

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

16 NOVEMBER 2017

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 JULY TO 30 SEPTEMBER 2017

PURPOSE OF REPORT

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the first quarter of the 2017/18 financial year for each activity published in the 2015-35 Long Term Plan.

DELEGATION

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















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

BACKGROUND

- 3 The dashboard graphic on the following page gives a snapshot of performance across all council activities and is intended to highlight at a glance where there might be issues that need attention.
- 4 Section 1 of this report gives an overview of key performance indicator (KPI) results and progress on projects across the council as a whole.
- 5 Section 2 reports on the ‘Across council work programmes’.
- 6 Sections 3 to 6 report on the four activity cluster groupings. These sections outline key development highlights as well as providing more detail on KPI performance and progress on projects.
- 7 This report is a summary of work programme and activity reports. Further and more detailed information is included in the following appendices:
 - Appendix A provides a status list of the significant projects. Table 1 shows the status of the major capital expenditure projects (\$250,000 and above) while Table 2 shows the status of the additional significant 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 first quarter 2017/18

| Activity | KPIs | | Projects | Capital Spend (\$'000) | Operating Spend (\$'000) | Income (\$'000) |
|----------------------------|---|--|----------|--|--|--|
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| INFRASTRUCTURE |  | 90% | 83% | \$1,526 | \$2,752 | \$2,474 |
| | Access & Transport | 10% | 17% | | | |
| |  | 50% | 100% | \$65 | \$215 | |
| | Coastal Management | 50% | | | | |
| |  | 50% | 100% | \$47 | \$383 | \$143 |
| | Solid Waste | 50% | | | | |
| COMMUNITY SERVICES |  | 83% | 100% | \$139 | \$700 | \$806 |
| | Stormwater | 17% | | | | |
| |  | 100% | 100% | \$329 | \$2,150 | \$1,934 |
| | Wastewater | | | | | |
| |  | 67% | 100% | \$114 | \$1,978 | \$2,056 |
| | Water | 33% | | | | |
| PLANNING & REGULATORY |  | 17% | 100% | \$198 | \$1,309 | \$175 |
| | Parks & Open Space | 75% | 8% | | | |
| |  | 37% | 100% | \$1,495 | \$2,433 | \$381 |
| | Recreation & Leisure | 37% | 25% | | | |
| GOVERNANCE & TANGATAWHENUA |  | 33% | 100% | \$371 | \$1,321 | \$3,796 |
| | Community Facilities & Community Support | 67% | | | | |
| |  | 50% | 100% | \$1,108 | \$505 | \$177 |
| | Economic Development | 50% | | | | |
| GOVERNANCE & TANGATAWHENUA |  | 33% | 100% | | \$672 | \$22 |
| | Districtwide Planning | 33% | | | | |
| GOVERNANCE & TANGATAWHENUA |  | 67% | 100% | | \$2,142 | \$1,639 |
| | Regulatory Services | 33% | | | | |
| GOVERNANCE & TANGATAWHENUA |  | 67% | | \$13 | \$1,214 | \$5,673 |
| | Governance & Tāngata Whenua | 33% | | | | |
| GOVERNANCE & TANGATAWHENUA |  | | | \$181 | \$1,021 | \$724 |
| | Corporate | | | | | |
| | | | | \$5,586 | \$18,795 | \$20,000 |

CONSIDERATIONS

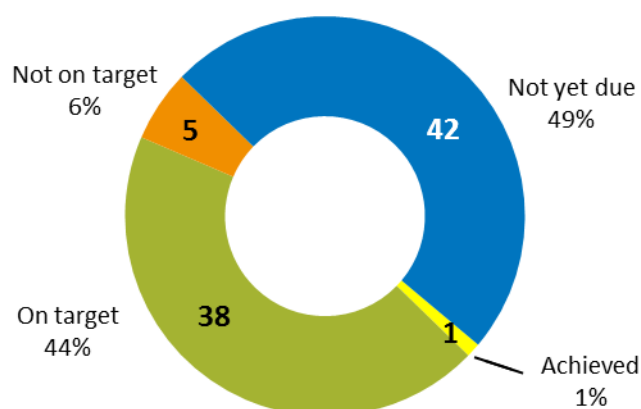
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 86 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 30 September 2017

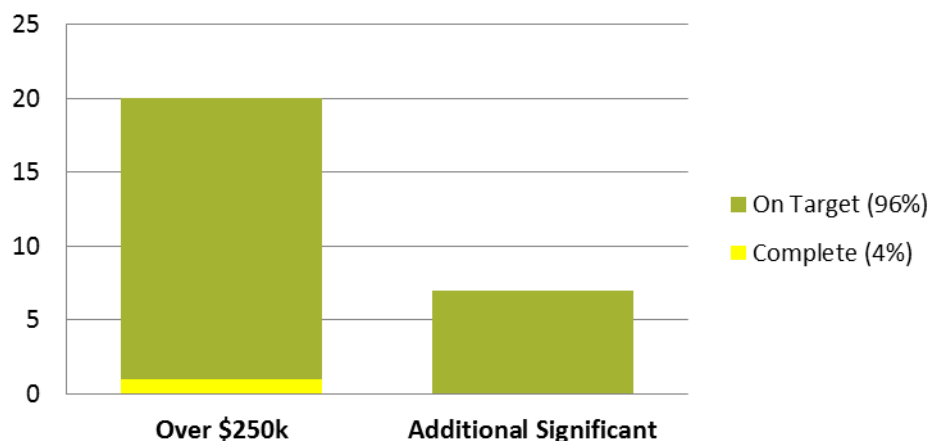


Summary of Projects

- 10 There are 27 significant projects being undertaken by Council in 2017/18 (down from 34 last year). Of these, 20 are Capital Expenditure Projects with a value of \$250,000 and above and seven are additional significant projects.
- 11 Figure 2 below provides a performance summary of these projects as at 30 September 2017.

Figure 2: Summary of Projects

as at 30 September 2017



- 12 Of the 28 projects, one is complete (the Raumati Road corridor upgrade) and the other 27 are on target. Details of progress on each project are included in the reports attached in Appendix B.

Section 2: Across Council Work Programmes

- 13 There are three programmes of work that cross a number of activities. These are the Open for Business – Caring, Dynamic and Effective programme (which includes Business Improvement work), the Expressway Integration programme, and the Carbon and Energy Management programme. The latter is only reported on in the second quarter of each year when audited results for the previous year are available.

Open for Business – Caring, Dynamic and Effective work programme

Culture Change programme

- 14 The Regulatory Services Group case study outcomes workshop was completed in August, the first of the two Phase 3 Open for Business – Caring, Dynamic and Effective workshops was completed on 20 September 2017.

Business improvement programme

Key developments

- 15 Continued to assist Building Control with preparedness for the IANZ audit in October 2017. The audit went extremely well.
- 16 Completed the work to review and improve the collection, storage and reporting of Long Term Plan KPI data. The auditors were happy with the quality of work and closed off the management point that had led to that work.
- 17 Established a project approach and associated milestones for the work programme on leases on behalf of the Community Services Group.

Expressway Integration work programme

Key developments

- 18 The shared path on the north side of Raumati Road, the upgrade works on the Poplar Avenue shared path between Matai Road and Glen Road and the Te Moana Road and Park Avenue intersection upgrade have all been completed.
- 19 Construction on the Kāpiti Lights upgrade project is progressing well.
- 20 The State Highway 1 Revocation project is at the final scheme design stage with a focus on confirming the road layout and design and aligning it with the town centres workstream.

Projects

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



Section 3: Infrastructure

Key development highlights

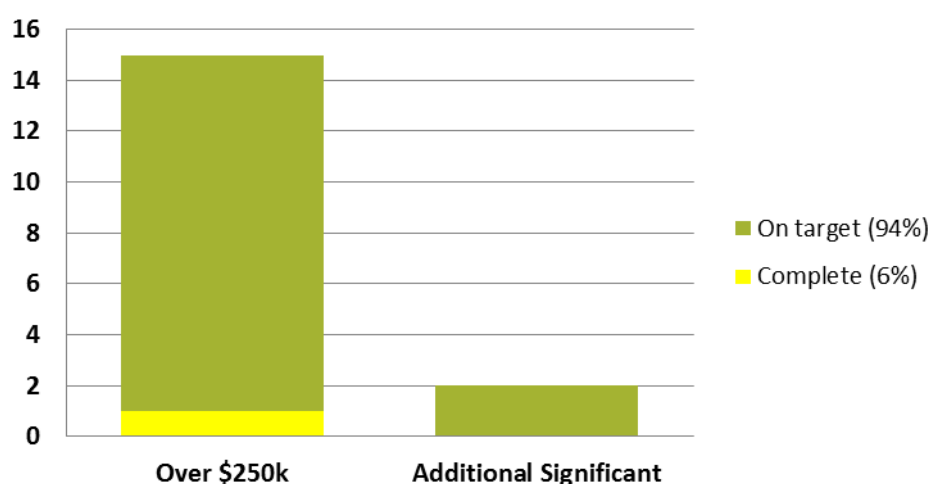
- 22 Renewed movement of a large (existing) slip area on Waterfall Road has led to the decision to close Waterfall Road temporarily to minimise any risk to public safety. The estimated cost to make this slip area safe is \$500,000.
- 23 The remediation payment received from M2PP has been used to resurface parts of Raumati Road and Kapiti Road and this work has been completed.
- 24 Updated design options for the Paekākāriki seawall have been completed.
- 25 Sediment removal in Mazengarb stream is on hold as GWRC has requested that Council carry out contaminated sediment assessments.
- 26 The new dissolved air flotation plant has been craned onto its concrete pad and ancillary service installation is underway in preparation for commissioning in the second quarter.
- 27 A 60m length of water main in Callander Terrace and a 65m length in Manly Street were re-laid using a trenchless pipe-laying method which minimised disruption to the public, reduced costs and minimised the construction period.

Projects

- 28 There are 17 Infrastructure projects, 15 of which are capital expenditure over \$250,000 projects and two which are additional significant projects.

Figure 3: Infrastructure Projects

as at 30 September 2017



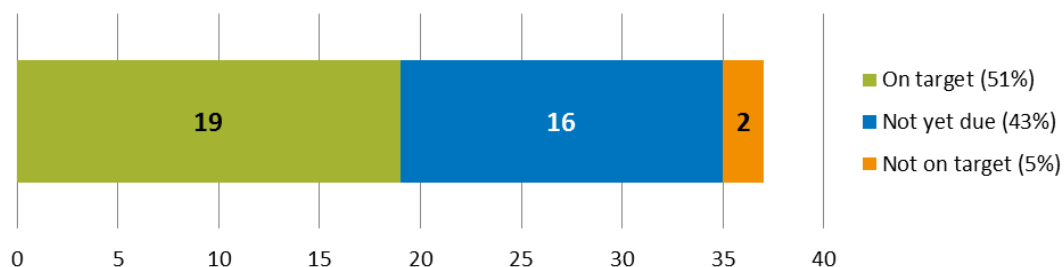
- 29 One project, the Raumati Road upgrade and reconstruction, was completed in the first quarter.
- 30 The remaining 17 projects are on target.

Key performance indicators

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

Figure 4: Infrastructure KPIs

as at 30 September 2017



32 Nineteen KPIs were on target at the end of the first quarter.

33 Sixteen KPIs depend on information that is not due until later in the year.

34 Two KPIs were not on target:

- i). One is an Access and Transport KPI *“the number of serious and fatal crashes on district roads is falling”*. There were 11 such crashes last year and already in the first quarter this year there have been five reported crashes.
- ii). *The number of complaints about the performance of the stormwater system* has a target of 10 complaints per 1,000 connections for the year (which is a pro rata target of 2.5 per 1,000 for each quarter). We received 3.6 complaints per 1,000 connections in the first quarter. There is a significant programme of work required in this activity to improve performance in future years.



Section 4: Community Services

Key development highlights

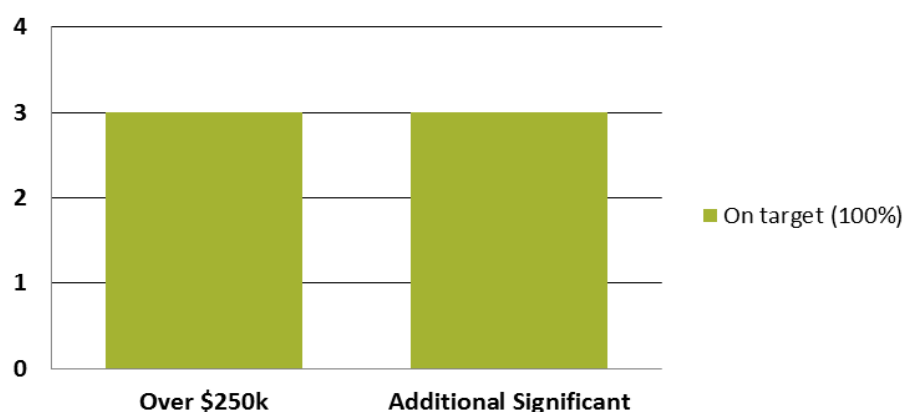
- 35 The new Ōtaki dog park was opened for use in early July 2017
- 36 The required two month community consultation on the draft Maclean Park management plan started on 2 August 2017.
- 37 The 5th annual poetry competition closed, with 113 entrants. Approximately 70 people attended the reading of the poetry entries on 25 August 2017.
- 38 Planning continued for the 2017 Kāpiti Arts Trail, to be held on 28/29 October and 4/5 November
- 39 A total of 584 people were registered for swimming lessons in the first quarter, which was up on last year despite the closure of the Ōtaki Pool.
- 40 The draft Funding Contribution and Access Agreement for the Kapiti College Performing Arts Centre has been finalised, a report will to be brought back to Council for consideration shortly.
- 41 Council partnered with Volunteer Kāpiti to deliver three workshops and a forum for the not-for-profit sector to support the development of financial sustainability and grow the capacity of the volunteer workforce.
- 42 Council provided funding of \$33,000 to 18 not-for-profit community groups and organisations through the Community Grants Scheme in September 2017.
- 43 Research has been provided to a newly-formed Ōtaki economic development group which has been formed to develop initiatives to support visitor attraction and business retention through the construction and post-construction phases of the Pekapeka to Ōtaki expressway.

Projects

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

Figure 5: Community Services Projects

as at 30 September 2017

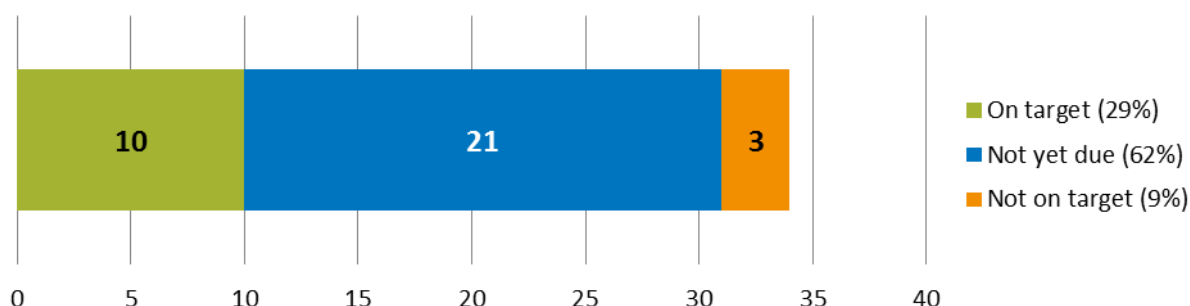


- 45 All six projects were on target at the end of the first quarter

Key performance indicators

46 In this cluster there are 34 KPIs.

Figure 6: Community Services KPIs (to be updated when last KPI results is available)
as at 30 June 2017



47 Ten KPIs were on target at the end of the first quarter.

48 Twenty-one KPIs rely on information that is not due until later in the year.

49 Three KPIs were not on target:

- i). One Parks and open space KPI was not on target: *“Sports grounds are open”* had a result of 68% for the first quarter against a target of 85%. This is not unusual during the winter months and it is expected to get back on track over the remainder of the year.
- ii). Two Recreation and leisure KPIs were not on target. These were:
 - *Visits to swimming pools in the district* were 50,711 in the first quarter, below the 2014/15 baseline year target of 57,219. This was entirely due to the closure of the Ōtaki Pool for rebuilding.
 - *The number of visits to the district’s libraries* was again below target and is not expected to be achieved given the faulty information used to set the target in the 2015-35 Long term plan.



Section 5: Planning and Regulatory Services

Key development highlights

- 50 The Hearings Panel has prepared their recommendations reports on the PDP which will be presented to Council on 9 November 2017 for a decision.
- 51 The Waikanae Beach Character Assessment was presented to the Waikanae Beach Working Group on 7 August 2017. The final report will be released in October 2017.
- 52 The building control team issued 313 consents in the first quarter, the same number as were issued in the first quarter last year, which had been up significantly on earlier years.
- 53 The Building team has had a significant work programme preparing for their accreditation audit under regulations that changed in July 2017.
- 54 The resource consents team processed 93 consents in the first quarter, up 19% on the 78 processed in the first quarter last year. This continues the strong growth in consents that was seen last year (which was up 29% for the year as a whole on the prior year).

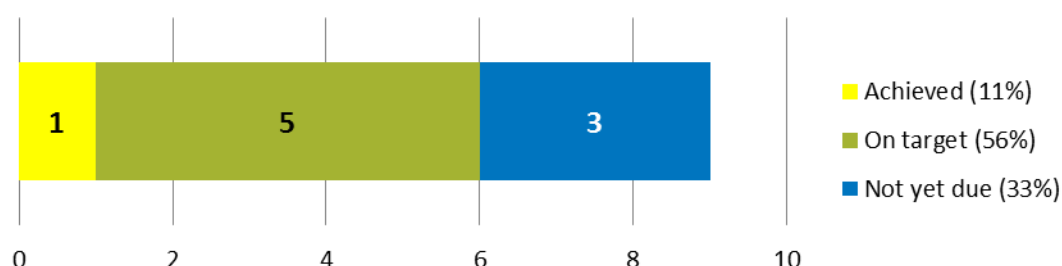
Projects

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

Key performance indicators

- 57 In this cluster there are nine KPIs.

Figure 7: Planning and Regulatory KPIs
as at 30 September 2017



- 58 One KPI was achieved at the end of the first quarter. It was the *"Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings"*. This was achieved in 2016/17 when hearings were completed.
- 59 Five KPIs were on target.
- 60 Three KPIs depend on information that is due later in the year.



Section 6: Governance and tāngata whenua

Key development highlights

- 61 Council adopted the 2016/17 Annual Report.
- 62 There were three citizenship ceremonies on 2 August, 23 August 2017 and 10 September, which conferred citizenship upon 132 applicants.
- 63 The Council received 54 requests under the Official Information Act in the first quarter, compared to 78 in the first quarter last year.
- 64 There was a range of Matariki activity over June and July 2017 including the Matariki on Main Street party in Ōtaki.
- 65 A series of videos have been made that included Te Whakaminenga o Kāpiti members, Mayor Gurunathan, Council staff, local tamariki and community groups speaking te reo in everyday ways at everyday events.

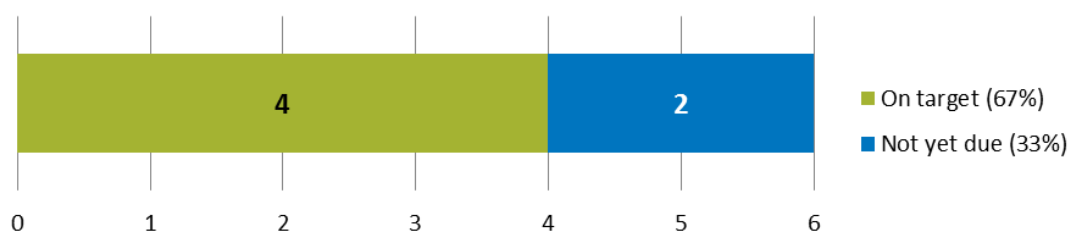
Projects

- 66 There are no significant projects in this activity.

Key performance indicators

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

Figure 8: Governance & Tāngata Whenua KPIs
as at 30 September 2017



- 68 Four KPIs were on target at the end of the first quarter
- 69 Two KPIs were reliant on information that is not due until later in the year.

Policy considerations

70 There are no policy issues to consider.

Legal considerations

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

Financial considerations

72 A summary of budget details for each activity (as at 30 September 2017) is provided in the activity reports attached as Appendix B to this Report SP-17-356.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

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

RECOMMENDATION

75 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 first quarter of 2017/18 contained in the Activity Reports attached as Appendix B to this Report SP-17-356.

| | | |
|---------------------------|--------------------------------|--------------------------------|
| Report prepared by | Approved for submission | Approved for submission |
|---------------------------|--------------------------------|--------------------------------|

Terry Creighton

**Corporate
Monitoring Officer**

Sarah Stevenson

**Group Manager
Strategy and Planning**

Wayne Maxwell








**Group Manager
Corporate Services**

ATTACHMENTS:

Appendix A – Summary List of Projects


Appendix B – Activity Reports

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

| Activity / Programme | Major Project | Status |
|---|--|--------|
| Expressway Integration Programme | Paraparaumu and Waikanae Town Centres ¹ (Town Centre major connectors) | LTP |
| | Cycleways, Walkways, Bridleways Implementation ² | |
| Access and Transport  | Raumati Road corridor upgrade | |
| | LED streetlight upgrade | |
| | Kapiti Road upgrade (K9) | |
| | Sealed road resurfacing | |
| | Minor improvements | |
| Coastal Management  | Coastal Protection Paekākāriki | LTP |
| | Wharemauku Block wall | |
| Solid Waste  | Otaihanga landfill capping | |
| Stormwater Management  | Major stormwater projects | |
| | Minor stormwater projects | |
| Wastewater Management  | Waikanae duplicate rising main | |
| | Wastewater treatment plant dissolved air flotation | |
| | Ōtaki WWTP consent upgrades | |
| | Reticulation (pipe) renewals | |
| Water Management  | Pipe renewals | |
| Economic Development  | Strategic land purchase | |

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

Appendix A: Table One (continued)

| | | |
|--|---|---|
| Community facilities and support  | Kāpiti youth development centre |  |
| | Performing arts facility (at Kāpiti college) ⁴ | Our contribution not due until 2018/19 |
| | Waikanae Library and Mahara Gallery upgrade ⁵ | Currently on hold |
| Parks and open space  | Redevelop Raumati Pool building ³ | Final consultation phase in 2018/19 |
| Recreation and leisure  | Ōtaki Pool rebuild and splash pad |  |












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

Project Status Key

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

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

Appendix A: Table Two - Additional Significant Projects⁶

| Activity / Programme | Project | Status |
|---|--|---|
| Access and transport  | Footpath renewal |  |
| Water Management  | RRwG – Post construction compliance monitoring |  |
| Economic Development  | Strategy for supporting economic development |  |
| Parks and open space  | Maclean Park | AP  |
| | Otaraua Park development | LTP  |
| Districtwide Planning  | District plan review |  |
| Regulatory services  | Earthquake prone buildings assessment | LTP  |

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

Appendix B

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

Across Council Work Programmes



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

These programmes of work are:

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

Open for Business – Caring, Dynamic and Effective

Background

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

Two main work streams were identified to focus on achieving a consistent open for business approach across the organisation: Business Improvement and Culture Change.

