

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

22 FEBRUARY 2018

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 OCTOBER TO 31 DECEMBER 2017

PURPOSE OF REPORT

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the second 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 second quarter 2017/18

Activity	KPIs		Projects		Capital Spend (\$'000)	Operating Spend (\$'000)	Income (\$'000)
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INFRASTRUCTURE		90%	80%	20%	\$2,736	\$5,985	\$5,735
	Access & Transport	10%					
		100%	100%		\$185	\$497	
	Coastal Management						
		50%	100%		\$249	\$837	\$278
	Solid Waste	50%					
COMMUNITY SERVICES		83%	100%		\$589	\$1,492	\$1,634
	Stormwater	17%					
		100%	75%	25%	\$734	\$4,162	\$4,019
	Wastewater						
		56%	100%		\$393	\$4,179	\$4,979
	Water	33% 11%					
PLANNING & REGULATORY		17%	50%	50%	\$475	\$2,793	\$1,598
	Parks & Open Space	75% 8%					
		25%	100%		\$3,291	\$5,063	\$799
	Recreation & Leisure	37% 37%					
GOVERNANCE & TĀNGATA WHENUA		33%	100%		\$391	\$2,493	\$7,788
	Community Facilities & Community Support	67%					
GOVERNANCE & TĀNGATA WHENUA		50%	100%		\$1,472	\$1,188	\$335
	Economic Development	50%					
GOVERNANCE & TĀNGATA WHENUA		33%	100%			\$1,195	\$26
	Districtwide Planning	33%					
GOVERNANCE & TĀNGATA WHENUA		17%	100%		\$10	\$4,359	\$2,597
	Regulatory Services	83%					
GOVERNANCE & TĀNGATA WHENUA		17%	50%		\$90	\$2,453	\$11,191
	Governance & Tāngata Whenua	33%					
GOVERNANCE & TĀNGATA WHENUA					\$406	\$2,046	\$3,730
	Corporate						
					\$11,021	\$38,742	\$44,709

CONSIDERATIONS

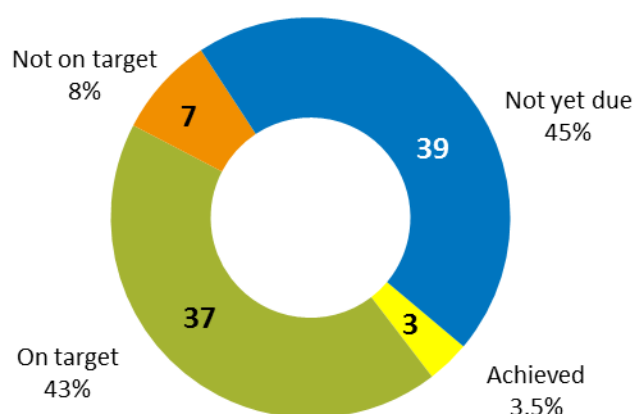
Section 1: Overview of KPIs and Projects

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 31 December 2017

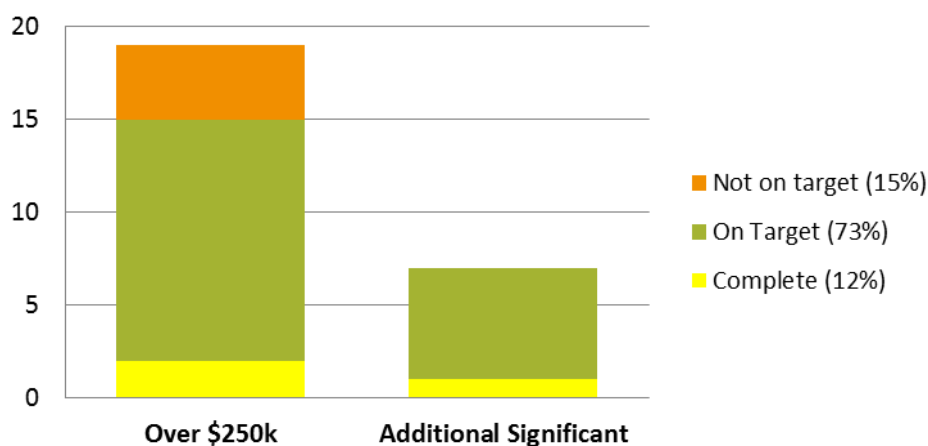


Summary of Projects

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

Figure 2: Summary of Projects

as at 31 December 2017



- 12 Of the 26 projects, three are complete and 19 are on target. Four projects are not on target with original timelines. 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.

Open for Business – Caring, Dynamic and Effective work programme

Culture Change programme

- 14 The corporate training plan continues to focus on the key outcomes from the staff workshops. Due to workload commitments towards the end of the year, with the exception of Resilience and Driver training, the corporate training schedule was put on hold until March 2018.

Business improvement programme

Key developments

- 15 Assisted Building Control with clearing the one general non-compliance received from the IANZ audit.
- 16 Started a review of all LIM district planning statements and maps to ensure they correctly reflect the Proposed District Plan Decisions Version.
- 17 Continued the work programme to improve Council's lease management on behalf of the Community Services Group.

Expressway Integration work programme

Key developments

- 18 The Poplar Avenue slow-zone 'raised table' in Raumati South village is completed. Settlement of property conditions and typographical surveying have been completed for the final section of shared path on Kapiti Road between Arawhata Road and Brett Ambler Way. .
- 19 Construction on the Kāpiti Lights upgrade project is complete.
- 20 The State Highway 1 Revocation project is at the final scheme design stage.

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

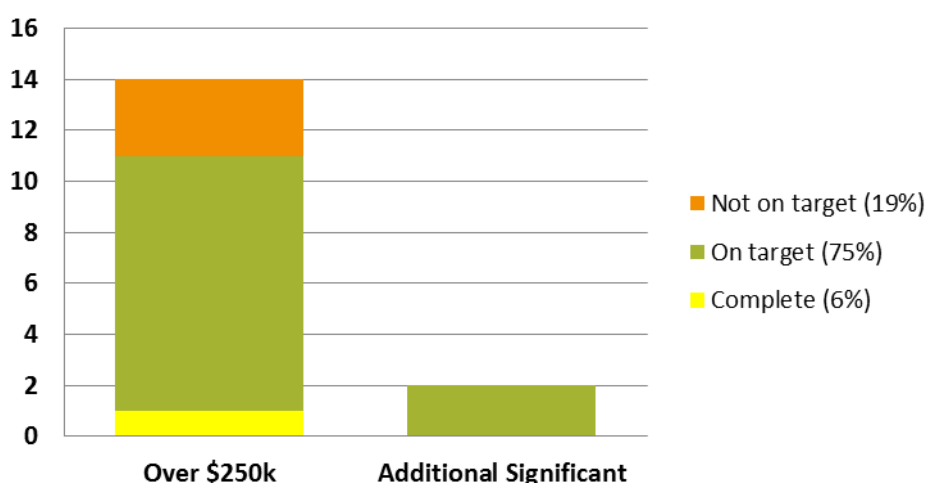
- 22 The Waitohu Valley Road widening has been completed.
- 23 The Arawa street seawall replacement has been completed.
- 24 Revised options for the delivery of the Paekākāriki seawall were presented to Council.
- 25 The contaminated sediment assessments of Mazengarb stream (stages 1-3) requested by GWRC have been completed. The report is due in January 2018.
- 26 Performance testing is underway on the new dissolved air flotation plant. Further process optimisation and proving is required to confirm adequate performance at the full designed flow rate.
- 27 The required three years of baseline environmental monitoring for the river recharge project has been completed and the 20% volume restriction removed. The full capacity of stage 1 river recharge can now be utilised, if needed, for the 2017/18 summer.

