to the meeting. This KPI cannot now be achieved.
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 (100%)	All 172 official information requests were responded to within 20 working days in the year to date ² (there were 170 requests over the same period last year).
Tāngata whenua				
We value the partnership with tāngata whenua and it is strong	The memorandum of partnership is renewed each triennium	Achieve	Achieved	MoP was signed for this triennium by TWoK and Council representatives in December 2017.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	
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	

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

2. A request brought to our attention that was dealt with outside the OIR process has been identified as not being responded to within the statutory LGOIMA period.

Governance and tāngata whenua – financial results to 31 March 2019**Capital expenditure summary**

	2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000	2018/19 F/Y Forecast \$000
Total projects under \$250,000	41	38	116	141
Total projects over \$250,000	-	-	-	-
Total	41	38	116	141

Cost of activity statement

2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 YTD Budget \$000	2018/19 F/Y Budget \$000
	Expenditure			
4,984	Other operating expense	3,318	3,337	4,546
55	Depreciation and amortisation	41	41	54
43	Finance expense	(15)	(8)	(11)
5,082	Operating expenditure	3,344	3,370	4,589
	Revenue			
667	Fees and charges	528	453	532
60	Interest income	-	47	62
727	Operating revenue	528	500	594
4,355	NET OPERATING COSTS	2,816	2,870	3,995
	Capital items			
504	Asset renewal	41	38	85
-	New assets upgrade	-	-	31
504	Total capital items	41	38	116
4,859	NET COST OF ACTIVITY	2,857	2,908	4,111
	Funding sources			
4,394	Rates	2,812	2,891	4,011
-	Borrowings	-	-	31
29	Depreciation reserve	33	-	35
-	Movement in other reserves	(6)	-	-
436	Reserves & special funds	18	17	34
4,859	TOTAL SOURCES OF FUNDS	2,857	2,908	4,111