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

Key developments for the 3 months to 30 September 2017

- The Regulatory Services Group case study outcomes workshop was completed on 23 August 2017.
- The first of the two Phase 3 Open for Business – Caring, Dynamic and Effective workshops was completed on 20 September 2017, with the second workshop scheduled for 6 October 2017.
- The 2017 Staff Survey was the first high profile and formal use of our 'Let's get talking' initiative. The staff survey was completed on 15 September 2017 and the analysis and report back to the Senior Leadership Team is scheduled for late October 2017.

Business Improvement work programme

The focus of the Business Improvement Team is to lead process improvement across the Council.

The following reports key developments across these work programmes.

Business Improvement work programme

| | |
|--|--|
| Description | The focus of the Business Improvement (BI) Team is to lead better systems and process improvement across the Council. The Team also manages the quality assurance over the process for LIM reports. |
| Group | Office of the Chief Executive |
| Comments (latest developments/upcoming milestones/critical activities) | |
| <i>Developments in the first quarter:</i> | |
| <u>Regulatory Services Group – BCA Accreditation IANZ 2017 Project</u> | |
| 1. Members of the BI Team provided a significant amount of support to assist the Building Control Manager with preparedness for the October 2017 audit by IANZ. As has been separately reported this investment proved worthwhile as the two-yearly audit of the Council's building control functions went extremely well. | |
| <u>Strategy and Planning Group – Non-financial performance reporting</u> | |
| 2. Completed the work to address the Ernst and Young Audit management point around the data collection and storage of Long Term Plan and Annual Plan KPI data. As reported to Audit and Risk Committee the auditors were very impressed with the quality of work and commented that they could see how the improvements have clearly addressed their issues. | |

Business Improvement work programme (continued)

Community Services Group – Better Systems and Processes

3. Established a project approach and associated milestones for the work programme on leases. Commenced researching the relevant legislation and interviewing staff.

Upcoming milestones:

Regulatory Services Group – BCA Accreditation IANZ 2017 Project

4. Assist the Building Control Manager with the necessary work to clear the one general non-compliance received from the October 2017 audit by IANZ.

Strategy and Planning Group – Proposed District Plan Maps and LIMS

5. The Proposed District Plan is due to be presented to Council for a decision on submissions on 9 November 2017 and publically notified on 22 November 2017. There will be amendments made to District Plan maps which will be used in a LIM document.

Risks (to programme, cost, quality, other)

1. Resourcing - regular or other work programme requirements impact on staff capacity to assist the complete their process work.

Issues (for elected member attention)

1. None to report.

Expressway Integration

Expressway Integration work programme

The major purpose of the programme is to provide long term transformational change and benefits to the district by:

- Maximising the opportunities created by, and helping our communities positively respond to, the Kāpiti expressway
- Supporting economic development, growth and prosperity
- Transforming our town centres to improve their public amenity and create a sense of identity and place
- Leveraging effort, resources and funding to deliver positive outcomes that support the Council's vision for *FutureKāpiti*

This programme of work includes:

- i). The development of a number of cycleways, walkways and bridleways under the NZTA/KCDC Stride 'n' Ride project.
- ii). The Paraparaumu and Waikanae Town Centres transformation programme.
- iii). Council funded works related to the SH1 revocation project, including SH1 renaming.

Key developments in the three months to 30 September 2017

Stride 'n' Ride

- Te Moana Road and Park Avenue intersection upgrade is completed. Consultation with adjacent residents has begun for the next sections between Park Avenue and the Expressway interchange and upgrading the Ngarara Road intersection to improve pedestrian and cyclist safety.

For further detail refer to the project report below.

Town Centres

Construction on the Kāpiti Lights upgrade Project is progressing well. Options for the pedestrian crossing that will link Coastlands and the civic precinct have been carefully considered and developed designs are underway. The first project for Waikanae, W4: cultural thread and integration of the Marae into the town centre, has begun. We are working closely with Iwi on this project.

For further detail refer to the project report below

State Highway 1 Revocation

NZTA's and Council's work to revoke SH1 to a "fit for purpose" local road is at the final scheme design stage with a strong focus on confirming the road layout and design and aligning it with the town centres workstream. The key road changes on SH1 to return it to a local road include:

- Changes to road marking to cater for a single traffic lane and on-road cycle lane in each direction
- Road widening to provide space for on-road cycle lanes.
- New road layouts in Paraparaumu and Waikanae to complement the town centre developments and to suit the expected traffic volumes and movements
- Realignment of kerbs and re-surfacing
- Better shared pedestrian/cycle paths and pedestrian crossings to improve connectivity
- Improved amenity from feature landscaping, tree planting, lighting and street furniture
- Intersection improvements to improve safety, pedestrian connectivity and to incorporate the marked on-road cycle lanes including:
- Proposed adjustments to posted speed limits for consistency and to improve safety.

Council funded works such as landscaping, planting and street furniture etc, to align with the planned road changes are being developed as part of the scheme and detailed design.

Detailed design for the SH1 revocation will occur from mid to late 2017 with the procurement process starting late 2017 and construction commencing in early 2018.

Projects – Summary

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

Expressway integration - Projects


as at 30 September 2017



Both projects are on target.

Project reports

| Cycleways, walkways and bridleways development – Stride ‘n’ Ride | | | | | |
|--|--|----------------------|-----------------------------|------------------------------|------------------|
| Description | Cycleway, Walkway, Bridleway(CWB) new capital and urban cycleway development programme. Implementation of Kapiti Coast District Council’s CWB Network plan over the next four years. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| <div>1. The Raumati Road corridor upgrade is complete with only line marking and addressing issues in the ‘snag’ list remaining. A post-construction safety audit has been commissioned.</div> <div>2. The upgrade of the intersection of Park Avenue and Te Moana Road to improve pedestrian and cyclist crossing safety is completed and working well.</div> <div>3. The Kāpiti Road shared path project west of Magrath Avenue is in design. Kapiti Coast Airport Holdings have begun works outside Kapiti Landing which will complete all Stride n Ride upgrades between Arawhata Road and Magrath Avenue. The final section of shared path between Arawhata Road and Brett Ambler Way is pending a Public Works Act decision on Council’s land acquisition and is being delivered under the Town Centres and Connectors project.</div> <div>4. Poplar Avenue slow zone works between Matai Road and Glen Road is completed. Works have begun to construct the raised pedestrian crossing at Renown Poplar intersection and is expected to take four weeks. The Leinster Avenue Right Turn Bay has begun with the shifting of overhead services completed.</div> | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| <div>1. The key risk is maintaining on-going public support for any proposed cycleway works that recommend re-allocation of road space in favour of cycle facilities.</div> <div>2. Procurement of limited contractor resources may become a risk over the final nine months of the stride n ride programme.</div> | | | | | |
| Issues (for elected member attention) | | | | | |
| <div>1. Managing unforeseen ground conditions or unexpectedly encountering shallow underground services can influence project scope which may have a flow on effect on project cost.</div> | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Previous year | 2015/16 | 869,000 | 795,754 | 795,754 | |
| Last year | 2016/17 | 1,923,862 | 1,929,690 | 1,929,690 | |
| This year | 2017/18 | 1,797,205 | 492,054 | 1,797,204 | |
| Total | | 4,590,067 | 3,217,498 | 4,522,648 | |

| 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) | | | |
| <i>Developments in the first quarter</i> | | | |
| <ol style="list-style-type: none"> 1. P3 - Kapiti Lights upgrade project: Construction is progressing well. The Public Arts Panel helped secure some public art for this project and a mural design has been chosen. Adverts have been run in print, on radio and social media to help support businesses. Regular updates have been sent to businesses. 2. P2 - Coastlands and civic precinct connection project: Solutions have been evaluated and developed design progressed. 3. P4 - Iver Trask Place and Kāpiti Primary School project: The “Shared Use – License To Occupy” has been received from the Ministry of Education and reviewed by Simpson Grierson and the school’s Board of Trustees. The concepts are on hold as this project has been diverted due to CAPEX funding cuts. 4. W4 - Waikanae town centre cultural thread project concept designs have been developed in conjunction with Te Ātiawa Town Centres Working Group. 5. We have been working with Destination Waikanae on a place-making framework to be incorporated into the roll-out of Waikanae town centre designs. 6. Waikanae Community Board (WCB) was briefed on this year’s Waikanae Project, including the Waikanae “competition” sign. 7. Rolled out the Waikanae car parking strategy. 8. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects. | | | |
| <i>Upcoming milestones:</i> | | | |
| <ol style="list-style-type: none"> 9. Update Council, PRCB, WCB, Older Persons Council, accessibility groups and relevant stakeholders on projects including P2 - Coastlands and civic precinct connection project and W4 - Cultural thread. 10. Complete Construction and hold an opening event for P3 Kapiti Lights projects A and B. | | | |
| Risks (to programme, cost, quality, other) | | | |
| <ol style="list-style-type: none"> 1. SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling. | | | |
| Issues (for elected member attention) | | | |
| <ol style="list-style-type: none"> 1. On-going communications regarding construction of priority projects | | | |

Town Centres project (continued)

| Current year project costs to 30 September 2017 | | | | | |
|---|---------|----------------------|-----------------------------|------------------------------|------------------|
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Previous year | 2015/16 | 1,328,000 | 1,320,493 | 1,320,493 | |
| Last year | 2016/17 | 2,555,958 | 2,476,244 | 2,476,244 | |
| This year | 2017/18 | 2,383,407 | 981,615 | 2,210,729 | |
| Total | | 6,267,365 | 4,778,352 | 6,007,486 | |

| <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 | | |

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 30 September 2017

Capital projects – road reconstruction.

- The Waitohu Valley Road widening project has been severely impacted by the very wet weather in the first quarter of this financial year and has suffered delays as a result. Weather permitting the work is now estimated to be finished by the end of October 2017.
- Raumati Road upgrade and reconstruction has been completed.
- Renewed movement of a large (existing) slip area on Waterfall Road has led to the decision to close Waterfall Road to minimise any risk to public safety. The road will be closed while investigations are carried out and future work is planned. A geological assessment has been completed and the site is monitored on a daily basis. A design and project costs are currently being confirmed.
- The estimated cost to make this slip area safe is \$500,000. A separate report will be presented to Council on this issue.

Network Maintenance

- The remediation payment received from M2PP has been used to resurface parts of Raumati Road and Kapiti Road and this work has been completed.

Network Planning

- The first draft 2018-2021 budget was developed and loaded to the online funding tool to meet NZTA's first deadline for the draft 10-year budgets. The second deadline is 20 October for updated funding bids and required supporting information (draft Activity Management Plan).
- A programme business case for the East-West connection project commenced in August 2017. Two workshops have been held during August and September 2017 with key stakeholders and a technical memo produced to enable early input into NZTA's draft 2018-21 NLTP funding process (30 August). The project will provide a report end October 2017 which will outline the options to improve the East-West connections with cost estimates and a preferred programme. This information will be used to inform Council's LTP process and meet NZTA's second and final draft 2018-21 budget deadlines (20 October and 16 December 2017).
- Transport and traffic advice was provided on 31 resource consents in this quarter.

Expressways and Revocation

- The team has completed a final joint inspection of local road works constructed by the M2PP Alliance, with all defects identified in "snag lists".
- Technical review of PP2O designs has been provided and will continue to be over the next few months until detailed designs are approved. Detailed design is 85% complete at the moment.

- The team has participated in various workshops with regard to the Revocation SH1 project and delivered a review of the phase 1 design drawings.

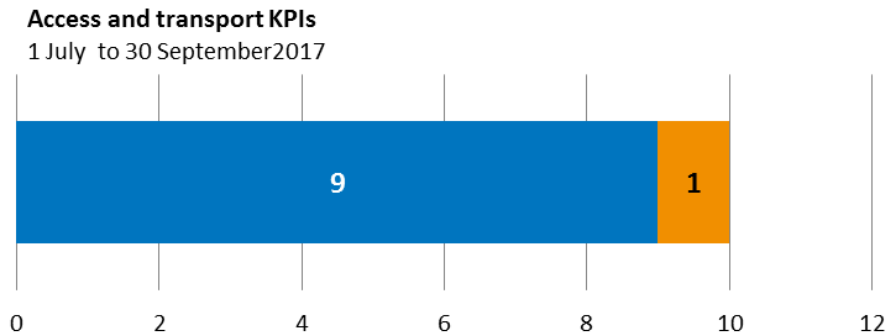
Travel planning and safety initiatives

- Recent safety education initiatives undertaken in this quarter include:
- National Rail Safety Week 14-18 August: 4 community signs featuring headphones/music distractions whilst crossing rail tracks.
 - Provided display and advice on the Baby Sensory birthday event. Seven installations of child restraints referrals from the NZTA certified Child Restraint technicians list
 - Pedal Ready training Grade One (slow speed skills) was delivered at Kapanui Primary school and Grade Two (practice intersections and passing parked cars) at Kenakena School. Screen Vistas Event Cinema advertising featuring “Red Arrow” shooting Safety intersection thirty second video clip
 - Radio advertising (joint action with the New Zealand Police) was undertaken on key road safety messages targeting Motorcycle safety, Drive to the conditions, Driver fatigue, Safety Flags, Bike lights, Pedestrians, Seatbelts, Schools back (May) Sunstrike and Driver distraction.

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

Performance measures summary

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



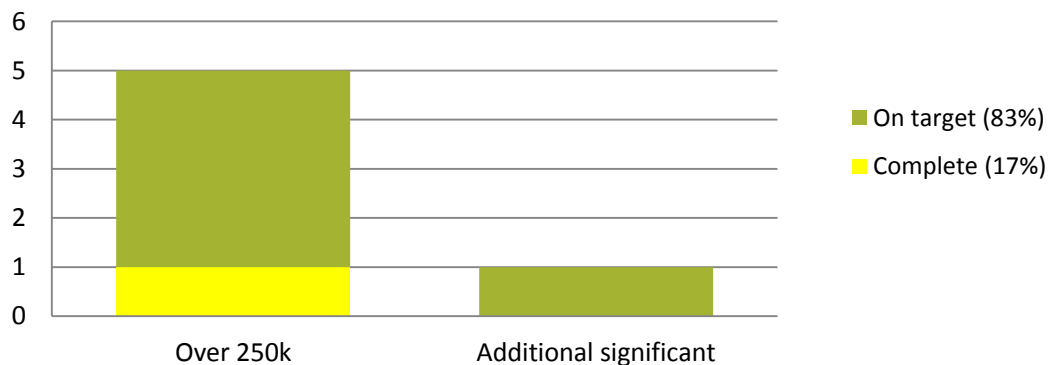
Nine KPIs are reliant on survey results and other information that is not due until later in the year.

One KPI is not on target – “*The number of serious injury and fatal crashes on district roads is falling*”. This would require that there were less than three such crashes in the first quarter. There were five such crashes (provisionally) in the first quarter. The reporting lags in crash data may mean that this number increases.

Projects – Summary

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

Access and transport - Projects
as at 30 September 2017



One project (the Raumati Corridor upgrade project) was substantially complete at the end of the first quarter


The remaining five projects were on target.

Performance measures

as at 30 September 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|--|---|---|---------------|--|
| Our transport network allows for the safe and efficient movement of people and goods | Residents that agree that the existing transport system allows easy movement around the district | 85% | Not yet due | Resident Opinion Survey result not due until later in the year (2016/17 result was 74%) |
| | Number of serious and fatal crashes on district roads is falling (<i>excludes SH1</i>) (DIA mandatory measure) | Less than or equal to the 11 serious injury or fatal crashes in 2016/17 | Not on target | On provisional information there were 5 fatal or serious injury crashes in the first quarter. (2016/17 total was 11 crashes) |
| | Residents that are satisfied with street lighting | 85% | Not yet due | Resident Opinion Survey result not due until later in the year. (2016/17 result was 79%) |
| Our transport network is affordable and reliable and users can easily get around the district by their preferred means | Percentage of the sealed local road network that is resurfaced (DIA mandatory measure) | 5% | Not yet due | This is reported on at the end of the year |
| | Residents that are satisfied with the condition of the road and footpath network | Roads 70% | Not yet due | Resident Opinion Survey result not due until later in the year (2016/17 result was 83%) |
| | | Footpaths 70% | Not yet due | Resident Opinion Survey result not due until later in the year 2016/17 result was 67%) |
| | Roads that meet smooth roads standards. (DIA mandatory measure) | Overall Smooth Travel Exposure (STE) is above 85% | Not yet due | This is reported on at the end of the year |
| | Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand | Achieve | Not yet due | This is reported on at the end of the year |
| | Percentage of service requests relating to roads and footpaths responded to within 24 hours of notification (DIA mandatory measure) | Roads 85% Footpaths 85% | Not yet due | |
| | Percentage of footpaths that fall within the level of service or service standard for the condition of footpaths as set out in the activity management plan. (DIA mandatory measure) | Target footpath condition rating (percentage compliant with standards) | Not yet due | A forward works programme is now in place for renewal of footpaths that are near the end of their asset life. Further development of clarity on condition is underway. Additional funding is proposed in draft LTP2018 |

Project reports

| Local area connectors – Raumati corridor upgrade and road reconstruction | | | | | |
|--|---|---|-----------------------------|------------------------------|------------------|
| Description | Raumati Corridor Development Works including intersection improvements and provision of a shared cycle/pedestrian path. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | Budget | | |
| | |  ✓ | \$ ✓ | | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter | | | | | |
| <div>1. The Raumati/Matai intersection upgrade is now completed and the project as a whole is now effectively completed with only line marking and top dressing still required.</div> <div>2. This project hasn't progressed as quickly as expected due to a range of factors including contractor and subcontractor resourcing, construction time restrictions during AM and PM traffic peaks and delays caused by relocating shallow utility services.</div> | | | | | |
| Upcoming milestones | | | | | |
| <div>3. A post construction safety audit will be undertaken in early October 2017 to close out this project.</div> | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| <div>1. No further risks.</div> | | | | | |
| Issues (for elected member attention) | | | | | |
| <div>1. Currently undertaking a case study on this project to be reported back in November 2017.</div> | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Previous year | 2015/16 | 235,601 | 235,601 | 235,601 | |
| Last year | 2016/17 | 862,120 | 862,120 | 862,120 | |
| This year | 2017/18 | 813,584 | 768,502 | 813,583 | |
| Total | | 1,911,705 | 1,866,623 | 1,911,704 | |

| <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 | | |

LED streetlight upgrade project

| | | | | | |
|--|--|----------------|-----------------------|------------------------|------------|
| Description | In April 2017 NZTA introduced a unique opportunity of 85% funding for LED conversion projects for work completed during the 2017/18 year. In addition, Council could claim 85% for streetlights that had already been converted under the regular streetlight maintenance programme during 2015/16 and 2016/17, resulting in additional revenue in the 2017/18 year (the ‘payback’ referred to below). To maximise this opportunity it was decided that Council use this additional revenue as the Council share (15%) and bring the LED conversion project forward to start in the 2017/18 year. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter | | | | | |
| 1. NZTA funding approved (85%). Total effective funding from NZTA is 97% (if the payback is included). | | | | | |
| 2. Contract awarded and contract manager engaged. | | | | | |
| 3. The contract works will start on 9 October 2017 in Ōtaki. | | | | | |
| Upcoming milestones: | | | | | |
| 4. A programme of delivery is to be confirmed. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None to report. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Feedback from the community on the different look and feel of LED lights. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 1,021,000 | 20,420 | 1,021,000 | |

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

| Kapiti Road upgrade (K9) | | | | | |
|--|---|----------------|-----------------------|------------------------|------------|
| Description | Widening of Kapiti Road between Brett Ambler Way to beyond Arawhata Road, Paraparaumu to include a shared path. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter | | | | | |
| 1. Tender for Professional Services. This will include topographical survey, Geo-technical and Structural design services. | | | | | |
| Upcoming milestones: | | | | | |
| 2. Settlement of property conditions with the signatures of all Assignors, and Assignees included. | | | | | |
| 3. Detailed Design and Construction. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Settlement delays programme. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Final piece of Kāpiti Road shared path. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 1,289,073 | 38,672 | 1,289,073 | |

| 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 first quarter | | | | | |
| 1. The resealing programme has been finalised. The bulk of this work will be completed in March and April 2018. | | | | | |
| 2. Pre-seal mark outs have been completed. | | | | | |
| Upcoming milestones: | | | | | |
| 3. Seal designs to be received and work to be programmed. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. On-going sweeping of chipseal sites to be monitored. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 1,019,690 | 21,562 | 1,019,690 | |

| <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 | | |

Minor improvements programme

| | | | | | |
|---|---|----------------|-----------------------|------------------------|------------|
| Description | Minor improvements are physical works which comprise small, isolated geometric road and intersection improvements, traffic calming, lighting improvements for safety, installation of new traffic signs and road markings. This programme is undertaken every year. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. Work has been completed on the pedestrian refuge and ramps on Rimu Road, Paraparaumu, providing a safer crossing to the Pathology Laboratory. Safety improvements at the Park Avenue – Te Moana Road intersection have been completed. | | | | | |
| 2. Selecting work for the 2017/18 Minor Improvements programme has been completed. Three out of four Community Boards have been briefed on the programme. | | | | | |
| 3. Engineering Design for the 2017/18 programme is almost complete. | | | | | |
| Upcoming milestones: | | | | | |
| 4. Tendering the construction contract by mid-October with a view to commence works in mid-November. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. No risks to note. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 434,447 | 35,861 | 433,977 | |

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

Additional significant project

Footpath renewal

Developments in first quarter:

1. The annual proposed footpath programme is finalised and has been sent to Community Boards for information
2. Footpath upgrades in Paekākāriki have been completed.