Projects

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

Figure 3: Infrastructure Projects

as at 31 December 2017



- 29 One project, the Raumati Road upgrade and reconstruction, was completed in the first quarter.
- 30 Twelve projects are on target.
- 31 Three projects are not on target.
 - The two coastal management projects are not on target. The Paekākāriki seawall project has been delayed by results of the peer review and subsequent reconsideration of design options. The Wharemauku block wall has been delayed by Old Coach Route issues.

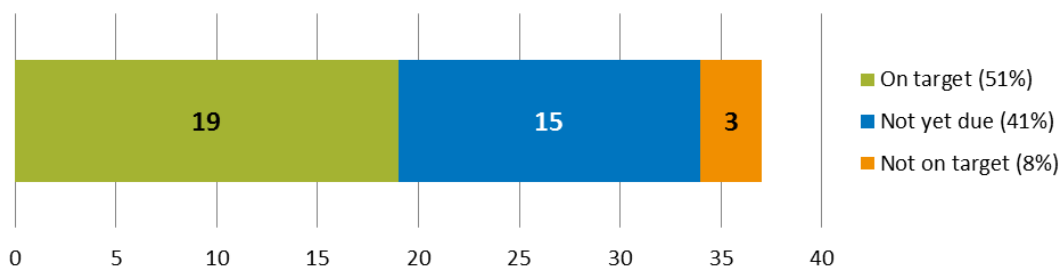
- One Wastewater project, the Waikanae duplicate rising main, is not on target due to unresolved landowner consultation.

Key performance indicators

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

Figure 4: Infrastructure KPIs

as at 31 December 2017



33 Nineteen KPIs were on target at the end of the second quarter.

34 Fifteen KPIs depend on information that is not due until later in the year.

35 Three KPIs were not on target:

- One is an Access and Transport KPI *“the number of serious and fatal crashes on district roads is falling”*. There were 11 such crashes in the whole of last year and already in the two quarters this year there have been eight reported crashes.
- *The number of complaints about the performance of the stormwater system* was 6.8 per 1,000 connections for the year to date against a pro rate target of 5 per 1,000. There is a significant programme of work required in this activity to improve performance in future years.
- One water management KPI is not on target - the number of complaints received about the council reticulation network, was 3.6 per 1000 connections for the first half year against a full year target of 4.7 complaints per 1000 connections.



Section 4: Community Services

Key development highlights

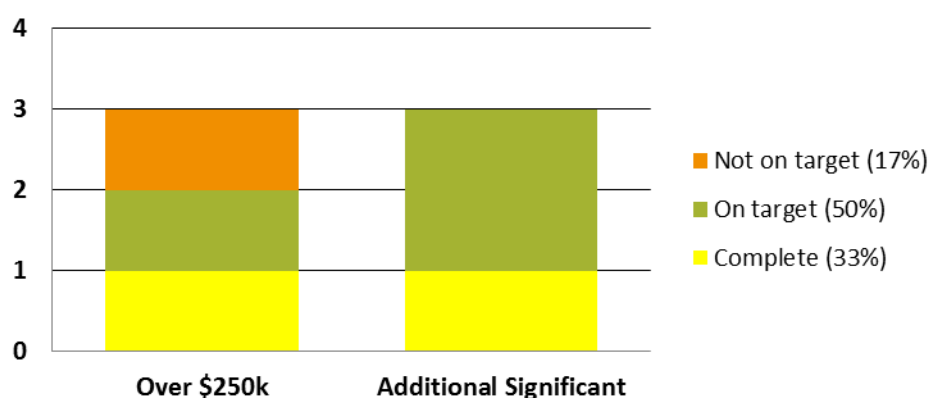
- 36 The upgrade of the Kaitawa Reserve bridge was completed in November 2017 and a BBQ was installed at Haruatai Park.
- 37 The Parks website upgrade was completed.
- 38 Ōtaki Library delivered a heritage talk about the Ōtaki railway in October 2017, with over 50 attending, and a heritage talk about the history of horses in Ōtaki in November, with over 30 attending.
- 39 The 2017 Kāpiti Arts Trail was a success. Analysis of the visitor's and artist's survey will be undertaken over the third quarter.
- 40 The Ōtaki Pool rebuild was completed and the pool was formally re-opened on 14 December. Attendance over its first three weeks of opening was double what it had been over the same period in the previous year.
- 41 Council approved the Funding Contribution and Access Agreement for the Kapiti College Performing Arts Centre.
- 42 Two community sector capacity building workshops were held in November and December 2017; a collaboration café style workshop providing opportunities for partnering and a growing volunteers workshop. Over 40 people attended each..
- 43 The Council's Eco Design Advisory service provided 27 two-hour home consultations, 33 short appointments and four presentations.
- 44 A Digital Strategy for Economic Development is under development which includes the delivery of a destination website to promote Kapiti. It is expected to go live by end March 2018.

Projects

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

Figure 5: Community Services Projects

as at 31 December 2017



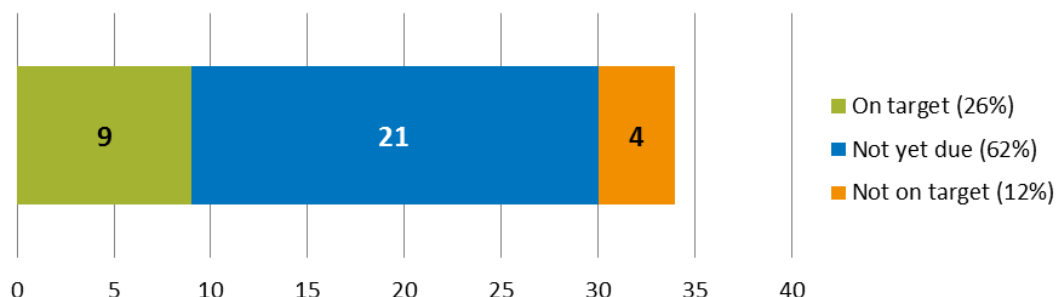
- 46 Two projects were completed in the second quarter (the Ōtaki Pool rebuild and the Maclean Park management plan).
- 47 One project is not on target with original timelines (the *Youth Development Centre*) but is expected to be completed by June 2018. The other four projects were on target at the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

Key performance indicators

48 In this cluster there are 34 KPIs.

Figure 6: Community Services KPIs

as at 31 December 2017



49 Nine KPIs were on target at the end of the second quarter.

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

51 Four KPIs were not on target:

- One Parks and open space KPI was not on target: *“Sports grounds are open”* had a result of 84% at the end of the second quarter, marginally below the target of 85% for the year. This was up from 68% at the end of the first quarter (which is not unusual for the winter months) and is expected to improve further over the remainder of the year.
- Three Recreation and leisure KPIs were not on target. These were:
 - *Visits to swimming pools in the district* were 127,381 for the first half of the year, compared to 133,547 for the same period in the 2014/15 baseline year. This was entirely due to the closure of the Ōtaki Pool for rebuilding.
 - *Learn to swim registrations* totalled 1,138 in the first half year, compared to 1,479 for the same period in the 2014/15 baseline year. This result was also strongly affected by the Ōtaki Pool closure.
 - *The number of visits to the district’s libraries* was again below target and is not expected to be achieved given the faulty door counter information used to set the target in the 2015-35 Long term plan (*Note: there were a total of 179,067 visits to libraries in the first half of 2017/18 compared to 182,042 for the same period last year*).



Section 5: Planning and Regulatory Services

Key development highlights

- 52 On 9 November 2017 Council resolved to adopt the recommended decisions on the Proposed District Plan 2012 and Variation 1 to the Proposed District Plan.
- 53 The High Court upheld the Environment Court's decision to reject Coastal Ratepayers United's claim.
- 54 The Waikanae Beach Character Assessment Study was presented to the Waikanae Community Board Meeting on 28 November 2017. The final report has been made available on Council's website.
- 55 The building consents team processed and issued 230 building consents in the second quarter, down from 262 in the same period the previous year. Cumulatively they have issued 543 building consents over the first two quarters, compared to 575 in the same period the previous year.
- 56 The resource consents team processed 68 consents in the second quarter, down from 93 in the second quarter last year. This more than offset the strong growth in the first quarter, giving a total of 161 consents processed in the first two quarters against 171 in the same period the previous year.

Projects

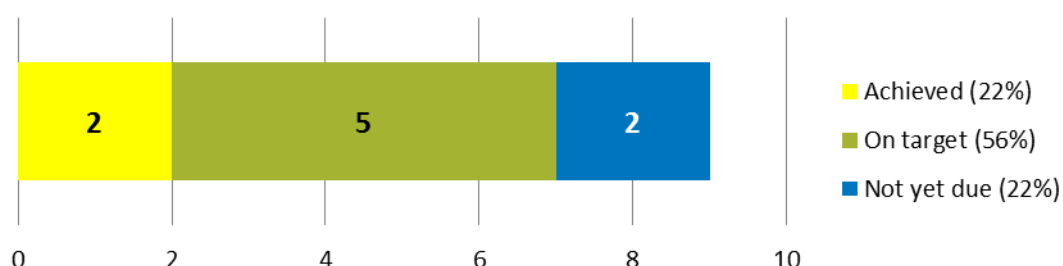
- 57 There are no capital expenditure projects over \$250,000 in this cluster.
- 58 There are two additional significant projects, the Earthquake-prone building assessments project and the District Plan review project, and these multi-year projects were both on target at the end of the first quarter.

Key performance indicators

- 59 In this cluster there are nine KPIs.

Figure 7: Planning and Regulatory KPIs

as at 30 September 2017



- 60 Two KPIs were achieved at the end of the second quarter.
 - The “Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings” achieved its target in 2016/17 when hearings were completed.
 - The ‘Building Consent Authority accreditation is retained’ KPI was achieved following the IANZ audit in October 2017.
- 61 Five KPIs were on target.
- 62 Two KPIs depend on information that is due later in the year.



Section 6: Governance and tāngata whenua

Key development highlights

- 63 Council provided feedback to the Remuneration Authority on proposed long term improvements in local government elected members remuneration.
- 64 There were two citizenship ceremonies on 15 November and 6 December 2017, which conferred citizenship upon 83 applicants.
- 65 The Council received 56 requests under the Official Information Act in the second quarter, compared to 42 in the second quarter last year.
- 66 The Memorandum of Partnership with iwi was signed on 5 December 2017.
- 67 Discussions continued with the Department of Conservation and Greater Wellington Regional Council to facilitate iwi engagement and participation in collaborative biodiversity project opportunities.

Projects

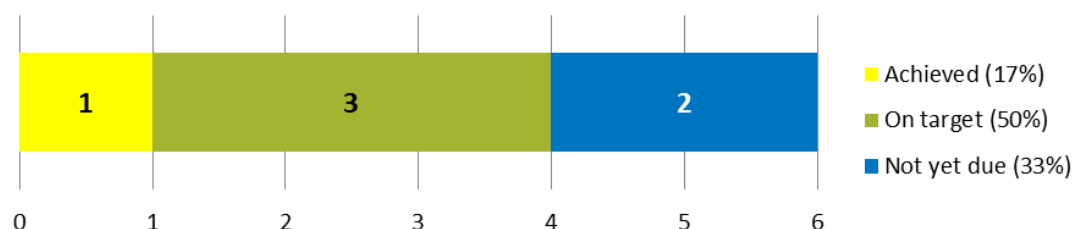
- 68 There are no significant projects in this activity.

Key performance indicators

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

Figure 8: Governance & Tāngata Whenua KPIs

as at 31 December 2017



- 70 One KPI was achieved by the end of the second quarter (*The memorandum of partnership is renewed each triennium*).
- 71 Three KPIs were on target at the end of the first quarter
- 72 Two KPIs were reliant on information that is not due until later in the year.

Policy considerations

73 There are no policy issues to consider.

Legal considerations

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

Financial considerations

75 A summary of budget details for each activity (as at 31 December 2017) is provided in the activity reports attached as Appendix B to this Report SP-18-434.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

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

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

RECOMMENDATION

79 That the Operations and Finance Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the second quarter of 2017/18 contained in the Activity Reports attached as Appendix B to this Report SP-18-434.