Upcoming milestones:

3. The programme is to be confirmed and work is to be programmed.

Status

Timeliness

Budget



Current year project costs to 30 September 2017

| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
|----------------|---------|----------------------|-----------------------------|------------------------------|------------------|
| This year | 2017/18 | 223,981 | 14,091 | 223,981 | |

Access and transport – financial results to 30 September 2017

| Capital expenditure summary | | | |
|------------------------------------|--|--|--|
| | 2017/18 YTD Actual (\$'000) | 2017/18 YTD Budget (\$'000) | 2017/18 F/Y Budget (\$'000) |
| Total projects under \$250,000 | 357 | 428 | 2,167 |
| Total projects over \$250,000 | 1,169 | 1,920 | 5,942 |
| Total | 1,526 | 2,348 | 8,109 |

| Cost of activity statement | | | | |
|-------------------------------------|---|---|---|---|
| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
| | Expenditure | | | |
| 4,761 | Other operating expense | 989 | 1,150 | 4,904 |
| 5,165 | Depreciation and amortisation | 1,332 | 1,445 | 5,770 |
| 1,627 | Finance expense | 431 | 431 | 1,648 |
| 11,553 | Operating expenditure | 2,752 | 3,026 | 12,322 |
| | Revenue | | | |
| 69 | Fees and charges | 13 | 16 | 62 |
| 4,618 | Grants and subsidies | 635 | 1,356 | 5,334 |
| 491 | Development and financial contributions revenue | 142 | 50 | 201 |
| 248 | Other operating revenue | 57 | 67 | 266 |
| 5,426 | Operating revenue | 847 | 1,489 | 5,863 |
| 6,127 | NET OPERATING COSTS | 1,905 | 1,537 | 6,459 |
| | Capital items | | | |
| 2,844 | Asset renewal | 194 | 173 | 2,445 |
| 4,556 | New assets upgrade | 1,332 | 2,175 | 5,664 |
| 7,400 | Total capital items | 1,526 | 2,348 | 8,109 |
| 13,527 | NET COST OF ACTIVITY | 3,431 | 3,885 | 14,568 |
| | Funding sources | | | |
| 5,906 | Rates | 1,662 | 1,584 | 6,649 |
| 2,536 | Borrowings | 1,047 | 1,491 | 2,978 |
| 2,794 | Depreciation reserve | 177 | 173 | 2,395 |
| (491) | Reserves & special funds | (142) | (50) | (201) |
| 2,782 | Unfunded depreciation | 687 | 687 | 2,747 |
| 13,527 | TOTAL SOURCES OF FUNDS | 3,431 | 3,885 | 14,568 |

Net operating costs of \$1.90 million is \$368,000 unfavourable to budget largely due to timing of the NZTA income budget. Capital expenditure of \$1.53 million is \$822,000 underspent. The LED, Stride N Ride and minor works program are due to start in October 2017.

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

Coastal management

Whakahaere takutai



Key developments for the 3 months to 30 September 2017

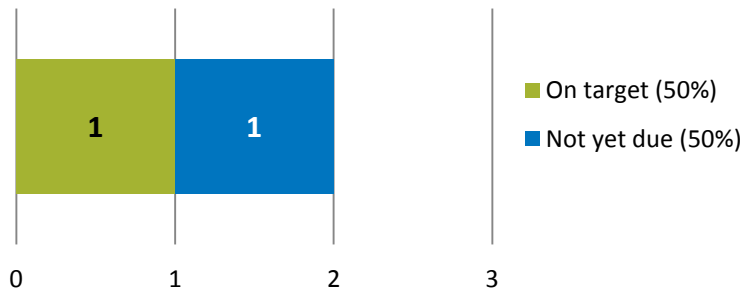
- Completed updated design options for the Paekākāriki Seawall.
- Continued replacement of Arawa Street seawall and beach access which was damaged by the storm events in 2016/17 financial year.
- Continued compilation of projects for the next long term plan based on the Coastal Assets condition assessment (766 assets).

Performance measures summary

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

Coastal management KPIs

1 July to 30 September 2017



One KPI was on target at the end of the first quarter and the other had no results to report as yet.

Projects – Summary

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

Both are on target with Annual plan 2017/18 budgets and timelines.

Coastal management - Projects

as at 30 September 2017



Performance measures

as at 30 September 2017

| 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% | Not yet due | There were 23 requests in the first quarter, none of which were urgent. (2016/17 result was 91%) |
| 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. (2016/17 result was 100%) |

Project reports

| Coastal protection Paekākāriki | | | |
|--|--|-------------------|---------------|
| Description | Options and design for the replacement of the seawall along The Parade, Paekākāriki. Stage Two consultation and consenting: section of seawall from north of the Sand Track to balance of seawall with no rock protection. | | |
| Group | Infrastructure | | |
| Status | Category | Timeliness | Budget |
| | | 🕒 ✓ | \$ ✓ |
| Comments (latest developments/upcoming milestones/critical activities) | | | |
| <p><i>Developments in the first quarter were:</i></p> <ol style="list-style-type: none"> 1. Completed an updated design options report with revised construction cost estimates for five options which are: a timber wall, concrete wall with anchors, concrete wall with geo-grid, composite sheet piles, and rock wall. 2. Updated the Paekākāriki Community Board and the design group with the options listed above. 3. Prepared detailed construction work programmes and financial forecasts for the two most preferred options (concrete wall with geo-grid and rock wall). 4. Briefing to Senior Leadership Team on the current situation of the project. 5. Placed the detailed design work “on hold” pending direction from the elected members on the most preferred option <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 6. Completion of a coastal process assessment for the rock revetment option to further understand the consenting risks of the rock revetment option – October 2017 7. Briefing to Council on the status of the project and the options to consider with cost estimates (concrete wall with geo-grid and rock wall) – October 2017 8. Preparation of business cases for the funding through 2018 LTP – October 2017 | | | |
| Risks (to programme, cost, quality, other) | | | |
| <ol style="list-style-type: none"> 1. Estimated project costs for the five options listed above exceed the budget allocated for this project. Rock wall is the least expensive option. However, If KCDC is to proceed with the rock wall option, a new Resource Consent application needs to be lodged with GWRC as the original Resource Consent has been granted for a timber/concrete wall. This process is time consuming and, also may not necessarily deliver the expected outcome as some community members do not want to replace the current timber wall with a rock wall. | | | |
| Issues (for elected member attention) | | | |
| <ol style="list-style-type: none"> 1. Estimated project cost exceeding the budget allocation is an issue. Additional funds for this project need to be provided through the 2018 LTP process. 2. 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 costing approximately about \$25,000 for repair works each time. This wall is protecting “The Parade” road and the wall failures will expose “The Parade” road to coastal erosion. | | | |

Coastal protection Paekākāriki (continued)**Current year project costs to 30 September 2017**

| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
|----------------|---------|----------------------|-----------------------------|------------------------------|------------------|
| Last year | 2016/17 | 493,242 | 493,242 | 493,242 | |
| This year | 2017/18 | 950,000 | 53,398 | 950,000 | |
| Future years | | 9,283,573 | | 9,283,573 | |
| Total | | 10,726,815 | 546,641 | 10,726,815 | |

Category

YELLOW

Project complete

GREEN

Project on target

ORANGE

Project not on target (there are issues)

RED

Project has failed

BLUE

Project on holdTimeliness

🕒▲ ahead of schedule

🕒✓ on time

🕒▼ behind schedule

🕒👉 on hold

Budget

\$🕒 budget underspend

\$✓ on budget

\$🕒 budget overspend

Wharemauku block wall

| | | | |
|---|--|-------------------|---------------|
| Description | A storm event occurred in the Wellington Region on the 23/24 July 2016 causing significant damage in several locations in the Kapiti district along the coast line and KCDC constructed a 170m long temporary wall in 3 days (called Wharemauku block wall) to protect the Council's sewer 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) | | | |
| <p><i>Developments in the first quarter were:</i></p> <ol style="list-style-type: none"> 1. The structure is primarily located on "old coach route" and GWRC recently confirmed a descendant of the original owner who has registered an interest in the land as an "affected party" in addition to the property owners who have already granted written approval. 2. Initial discussions with the affected party indicated that they are not willing to provide a written approval. 3. Several land owners south of the proposed work are unhappy that Council has not included their properties in the current project scope and GWRC has not considered them as affected parties. 4. Council received the notification report from GWRC for the Resource Consent application. 5. Evaluation of the physical works tender (invited from five suppliers) is still "on hold" awaiting GWRC decision on the Resource Consent. 6. Gained confirmation from all suppliers that participated in the tender process that they are happy to extend the tender validity period. However there may be cost implications due to price and availability of rock. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 7. Confirmation on the affected party's position regarding their written approval – October 2017 8. Explore alternatives which would gain the affected party's written approval and consider compulsory acquisition process to obtain easement(s) for construction and maintenance. 9. Follow up with GWRC on the way forward if the affected party confirms that written approval is not an option (either limited notification or withdraw the application) – October/ November 2017 10. Evaluation of the physical works tender and Contract award depending on the outcome of the action No 6 and No 7 above . | | | |
| Risks (to programme, cost, quality, other) | | | |
| <ol style="list-style-type: none"> 1. There is a risk of this project not going ahead as the descendant identified by GWRC is one of probably many descendants. Gaining the written approval of old coach route owners is not an easy task. The ownership issue is extremely complex and resolution has been attempted a few times in the past, without success. | | | |

Wharemauku block wall (continued)

Issues (for elected member attention)

1. Legal advice recommends Council obtains easements for construction and maintenance of the wall on private land (including Old Coach Route). However due to the uncertainty with land ownership Council could use compulsory acquisition powers in the Public Works Act 1981 to acquire an easement which could take up to 12 months.
2. If the proposed block wall strengthening project does not go ahead, this will cause an issue due to the following:
 - The current block wall will become an illegal structure and Council may have to remove the block wall and consider alternative ways of protecting the sewer which would be expensive and complex.
 - Properties which were affected by the 'end effect' of the Marine Parade rock revetment were supportive of strengthening the block wall as this provides protection to their properties. If the block wall strengthening project does not go ahead, Council may have to consider alternative ways of mitigating the 'end effect' until a permanent solution is implemented in future.

Current year project costs to 30 September 2017

| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
|----------------|---------|----------------------|-----------------------------|------------------------------|------------------|
| This year | 2017/18 | 400,202 | 5,535 | 400,202 | |

| 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 | | |

Coastal management – financial results to 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2016/17 F/Y Budget \$000 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Total projects under \$250,000 | 5 | 60 | 240 |
| Total projects over \$250,000 | 60 | 338 | 1,350 |
| Total | 65 | 398 | 1,590 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 455 | Other operating expense | 37 | 89 | 356 |
| 373 | Depreciation and amortisation | 93 | 90 | 361 |
| 231 | Finance expense | 85 | 85 | 323 |
| 1,059 | Operating expenditure | 215 | 264 | 1,040 |
| 1,059 | NET OPERATING COSTS | 215 | 264 | 1,040 |
| - | Capital items | - | - | - |
| 941 | Asset renewal | 56 | 265 | 1,059 |
| 19 | New assets upgrade | 9 | 133 | 531 |
| 960 | Total capital items | 65 | 398 | 1,590 |
| 2,019 | NET COST OF ACTIVITY | 280 | 662 | 2,630 |
| | Funding sources | | | |
| 888 | Rates | 173 | 222 | 871 |
| 19 | Borrowings | 9 | 133 | 531 |
| 941 | Depreciation reserve | 56 | 265 | 1,059 |
| 171 | Unfunded depreciation | 42 | 42 | 169 |
| 2,019 | TOTAL SOURCES OF FUNDS | 280 | 662 | 2,630 |

Capital expenditure of \$65,000 is \$333,000 underspent due to delays with the Paekākāriki seawall. Different options for completion of the Paekākāriki seawall are being presented to the Council in October 2017.

Solid waste

Para ūtonga

Key developments for the 3 months to 30 September 2017

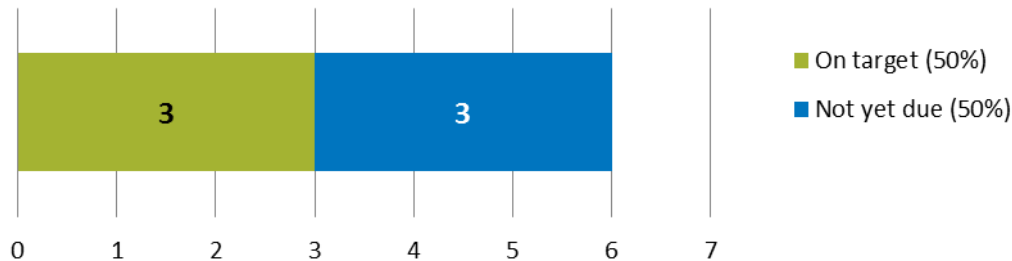
- The next stage of the landfill clay capping works has commenced, with the bulk of the works planned to be completed over the summer months.
- Council adopted the 2017-2023 Regional Waste Minimisation and Management Plan.
- The area where commercial collectors are required to collect recycling from their residential customers was extended to include higher density housing areas in Te Horo and Ōtaki.
- A range of waste education and waste minimisation activities were conducted, including facilitation of a “Repair Café” as part of No8 Wire Week in July, a waste audit and several meetings with the student council at Kenakena School in August 2017, and a waste audit at Paraparaumu Beach School in September 2017.
- A waste-free parenting workshop by an external presenter in September 2017 was supported and advertised.
- An event where Council staff removed litter from the gardens and stream by the Council offices was held as part of Keep New Zealand Beautiful’s annual clean-up week in September 2017.
- A two-day food truck event in August 2017 was run as a zero-waste event.

Performance measures summary

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

Solid waste KPIs

1 July to 30 September 2017



Three KPIs are on target and the remaining three are not yet due.

Projects – Summary

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

Performance measures

as at 30 September 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|---|---|-------------------|-------------|---|
| Otaihanga, Ōtaki and Waikanae facilities are open seven days a week and we licence kerbside collection services for our urban areas | Disposal facilities are open 357 days | 357 days per year | On target | No unplanned closures |
| | Licensed collectors are compliant with licence requirements | Achieve | On target | No official warnings issued |
| | Residents who are satisfied with the standard of kerbside collections | 85% | Not yet due | This measure will be reported in the fourth quarter |
| We remove illegally dumped waste | Illegally dumped waste is removed within two working days | 85% | On target | 61 of 72 service requests (85%) were responded to within two working days |
| We encourage waste minimisation and provide education information and advice | Residents who are satisfied with the waste minimisation education, information and advice available | 75% | Not yet due | This measure will be reported in the fourth quarter |
| | Waste minimisation community projects are successfully implemented | 80% | Not yet due | This measure will be reported in the second quarter. |

Project report

| Otaihanga landfill capping | | | | | |
|---|--|----------------|-----------------------|------------------------|------------|
| Description | Managing the collection of materials and construction of a capping layer for the Otaihanga landfill. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in the first quarter:</i> | | | | | |
| 1. Landfill capping progressed in the first quarter with all programmed work completed. | | | | | |
| <i>Upcoming milestones:</i> | | | | | |
| 2. No milestones to report. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. No current risks. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. No issues to report. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 511,504 | 46,303 | 511,504 | |

| <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 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual (\$'000) | 2017/18 F/Y Budget (\$'000) | 2017/18 F/Y Budget (\$'000) |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Total projects under \$250,000 | - | - | 7 |
| Total projects over \$250,000 | 47 | 41 | 511 |
| Total | 47 | 41 | 518 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 722 | Other operating expense | 151 | 191 | 799 |
| 420 | Depreciation and amortisation | 207 | 110 | 438 |
| 186 | Finance expense | 25 | 25 | 97 |
| 1,328 | Operating expenditure | 383 | 326 | 1,334 |
| | Revenue | | | |
| 528 | Fees and charges | 150 | 123 | 489 |
| 528 | Operating revenue | 150 | 123 | 489 |
| 800 | NET OPERATING COSTS | 233 | 203 | 845 |
| | Capital items | | | |
| 500 | Landfill Capping | 47 | 41 | 518 |
| 500 | Total capital items | 47 | 41 | 518 |
| 1,300 | NET COST OF ACTIVITY | 280 | 244 | 1,363 |
| | Funding sources | | | |
| 800 | Rates | 265 | 193 | 795 |
| 500 | Depreciation reserve | 47 | 41 | 518 |
| - | Movement in other reserves | (32) | 10 | 50 |
| 1,300 | TOTAL SOURCES OF FUNDS | 280 | 244 | 1,363 |

Stormwater

Whakahaere wai araha

Key developments for the 3 months to 30 September 2017

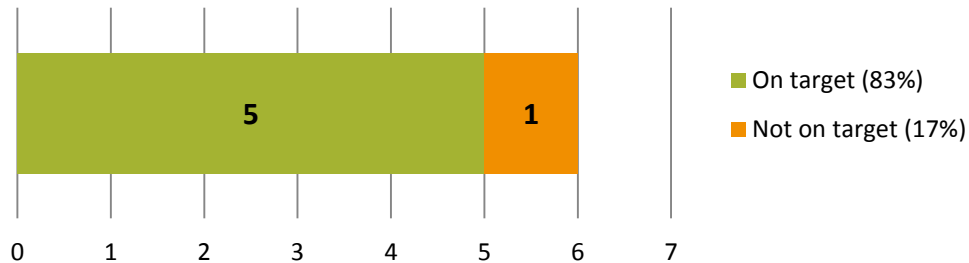
- Responded to 97 service requests related to stormwater and flooding in the first quarter of 2017/18, a reduction from 150 requests in the same quarter the previous year.
- Received draft conditions from Greater Wellington Regional Council (GWRC) for the stormwater discharge consent application . Working closely with GWRC to agree on a workable solution and, based on the negotiations, expect to gain the Resource Consent in the second quarter of the 2017/18 financial year.
- Lodged the annual compliance report of the stormwater discharge consent to GWRC in September 2017 for the 2016/17 financial year.
- Mazengarb stage 3 sediment removal consent, and the consent for removal of sediments from tributaries of Wharemauku stream, are still “on hold” awaiting contaminated sediment assessments and Iwi written approval.
- Sediment removal from remaining areas of Mazengarb stage 1 and 2 did not continue as planned, since GWRC requested Council to carry out contaminated sediment assessments as an additional item to the resource consent granted in 2016/17.

Performance measures summary

There are seven key performance indicators in the Stormwater Management activity. One of these¹ is not applicable this year, leaving six effective KPIs.

Stormwater KPIs

1 July to 30 September 2017



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

One KPI was not on target:

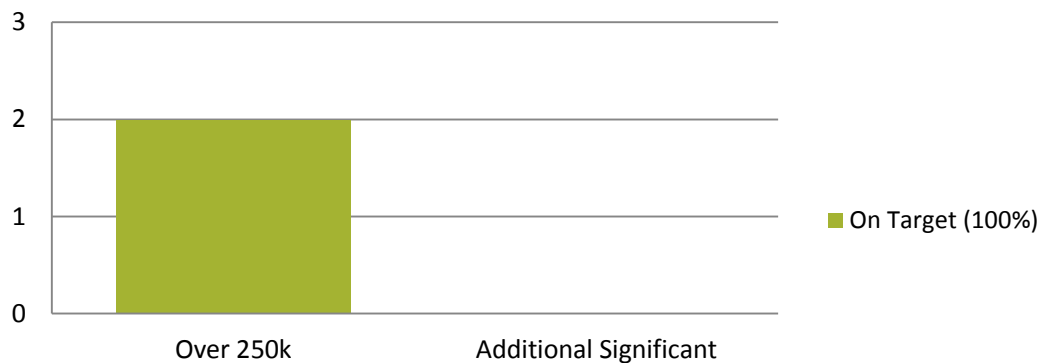
- The number of complaints about the performance of the stormwater system* has a target of 10 complaints per 1,000 connections for the year (which is a pro rata target of 2.5 per 1,000 for each quarter). Council received 78 flooding-related service requests (which are treated as complaints) this year, which is 3.6 per 1,000 connections. This is above the pro rata quarterly target which is not surprising given that it was a winter quarter.

Projects – Summary

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

Stormwater - Projects

as at 30 September 2017



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

Performance measures

as at 30 September 2017

| 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) | There were 78 flooding related service requests in the first quarter. Of those requests 31 were urgent and the median response time was 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 47 non-urgent requests in the first quarter. |
| | Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks | 90% | On target (100%) | There was one building related request (a garage) and it was visited within 3 days. |
| | Number of complaints received about the performance of the district's stormwater system <i>(DIA mandatory measure)</i> | Less than 10 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i> | Not on target | Of the 97 requests this quarter, 78 can be regarded as complaints. (= 3.56 per 1,000 connections). A pro rata quarterly target is 'less than 2.5 complaints per 1,000 connections'. |
| | Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the council's activity management plan <i>(DIA mandatory measure)</i> | Achieve | N/A | Due to budget limitations no major flood protection construction works are planned in 2017/18 financial year. All the work being done in this area in 2017/18 is design of future projects. |
| | Number of buildings (habitable floors) reported to be flooded as a result of a less than 1-in-50 year rain event <i>(DIA mandatory measure)</i> | Less than 3 per 1000 properties connected to the council's stormwater system | On target | Flooding reported for one garage only, no habitable floors. |

SP-17-356 Appendix B – Activity report to 30 September 2017

| 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) | No non-compliance with council's resource consents for discharge from its stormwater system in the first quarter. |

Project reports

Major stormwater projects

| | | | | | |
|--|--|----------------|-----------------------|------------------------|------------|
| Description | The major stormwater project covers the design of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events) These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damages due to flooding. The projects covered under this category are: Stormwater upgrades for Kena Kena, Moa Road, Alexander bridge, Kakariki, Titoki and Karaka Grove. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. Finalisation of the concept designs and commencement of the resource consent application for Kena Kena project. | | | | | |
| 2. Commencement of concept designs for Moa Road, Karaka Grove and Kakariki projects. | | | | | |
| Upcoming milestones: | | | | | |
| 3. Commencement of the detailed designs of the under capacity network for Kena Kena project- October 2017. | | | | | |
| 4. Commencement of concept designs for Alexander bridge – November 2017 | | | | | |
| 5. Lodgement of Resource Consent application with GWRC for Kena Kena project – December 2017. | | | | | |
| 6. Completion of concept designs for Moa Road, Karaka Grove and Kakariki projects – December 2017. | | | | | |
| 7. Completion of concept designs for Titoki – December 2017. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None at this stage | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Charnwood Grove, Makora Road and Amohia Street stormwater upgrade projects were part of the major projects category, but due to budget limitations these projects have been removed from this year's programme. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 610,958 | 52,668 | 610,958 | |

Category

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

Timeliness

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

Budget

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

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 first quarter: | | | | | |
| 1. Commencement of construction for Hookway Grove stormwater upgrade project. | | | | | |
| 2. Commencement of detailed designs for 95-117 Riwai Street stormwater extension project. | | | | | |
| 3. Identification of project locations for other minor stormwater improvements. | | | | | |
| Upcoming milestones: | | | | | |
| 4. Completion of Hookway Grove stormwater upgrade project – December 2017 | | | | | |
| 5. Completion of detailed designs and selection of a physical works contractor for 95-117 Riwai Street stormwater extension project – December 2017 | | | | | |
| 6. Finalisation of scope of work in each project location and selection of physical works contractors for minor stormwater improvements projects – December 2017 | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None at this stage. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. A number of sub-projects where minor improvements were originally planned in 2017/18 were deferred to next financial year due to budget limitations. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 820,828 | 63,301 | 820,828 | |

| | | | |
|-----------------|--|-----------------------|------------------------|
| <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 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Total projects under \$250,000 | 23 | 5 | 20 |
| Total projects over \$250,000 | 116 | 358 | 1,432 |
| Total | 139 | 363 | 1,452 |

Cost of activity statement

| 2015/16 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|---|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 1,405 | Other operating expense | 164 | 386 | 1,544 |
| 1,084 | Depreciation and amortisation | 290 | 313 | 1,250 |
| 1,024 | Finance expense | 247 | 247 | 942 |
| 3,513 | Operating expenditure | 701 | 946 | 3,736 |
| | Revenue | | | |
| 45 | Fees and charges | 13 | 17 | 66 |
| 152 | Development and financial contributions revenue | 48 | 13 | 52 |
| 197 | Operating revenue | 61 | 30 | 118 |
| 3,316 | NET OPERATING COSTS | 640 | 916 | 3,618 |
| | Capital Items | | | |
| 844 | Asset renewal | - | - | - |
| 2,025 | New assets upgrade | 139 | 363 | 1,452 |
| 2,869 | Total capital items | 139 | 363 | 1,452 |
| 6,185 | NET COST OF ACTIVITY | 779 | 1,279 | 5,070 |
| | Funding sources | | | |
| 3,468 | Rates | 688 | 929 | 3,670 |
| 1,038 | Borrowings | 113 | 363 | 1,452 |
| 404 | Depreciation reserve | - | - | - |
| 1,426 | Development and financial contributions | 26 | - | - |
| (152) | Reserves & special funds | (48) | (13) | (52) |
| 6,185 | TOTAL SOURCES OF FUNDS | 779 | 1,279 | 5,070 |

Net Operating Costs of \$640,000 are \$276,000 favourable to budget, largely due to open drains maintenance work being put on hold while awaiting contaminated sediment assessments at the request of GWRC.