Report prepared by	Approved for submission	Approved for submission
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Terry Creighton

**Corporate
Monitoring Officer**

Sarah Stevenson

**Group Manager
Strategy and Planning**

Sean Mallon








**Group Manager
Infrastructure Services**

ATTACHMENTS:

Appendix A – Summary List of Projects


Appendix B – Activity Reports

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

Activity / Programme	Major Project	Status
Expressway Integration Programme	Paraparaumu and Waikanae Town Centres ¹ (Town Centre major connectors)	LTP
	Cycleways, Walkways, Bridleways Implementation ²	
Access and Transport 	Raumati Road corridor upgrade	
	LED streetlight upgrade	
	Sealed road resurfacing	
	Minor improvements	
Coastal Management 	Coastal Protection Paekākāriki	LTP
	Wharemauku Block wall	
Solid Waste 	Otaihanga landfill capping	
Stormwater Management 	Major stormwater projects	
	Minor stormwater projects	
Wastewater Management 	Waikanae duplicate rising main	
	Wastewater treatment plant dissolved air flotation	
	Ōtaki WWTP consent upgrades	
	Reticulation (pipe) renewals	
Water Management 	Pipe renewals	
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) ³	Our contribution not due until 2018/19
	Waikanae Library and Mahara Gallery upgrade ⁴	Currently on hold
Parks and open space 	Redevelop Raumati Pool building ⁵	Currently on hold pending LTP decisions
Recreation and leisure 	Ōtaki Pool rebuild and splash pad	












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

Project Status Key

 Complete
  On target
  Not on target
 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	
	Otaraua Park development	
Districtwide Planning 	District plan review	
Regulatory services 	Earthquake prone buildings assessment	

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

Appendix B

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

Across Council Work Programmes



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

These programmes of work are:

- Open for Business – Caring, Dynamic and Effective (including Culture Change and Business Improvement),
- Expressway Integration, and
- Carbon and Energy Management (audited results for 2016/17 are now available)

Open for Business – Caring, Dynamic and Effective

Background

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

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

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

Key developments for the 3 months to 31 December 2017

- All corporate training was put on hold until March 2018 due to workload commitments and resourcing levels, with the exception of the following that will be completed before end February 2018:
- Personal Resilience training; and
 - Driver training for employees who as part of their job frequently drive the 'pool car' fleet of vehicles.

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 second quarter:</i>	
<u>Regulatory Services Group – BCA Accreditation IANZ 2017 Project</u>	
1. Assisted the Building Control Manager with the necessary work to successfully clear the one general non-compliance received from the October 2017 audit by IANZ.	
<u>Strategy and Planning Group – Proposed District Plan Decisions Version (2017) Maps and LIMS</u>	
2. Started a review of all LIM district planning statements and maps to ensure they correctly reflect the Proposed District Plan Decisions Version (2017).	
<u>Community Services Group – Better Systems and Processes</u>	
3. Continued the work programme to improve council's lease management. The project outcomes will include assured quality and consistency of information; improved operational efficiencies; service levels and escalation processes; lease categorisation and reporting; and effective oversight of the lease management process.	

Business Improvement work programme (continued)

Upcoming milestones:

Strategy and Planning Group – Proposed District Plan Decisions Version (2017) Maps and LIMS

4. Complete the work programme to ensure that all LIM district planning statements and maps correctly reflect the Proposed District Plan Decisions Version (2017).

Community Services Group – Better Systems and Processes

5. Complete the work programme to improve KCDC lease management.

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

- Works have begun on shared path upgrades on 3 out of 4 sections along Kapiti Road west of Mcgrath Avenue. Exploratory works on the final section of shared path on Kapiti Road between Arawhata Road and Brett Ambler Way have been completed. The Ngarara Road pedestrian upgrade project has been let and works are expected to begin early 2018. Te Moana Road from Park Avenue to the interchange project has been let and works are expected to begin on 15 January following the successful conclusion of the consultation period with adjacent residents.

For further detail refer to the project report below.

Town Centres

- Construction on the Kāpiti Lights Upgrade Project is complete. Designs for Waikanae's first physical build project, W4: Cultural Thread and Integration of the Marae into the town centre is to be finalised mid-February 2018. We continue to work 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.

Waikanae North to Peka Peka (Zones 8, 9 and 10) designs are being completed and detailed design for the area between Ventnor Drive to Otaihanga Road (Zones 4 – 5) are being reviewed internally.

Waikanae Town Centre (Parallel vs Angle parking) options have been presented to the businesses and community. A report will be taken to the Community Board and Council next quarter.

Detailed design for the remaining zones will occur early 2018 with the procurement of Construction Contractors February 2018 and construction commencing in Mid 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 second quarter:					
<div>1. The Poplar Avenue slow zone raised table is finished, completing all physical works at the Raumati South village area. A speed limit review of various roads in the district that includes Poplar Avenue is expected to begin in 2018.</div> <div>2. The Kāpiti Road shared path project west of McGrath Avenue is underway. There are four separate sites, three of which have completed designs with work having started on these. The final location is currently in design. Kapiti Coast Airport Holdings have completed works outside Kapiti Landing.</div> <div>3. Exploratory works on the final section of shared path between Arawhata Road and Brett Ambler Way on Kapiti Road has been completed. Settlement of property conditions with the signatures of all Assignors, and Assignees has been completed. Gorse clearance, typographical surveying, geotechnical site investigation and locating services have all been undertaken.</div> <div>4. The Poplar Avenue shared path near Leinster Avenue has stalled this quarter due to the extensive depth of peat under the proposed road. The design has been modified to avoid this area and works will now continue with completion due by end June 2018.</div> <div>5. The Ngarara Road/Park Avenue intersection upgrade project has been won by Brian Perry Civil. Physical works are expected to begin in mid to late January 2018, with the tendered works expected to take up to 4 weeks to complete.</div>					
Risks (to programme, cost, quality, other)					
<div>1. Procurement of limited contractor resources may become a risk over the final six months of the stride n ride programme.</div>					
Issues (for elected member attention)					
<div>1. Further traffic calming in the area of the Ngarara Road/Park Avenue intersection will be undertaken once the intersection works are completed.</div>					
Current year project costs to 31 December 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	869,000	660,754	660,754	
Last year	2016/17	1,923,862	1,929,690	1,929,690	
This year	2017/18	1,797,205	861,077	1,868,725	
Total		4,590,067	3,451,521	4,459,169	

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 second quarter</i>			
<ol style="list-style-type: none"> 1. P3 - Kāpiti Lights upgrade project: We celebrated the completion of the first two stages of the Kāpiti Lights upgrade on Thursday 23 November with a public opening. As with everything else on this project, this was a joint initiative between Council and business with the local businesses getting involved and donating prizes. 2. The Kāpiti Lights laneway mural was installed and completed, in conjunction with the Public Arts Panel, at the end of October 2017. This art installation is a stunning addition to the laneway and is proving to be a great conversation starter. 3. P2 - Coastlands and Civic Precinct Connection Project. We have completed underground service investigations in December and were looking to start construction in February 2018. Stakeholder updates for this project have taken place including Community boards, Accessible Advisory Group, Older Persons Council, Coastlands, Kāpiti Primary School and affected business on Rimu road and Iver Trask Place. We'll continue to talk to the other affected parties over the next month and in the lead-up to work starting. 4. P4 - Iver Trask Place and Kāpiti Primary School project: The "Shared Use – License To Occupy" will be amended to include works on school property as part of the Rimu road crossing. 5. W4 - Waikanae Town Centre Cultural Thread Project concept designs have been developed in conjunction with Te Ātiawa Town Centres Working Group. Stakeholder updates for this project have taken place including Waikanae Community Board, Accessibility Advisory Group, CWB Advisory, Older Persons Council, Youth Council, Mahara Gallery and affected businesses. We'll continue to talk to the other affected parties over the next month and in the lead up to work starting. 6. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects. 			
<i>Upcoming milestones:</i>			
<ol style="list-style-type: none"> 7. Commence construction P2 - Coastlands and Civic Precinct Connection Project. 8. Commence construction on W4 - Waikanae Town Centre Cultural Thread Project. 9. Start design for W3 Mahara Place projects. 			
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. 2. Community expectations of the P2 Coastlands and Civic Precinct Connection Project due to its high profile nature. 3. Risk to programming on W4 – Waikanae Town Centre Cultural Thread Project in relation to working with iwi to achieve desired result on Fraters Lane. 			

Town Centres project (continued)

Issues (for elected member attention)

1. On-going ‘highly active’ communications regarding construction of priority projects.

Current year project costs to 31 December 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	3,672,480	1,332,447	3,499,902	
Total		7,556,438	5,129,184	7,296,639	

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

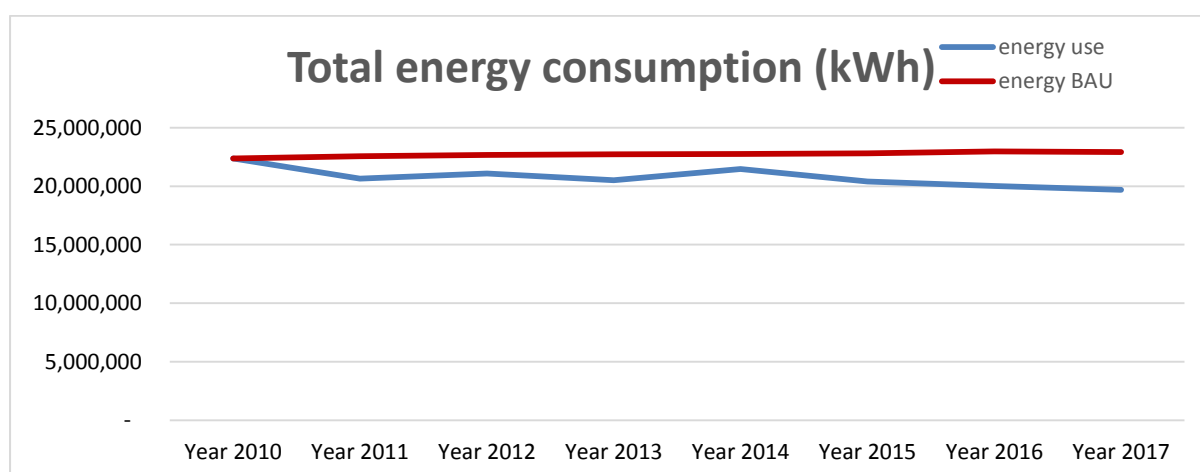
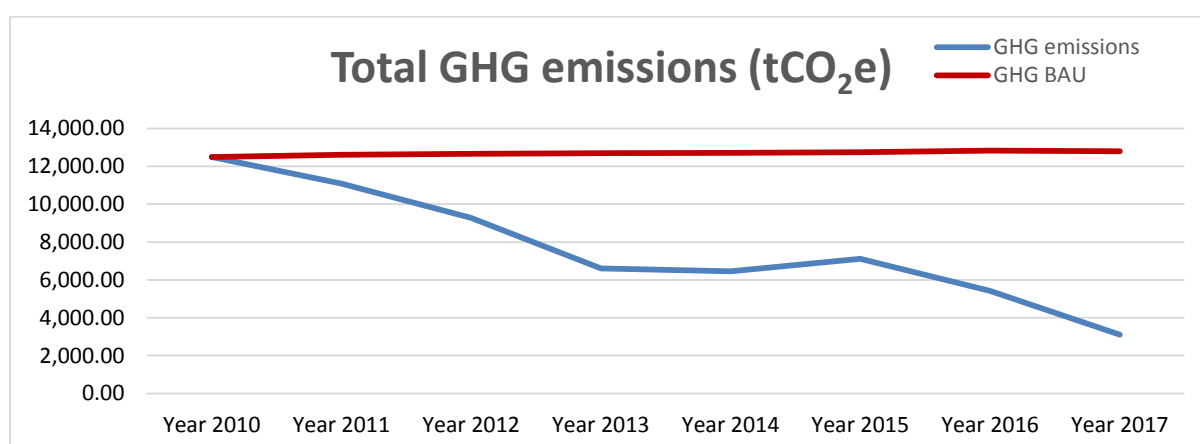
Carbon and energy management

Background: Adopted in 2012, the Council's Carbon and Energy Management Plan sets a target of an 80% reduction in greenhouse gas emissions from the organisation in 2021/22 compared to 2009/10, through energy conservation, renewable energy, reducing fossil fuel use and changing how waste is disposed of.

During the second quarter of 2017/18 council had its annual emissions inventory (carbon footprint) independently audited to gain 'CEMARS' accreditation to the ISO-14064 standard. Accreditation was received.

Summary of 2016/17

- The Council's organisational energy use and greenhouse gas emissions (GHG) in 2016/17 were the lowest they have been in at least seven years. Energy use was 12% below 2009/10.
- Greenhouse gas emissions in 2016/17 were 75% below the 2009/10 baseline. The reduction in emissions was related to reduced energy use and changes to how sewage sludge is disposed of. This result has been verified as a result of Council's annual CEMARS audit.