Capital expenditure of \$139,000 is \$224,000 underspent due to timing factors with both the minor and major stormwater project work.

Wastewater management

Whakahaere wai

Key developments for the 3 months to 30 September 2017

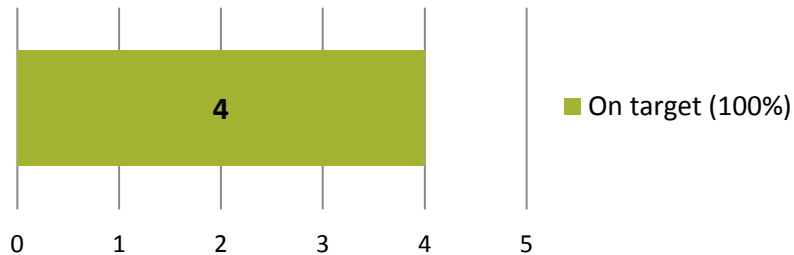
- The site works for the new dissolved air flotation (DAF) plant at the Paraparaumu Wastewater Treatment Plant have started. The DAF has been craned onto the pad and ancillary service installation is underway in preparation for commissioning.
- The development and design of the 2017/18 wastewater pipe renewals programme was started and the consultant engaged in scoping the detailed design and contract documents.
- The Paraparaumu Wastewater Treatment Plant inlet works project has commenced with the engagement of a consultant to undertake the first phase. This will develop the concept design and assess the procurement approach for this complex project with the intention of going to tender in the next financial year. The project is complex as it needs to consider maintaining the existing plant operation, influent flows from the new Waikanae Duplicate Rising Main, planning for future septage for the region all on an operational Wastewater Treatment Plant site.
- An approach to an Iwi engagement framework for the reuse of biosolids in Kāpiti is being considered by Te Whakaminenga o Kāpiti. It is intended that this will be undertaken through the Lower North Island Collective Biosolids strategy project and will inform the Councils long term biosolids strategy.

Performance measures summary

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

Wastewater KPIs

1 July to 30 September 2017



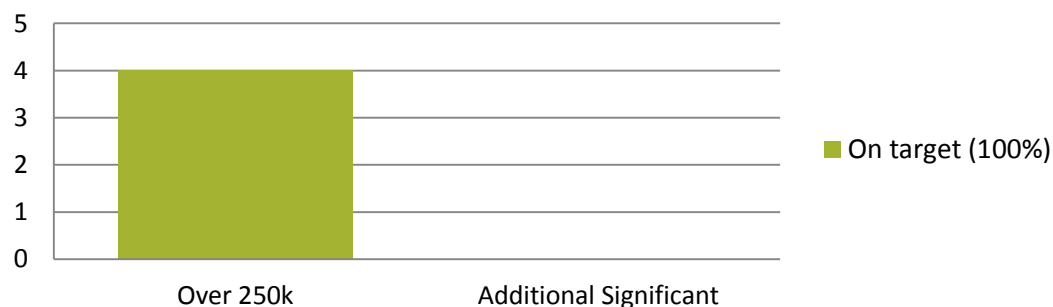
All four KPIs with prescribed targets were on target at the end of the first quarter.

Projects – Summary

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

Wastewater - Projects

as at 30 September 2017




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

Performance measures

as at 30 September 2017

| 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 (28 minutes) | Median attendance time was 28 minutes, for 35 blockages or faults attended in the year to date. (2016/17 result was 22 minutes for 122 events) |
| | Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i> | Less than or equal to 5 hours | On target (1 hour and 56 minutes) | Median resolution time was 1 hour and 56 minutes for 35 blockages or faults resolved in the year to date. (2016/17 result was 2 hours, 7 minutes for 122 events) |
| | Number of complaints received by council about any of the following: a) sewage odour; b) sewerage system faults; c) sewerage system blockages, and d) council's response to issues with the sewerage system. <i>(DIA mandatory measure)</i> | Monitor against 2015/16 base line of 7.2 or less complaints per 1,000 connections. | Monitor only (1.9 complaints per 1,000 connections) | 37 complaints were received in the year to date (from a total of 19,856 connections). This measure is being monitored to assess performance over time. (2016/17 result was 6.5 complaints per 1,000 connections) |
| We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible | Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i> | Less than 5 per 1000 connections to council's sewerage system | On target (0.15 overflows per 1000 connections) | 3 overflows from the wastewater system in the year to date (total of 19,856 connections). (2016/17 result was 0.30 overflows per 1,000 connections) |
| | Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i> | None | On target (none) | No non-compliance actions this year. |

Project reports

| Waikanae duplicate rising main | | | |
|--|--|---|---------------|
| Description | <p>This project will duplicate the rising main from Waikanae's terminal wastewater pumping station to the Paraparaumu wastewater treatment works.</p> <p>The project was planned in two stages: the first stage was timed to take advantage of the M2PP Expressway construction programme and any cost savings from installing the pipeline along the full length of the expressway; the second stage completes final connections at each end of the expressway.</p> | | |
| Group | Infrastructure | | |
| Status | Category | Timeliness | Budget |
| | |  ✓ | \$ ✓ |
| Comments (latest developments/upcoming milestones/critical activities) | | | |
| <p><i>Developments in the first quarter:</i></p> <ol style="list-style-type: none"> 1. Initial investigations to confirm the final alignment of the rising main outside of the Expressway designation, along Te Moana Road to the pumping station and to the Paraparaumu Wastewater Treatment Plant (WWTP) have been completed. The location of services from these investigations will require minor changes to the design before it is finalised. Once the final design is confirmed the works can be procured and constructed. 2. The preparation of the contract documents for the completion of the duplicate rising main and associated works has started and will complete the investigations necessary to tender the works. 3. Discussions are progressing to resolve the land ownership issues. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 4. Confirm alignment of final section of the rising main in the expressway alignment from north of the bridge through to Te Moana Road– this section was never completed with the expressway itself, due to land ownership issues. 5. Tendering of the contract for the construction of rising main installation at each end of the expressway designation to the Paraparaumu Wastewater Treatment Plant and along Te Moana Road to the pumping station. | | | |
| Risks (to programme, cost, quality, other) | | | |
| <ol style="list-style-type: none"> 1. Finalisation of alignment approvals for the closing section to Te Moana Road may delay completion to later this year. 2. Services congestion along Te Moana Road may require changes to design that may incur some additional costs. | | | |
| Issues (for elected member attention) | | | |
| <ol style="list-style-type: none"> 1. Parts of the project have been delayed while NZTA resolves some land ownership issues. It is still expected to complete in this financial year. | | | |

Waikanae duplicate rising main (continued)**Current year project costs to 30 September 2017**


| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
|----------------|---------|----------------------|-----------------------------|------------------------------|------------------|
| Previous year | 2015/16 | 250,000 | 1,924,007 ¹ | 1,924,007 | |
| Last year | 2016/17 | 947,020 | 819,091 | 819,091 | |
| This year | 2017/18 | 1,142,700 | 19,997 | 1,215,500 | |
| Total | | 2,339,720 | 2,763,096 | 3,958,998¹ | |

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

| <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 | | |

| Wastewater treatment plant dissolved air flotation package | | | | | |
|---|--|----------------------|-----------------------------|------------------------------|------------------|
| Description | This project is to replace the aging existing Dissolved Air Flotation (DAF) process unit at the Paraparaumu wastewater treatment plant (WWTP). Dissolved Air Flotation is a key process in the efficient management and disposal of waste activated sludge and production of biosolids from the plant. The renewal/upgrade is being procured through two construction contracts, the first a replacement DAF plant (which is complete) and the second for the enabling ancillary works at the plant. | | | | |
| | The project will increase operational efficiencies and provide flexibility and additional capacity to meet any future growth. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | Budget | | |
| | | 🕒 ✓ | \$ ✓ | | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. The ancillary works contract was awarded in late 2016/17. Site works to facilitate installation of the DAF equipment have progressed, including procurement of ancillary mechanical equipment and the installation of the supporting base slab and placement of the main DAF unit. Delays involving poor weather conditions and discovery of buried services have slowed progress. | | | | | |
| 2. The completion of the DAF installation is now programmed for the second quarter of 2017/18. | | | | | |
| Upcoming milestones: | | | | | |
| 3. Completion of ancillary works and install of DAF package plant. | | | | | |
| 4. The commissioning of the new DAF plant. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Nothing to report, project has been delayed as explained above. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. None at present. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2016/17 | 391,282 | 391,282 | 391,282 | |
| This year | 2017/18 | 315,159 | 134,954 | 315,453 | |
| Total | | 706,441 | 526,236 | 706,735 | |

Wastewater reticulation renewals

| | | | | | |
|---|--|---|-----------------------|------------------------|------------|
| Description | The 2017/18 Wastewater Reticulation Renewals programme will replace wastewater reticulation pipework. This scheme will address asset renewal and growth issues in the region, based on risk and condition assessment criteria. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | Budget | | |
| | |  ✓ | \$ ✓ | | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. The development and design of the 2017/18 wastewater pipe renewals programme was started and the consultant engaged in scoping the detailed design and contract documents. | | | | | |
| 2. Further closed-circuit TV survey information, collected earlier in the year, is being assessed by a specialist service provider and will also be supplied to an awaiting programme consultant. | | | | | |
| Upcoming milestones: | | | | | |
| 3. Development of a works programme, and engagement with the construction market during quarter two of 2017/18. | | | | | |
| 4. Construction works execution during quarters three and four of 2017/18. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Scope of works exceeds Budget (and so works deferred) once market approached. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. None at present. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 687,142 | 17,922 | 603,980 | |

Category

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

Timeliness


| | |
|-----|-------------------|
| 🕒 ▲ | ahead of schedule |
| 🕒 ✓ | on time |
| 🕒 ▼ | behind schedule |
| 🕒 🖐 | on hold |

Budget

| | |
|------|-------------------|
| \$ 🕒 | budget underspend |
| \$ ✓ | on budget |
| \$ 🖐 | budget overspend |

Other major capital expenditure projects

Ōtaki Wastewater Treatment Plant consent upgrades

| | | | | | |
|---|--|----------------------|-----------------------------|------------------------------|---|
| Progress | <i>Developments in first quarter:</i> <ul style="list-style-type: none">The findings of the options workshop have been reported for review and development of the preferred option <i>Upcoming milestones 2017/18:</i> <ul style="list-style-type: none">Concept development workshop.Preferred option selection and recommendation report. | | | Status | |
| | | | | Timeliness |  ✓ |
| | | | | Budget | \$✓ |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2016/17 | 63,000 ¹ | 62,615 | 62,615 | |
| This year | 2017/18 | 186,043 | 31,974 | 185,777 | |
| Total | | 249,043 | 94,409 | 248,392 | |

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

| <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 | | |

Wastewater management – financial results to 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|--------------------------------|---|---|---|
| Total projects under \$250,000 | 63 | 215 | 821 |
| Total projects over \$250,000 | 266 | 996 | 2,335 |
| Total | 329 | 1,211 | 3,156 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|-------------------------------------|---|---|---|---|
| | Expenditure | | | |
| 3,693 | Other operating expense | 1,178 | 1,112 | 4,449 |
| 3,472 | Depreciation and amortisation | 748 | 746 | 2,981 |
| 938 | Finance expense | 225 | 225 | 861 |
| 8,103 | Operating expenditure | 2,151 | 2,083 | 8,291 |
| | Revenue | | | |
| 99 | Development and financial contributions revenue | 80 | 37 | 150 |
| 99 | Operating revenue | 80 | 37 | 150 |
| 8,004 | NET OPERATING COSTS | 2,071 | 2,046 | 8,141 |
| | Capital items | | | |
| 791 | Asset renewal | 277 | 516 | 1,827 |
| 1,216 | New assets upgrade | 52 | 695 | 1,329 |
| 2,007 | Total capital items | 329 | 1,211 | 3,156 |
| 10,011 | NET COST OF ACTIVITY | 2,400 | 3,257 | 11,297 |
| | Funding sources | | | |
| 7,424 | Rates | 1,984 | 1,916 | 7,621 |
| 394 | Borrowings | 52 | 695 | 1,329 |
| 336 | Depreciation reserve | 277 | 516 | 1,827 |
| 1,210 | Development and financial contributions | - | - | - |
| 64 | Movement in other reserves | - | - | - |
| (99) | Reserves & special funds | (80) | (37) | (150) |
| 678 | Unfunded depreciation | 167 | 167 | 670 |
| 10,009 | TOTAL SOURCES OF FUNDS | 2,400 | 3,257 | 11,297 |

Capital expenditure of \$329,000 was \$882,000 underspent mainly due to delays in the Waikanae duplicate rising main and the installation of the dissolved air flotation plant, these delays are not expected to stop the projects being completed this year..

Water management

Whakahaere wai

Key developments for the 3 months to 30 September 2017

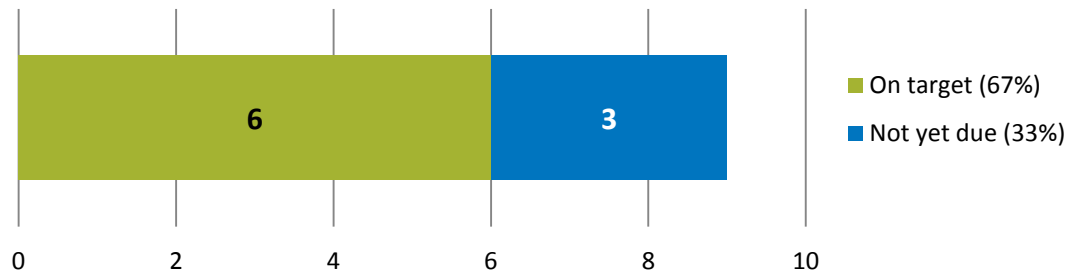
- River recharge baseline environmental monitoring data is being used to prepare the ongoing mitigations plans and update the consents. The next activity is to prepare the ongoing mitigations plans and have those approved by Greater Wellington Regional Council ready for the 2017/18 summer season.
- Works on the Riwai Reservoir roof renewal contract have commenced, having cleaned the roof surface in preparation for the repairs and application of the new coating. Coating application was briefly halted in this quarter due to the excessively wet conditions, and work has now recommenced with completion expected in the second quarter of 2017/18.
- A 60m length of 100mm water main in Callander Terrace was re-laid due to the berm trees crushing the original main. A 65m length of 150mm water main in Manly Street was re-laid to reconnect two sections of pipe after prior temporary repairs. A trenchless 'pipe-bursting' technology was used to lay the new pipe in both cases, which minimised disruption to the public, reduced costs and minimised the construction period.

Performance measures summary

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

Water KPIs

1 July to 30 September 2017



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

The results for three KPIs are not yet due.

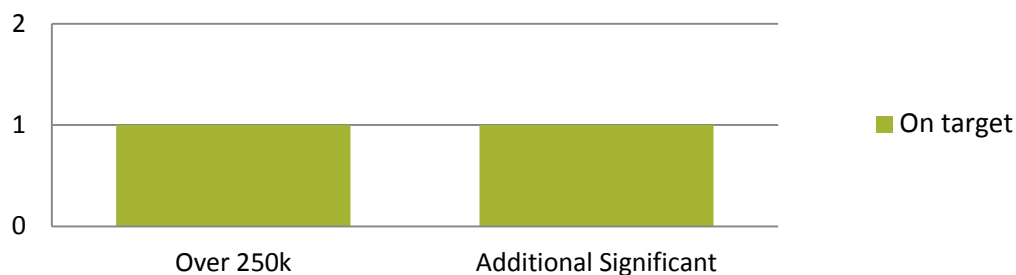
Projects – Summary

There are two water management projects. The pipe renewals project and the River Recharge with Groundwater post construction compliance monitoring project (the former is an over \$250,000 capex project and the latter is an additional significant project).

Both projects are on target.

Water - Projects

as at 30 September 2017



Performance measures

as at 30 September 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|---|---|---|-------------|---|
| We provide a continuous potable water supply that meets NZ drinking water standards | Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i> | Urgent = less than or equal to 1 hour | On target | Median attendance time was 15 minutes for 13 urgent water interruptions. |
| | | Non-urgent = less than or equal to 3 days | On target | Median attendance time was 1 hour 35 minutes for 200 non urgent water faults. |
| | Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i> | Urgent = less than or equal to 5 hours | On target | Median resolution time was 20 minutes for 13 urgent water interruptions. |
| | | Non-urgent = less than or equal to 4 days | On target | Median resolution time was 5 hours 24 minutes for 200 non urgent water faults. |
| | Measure the extent to which the district's drinking water supply complies with: a) part 4 of the drinking-water standards (bacteria compliance criteria); and b) part 5 of the drinking-water standards (protozoal compliance criteria) <i>(DIA mandatory measure)</i> | a) Achieve | Not yet due | Compliance results are not due until the end of the year. (2016/17 result was 100% compliance with part 4 of the drinking water standards) |
| | | b) Achieve | Not yet due | Compliance results are not due until the end of the year. New micro-filters have been purchased and are due to be installed in Paekākāriki and Hautere to bring these supplies up to full compliance. The Ōtaki supply will not be 100% compliant until a reservoir is built. (2016/17 result was less than 100% compliance for the Ōtaki, Hautere and Paekākāriki supplies.) |

SP-17-356 Appendix B – Activity report to 30 September 2017

| 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% | Not yet due | Resident Opinion Survey result not due until later in the year. Survey results for this KPI have shown steady improvement since the introduction of the river recharge scheme. (2016/17 result was 81%) |
| | 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) | Maintain or reduce 2014/15 baseline (4.7 per 1,000 connections) | On target (0.74 per 1,000) | A total of 17 'complaints' were logged during this first quarter (4 water quality complaints and 13 service requests for no water supply). With a total 23,020 connections 17 complaints translates to 0.74 complaints per 1,000 connections. (Note: a further 12 water pressure complaints were logged, but we've excluded those for consideration against the target as there was no data on water pressure complaints in the 2014/15 baseline). |
| We encourage the sustainable use of potable water and aim to reduce water loss from our water network | Peak water consumption per person declines to 400 litres per person per day (plus 90 litres per person for water loss) by 2016/17 | 490 litres per person per day by 2016/17 and maintained thereafter | On target (307 l/p/d) | Peak day water use this first quarter was 307 l/p/d. The 2016/17 result was 375 l/p/d (water use increases during the drier summer months.) (Average use was 280 l/p/d in the first quarter. The 2016/17 result was 315 l/p/d) |
| | Percentage of real water loss from the council's networked reticulation system. (DIA mandatory measure ¹) | Establish a baseline in 2015/16 (23.6%) that is no greater than 2014/15 and monitor | Monitor only | The water loss from the council's network for 2017/18 will be calculated at the end of the year. In 2016/17 the percentage of water losses were calculated at 23.5% (3,489 m3/day +/- 9.2%). |

¹ DIA real water loss measure includes estimated meter under-registration and theft.

Project reports

| Pipe renewals | | | | | |
|--|---|----------------|-----------------------|------------------------|------------|
| Description | This project covers the reticulated network pipe renewals for 2017/18 in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki. Works are planned for two main areas based on condition assessment. | | | | |
| | This work includes reactive and planned network renewals activities. | | | | |
| Group | Infrastructure | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒 ✓ | | \$ ✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. The final works (rehabilitation) for the Callendar Terrace and Manly Street service mains upgrades was completed. | | | | | |
| 2. It has been agreed with the Roding team that services crossing the Ringawhati Road Bridge, affected by the bridge extension, will be upgraded after the completion of the bridge works (deferring pipework upgrades until 2018/19). | | | | | |
| 3. Design work for the Ames Street (Stage 2) supply pipework upgrades has been completed. | | | | | |
| 4. The Water Laterals Replacement contract is still being executed, following on from activities undertaken in 2016/17, thus planned renewals work is being undertaken alongside recently identified urgent individual lateral replacements. | | | | | |
| Upcoming milestones | | | | | |
| 5. At the end of the second quarter of 2017/18 a review of planned and unplanned works budgets will take place so as to refine the programme (including laterals upgrades) for the remainder of 2017/18. | | | | | |
| 6. Ames Street supply pipework upgrades are planned for quarter four of 2017/18, following scope refinement and tendering in quarter three. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None at present. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 510,050 | 67,425 | 442,748 | - |

Additional significant project

River Recharge with Groundwater scheme – Post construction compliance monitoring

| | | | |
|----------|---|-------------|-----|
| Progress | <p><i>Developments in first quarter:</i></p> <ul style="list-style-type: none"> The annual reports for the river recharge scheme were submitted to Greater Wellington Regional Council in accordance with the consents. The three year baseline environmental monitoring completion reports were also submitted to Greater Wellington Regional Council for consideration. These reports set out the proposed ongoing mitigation plans for the future operation of the scheme. An Adaptive Management Group and consent stakeholder meeting was held in August 2017 to review the annual reports and comment on the development approach for the ongoing mitigations plans. <p><i>Upcoming milestones</i></p> <ul style="list-style-type: none"> Completion and submission of the ongoing mitigations plans for Greater Wellington Regional Council consideration and approval. A review and comment on the ongoing mitigations plan measures by the Adaptive Management Group and consent stakeholder for Greater Wellington Regional Council information. | Status | |
| | | Timeliness- | 🕒✓ |
| | | Budget | \$✓ |

Current year project costs to 30 September 2017

| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
|----------------|---------|----------------------|-----------------------------|------------------------------|------------------|
| Last year | 2016/17 | 255,004 | 291,682 | 291,682 | |
| This year | 2017/18 | 255,750 | 2,906 | 255,750 | |
| Total | | 510,754 | 294,588 | 547,432 | |

Category

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

Timeliness

| | |
|----|-------------------|
| 🕒▲ | ahead of schedule |
| 🕒✓ | on time |
| 🕒▼ | behind schedule |
| 🕒👉 | on hold |

Budget

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

Water management – financial results to 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual (\$'000) | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|--------------------------------|-----------------------------------|--------------------------------|--------------------------------|
| Total projects under \$250,000 | 11 | 162 | 471 |
| Total projects over \$250,000 | 103 | 32 | 297 |
| Total | 114 | 193 | 768 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|---|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 4,102 | Other operating expense | 826 | 969 | 3,874 |
| 2,696 | Depreciation and amortisation | 665 | 677 | 2,703 |
| 1,798 | Finance expense | 486 | 486 | 1,859 |
| 8,596 | Operating expenditure | 1,977 | 2,132 | 8,436 |
| | Revenue | | | |
| 37 | Fees and charges | 13 | 10 | 39 |
| 422 | Development and financial contributions revenue | 362 | 26 | 103 |
| 459 | Operating revenue | 375 | 36 | 142 |
| 8,137 | NET OPERATING COSTS | 1,602 | 2,096 | 8,294 |
| | Capital items | | | |
| 870 | Asset renewal | 114 | 193 | 768 |
| 68 | New assets upgrade | - | - | - |
| 938 | Total capital items | 114 | 193 | 768 |
| 9,075 | NET COST OF ACTIVITY | 1,716 | 2,289 | 9,062 |
| | Funding sources | | | |
| 8,430 | Rates | 1,932 | 2,090 | 8,269 |
| 68 | Borrowings | - | - | - |
| 813 | Depreciation reserve | 114 | 193 | 768 |
| 56 | Development and financial contributions | - | - | - |
| (422) | Reserves & special funds | (362) | (26) | (103) |
| 130 | Unfunded depreciation | 32 | 32 | 128 |
| 9,075 | TOTAL SOURCES OF FUNDS | 1,716 | 2,289 | 9,062 |

Net operating costs of \$1.60 million are \$494,000 favourable to budget due to lower other operating expenses and higher than expected development and financial contributions.

Capital expenditure is \$79,000 underspent largely because there has been less spent on unplanned renewals than had been allowed for.

Community Services

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

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 30 September 2017

Property

- A total of 344 external Service Requests were processed during the first quarter of 2017/18 (comparable data for requests generated last year is unavailable).
- The draft Funding Contribution and Access Agreement supporting Council's \$1.6 million contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre has been finalised, a report will to be brought back to Council for consideration shortly.
- Two housing for older persons units have been renewed as part of the annual Community Facilities program.
- A Licence to Occupy Agreement with Otaki Boat Club for the use of the property at 37 Moana Street, Ōtaki was completed. The agreement allows the Club to use the garage for storing the Club tractor and the occasional use of the house for Club meetings.

Community support

- The annual reporting for Year Two of the Youth Development Centre was delivered with all of the outcomes being met for 2016/17 by Zeal Education Trust. Outcomes achieved included over 1,200 young people being engaged in Music Box satellite services, 450 young people participated in events organised by Gateway event management students, and 163 young people participated in youth-led events in parks and libraries.
- The Youth Council partnered with YouthQuest and Kapiti Youth Support to provide a General Elections Forum for young people, at Kapiti Youth Support on 24 August 2017. Over 60 young people attended this forum and heard from MPs. The Youth Council delivered a social media photo campaign leading up to the election focused on 'What would you ask the prime minister?' – reaching 3,800 people through the Youth Council Facebook page.
- Council in partnership with Volunteer Kāpiti delivered three workshops and a forum for the not-for-profit sector to support the development of financial sustainability and grow the capacity of our not-for-profit volunteer workforce. A workshop on strengthening governance was attended by over 30 participants. A workshop about social enterprise was attended by over 55 people. Evaluation shows that over 95% felt the workshops were highly valuable. The Ōtaki social enterprise workshop was followed by an open forum which was attended by 40 people from across the district. This forum sparked the development of a new network focused on developing social enterprise in Kāpiti.

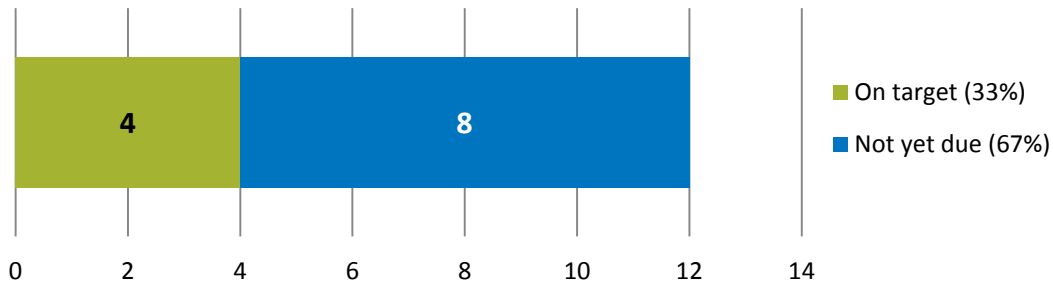
- Council is developing a new approach for how it invests in services addressing social priorities in our community. A starting point for this work was a half day forum attended by over 25 different organisations in early August.
- Council's partnership with SparkNZ has provided an electric vehicle charging installation at the Waikanae Park n' Ride carpark. This is one of four chargers co-funded with Spark as part of an electric vehicle charging project.
- In August 2017, the Council made a decision to provide additional funding of \$11,478 to the Community Centre Trust to enable the Te Newhanga, Kāpiti Community Centre to maintain it's current level of service to the community.
- In September 2017, Council provided \$33,000 to 18 not-for-profit community groups and organisations through the Community Grants Scheme.
- Council continues to support a range of advisory groups including the Kāpiti Coast Older Persons' Council. In July, the Older Persons Council presented a formal report to Council's Strategy and Policy Committee. This year the Older Persons Council will focus on Age Friendly communities with a priority focus on: Age Friendly Businesses, housing and health.
- The Council's Eco Design Advisory service provided 68 two-hour home consultations, 55 short appointments and nine presentations to organisations and community groups including local Real estate agents, Te Wananga O Raukawa and an education session with students from Ōtaki College.

Performance measures summary

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

Community facilities and support KPIs

1 July to 30 September 2017



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

Eight KPIs are reliant on information that won't be available until later in the year.

Projects – Summary

There is one Community facilities and community support project, the Kāpiti youth development centre. Zeal was successful in their second application to the Lotteries Commission for funding. The target date for the opening of the Centre is June 2018.


Performance measures

as at 30 September 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|---|--|--------|--------------------|---|
| Council owned property | | | | |
| We provide a good standard of comfort, convenience, quality and usability of the library buildings | Users that are satisfied with the standard of the library building facilities | 85% | Not yet due | Results from annual Library Users Survey not due until the fourth quarter. (2016/17 result was 97%) |
| Council hall hirers are satisfied that the halls meet their needs | Users that are satisfied with halls | 80% | Not yet due | Result from the annual Hall Hirers Survey not due until the fourth quarter. (2016/17 result was 97%) |
| Our housing for the older persons' rents are fair and reasonable, the service and facilities are of a good standard and our high occupancy rates are maintained | Occupancy rate of housing for older persons units | 97% | On target (99.73%) | Result from property team records. |
| | Housing for older persons tenants that rate services and facilities as good value for money | 85% | Not yet due | Results from annual tenant survey not due until the fourth quarter. (2016/17 result was 99%) |
| | Housing for older persons tenants that are satisfied with services and facilities | 85% | Not yet due | Results from annual tenant survey not due until the fourth quarter. (2016/17 result was 97%) |
| We ensure that council-owned buildings are fit for purpose | Percentage of council-owned buildings that have a current building warrant of fitness (where required) | 100% | On target (100%) | All building warrants of fitness issued on time. |
| Our toilets are clean, feel safe, and are well maintained | Residents that are satisfied that public toilets are clean, well-maintained and safe | 75% | Not yet due | Resident Opinion Survey result not due until later in the year. (2016/17 result was 88%) |
| | Urgent requests in regard to public toilet facilities that are responded to within four hours | 98% | On target (98%) | Of the 42 service requests one of those was not achieved. |

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|--|--|--|--------------|--|
| Community support | | | | |
| We provide resources to the community for capacity building and service provision focused on community priorities and we provide the youth council, older persons' council and the accessibility advisory group with opportunities to influence the content of council strategies, policies and project planning | Community groups that are satisfied with the advice and support provided by council | 85% | Not yet due | Not due to be surveyed until late in fourth quarter. (2016/17 result was 94%) |
| | The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning | Satisfied | Not yet due | Not due to be surveyed until late in fourth quarter. (2016/17 result was 94%) |
| | Residents who are satisfied with the council's community support services | 85% | Not yet due | Resident Opinion Survey result not due until later in the year. (2016/17 result was 92%) |
| We provide support for community measures that promote diversity and connectedness | Community connectedness and diversity projects and initiatives planned for year are progressed or completed | 85% | On target | Continued to facilitate community workshops for not-for-profit community groups on sustainable funding |
| 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 | |

Project report

| Kāpiti youth development centre | | | | | |
|---|---|---|-----------------------------|------------------------------|------------------|
| GL codes | GL13951 | | | | |
| Description | To progress the development of a youth development centre in the Kāpiti district. | | | | |
| Group | Strategy and planning | | | | |
| Status | Category | Timeliness | | Budget | |
| | |  ▼ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| <i>Developments in first quarter:</i> | | | | | |
| 1. The target date for the opening of the centre is scheduled for June 2018 (Year Three). | | | | | |
| <i>Upcoming milestones</i> | | | | | |
| 2. Building work will commence in the second quarter. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. Securing building contractors to undertake the project. Previously Crowe Construction was awarded the contract, since this time the designs have changed to accommodate the overall reduction of funding available for the project. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. The Council may come under criticism for not delivering the Youth Development Centre to its original timeframe. It is important to note that the Council has fully supported Zeal and this is evident in the re-purposing of funding to support the build. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2017/18 | 325,023 | 325,000 | 325,023 | |

| <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 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual (\$'000) | 2017/18 YTD Budget (\$'000) | 2017/18 F/Y Budget (\$'000) |
|--------------------------------|--|--|--|
| Total projects under \$250,000 | 46 | 120 | 486 |
| Total projects over \$250,000 | 325 | 325 | 325 |
| Total | 371 | 445 | 811 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|-------------------------------------|---|---|---|---|
| | Expenditure | | | |
| 3,745 | Other operating expense | 1,026 | 956 | 3,817 |
| 881 | Depreciation and amortisation | 282 | 250 | 999 |
| 163 | Finance expense | 13 | 13 | 49 |
| 4,789 | Operating Expenditure | 1,321 | 1,219 | 4,865 |
| | Revenue | | | |
| 1,153 | Fees and Charges | 305 | 296 | 1,202 |
| 83 | Development and Financial Contributions Revenue | 105 | 12 | 48 |
| 63 | Other Operating Revenue | 20 | 43 | 43 |
| 1,299 | Operating Revenue | 430 | 351 | 1,293 |
| 3,490 | NET OPERATING COSTS | 891 | 868 | 3,572 |
| | Capital Items | | | |
| 283 | Asset Renewal | 46 | 100 | 461 |
| 1 | New Assets Upgrade | 325 | 345 | 350 |
| 284 | Total Capital Items | 371 | 445 | 811 |
| 3,774 | NET COST OF ACTIVITY | 1,262 | 1,313 | 4,383 |
| | Funding sources | | | |
| 2,430 | Rates | 714 | 598 | 2,492 |
| 1 | Borrowings | 325 | 345 | 350 |
| 283 | Depreciation reserve | 46 | 100 | 461 |
| (83) | Reserves & Special Funds | (105) | (12) | (48) |
| 1,143 | Unfunded Depreciation | 282 | 282 | 1,128 |
| 3,774 | TOTAL SOURCES OF FUNDS | 1,262 | 1,313 | 4,383 |

Economic development

Whakawhanake umanga

Key developments for the 3 months to 30 September 2017

- Council and the Kāpiti Youth Pathways to Employment Group partnered to deliver a website to provide a digital presence to support the Kāpiti Youth Passport and host a mixer event. The event aimed to introduce the Youth Passport to a range of potential employees and young people who had been part of piloting the Passport. Over 70 people participated in the mixer event including students from Ōtaki College and YouthQuest.
- Council supported a local Startup Weekend initiative, where 27 participants (ranging from college-aged students to retirees) including participants from Auckland and Christchurch participate in Kāpiti Startup Weekend. The initiative gives an opportunity for hands-on experience where entrepreneurs and aspiring entrepreneurs can find out if their startup idea is viable and build new capabilities.
- Research work continues to inform the development of a plan for business and talent attraction and retention that aligns with the Kāpiti Economic Development Strategy. Data collation and analysis pertaining to economic impacts of the expressway on retail centres in the Kāpiti district derived from through-traffic spend is now available and will inform an on-going work programme.
- Research and data analysis information has been provided for a newly formed Ōtaki Economic Development Group, the group will be developing and implementing initiatives to support Ōtaki's visitor attraction and business retention through the construction and post-construction phases of the Pekapeka to Ōtaki expressway. Projects and programmes will be implemented over 5 years and co-funded with the New Zealand Transport Agency and Council.
- The 2017/18 major event funding round has opened; final decisions on allocating \$160,000 will be made by Council in the next quarter.
- Marketing and promotion of Kāpiti as a destination for cycle tourism has commenced. This work includes developing a cycleway network map that will include heritage and reserves and open space/parks components.
- In September 2017, Council presented the first quarterly economic update. The digital based publication is available to anyone and covers important economic profile data for Kāpiti. Council will release information quarterly using the digital format. The publication has been well received by the Kāpiti Chamber of Commerce.
- The Council continues to proactively work with national and regional stakeholders to progress economic development outcomes for the District. Work has started in collaboration with the Wellington Regional Economic Development Agency (WREDA) to develop a web-based profile through the **wellingtonnz.com** brand. This will enable Council to promote Kāpiti attractions by leveraging off the Wellingtons visitor attractions and events website.

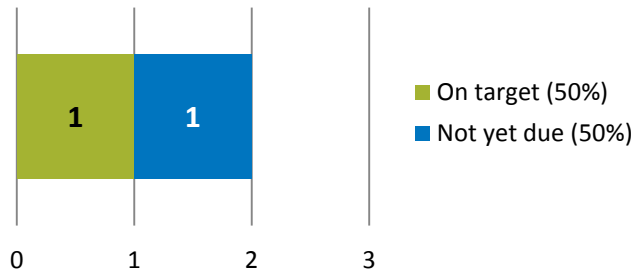
- WREDA is partnering with Council to support an international student's initiative with the Kāpiti secondary schools cluster. International education is a significant industry that brings in approximately \$28,000 per student per annum. The initiative will enable local secondary schools to market and promote their schools and the wider Kāpiti district to potential international students.
- In September, the Kāpiti Economic Development Leadership Group met Dr Ian Yeoman a specialist travel and tourism futurologist, to help shape an approach for visitor attraction activities in the Kāpiti District.

Performance measures

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

Economic development KPIs

1 July to 30 September 2017



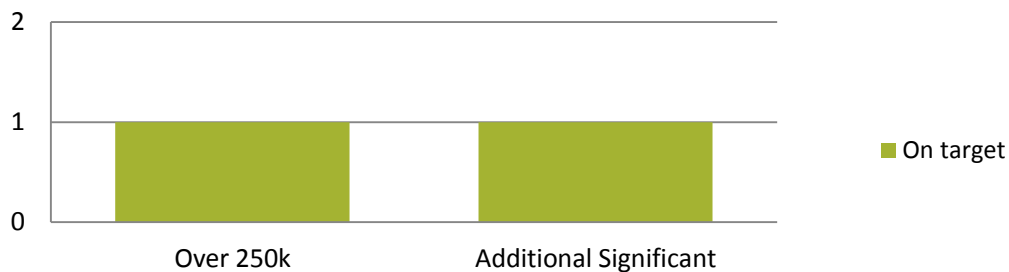
One KPI was on target at the end of the first quarter and the other is dependent on survey data that is not due until the end of the year.

Projects – Summary

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

Economic development - Projects

as at 30 September 2017



Both projects are on target.

Performance measures

as at 30 September 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|---|---|---------|-------------|---------|
| We deliver the 2015 economic development strategy (implementation plan) and we involve partners and the business community at appropriate points in the decision making process | The 2015 economic development strategy implementation plan deliverables are achieved | Achieve | On target | |
| | Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved | 85% | Not yet due | |

Project reports

| Strategy for supporting economic development - additional significant project | | | | | |
|--|--|----------------------|-----------------------------|------------------------------|------------------|
| Description | Development and implementation of the economic development strategy. | | | | |
| Group | Strategy and planning | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. New Ōtaki Economic Development Group formed to focus on business and community impacts mitigation during expressway construction and post construction. | | | | | |
| 2. Council has collaborated with WREDA to begin development of a visitor attraction website. | | | | | |
| Upcoming milestones: | | | | | |
| 1. Major Event funding allocated for 2017/18 round. | | | | | |
| 2. Marketview data on economic impacts pertaining to pre and post expressway spend in town centres will be presented to Council. | | | | | |
| 3. Kāpiti Economic Development quarterly report to Council in October. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None identified. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2017/18 | 847,299 | 92,874 | 837,049 | |

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

| Strategic land purchase | | | | | |
|--|---|----------------|-----------------------|------------------------|------------|
| Description | To purchase land for strategic purposes as and when it becomes available. | | | | |
| Group | Community services | | | | |
| Status | Category | Timeliness | | Budget | |
| | | N/A | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. Council has approved the acquisition of a number of properties (approximately eight) for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. The individual properties will be reported on when each transaction is completed. | | | | | |
| 2. During the first quarter one parcel of land (1,690m2) was acquired on the corner of Greendale Drive and King Arthur Drive to legalise the formed road and grant of an easement for public access to the shared path along the rail corridor. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None identified. | | | | | |
| Issues (for elected member attention) | | | | | |
| 1. Nothing to report. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget | Project costs to date | Forecast project costs | Carry over |
| | | \$ | \$ | \$ | \$ |
| This year | 2017/18 | 778,400 | 43,833 | 778,400 | |

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

Economic development – financial results to 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Total projects under \$250,000 | 12 | 0 | 110 |
| Total projects over \$250,000 | 1,096 | 841 | 3,052 |
| Total | 1,108 | 841 | 3,162 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 1,695 | Other Operating Expense | 357 | 822 | 1,998 |
| 62 | Depreciation and Amortisation | 1 | 20 | 81 |
| 510 | Finance Expense | 147 | 147 | 561 |
| 2,267 | Operating Expenditure | 505 | 989 | 2,640 |
| | Revenue | | | |
| 158 | Fees and Charges | 94 | 3 | 165 |
| - | Grants and subsidies | 83 | - | - |
| 158 | Operating Revenue | 177 | 3 | 165 |
| 2,109 | NET OPERATING COSTS | 328 | 986 | 2,475 |
| | Capital Items | | | |
| 2,177 | New Assets Upgrade | 1,108 | 841 | 3,162 |
| 2,177 | Total Capital Items | 1,108 | 841 | 3,162 |
| 4,286 | NET COST OF ACTIVITY | 1,436 | 1,827 | 5,637 |
| | Funding sources | | | |
| 2,110 | Rates | 411 | 986 | 2,475 |
| 2,176 | Borrowings | 1,025 | 841 | 3,162 |
| 4,286 | TOTAL SOURCES OF FUNDS | 1,436 | 1,827 | 5,637 |

Net operating costs of \$328,000 are \$658,000 favourable to budget. The 2017/18 Events programme has been signed off by Council and will be implemented in the next quarter, The Tourism data project, cycleway map's and new website is planned for later in the year.

Capital expenditure of \$1,108 million is \$267,000 overspent to date largely due to the Kapiti Lights joint programme starting earlier than planned.

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

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

Key developments for the 3 months to 30 September 2017

- The draft Maclean Park management plan was approved for community consultation. The required two months of consultation commenced on 2 August 2017.
- The Ōtaki dog park was opened for use in early July 2017.
- 150 rimu trees grown from local seed were planted by Council staff and community volunteers at sites where they could have occurred naturally.
- A total of 18,000 eco-sourced native plants were planted in restoration projects across the district.
- The upgrade of the Kaitawa Reserve bridge commenced in September 2017.
- All parks assets have been condition-rated and entered into the new SPM asset database. This will allow more effective forward planning and budgeting.
- There was a minor upgrade to the Waikanae River trail on the western end of the north bank.

Cemeteries

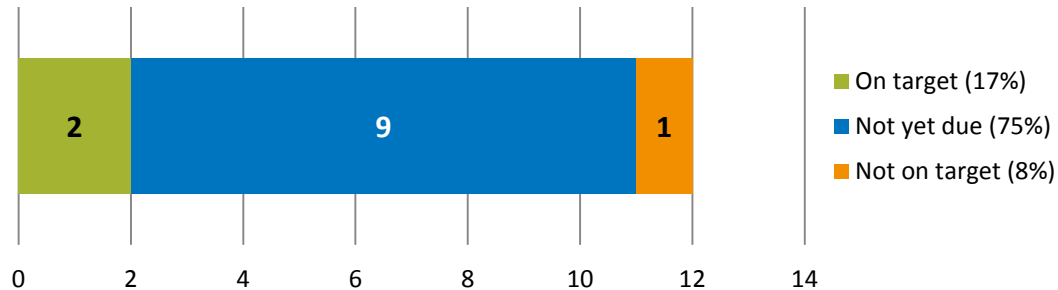
- A total of 20 burials and 41 ashes interments were undertaken in the first quarter.
- New rose gardens were planted at Awa Tapu Cemetery.

Performance measures summary

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

Parks and open space KPIs

1 July to 30 September 2017



Two KPIs were on target at the end of the first quarter.

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

One KPI is not on target – “*Sports grounds are open*” had a result of 68% for the first quarter against a target of 85%. This is not unusual during the winter months and it is expected to get back on track over the remainder of the year.