Key points

- Council GHG emissions have declined significantly compared to previous years due to the full-year effect of the change to sludge disposal.
- Converting the district to LED streetlights will result in a total of 58% savings compared to current use. Currently Ōtaki and a majority of Waikanae have been converted with the project due for completion in 2020. When this project is completed it is expected to take Council close to the 80% reduction from baseline year target, but additional measures are expected to still be needed to achieve that target.
- The district wide public electric vehicle charging partnership with Council and Spark New Zealand has resulted in the installation of an EV charging station and EV designated parking at Waikanae. At least two more public EV charging stations are scheduled for installation in 2018. This initiative increases access to local EV charging stations which will support a conversion plan for Council's vehicle fleet over the next three to five years. Current estimates show that converting internal combustion engine vehicles to EV's could reduce emission levels significantly (from 463.54 tCO₂e to 141.23 tonne) and offset costs against carbon credits of between \$1,611.55 and \$6,446.20 (based on \$5-\$20 unit price). This initiative will contribute to the 80% target identified in the Carbon and Energy Management Plan.

Infrastructure

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

Access and transport

Putanga me to ikiiki

Key developments for the 3 months to 31 December 2017

Capital projects – road reconstruction.

- The Waitohu Valley Road widening project has been successfully 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. Investigations are complete and a preferred option/design has been presented for which third party approval is required. Once this approval is obtained it is estimated that earthworks may commence around the end of January 2018 and will take approximately six weeks to complete. Project costs are still to be finalised, but are expected to be in the vicinity of \$400,000.

Network Maintenance

- Council are currently in discussion with Downer Ltd to determine if a one year extension to the current Road Maintenance Contract will be offered from July 2018.

Network Planning

- The second NZTA deadline for the draft LTP 2018-2021 budget was met on 20 October 2017 and included providing the draft Access & Transport Activity Management Plan (A&T AMP) to support the funding bid. The LTP2018 30 year budget was presented to Council on 30 November and further work was carried out to refine the A&T AMP in order to meet NZTA's Programme Business Case requirements that now apply to obtaining funding. NZTA's final deadline for Kāpiti's programme for the Regional and National Land Transport Plans was met on 16 December 2017.
- The Programme Business Case for the East-West Connections project was finalised and presented a 10 year programme of projects that address congestions issues on Kapiti Road and future proof Kapiti Road for increasing traffic volumes. A moderated version of the preferred programme was proposed to Council on 30 November 2017, which includes two projects out of the total programme in years 2 and 3 of LTP2018 and the Link Road project in years 6 and 7. The required detailed business case for the Link Road is proposed in year 4.
- Transport and traffic advice was provided on 46 resource consents in this quarter.
- The draft report of the Te Moana Road Corridor Optimisation Study was presented in early December and the projects list is currently under discussion and review to be finalised early in 2018. The draft minor works programme will be reviewed to consider which actions should be prioritised and incorporated into the programme for 2018-21.

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 design drawings for the PP2O Expressway were presented to council on 22 December 2017 for approval. They will be reviewed in January 2018. The team is working with Fletchers to get satisfactory outcomes where Fletchers is proposing departures from the approved design conditions.
- Physical works have started for the PP2O expressway in the Ōtaki township area and includes vegetation removal, house removal and earthworks – in preparation for the construction of bridges 1 to 5 of the project.
- The team has participated in a workshop with NZTA as part of the business case process for the proposed interchange at Peka Peka.

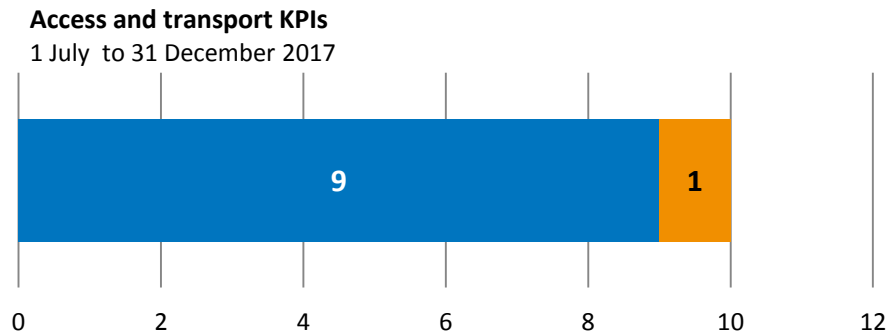
Travel planning and safety initiatives

- Recent safety education initiatives undertaken in this quarter include:
 - Two Child Restraint checkpoints were set up at two different locations in Ōtaki with local police, staff from the Police College, Wellington Plunket Regional and council staff attending. 29 motor vehicles with child restraints were stopped. Of the child restraints, 2 seats had expired and 50% was incorrectly installed with various faults.
 - Pedal Ready training grade one (On Road practice and skills) was delivered at Kapanui Primary school and grade two (Practice intersections and passing parked cars) at Kenakena School during November.
 - Orange day School Patrols Annual Parade was held on Monday 4 December 2017 with 239 students attending. The students were treated to a free movie by Coastlands Event Cinema and free food by McDonalds Kapiti to thank them for their efforts. Two cups were presented by our Deputy Mayor Janet Holborow; the ‘Kapiti Police Bluelight Road Safety cup’ for the school patrol of the year and the new “McDonald’s Kapiti Road Safety cup” for the winner of the School Patrols Road safety banner competition with Raumati South Primary school winning both cups and two \$250 Stirling Sports vouchers.
 - 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, Drink Driving, Shared pathways, Electric Bikes, Bicycles, Safety Flags, Pedestrians, Seatbelts, Schools back (October), 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

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



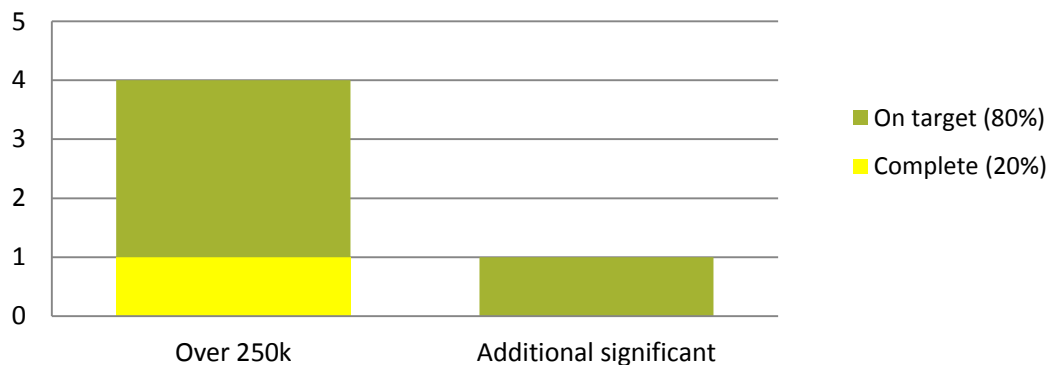
Nine KPIs are reliant on survey results and other information that is not due until later in the year.