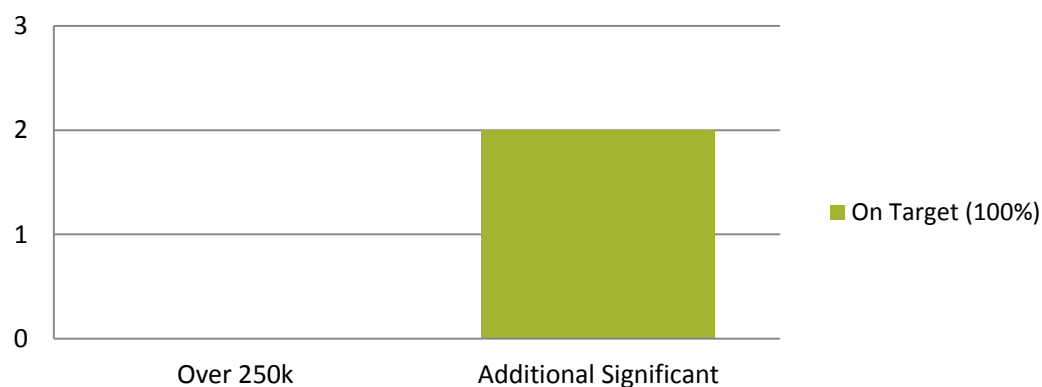
Projects – Summary

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

Both are on target.

Parks and open space - Projects

as at 30 September 2017



Performance measures

as at 30 September 2017


| 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% | On target | 103ha out of 18,452ha of the total District Plan residential area are not within 400m of a publicly owned open space. This is a provisional result only and work is planned to source information based on residential dwellings. |
| | Sports grounds are open (scheduled hours and weather dependent) | 85% | Not on target (68%) | Due to the high amount of rain and the raised water table, the fields were closed more than usual. (2016/17 result was 90%) |
| | Residents that are satisfied with the current availability of facilities | 85% | Not yet due | Results from annual park users survey not due until the fourth quarter. (2016/17 result was 84%) |
| | Residents that are satisfied with the quality of council parks and open space | 85% | Not yet due | Results from annual park users survey not due until the fourth quarter. (2016/17 result was 95%) |
| | Residents that are satisfied with the quality and range of recreation and sporting facilities in the district | 85% | Not yet due | Results from annual park users survey not due until the fourth quarter. (2016/17 result was 89%) |
| | Residents that are satisfied with council playgrounds | 85% | Not yet due | Results from annual park users survey not due until the fourth quarter. (2016/17 result was 84%) |
| 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 | Results from annual park users survey not due until the fourth quarter. (2016/17 result was 87%) |
| | All available records will be on council's website within four weeks of interment | 100% | On target (100%) | (2016/17 result was 100%) |
| We measure burial capacity across the district and anticipate future needs | At least a 10 year burial capacity is maintained across the district | Achieve | Not yet due | To be reviewed in the third quarter. |

SP-17-356 Appendix B – Activity report to 30 September 2017


| Contribution to outcomes | Performance measures | Target | Full year outcome | Comment |
|--|--|--------|-------------------|---|
| Cycleways, walkways and bridleways | | | | |
| A range of cycleway, walkway and bridleway networks including low carbon alternatives are available throughout our district and the quality and range increase over time | Users who are satisfied with council walkways, cycleways and bridleways | 85% | Not yet due | Results from annual park users survey not due until the fourth quarter. (2016/17 result was 93%) |
| | Users who are satisfied with the safety and availability of the on road cycleway network | 85% | Not yet due | Resident Opinion Survey result not due until later in the year. (2016/17 result was 55%). |
| Our beach accessways are maintained and are in a usable condition | Residents who are satisfied with access points to beaches | 85% | Not yet due | Resident Opinion Survey result not due until later in the year. (2016/17 result was 92%) |

Project reports

Otaraua Park development plan – additional significant project

| | | | | | |
|---|---|----------------------|---|------------------------------|------------------|
| Progress | <i>Developments in first quarter:</i> <ul style="list-style-type: none">• Further investigation into a new secondary access from the old SH1 has continued• Further investigation into options for services has continued. | Status | | | |
| | | Timeliness- |  ✓ | | |
| | | Budget | \$✓ | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2017/18 | 101,800 | 6,349 | 101,800 | |





Maclean Park – additional significant project

| | | | | | |
|---|--|----------------------|-----------------------------|------------------------------|---|
| Progress | <i>Developments in first quarter:</i> <ul style="list-style-type: none">The draft Maclean Park management plan was approved for community consultation. The required two months of consultation commenced on 2 August 2017. It was due to close on 3 October 2017. <i>Upcoming milestones:</i> <ul style="list-style-type: none">Hearings for submissions received will be at the 19 October Council meetingAdoption by Council in December 2017 | | | Status | |
| | | | | Timeliness- |  ✓ |
| | | | | Budget | \$ ✓ |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| This year | 2017/18 | 10,000 | -2,978 | 10,000 | |

Category

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

Timeliness

| | |
|---|-------------------|
|  ▲ | ahead of schedule |
|  ✓ | on time |
|  ▼ | behind schedule |
|  ⏸ | on hold |

Budget

| | |
|------|-------------------|
| \$ ⬇ | budget underspend |
| \$ ✓ | on budget |
| \$ ⬆ | budget overspend |

Parks and open space – financial results to 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual (\$'000) | 2017/18 YTD Budget (\$'000) | 2017/18 F/Y Budget (\$'000) |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Total projects under \$250,000 | 51 | 388 | 1,145 |
| Total projects over \$250,000 | 147 | 433 | 433 |
| Total | 198 | 821 | 1,578 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|---|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 4,267 | Other operating expense | 867 | 1,049 | 4,230 |
| 1,131 | Depreciation and amortisation | 355 | 337 | 1,344 |
| 281 | Finance expense | 87 | 87 | 331 |
| 5,679 | Operating expenditure | 1,309 | 1,473 | 5,905 |
| | Revenue | | | |
| 165 | Fees and charges | 11 | 40 | 158 |
| - | Grants and subsidies | 75 | - | - |
| 753 | Development and financial contributions revenue | 591 | 130 | 521 |
| 91 | Other operating revenue | 39 | - | - |
| 1,009 | Operating revenue | 716 | 170 | 679 |
| 4,670 | NET OPERATING COSTS | 593 | 1,303 | 5,226 |
| | Capital items | | | |
| 881 | Asset renewal | 30 | 77 | 535 |
| 493 | New assets upgrade | 168 | 744 | 1,043 |
| 1,374 | Total capital items | 198 | 821 | 1,578 |
| 6,044 | NET COST OF ACTIVITY | 791 | 2,124 | 6,804 |
| | Funding sources | | | |
| 4,734 | Rates | 1,120 | 1,259 | 5,045 |
| 461 | Borrowings | 57 | 311 | 608 |
| 881 | Depreciation reserve | 30 | 77 | 535 |
| (743) | Reserves & special funds | (591) | 302 | (86) |
| 711 | Unfunded depreciation | 175 | 175 | 702 |
| 6,044 | TOTAL SOURCES OF FUNDS | 791 | 2,124 | 6,804 |

Operating expenditure of \$1.309 million is \$164,000 favourable to budget due to Management overhead charges & maintenance for the reserves that will be delivered later than planned.

Operating revenue of \$716,000 is \$546,000 favourable to budget due to Pare-o-Matangi reserve agreement and developers contribution received earlier than planned.

Capital expenditure of \$198,000 is \$623,000 underspent mainly due to the Ōtaki Splashpad and Kaitawa Reserve planned later in the year.

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

Recreation and leisure

Hākinakina

Key developments for the 3 months to 30 September 2017

Libraries

Operations

- 165,616 items were issued to Kāpiti customers and 1,536 items were issued to SMART library customers in the first quarter. This is 167,152 in total (compared with 170,938 items issued in the same quarter last year).
- 22,035 items were reserved (21,345 items in same quarter last year).
- 534 new members registered (536 in the same quarter last year).
- 4,534 eBooks were issued (5,038 eBooks issued in the same quarter last year).
- 12,675 APNK WiFi sessions were logged (13,128 APNK WiFi session logged in the same quarter last year).

Programmes/Activities

- The 5th annual poetry competition – *If You're a Poet, We Want to Know It* – closed, with 113 entrants who each submitted up to three haiku on the theme “Kāpiti”. Approximately 70 people attended the Open Mic night at which competition entrants could read their haiku, held on 25 August 2017 (National Poetry Day).
- The library team delivered two presentations at the national library association’s annual LIANZA Conference in Christchurch in September 2017.
- CCTV cameras were installed at the Paraparaumu Library, in the southwest corner exterior and over the public internet computers, to provide additional security measures.
- Modifications were made to the internal layouts at the Ōtaki Library, to make the space more open and accessible.
- *Stepping Up* digital literacy classes were rolled out to the Waikanae Library, meaning we now offer a consistent programme of ICT training across the district.
- Advance voting for the General Election 2017 was provided from 11 – 22 September 2017 at the Ōtaki and Waikanae Libraries. Door counts during that period increased markedly, with 8,108 visitors to Waikanae Library (compared with 3,800 for the same time period in 2016) and 5,302 visitors to Ōtaki Library (compared with 2,838 for the same time period in 2016).

Arts and Museums

- Planning continued for the 2017 Kāpiti Arts Trail, to be held on 28/29 October and 4/5 November. The Kāpiti Arts Guide 2017/18 was published and a new website was developed,

featuring this year's participating artists. "Marketing for Creatives" and Facebook workshops were also delivered for Arts Trail artists.

- The October round of the Creative Communities Scheme was advertised.
- Support was provided to the Discover Kāpiti Heritage Weekend, held on 30 September and 1 October 2017.

Aquatics

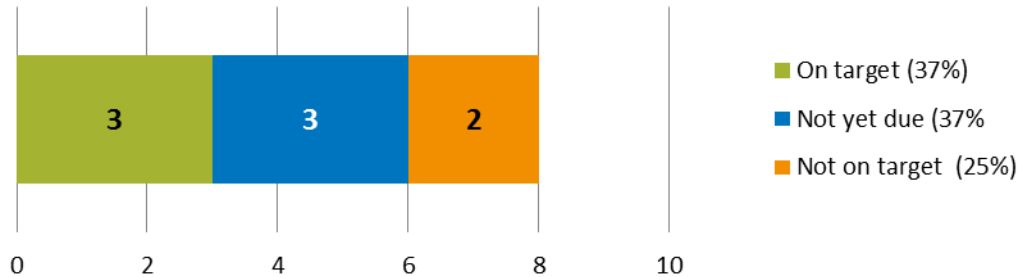
- There were a total of 50,711 pool visits in the first quarter compared to 61,891 in the same period last year. This year's figure is down from the previous year due to the closure of Ōtaki Pool for the rebuild. When comparing the attendance of Coastlands Aquatic Centre only, attendance is up from the 2016/17 figure of 48,812 (and is also up on the 2014/15 baseline year figure of 47,325).
- A total of 584 people were registered for swimming lessons at Coastlands Aquatic Centre in the first quarter (up on last year despite the closure of the Ōtaki Pool). In addition, 58 children completed the holiday swimming programme during the first quarter.
- A total of 180 private lessons were delivered. A total of 100 people were registered for AquaEase and AquaYoga at Coastlands Aquatic Centre.
- Coastlands Aquatic Centre hosted a Soundsplash pool party and 273 youth attended and 194 entry and meal deal tickets were purchased.
- The Primary Schools Sports Co-ordinator organised a successful Junior Winter tournament across four different venues. A total of 650 students from across the district participated in this event.
- Coastlands Aquatic Centre hosted the following events
 - Wellington Regional Long Distance Championships -1 July
 - Gold Coast Zone Swimming Competition - 30 July
 - Surf Lifesaving NZ Capital Coast Pool Champs – 6 August
 - Raumati Swimming Club Signature meet – 12 August
 - Aqua Extravaganza – 9 and 10 September
- The rebuild of Ōtaki pool is progressing well and scheduled to open early December 2017.

Performance measures summary

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

Recreation and leisure KPIs

1 July to 30 September 2017



Three KPIs were on target at the end of the first quarter.

Three KPIs won't have results available until later in the year.

Two KPIs were not on target and are not expected to be achieved this year:

- i) There were 50,711 combined swims in the first quarter, compared to 57,219 in the 2014/15 baseline year). The data is strongly affected by the Ōtaki Pool closure.
- ii) The total number of visits to all four of the District's libraries was 94,541 for the first quarter. This is not on track to achieve the annual target – but that target was based on incorrect data. The target will be changed in the 2018-38 Long term plan.

Projects – Summary

There is one recreation and leisure project, the Ōtaki Pool rebuild. It is an over \$250,000 capital expenditure project and is on target with Annual plan 2017/18 timelines



Performance measures

as at 30 September 2017

| Contribution to outcomes | Performance measures | Target | Result | Comment |
|--|---|---|---------------|--|
| Aquatics | | | | |
| We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities | Council will maintain PoolSafe accreditation | Achieve | Not yet due | Annual PoolSafe audit results not due until third quarter. |
| | Users that are satisfied with the pools services and facilities | 85% | Not yet due | Results from pool users survey not due until later in the year. (2016/17 result was 98%) |
| Increasing numbers of residents and visitors are using facilities and the pools swim clubs are satisfying the needs of the community | Visits to swimming pools in the district | Maintain or increase (<i>cf 2014/15 baseline</i>) | Not on target | 50,711 combined swims in the year to date (compared to 57,219 in 2014/15 baseline year). This result is has been strongly affected by the Ōtaki Pool closure. |
| | Learn to swim registrations | Maintain or increase (<i>cf 2014/15 baseline</i>) | On target | 584 registrations for the year to date - this is up on the 484 registrations in the first quarter of the 2014/15 baseline year. This result is despite the Ōtaki Pool closure. |
| Arts and museums | | | | |
| We are progressing our public art programme and installing art in appropriate community spaces | The public art panel makes recommendations to council for approval of the public art programme and selects public art work in line with that programme. | Achieve | On target | Appointments to the new Public Art Panel were confirmed in August 2017, and the Panel's first meeting was held on 18 September 2017. An artwork for the Kāpiti Lights town centre redevelopment was selected at this inaugural meeting. |
| Libraries | | | | |
| Our libraries offer a range of materials and spaces | Users that are satisfied with the library services | 85% | Not yet due | Results from the annual Libraries Customer Satisfaction Survey not due until later in the year. (2016/17 result was 98%) |
| | Collections are refreshed in accordance with New Zealand public library standards | 17,186 (annually) | On target | 2,693 new items have been added to the library collections in the year to date. It is expected that the full year target will be met. |
| Our libraries offer a range of materials and spaces | Total visits to libraries | 550,000 (annually) | Not on target | There were a total 94,541 visits to the district's four libraries in the year to date (23,204 for Ōtaki + 930 for Paekākāriki + 38,090 for Paraparaumu + 32,317 for Waikanae). We are not on track to achieve the annual target, though it is noted that this target was based on faulty data. |

Project reports

Ōtaki pool rebuild and SplashPad development

| | | | | | |
|--|--|---|-----------------------------|---|------------------|
| Description | Otaki Pool rebuild and splash pad development. | | | | |
| Group | Community services | | | | |
| Status | Category | Timeliness | | Budget | |
| | |  ✓ | | \$  ¹ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| 1. Construction is progressing well and on track to open in early December. <ul style="list-style-type: none">the roof is on and erection of the exterior walls has startedthe reception area and entrance is under constructionthe palisade fence at the front of the building is completethe ramp in to the main pool is completecommunication regarding the opening date has gone out to stakeholders and the public. | | | | | |
| Upcoming milestones: | | | | | |
| 3 Ōtaki Pool to reopen in early December 2017. | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| 1. None at present. | | | | | |
| Issues (for elected member attention by when) | | | | | |
| 1. The budget is tracking to be overspent by \$84,000 due to variations throughout the contract. This is 1.7% of the overall budget. It is expected that the over expenditure of this capital budget will be offset by under expenditure on other capital budgets. | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Last year | 2016/17 | 1,592,000 | 1,590,340 | 1,590,340 | |
| This year | 2017/18 | 3,472,192 | 1,595,814 | 3,556,200 | |
| Total | | 5,064,192 | 3,186,153 | 5,146,540 | |

- The forecast overspend of \$84,000 is not regarded as significant enough compared to the size of the projects budget to change the status to 'not on target'.

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

Recreation and leisure – financial results to 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual (\$'000) | 2017/18 YTD Budget (\$'000) | 2017/18 F/Y Budget (\$'000) |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Total projects under \$250,000 | 33 | 328 | 895 |
| Total projects over \$250,000 | 1,462 | 3,058 | 3,363 |
| Total | 1,495 | 3,386 | 4,258 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 7,022 | Other operating expense | 1,735 | 1,757 | 7,324 |
| 1,557 | Depreciation and amortisation | 392 | 428 | 1,707 |
| 1,352 | Finance expense | 306 | 306 | 1,168 |
| 9,931 | Operating expenditure | 2,433 | 2,491 | 10,199 |
| | Revenue | | | |
| 1,517 | Fees and charges | 361 | 359 | 1,625 |
| 40 | Grants and subsidies | 20 | 21 | 41 |
| 9 | Other operating revenue | 6 | 1 | 5 |
| 1,566 | Operating revenue | 387 | 381 | 1,671 |
| 8,365 | NET OPERATING COSTS | 2,046 | 2,110 | 8,528 |
| | Capital items | | | |
| 2,185 | Asset renewal | 1,481 | 2,683 | 3,230 |
| 76 | New assets upgrade | 14 | 703 | 1,028 |
| 2,261 | Total capital items | 1,495 | 3,386 | 4,258 |
| 10,626 | NET COST OF ACTIVITY | 3,541 | 5,496 | 12,786 |
| | Funding sources | | | |
| 8,365 | Rates | 2,046 | 2,110 | 8,528 |
| 76 | Borrowings | 14 | 703 | 1,028 |
| 2,185 | Depreciation reserve | 1,481 | 2,683 | 3,230 |
| - | Reserves & special funds | - | - | - |
| 10,626 | TOTAL SOURCES OF FUNDS | 3,541 | 5,496 | 12,786 |

Capital expenditure is \$1.89 million underspent mainly due to timing of the Ōtaki Pool rebuild project.

Planning and Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 30 September 2017

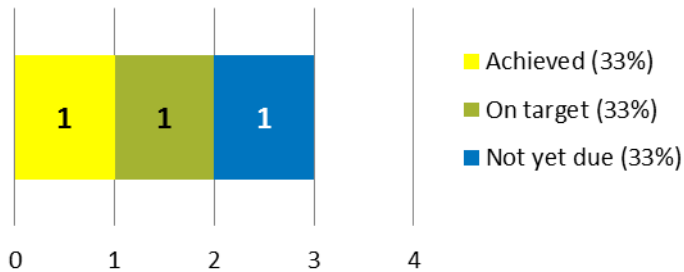
- The Hearings Panel have prepared their recommendations reports on the PDP which will be presented to Council on 9 November 2017 for a decision. It is anticipated that the Decisions version of the PDP will be publicly notified in mid November 2017.
- Coastal Ratepayers United have appealed the decision of the Environment Court to the High Court. The High Court hearing is set for 13 November 2017.
- The Hearing Panel has prepared its recommendation report for Plan Change 84 (Kapiti Coast Airport) to be presented to Council on 19 October 2017 for a decision. The Decision version of the Plan Change is anticipated to be publicly notified in late October 2017.
- The Waikanae Beach Character Assessment was presented to the Waikanae Beach Working Group on 7 August 2017. The final report will be released in October 2017.
- Implementation of the Policy Work Programme continues. An interim review of the Policy Work Programme in July 2017 added the development of a Local Easter Sunday Shop Trading Policy. A draft policy was adopted for consultation. A full review of the Policy Work Programme will occur as part of the Long Term Plan development process.
- The following submissions and feedback have been made:
 - On 3 July 2017, a submission was made to NZTA on the Long Term Strategic View of the land transport system;
 - On 4 September 2017, a submission was made to MidCentral DHB on the Horowhenua STAR4 Project Final Draft for Community Organisations;
 - On 15 September 2017, a submission was made to GWRC on the Metlink fare review.

Performance measures summary

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

Districtwide planning KPIs

1 July to 30 September 2017



One KPI (*Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings*) has been achieved. Hearings were completed in 2016/17.

Of the remaining two KPIs, one is on target at the end of the first quarter and the other is dependent on survey results due later in the year.

Projects summary

There is one districtwide planning project, the district plan review. It is an additional significant project¹ and is on target.


¹ less than \$250,000 capex but significant for other reasons.

Performance measures

as at 30 September 2017

| Contribution to outcomes | Performance measures | Target | Full year result | Comment |
|---|--|---------------|------------------------|--|
| We efficiently and effectively develop policies and plans to encourage economic development and preserve the unique character and natural environment of our district | Residents that agree that the district is developing in a way that takes into account its unique character and natural environment | 75% | Not yet due | Resident Opinion Survey result not due until later in the year. (2016/17 result was 75%) |
| | Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings | More than 40% | Achieved (approx. 60%) | All of the Proposed District Plan Hearings have been completed and approximately 60% of submissions have been proposed to be accepted or accepted in part in the S42A reports. The recommendations of the Hearings Panel will be presented to Council for a decision in November 2017. |
| | A strategic policy framework and research programme are developed | Achieve | On target | The strategic policy work programme was agreed in April 2016 and will be reviewed in 2017 as part of the LTP development process. Work continues on the research programme and the updating of Council's demographic data is complete. |

Project report

| District plan review – additional significant project | | | |
|--|---|---|---------------|
| Description | To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA). NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals. | | |
| Group | Strategy and Planning | | |
| Status | Category | Timeliness | Budget |
| | |  ✓ | \$ ✓ |
| Comments (latest developments/upcoming milestones/critical activities) | | | |
| <p><i>Developments in the first quarter:</i></p> <p>On 24 July 2014, the Council chose Option 4 recommended by the Independent Review of the Proposed District Plan (PDP), which was to continue with a modified PDP process using the 'basket of tools' available to the Council. Current activities include:</p> <ol style="list-style-type: none"> 1. Supporting the Hearings Panel in working towards recommendations to Council in November 2017, in respect of the Proposed District Plan and Urban Tree Variation. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 2. Report to Council for a decision on the Hearings Panel recommendations on the Proposed District Plan and the Urban Tree Variation in November 2017. 3. Report to Council for a decision on the Hearings Panel recommendations on PC84 in October 2017. 4. Progressing the development of an E-Plan version of the Proposed District Plan. 5. Completed the first quarterly report of the monitoring of market indicators in line with the National Policy Statement- Urban Development Capacity due in September 2017. | | | |
| Budget comment | | | |
| The PDP project is within budget for this financial year. | | | |
| Risks (to programme, cost, quality, other) | | | |
| <ol style="list-style-type: none"> 1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan. 2. Sustained workload pressure for staff. 3. Increased costs and budget pressures. | | | |
| Issues (for elected member attention) | | | |
| The Council will consider recommendations from the Hearings Panel and make a final decision in November 2017. | | | |

District plan review (continued)

| Current year project costs to 30 September 2017 | | | | | |
|---|---------|----------------------|-----------------------------|------------------------------|------------------|
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Previous year | 2015/16 | 1,458,324 | 1,720,750 | 1,720,750 | - |
| Last year | 2016/17 | 1,305,712 | 1,114,326 | 1,114,326 | |
| This year | 2017/18 | 1,178,082 | 215,434 | 1,128,682 | |
| Total | | 3,942,118 | 3,050,510 | 3,963,758 | |

| <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 30 September 2017

| Cost of activity statement | | | | |
|-------------------------------------|-------------------------------|---|---|---|
| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
| | Expenditure | | | |
| 2,767 | Other Operating Expense | 672 | 723 | 3,043 |
| 2,767 | Operating Expenditure | 672 | 723 | 3,043 |
| | Revenue | | | |
| 157 | Fees and Charges | 22 | - | |
| 157 | Operating Revenue | 22 | - | |
| 2,610 | NET OPERATING COSTS | 650 | 723 | 3,043 |
| 2,610 | NET COST OF ACTIVITY | 650 | 723 | 3,043 |
| | Funding sources | | | |
| 2,610 | Rates | 650 | 723 | 3,043 |
| 2,610 | TOTAL SOURCES OF FUNDS | 650 | 723 | 3,043 |

Regulatory services

Ratonga whakaritenga

Key developments for the 3 months to 30 September 2017

Regulatory services

- Regulatory services received a total of 2,780 service requests in the first quarter. 2,637 of the 2,736 service requests (96%) which required a response were responded to within required times. Total requests received were fairly consistent with the first quarter last year (2,863). The underlying reporting has been improved to exclude internal requests (such as continuous improvements of processes). This means the reporting now better reflects the level of service provided to external customers.
- In the first quarter, 166 Land Information memoranda have been processed. This total is less than the 208 processed in the first quarter of last year, however that result included 60 LIMS for Housing New Zealand processed in September 2016.

Building control

- In the first quarter, 313 building consents were processed and issued, with an average processing time of 11 days against a target of 17 days. 95% were issued within the statutory 20 days processing time. This is the same number of consents processed as in the first quarter last year, which was up significantly on earlier years. Further work is being done to identify intervention triggers and strategies to further improve performance.
- A high proportion of consents require further information to be provided during the processing of the application. The time clock is suspended whilst waiting for the applicant to respond.
- 211 Code compliance certificates were issued all within the 5 day statutory timeframe.
- 1,748 building inspections were undertaken.
- The Building team has had a significant work programme preparing for their accreditation audit under regulations that changed in July 2017.

Resource consents

- The resource consents team processed 93 consents in the first quarter (compared to 78 in the first quarter last year). All were processed non-notified and six 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 16 days against a target of 17 days.
- There has been a continuation of high numbers of consent applications which were lodged in the final quarter of the 2016/17 financial year. The team has processed 19% more consents compared to the first quarter of the last financial year.

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.

- The resource consents team has received and processed 15 certifications for subdivisions in the first quarter this year, compared to 17 at the same time last year. These certificates related to a total of over 38 new allotments.
- The team continues to work closely with the CPB/HEB Joint Venture and the NZ Transport Agency to ensure compliance is maintained in relation to the Transmission Gully motorway project and with the Fletchers team and NZTA for the Peka Peka to Ōtaki (PP2O) expressway project. The team has been working closely with the Fletchers team on the overarching management plans required under the Board of Inquiry decision for PP2O. Most of these management plans have now been certified. Two are yet to be finalised by Fletchers and still to be certified. The first site specific environmental management plan has also been approved.

Animal management

- The animal management team received seven urgent dog attack or threatening complaints and all were responded to within the required one hour. This is an increase from the previous quarter.
- Overall service requests increased significantly this quarter to 1,078. This is the first year additional services requests (457) have been created for all dogs in the district still unregistered after September 2017. Creating the service requests enables a better work flow process and also captures more accurately the demand profile of the team. The creation of service requests for non registration of dogs will also contribute to a more informed fee-setting regime in future.
- The animal management team has been actively doing preventative patrols in areas known as hot spots to prevent on-going demand. The team has spent more time dealing with dog owners whose dogs drive the service requests, to work through solutions so they don't continue to come to the team's attention. This work is ongoing. The team is using its discretion to return dogs home when they are found wandering and issue warnings for the first occasion. This has enabled staff to work in areas with greater demand. The team is working with IT to develop better reporting tools to reflect locations of interest.

Management KPIs

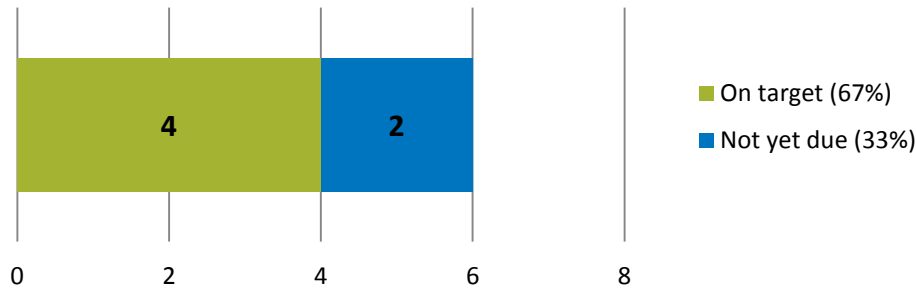
- Attached to this section of the report is a report on the management KPIs relating to Regulatory Services activity. These are included here as they include the Open for Business measures.

Performance measures summary

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

Regulatory services KPIs

1 July to 30 September 2017



Four KPIs were on target at the end of the first quarter

Two KPIs are reliant on information that is not yet available.

Projects

There is one regulatory services project, the earthquake-prone buildings assessment project. On 1 July 2017, the Building (Earthquake – Prone Buildings) Amendment Act 2016 came into force. The new legislation removed council Earthquake-prone buildings policies and provided for a methodology to be set for identifying earthquake-prone buildings. The Council considered the legislative changes and agreed to re-scope the earthquake-prone building project and cease undertaking assessments. Buildings will be profiled over the next two years by Council staff with engineering advice where appropriate.

Performance measures

as at 30 September 2017

| 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 (96%) | 2,637 of the 2,736 service requests received this year (96%) were responded to within time. |
| | Average working days to process building consents will not exceed 17 days | Achieve | On target | 11 working days on average in the year to date. |
| | Average working days to process non-notified resource consents will not exceed 17 days | Achieve | On target | 16 working days on average in the year to date(excluding consents deferred under s.37). |
| | Percentage of survey respondents that agree that the regulatory events are good or very good | 85% | Not yet due | No stakeholder events were held in the first quarter. |
| | All dog attacks (classified as urgent) are responded to within 1 hour of notification | 100% | On target (100%) | There were seven service requests for urgent dog attack or threatening for this quarter. All these complaints were responded to within one hour of receipt of call. |
| We will retain Building Consent Authority (BCA) accreditation and substantively comply with statutory timeframes | Building Consent Authority (BCA) accreditation is retained | Achieve | Not yet due | The two-yearly IANZ audit takes place over 3-6 October 2017 under regulations that changed on 1 July 2017 |

Project reports

Earthquake prone building assessments – additional significant project

| | | | | | |
|---|---|----------------------|-----------------------------|------------------------------|------------------|
| Description | The Earthquake-prone Building project was to undertake seismic assessments of buildings in the Kapiti Coast District. Legislation changes from 1 July 2017 mean that the project has had to be re-scoped (Council resolution 28/9/17) | | | | |
| Group | Planning and regulatory services | | | | |
| Status | Category | Timeliness | | Budget | |
| | | 🕒✓ | | \$✓ | |
| Comments (latest developments/upcoming milestones/critical activities) | | | | | |
| Developments in the first quarter: | | | | | |
| <div>1. Completed ferro-scanning of buildings previously identified as being potentially earthquake prone, due to brick veneer or unreinforced masonry parts.</div> <div>2. A paper re-scoping the project for the next three years was presented to Council and recommendations approved.</div> | | | | | |
| Upcoming milestones: | | | | | |
| <div>3. The project includes for the next quarter;<div>a. Documentation of new procedures,</div><div>b. Notification to owners of previously notified potentially earthquake-prone buildings, and</div><div>c. New information on the web.</div></div> <div>4. Consultation re priority unreinforced masonry buildings adjacent to important thoroughfares.</div> | | | | | |
| Risks (to programme, cost, quality, other) | | | | | |
| <div>1. The new methodology for identifying potentially earthquake prone buildings<div>a. Will not identify buildings that may be earthquake-prone due to parts,</div><div>b. May dissatisfy owners who will be asked to provide a more detailed assessment than previously.</div></div> <div>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.</div> | | | | | |
| Issues (for elected member attention) | | | | | |
| <div>1. There is no longer a requirement for a Council policy from 1 July 2017 under the new legislation.</div> | | | | | |
| Current year project costs to 30 September 2017 | | | | | |
| Financial year | Year | Project budget \$ | Project costs to date \$ | Forecast project costs \$ | Carry over \$ |
| Previous year | 2015/16 | 200,000 | 169,572 | 169,572 | |
| Last year | 2016/17 | 407,202 | 299,759 | 299,759 | |
| This year | 2017/18 | 508,000 | 26,191 | 114,320 | |
| Total | | 1,115,202 | 495,522 | 583,651 | |

Category

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

Timeliness

| | |
|-----|-------------------|
| 🕒 ▲ | ahead of schedule |
| 🕒 ✓ | on time |
| 🕒 ▼ | behind schedule |
| 🕒 🙅 | on hold |

Budget

| | |
|------|-------------------|
| \$ 🕒 | budget underspend |
| \$ ✓ | on budget |
| \$ 🙅 | budget overspend |

Regulatory services – financial results to 30 September 2017

| Cost of activity statement | | | | |
|-----------------------------------|-------------------------------|-------------------|-------------------|-------------------|
| 2016/17 | | 2017/18 | 2017/18 | 2017/18 |
| Actual | | YTD Actual | YTD Budget | F/Y Budget |
| \$000 | | \$000 | \$000 | \$000 |
| | Expenditure | | | |
| 8,396 | Other operating expense | 2,127 | 2,248 | 8,976 |
| 64 | Depreciation and amortisation | 13 | 2 | 9 |
| 15 | Finance expense | 3 | 3 | 11 |
| 8,475 | Operating expenditure | 2,143 | 2,253 | 8,996 |
| | Revenue | | | |
| 4,111 | Fees and charges | 1,639 | 1,533 | 4,253 |
| 4,111 | Operating revenue | 1,639 | 1,533 | 4,253 |
| 4,364 | NET OPERATING COSTS | 504 | 720 | 4,743 |
| | Capital items | | | |
| - | Asset renewal | - | - | - |
| - | New assets upgrade | - | 42 | 58 |
| - | Total capital items | 504 | 42 | 58 |
| 4,364 | NET COST OF ACTIVITY | 504 | 762 | 4,801 |
| | Funding sources | | | |
| 4,364 | Rates | 504 | 720 | 4,743 |
| - | Borrowings | - | 42 | 58 |
| - | Depreciation reserve | - | - | - |
| 4,364 | TOTAL SOURCES OF FUNDS | 504 | 762 | 4,801 |

Net Operating Costs of \$504,000 are \$258,000 favourable to budget. This is due to both lower operating expenses in EQP Building Assessment as a result of the legislative changes in the Building (Earthquake – Prone Buildings) Amendment Act, and higher revenue in increased resource consents activity in the district-

Appendix: Regulatory Services– Management KPIs

1 July to 30 September 2017

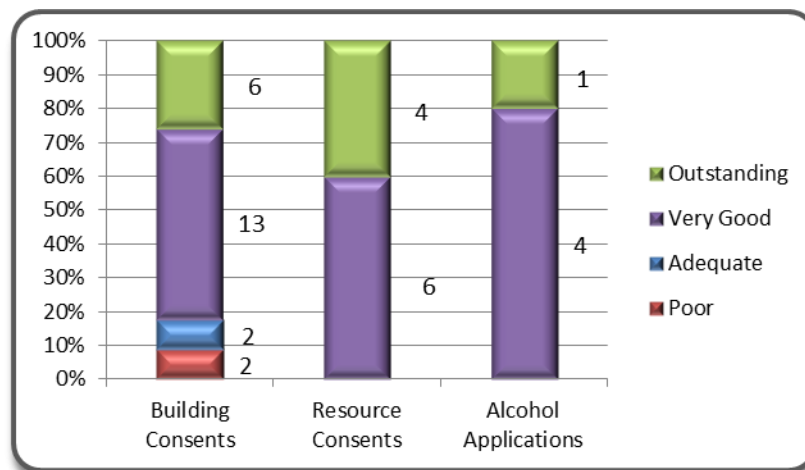
Open for Business (All Teams)

| | Level of Service | Measure | Target 2017/18 | Result |
|-------|---|---|----------------|------------------|
| KPI 1 | Consenting and licencing issue applicants receive good service. | Percentage of alcohol, resource consent, building consent and LIMs application survey respondents agree that they have received good or better service. | 75% | On target 90% |

Application survey respondents' results

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

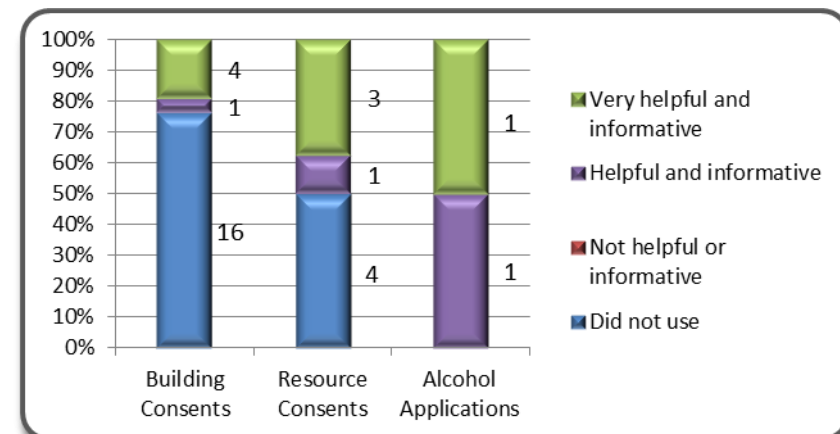
(Note: the survey data below is cumulative for the year)



| | Level of Service | Measure | Target 2017/18 | Result |
|-------|---|--|----------------|-------------------|
| KPI 2 | Pre-application services are informative and helpful. | Percentage of users / respondents agree that pre-application processes are useful and informative. | 75% | On target 100% |

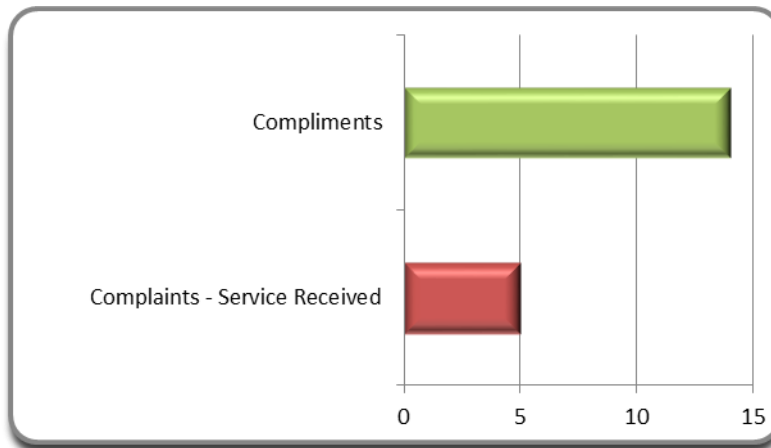
Rating of pre-application services

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



| | Level of Service | Measure | Target 2017/18 | Result |
|-------|---|---|----------------|-----------|
| KPI 3 | Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers. | Compliments and complaints are recorded, evaluated, and potential improvements are entered into the Continuous Improvement process. | Achieve | On target |

Compliments and complaints formally received in the first quarter



Regulatory Services has received 14 compliments and 5 complaints regarding the service delivered in the year to date.

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

| Continuous Improvement Summary | | | |
|--------------------------------|----------|----------|-------|
| | Underway | Complete | Total |
| Building Control | 14 | 91 | 105 |
| Animal Control | 0 | 3 | 3 |
| Alcohol / Environmental Health | 9 | 4 | 13 |
| Resource Consents | 4 | 17 | 21 |
| LIMs | 1 | 4 | 5 |
| Compliance | 4 | 0 | 4 |

Building Control

| | Level of Service | Measure | Target 2017/18 | Result |
|-------|---|--|----------------|---------------------------------|
| KPI 5 | The Earthquake-prone status of buildings in the Kāpiti district are reliable. | There are no successful challenges to Earthquake-prone building status. | Achieve | Not yet due ¹ |
| KPI 6 | The Earthquake-prone status of buildings in the Kāpiti district are reliable. | Buildings are assessed per year to determine whether they are likely to be Earthquake-prone. | 250 buildings | Project and target being re-set |

1. KPI 5 is not yet due as it relates to challenges to Earthquake-prone building notices. Council has not issued any EPB notices to date.

On the 1st of July 2017, the Building (Earthquake – Prone Buildings) Amendment Act 2016 came into force. KPI 6 is therefore no longer appropriate (see Noticeboard comment overleaf). Buildings will be profiled over the next 2 years by Council staff with engineering advice where appropriate.

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

Code Compliance Certificates Issued (Year to Date)

211 Code Compliance Certificates were all issued on time in the first quarter.

1,748 building inspections were undertaken in the first quarter.

| | Level of Service | Measure | Target 2017/18 | Result |
|-------|---|--|----------------|---------------|
| KPI 8 | Commercial buildings are safe for users to occupy or visit. | 33% of all buildings that are subject to a Building Warrant of Fitness are inspected annually. | 33% | Not on target |

There are 448 buildings subject to a Building Warrant of Fitness. 24 inspections have been carried out in the year to date. There have been few audits undertaken in the first quarter due to carrying a vacancy in the Building Compliance officer role. The role has been filled from early in the second quarter and it is intended to ramp up the number of inspections through the remainder of the year to achieve the target.

| | Level of Service | Measure | Target 2017/18 | Result |
|-------|---|--|----------------|------------------|
| KPI 9 | 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% | On target (100%) |

Six notified complaints regarding illegal building work were received in the first quarter. Five complaints were investigated within required timeframes this quarter with one being still current as at this report.

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|---|---|----------------|--------------------|
| KPI 10 | 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) |

166 LIMs were issued in the first quarter, with the average days to process a LIM in the year to date being four. All LIMs were processed within statutory timeframes.

Building Control Noticeboard

There are three main projects being progressed:

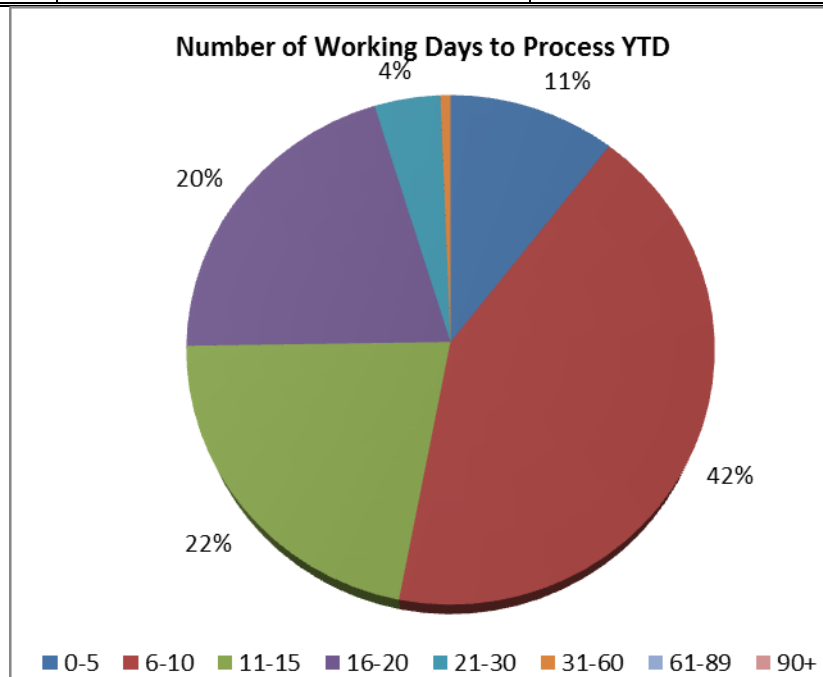
- On 28 September 2017 the Council resolved to re-scope the Earthquake-prone building project in response to changed legislation from 1 July 2017. The KPIs are no longer appropriate. This year work with the transition of existing potentially earthquake prone buildings and consultation on priority buildings (unreinforced masonry) is scheduled.
- An IANZ audit of the building consent authority for accreditation is to be held in October 2017. A change in the accreditation legislation came into effect on 1 July 2017. There has been significant preparatory work undertaken to align with the new checklist criteria.
- The intention is to introduce a new portal, previously trialled, that allows applications for building consent and payment to be made electronically. This is part of a collaborative project between several Councils. The Council has significant work to document and implement changed processes before the portal is formally introduced later this calendar year. There is scope for integration with Council systems in the future.

Workloads remain high with a lot of building activity in the district, which is forecast to continue. Recruitment and retention of experienced staff still proves difficult with vacancies being carried long term. The team has 2 vacancies currently. Contracted firms are utilised to cover vacancies and provide capacity for high workloads.