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 six such crashes in the first half year. There were eight such crashes (provisionally) in the first half year. The reporting lags in crash data may mean that this number increases.

Projects – Summary

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

Access and transport - Projects
as at 31 December 2017



The Raumati Corridor Project is complete.

The remaining four projects are on target.

Performance measures

as at 31 December 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 yet due	On provisional information there were 3 crashes (all serious injury) in the second quarter. In the year to date there have been 8 serious and fatal crashes, including 3 fatal and 5 serious injury crashes. (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 second quarter					
1. The Raumati/Matai intersection upgrade is now complete.					
2. Report on Raumati Road Corridor upgrade presented to Council.					
Risks (to programme, cost, quality, other)					
1. No further risks.					
Issues (for elected member attention)					
Current year project costs to 31 December 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
Previous year	2015/16	235,601	236,001	236,001	
Last year	2016/17	862,120	862,120	862,120	
This year	2017/18	813,584	754,863	759,431	
Total		1,911,705	1,852,983	1,857,551	

<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 second quarter					
1. The contract works have commenced and around 500 lights have now been installed in Ōtaki, which is substantially complete.					
Upcoming milestones:					
2. A programme has been confirmed, with progression down to Te Horo, Peka Peka, Waikanae and Paekākāriki.					
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 31 December 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	1,021,000	371,788	1,021,000	

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

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 second quarter:					
1. All four Community Boards have been briefed on the 2017/18 Minor Improvements programme.					
2. Engineering Design for the 2017/18 programme was tendered out and the successful Consultancy completed designs and plans for the construction tender.					
3. The construction contract is currently out to tender. This closes in January 2018 with a view to commence works in February.					
Upcoming milestones:					
4. Selection/confirmation of “Low cost, low risk roading improvements for 2018/2019 year.					
Risks (to programme, cost, quality, other)					
1. No risks to note.					
Issues (for elected member attention)					
1 Nothing to report.					
Current year project costs to 31 December 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	434,447	80,356	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 second quarter:

1. Footpath upgrades in Paekākāriki have been completed and some sites in Ōtaki are also complete.

Upcoming milestones:

2. The programme is to be confirmed and the balance of 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	112,212	223,981	

Access and transport – financial results to 31 December 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	863	768	1,928
Total projects over \$250,000	1,974	3,793	6,263
Total	2,737	4,561	8,191

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	2,448	2,353	4,914
5,165	Depreciation and amortisation	2,664	2,785	5,770
1,627	Finance expense	874	874	1,648
11,553	Operating expenditure	5,986	6,012	12,332
	Revenue			
69	Fees and charges	53	64	128
4,618	Grants and subsidies	1,752	2,683	5,334
491	Development and financial contributions revenue	381	100	201
248	Other operating revenue	143	134	266
5,426	Operating revenue	2,329	2,981	5,929
6,127	NET OPERATING COSTS	3,657	3,031	6,403
	Capital items			
2,844	Asset renewal	637	866	2,445
4,645	New assets upgrade	2,100	3,695	5,746
7,489	Total capital items	2,737	4,561	8,191
13,616	NET COST OF ACTIVITY	6,394	7,592	14,594
	Funding sources			
5,906	Rates	3,127	3,126	6,593
2,625	Borrowings	1,674	2,327	3,059
2,794	Depreciation reserve	599	866	2,395
(491)	Reserves & special funds	(381)	(100)	(201)
2,782	Unfunded depreciation	1,375	1,373	2,748
13,616	TOTAL SOURCES OF FUNDS	6,394	7,592	14,594

Net operating costs of \$3.66 million is \$626,000 unfavourable to budget largely due to the NZTA funding for capital projects (which are currently underspent, see below).

Capital expenditure of \$2.74 million is \$1.82 million underspent. This is due to timing. There was a delay with the LED project due to the purchasing of the lights. The resealing, minor works starts in February/April. Spend YTD is in line with the same period last year.

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

Coastal management

Whakahaere takutai



Key developments for the 3 months to 31 December 2017

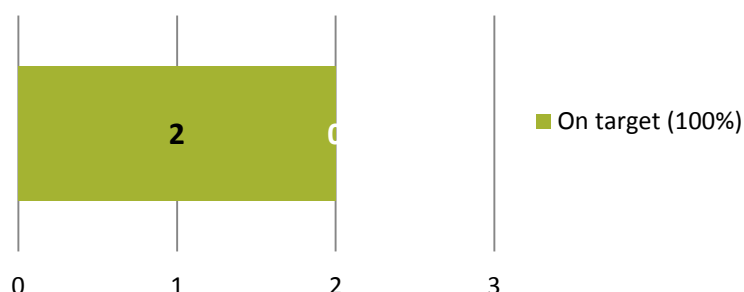
- Completed replacement of Arawa Street seawall.
- Presented the potential projects list for the next long term plan based on the Coastal Assets condition assessment (766 assets) to Councillors.
- Presented various options to the Councillors for the delivery of Paekakariki seawall project.

Performance measures summary

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

Coastal management KPIs

1 July to 31 December 2017



Both KPIs were on target. However, one KPI was on target in the sense that there had been no breach of the target that 90% of *urgent requests to repair seawalls or rock revetments are responded to within 48 hours* – because there have been no urgent requests as yet this year.

Projects – Summary

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

Neither project is on target. The Paekākāriki seawall is experiencing delays due to the need to revisit designs to ensure it is built within budget. The Wharemauku block wall project is experiencing delays due to ownership issues regarding the old coach route and, consequently, gaining resource consent approval from GWRC.

Coastal management - Projects

as at 31 December 2017





Performance measures

as at 31 December 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%	On target (no urgent requests)	There were 46 requests to date (23 in Q1 and 23 in Q2), none of which were urgent.
We keep our stormwater beach outlets clear to avoid flooding	Stormwater beach outlets are kept clear	80%	On target (100%)	All beach outlets cleaned and kept clear.