BUILDING CONSENTS ISSUED 2017/18

| | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Year |
|---|---------|---------|---------|---------|-----------------------------|
| Total Building Consents Issued | 313 | | | | 313 |
| Total Consents Processed within 20 working days | 298 | | | | 298 |
| Percentage complete within 20 working days | 95.21% | | | | 95.21% |
| Average processing time | 11 days | | | | 11 days (target 17 days) |

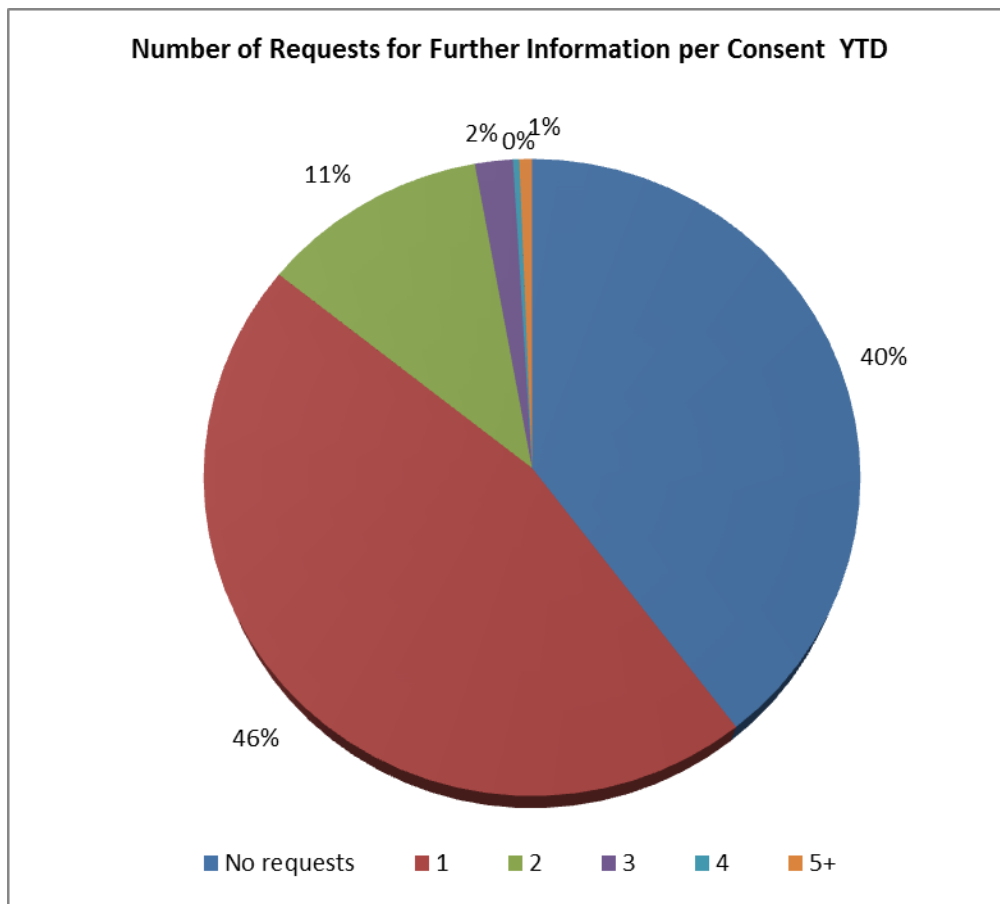
| 1 July to 30 September 2017 | | |
|-----------------------------|--|---|
| Number of Days (X) | Number of consents processed within (X) Working Days ¹ | Number of consents processed within (X) Actual Days ² |
| 0-5 | 33 | 23 |
| 6-10 | 133 | 87 |
| 11-15 | 68 | 62 |
| 16-20 | 64 | 43 |
| 21-30 | 13 | 54 |
| 31-60 | 2 | 30 |
| 61-89 | 0 | 10 |
| 90+ | 0 | 4 |
| TOTAL | 313 | 313 |



¹ 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.

² 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 INFORMATION³



| Requests for Information | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Year |
|--------------------------|------------|---------|---------|---------|------------|
| No requests | 124 | | | | 124 |
| 1 | 144 | | | | 144 |
| 2 | 36 | | | | 36 |
| 3 | 6 | | | | 6 |
| 4 | 1 | | | | 1 |
| 5+ | 2 | | | | 2 |
| TOTAL | 313 | | | | 313 |

³ Further information is requested due to reasons such as: incomplete or incorrect information supplied; the information received triggered further questions; applicant disputed decision, and/or the complexity of some consents regarding fire safety vs. economics vs. what the owner is willing to do.

Resource Consents and Compliance

| KPI | Level of Service | Measure | Target 2017/18 | Result |
|-----|--|--|----------------|-----------|
| 11 | Co-management opportunities are endorsed through Te Whakaminenga o Kāpiti. | Tāngata whenua have the opportunity to review all resource consent applications. | Achieve | On target |

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

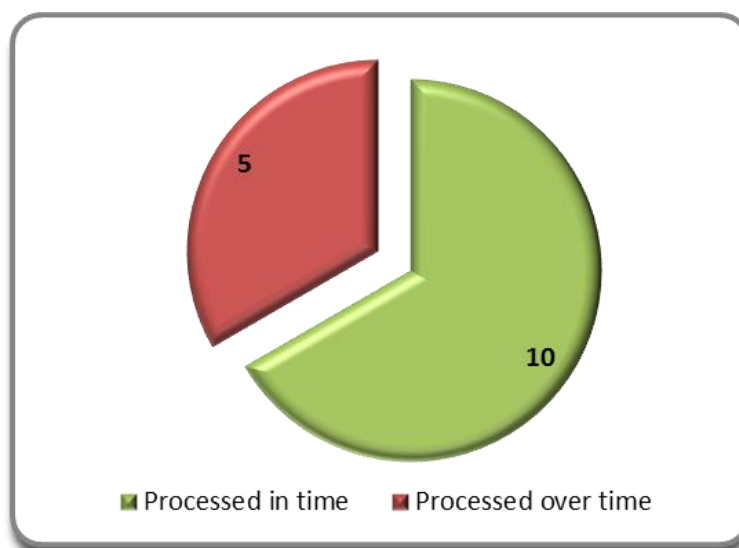
| KPI | Level of Service | Measure | Target 2017/18 | Result |
|-----|---|--|----------------|--------|
| 12 | Avoid unnecessary delays with notified consents, which due to their complexity can span a lengthy period. | Percentage of all notified consents are processed within statutory timeframes. | 95%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

There were no notified consent applications completed in the first quarter.

| KPI | Level of Service | Measure | Target 2017/18 | Result |
|-----|--|---|----------------|---------------------|
| 13 | Process completion certificates promptly to avoid costly delays. | Percentage of all s223 completion certificates are processed within statutory timeframes. | 95% | Not on target (67%) |

There were 15 completion certificates issued in the first quarter; 10 of them were processed within statutory timeframes. This high volume in conjunction with high numbers of consent applications has impacted on our ability to achieve the target in the first quarter. Delays in applicants not uploading Land online data has also contributed to this KPI not being on target. The current certification process is being reviewed to ensure that timeframes will be achieved.

S223 Applications processed in year to date



KPI 14 has been removed as it was completed in July 2016.

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|--|--|----------------|------------------|
| KPI 15 | Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes. | Percentage of application deposits refunded less than 5% of decisions issued per year. | <5% | On target (3.7%) |

One refund was issued for RM170126 as this consent exceeded the 20 working day statutory timeframe.

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|---|---|----------------|-----------|
| KPI 16 | Ensure resource consent decision making is robust and legally defensible. | Applications for judicial review or appeal of decision result in Council's decision being upheld. | Achieve | On target |

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

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|---|---|----------------|-----------|
| KPI 17 | All developments in the community are monitored to ensure they are consistent with District Plan. | Resource consents known to be given effect to are monitored in accordance with Regulatory Services Monitoring Strategy / Procedures Manual. | 95% | On target |

All consents known to have been given effect to during the quarter have been monitored. 267 inspections of 129 Resource Consents (including Subdivision Consents) were recorded during this first quarter and 6 inspections were undertaken in relation to Transmission Gully and 1 inspection of the Pekapeka to Ōtaki Expressway project. Temporary additional resource during this quarter has permitted a significant catch up on consents requiring inspections as well as addressing historical consents to confirm whether they have been given effect to and undertaken monitoring as necessary.

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

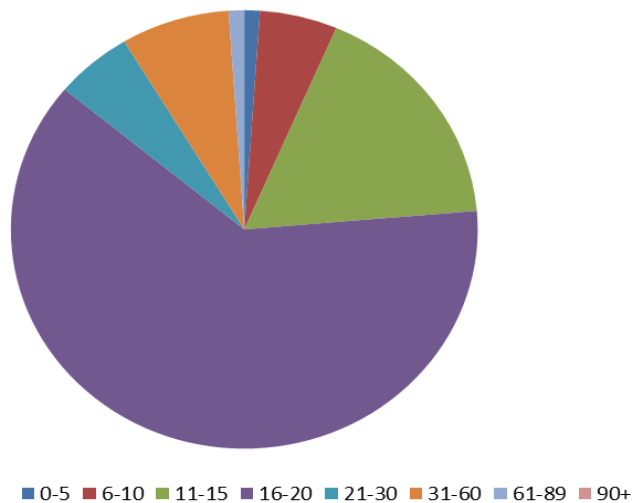
The Development Control team continue to work constructively with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. No formal enforcement actions were taken in this quarter. The Enforcement Decisions Group met once during this quarter in regards to one ongoing enforcement case.

RESOURCE CONSENTS ISSUED 2017/18

| | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Year to Date |
|--|---------|---------|---------|---------|--------------------------|
| Total Resource Consents – decision issued during period | 93 | | | | 93 |
| Total non-notified issued within statutory timeframes | 87 | | | | 87 |
| Total notified issued within statutory timeframes | 0 | | | | N/A |
| Percentage complete within statutory timeframes | 93.5 % | | | | 93.5% |
| Average processing days for non-notified decision (excl. consents with S37 timeframe extensions) | 16 days | | | | 16 days (target 17 days) |
| Average processing days for notified decision (excl. consents with S37 timeframe extensions) | N/A | | | | N/A |
| Consents where further information requested ¹ | 48 | | | | 48 |

| 1 July to 30 September 2017 | | |
|-----------------------------|---|--|
| Number of Days (X) | Number of consents processed within (X) Working Days ² | Number of consents processed within (X) Actual Days ³ |
| 0-5 | 1 | 1 |
| 6-10 | 5 | 3 |
| 11-15 | 16 | 12 |
| 16-20 | 58 | 28 |
| 21-30 | 5 | 24 |
| 31-60 | 7 | 16 |
| 61-89 | 1 | 3 |
| 90+ | | 6 |
| TOTAL | 93 | 93 |

Number of Working Days to Process YTD
Including those extended under Section 37



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

Environmental Standards

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|---|---|----------------|-----------------|
| KPI 19 | Alcohol outlets operate within an environment that is safe and healthy. | Percentage of all alcohol outlets that apply for a new licence or the renewal of a licence will be inspected prior to the issue of the licence. | 95% | On target (96%) |



A total of 25 Alcohol licensed premises (new or renewal) had their licences issued and 24 were inspected as part of that process this quarter.

In addition a total of 31 monitoring inspections were undertaken during the quarter.

A total of 16 new managers certificates were issued this quarter and a total of 26 renewed managers certificates were issued.

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|---|---|----------------|-----------|
| KPI 20 | All food premises operate within an environment that is safe and healthy. | A minimum of 80% of all food premises are audited/ inspected using a risk based approach in accordance with government acts or regulations each year. | 80% | On target |

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

The target for the financial year was to verify or inspect 262 premises, with a target of 65.5 per quarter. Staff exceeded that target this quarter and verified or inspected 94 food premises.

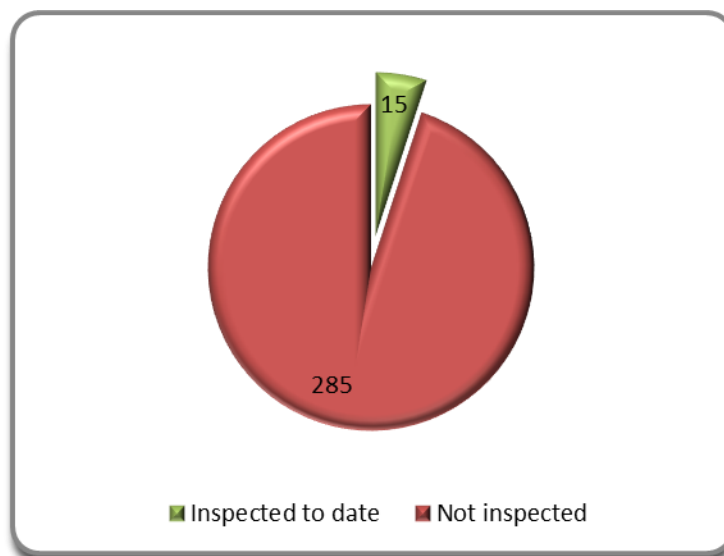
In keeping with our open for business drivers, the team has also continued to support new businesses or those transitioning into the new food control plans and we conducted an additional 23 support visits this quarter.

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|---|---|----------------|-----------|
| KPI 21 | All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy. | A minimum of 80% of all other licensed premises' are inspected for compliance with appropriate regulations. | 80% | On target |

The number of other licensed premises and therefore inspections can change from week to week as premises close or new premises open. The targets were calculated based on only the premises that were relevant at 1 July 2017.

The target for the financial year was to inspect 61 premises, with a target of 15.25 per month. Staff exceeded that target this quarter and inspected 29 other licensed premises

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|---|---|----------------|--------------------|
| KPI 22 | Private swimming pools comply with the legislated requirements. | All pools inspected within six months of three yearly inspection anniversary. | 300 | Not on target (15) |



This financial quarter Council Staff conducted 15 pool inspections and 125 file reviews as a part of the on-going work to implement the new pool legislation that was notified last quarter. The measure has been changed to reflect the regulatory expectations of the new legislation as a result the target is now based on a 3 yearly total based on the number of active pool licences granted.

This quarter the Compliance Team has been focussed on rationalising the workload and quantifying the number of pools that fit the requirements and need to be included on the mandatory 3 yearly cycle.

Due to changes in how pools are defined, small heated pools had previously been included in the total number of pools that required inspection. They now no longer need to be inspected 3 yearly if they meet the requirement specified in legislation. Storm water and garden ponds have been removed from the register entirely.

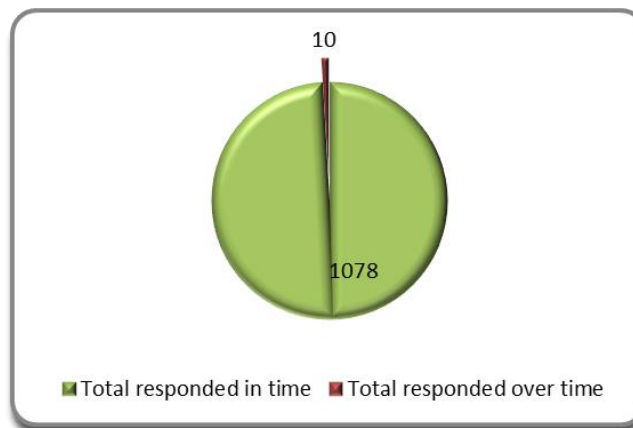
While the target was not technically met this quarter, file reviews have been completed, the team have worked through inspections of small heated pools. Those small pools that are non-compliant

remain part of the compliance target. The team is actively working with those customers to ensure there small heated pools are complaint and therefore no longer require 3 yearly inspections.

The staff have been working with IT to develop improved reporting. In the third quarter the Compliance Team will have a more accurate idea of final annual target. The team expect to meet their regulatory obligations by end of financial year.

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|--|--|----------------|-----------------|
| KPI 23 | Dogs are managed effectively to minimise nuisance. | Percentage of all routine calls/complaints about dogs are responded to within 24 hours of receipt. | 95% | On target (99%) |

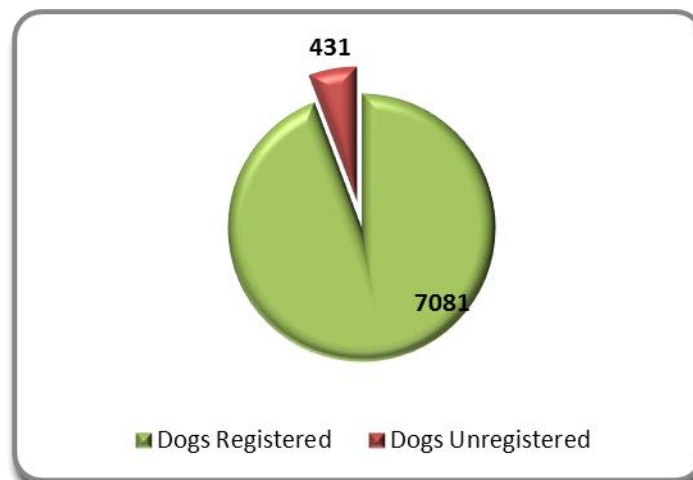
Response to routine dog calls/complaints



The Animal Management Team responded to 1078 service requests this quarter, this includes service request for 457 unregistered dogs. Calls for service decreased slightly on the previous quarter.

| | Level of Service | Measure | Target 2017/18 | Result |
|--------|--|--|----------------|---------------------|
| KPI 24 | All dogs in the District are registered. | Percentage of all known dogs are registered. | 95% | Not on target (94%) |

Registered dogs in district



The Animal Management Team is well on track to reach this target. The final date to register a dog for 2017/18 financial year ended on 31 July 2017. The team are now following up with dog owners who have failed to register their dogs this financial year. The total number of dogs fluctuates during this process as the team often discover that dog owners have moved out of district or the dog is now deceased. They also tend to previously unknown and unregistered dogs during follow up of known unregistered dogs. As the population increases the number of dogs in our district has continued to increase steadily. We now have 5,918 dog owners in total with 7512 dogs. The district has an additional 78 dogs currently affiliated to rehome agency and Police services.

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

Key developments for the 3 months to 30 September 2017

Governance

- Council confirmed the Single Transferable Vote (STV) system as the preferred electoral system for the next two triennial elections, and any associated election.
- Council adopted, pursuant to Section 98 of the Local Government Act 2002, the Kāpiti Coast District Council Annual Report for the year ended 30 June 2017.
- There were three citizenship ceremonies on 2 August, 23 August and 10 September 2017, which conferred citizenship upon 132 applicants. Their countries of origin included South Africa, Britain, Fiji, Australia, America, Namibia, Ireland, Hungary, India, Israel, Vietnam, Philippines, Poland, Ghana, Holland, Samoa, Zimbabwe, Botswana, Thailand, Sweden and China.
- The Council received 54 requests under the Official Information Act in the first quarter. This compares to 78 in the first quarter last year.
- There were four Council meetings, 11 Committee meetings and no subcommittee meetings in the first quarter. There were 24 briefings and three public workshops.

Tāngata whenua

- Work across the organisation continues with iwi engaged in Working Parties including: town centres, water, district plan, bio-solids and development of Cultural Impact Assessments. This work continues to inform council on the critical values and aspirations that are significant to iwi.
- Te Whakaminenga o Kāpiti, the council partnership committee has met twice in this quarter.
- Engagement with Te Ātiawa ki Whakarongotai is underway for the Otarua Park development plan.
- Engagement with Ngāti Toa Rangatira and Te Ātiawa ki Whakarongotai is underway for the Maclean Park development plan.
- An approach to an Iwi engagement framework for the reuse of biosolids in Kāpiti is being considered by Te Whakaminenga o Kāpiti. It is intended that this will be undertaken through the Lower North Island Collective Biosolids strategy project. This framework will inform the Councils long term biosolids strategy
- Iwi management plan – a process is underway to appoint a lead researcher, with Iwi considering their mandated representatives for a working party.
- Matariki activity delivered over June and July included: Tākoha kai, the Matariki on Main street party in Ōtaki, the annual Matariki brochure advertising Matariki events throughout the rohe

(district), the implementation of bilingual educational signage at Kaitawa Reserve with support from Te Whānau Kōtuku Paraparaumu School and Friends of the Kaitawa Reserve

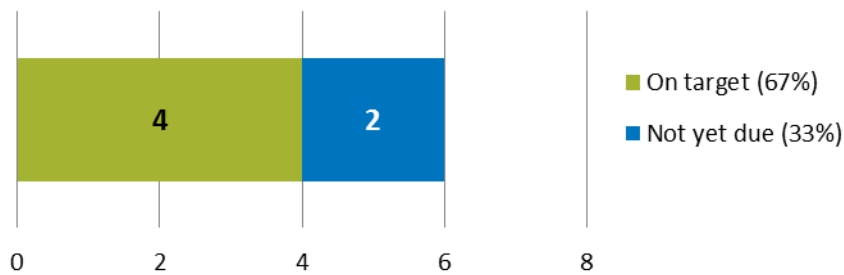
- Te Reo Māori – Ākina te Reo – a series of videos that included Te Whakaminenga o Kāpiti members, Mayor Gurunathan, Council staff, local tamariki and community groups speaking te reo in everyday ways/ events. Twelve videos have been produced to date over the year and are linked to councils website and Facebook pages.
- One issue of the Iwi Newsletter was developed and distributed in this quarter.
- Two free screenings of the Disney film *Moana* in Reo Māori were provided for the public to celebrate Te Wiki o Te Reo Māori.
- Planning has started on the 2018 Waitangi Day commemorations. This will be the first time that Kāpiti Coast District Council has hosted this event in 15 years.

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July to 30 September 2017



Four KPIs are on target at the end of the first quarter and two are not able to be reported until later in the year.

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 30 September 2017

| 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 | Maintain or increase 2014/15 baseline (69%) | Not due yet | This measure will be reported in the fourth quarter. (2016/17 result was 76%) |
| Governance | | | | |
| Residents will be informed of opportunities to engage and participate in decision-making processes within statutory timeframes | Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting | 100% | On target (100%) | |
| 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%)t | All 54 official information requests were responded to within 20 working days. |
| Tāngata whenua | | | | |
| We value the partnership with tāngata whenua and it is strong | The memorandum of partnership is renewed each triennium | Achieve | On target | MoP has been reviewed by TWoK and adopted by Council. It has not been signed by both parties as yet. |
| | Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership | Achieve | Not yet due | This will be reported on at the end of the year |
| We provide for the active participation of tāngata whenua and Māori in decision-making processes | Māori have representation on standing committees of council and tāngata whenua working parties contribute to significant council work programmes | Achieve | On target | Representation is established and working parties are actively involved in significant programmes |

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

Governance and tāngata whenua – financial results to 30 September 2017**Capital expenditure summary**

| | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Total projects under \$250,000 | - | 18 | 31 |
| Total projects over \$250,000 | 13 | 114 | 458 |
| Total | 13 | 132 | 489 |

Cost of activity statement

| 2016/17 Actual \$000 | | 2017/18 YTD Actual \$000 | 2017/18 YTD Budget \$000 | 2017/18 F/Y Budget \$000 |
|----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Expenditure | | | |
| 4,689 | Other operating expense | 1,189 | 1,166 | 4,706 |
| 57 | Depreciation and amortisation | 14 | 13 | 51 |
| 69 | Finance expense | 11 | 11 | 43 |
| 4,815 | Operating expenditure | 1,214 | 1,190 | 4,800 |
| | Revenue | | | |
| 616 | Fees and charges | 268 | 234 | 524 |
| 56 | Interest income | - | 2 | 60 |
| 672 | Operating revenue | 268 | 236 | 584 |
| 4,143 | NET OPERATING COSTS | 946 | 954 | 4,216 |
| | Capital items | | | |
| 505 | Asset renewal | 13 | 132 | 489 |
| 7 | New assets upgrade | - | - | - |
| 512 | Total capital items | 13 | 132 | 489 |
| 4,655 | NET COST OF ACTIVITY | 959 | 1,086 | 4,705 |
| | Funding sources | | | |
| 4,074 | Rates | 903 | 947 | 4,241 |
| 7 | Borrowings | - | - | - |
| 77 | Depreciation reserve | - | 18 | 32 |
| - | Movement in other reserves | - | - | - |
| 497 | Reserves & special funds | 56 | 121 | 432 |
| 4,655 | TOTAL SOURCES OF FUNDS | 959 | 1,086 | 4,705 |

Capital expenditure of \$13,000 is \$119,000 underspent due to timing of purchasing plant and vehicles.