Project reports

Coastal protection Paekākāriki					
Description	Options 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)					
Developments in the second quarter were:					
1. Detailed design work remains “on hold” pending direction from the elected members on the most preferred option.					
2. Completed a coastal process assessment for the rock wall option to further understand the consenting risks associated with the option.					
3. Updated the Paekākāriki Community Board and the design group with the current status (this meeting was attended by some Councillors as well).					
4. This project was presented to Council as part of briefing on the 2018 long term plan.					
Upcoming milestones:					
5. Re commence the detailed design work following direction from Councillors.					
6. Provide a project update to the wider community on the project status once Councillor’s decision is received.					
Risks (to programme, cost, quality, other)					
1. If Councillors decide to implement the “Rock wall” option there will be consenting challenges as some community members do not want to replace the current timber wall with a rock wall.					
Issues (for elected member attention)					
1. Estimated project cost exceeding the budget allocation is an issue. Additional funds for this project need to be provided through the 2018 long term plan 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. Large scale failures are likely with larger storm events.					
Current year project costs to 31 December 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	95,968	950,000	
Future years		9,283,573		9,283,573	
Total		10,726,815	589,211	10,726,815	

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 which runs parallel to the beach between 49 and 71 Wharemauku Road. This project is to strengthen the block wall until a permanent solution is implemented to protect the Council's sewer and mitigate the end effects from the Marine Parade rock revetment.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ▼	\$✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the second quarter were:</i></p> <ol style="list-style-type: none"> 1. The structure is primarily located on "old coach route" and during the first quarter, GWRC 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 as part of the Resource Consent application. 2. Council received the notification report from GWRC for the Resource Consent application. 3. The affected party described under point 1 above, indicated that they are not willing to provide written approval without a "heads of agreement" regarding the objectives of any negotiations. The situation is complicated as Council is unable to enter into such agreement due to un-resolved ownership issues. 4. Gained confirmation twice from all suppliers that participated in the tender process that they are happy to extend the tender validity period. Since there is no definite time period on gaining a resolution, it was decided to cancel the tender. All participants were advised of the decision. 5. GWRC has been instructed to proceed with the limited notification process and the affected party described under point 1 above has been provided with the required information to make a submission. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 6. The submission period closes at 5pm on 30 January 2018. 7. Hearing (If applicable) will occur within 45 working days from 30 January 2018. 8. Possibly further consideration of compulsory acquisition process to obtain easement(s) for construction and maintenance including exploration of alternative acquisition strategies. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. If GWRC does not grant the Resource Consent, the current block wall structure will become "illegal" and GWRC may request Council to remove the structure. 2. If the affected party does not receive a decision favourable to them, they have the option of appealing the decision within two weeks. If this occurs the block wall strengthening project will be "on hold" for a further period of time. 			

Wharemauku block wall (continued)

3. Wall failure can occur due to a major storm

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 may have to 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 may cause issues due to the following:
 - As noted under 'Risks', point 1 above, 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 potentially 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 31 December 2017

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	400,202	46,690	400,202	

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

Coastal management – financial results to 31 December 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	42	121	240
Total projects over \$250,000	143	675	1,350
Total	185	796	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	139	178	356
373	Depreciation and amortisation	187	174	361
231	Finance expense	171	171	323
1,059	Operating expenditure	497	523	1,040
1,059	NET OPERATING COSTS	497	523	1,040
-	Capital items			-
941	Asset renewal	134	530	1,059
19	New assets upgrade	51	266	531
960	Total capital items	185	796	1,590
2,019	NET COST OF ACTIVITY	682	1,319	2,630
	Funding sources			
888	Rates	413	439	871
19	Borrowings	51	266	531
941	Depreciation reserve	134	530	1,059
171	Unfunded depreciation	84	84	169
2,019	TOTAL SOURCES OF FUNDS	682	1,319	2,630

Capital expenditure of \$185,000 is \$611,000 underspent due to delays with the Paekākāriki seawall and Wharemauku block wall. Different options for completion of the Paekākāriki seawall were presented to the Council in October 2017 and in December 2017 through the long term plan process. Council are still to make a decision.

Solid waste

Para ūtonga

Key developments for the 3 months to 31 December 2017

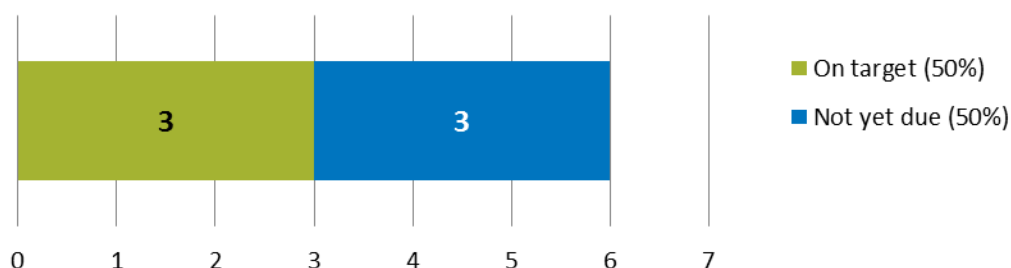
- 12,000m³ of clay was imported to the Otaihanga landfill, covering a further 1.5ha of the site as part of the ongoing landfill capping project. This clay will be covered with topsoil with grass sown in autumn. Around 90% of the landfill has now been capped with clay.
- The Zero Waste Education programme was delivered to year five and six classes at Kenakena School in October 2017.
- The Waste Levy Grants for community projects were allocated, distributing \$20k amongst nine recipients.
- A Love Food Hate Waste themed workshop by an external presenter and a composting workshop by Council's Green Gardener in November 2017 were supported and advertised.
- A number of event organisers were supported in their Zero Waste efforts through advice and loan of waste station bin hoods and other equipment.

Performance measures summary

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

Solid waste KPIs

1 July to 31 December 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 31 December 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	139 of 157 service requests (89%) 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 final quarter.

Project report

Otaihanga landfill capping					
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. Landfill capping progressed in the second 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 31 December 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	511,504	247,895	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 31 December 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	249	238	511
Total	249	238	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	450	383	799
420	Depreciation and amortisation	336	211	438
186	Finance expense	51	51	97
1,328	Operating expenditure	837	645	1,334
	Revenue			
528	Fees and charges	291	245	489
528	Operating revenue	291	245	489
800	NET OPERATING COSTS	546	400	845
	Capital items			
500	Landfill Capping	249	238	518
500	Total capital items	249	238	518
1,300	NET COST OF ACTIVITY	795	638	1,363
	Funding sources			
800	Rates	521	378	795
500	Depreciation reserve	249	238	518
-	Movement in other reserves	26	23	50
1,300	TOTAL SOURCES OF FUNDS	795	638	1,363

Stormwater

Whakahaere wai araha

Key developments for the 3 months to 31 December 2017

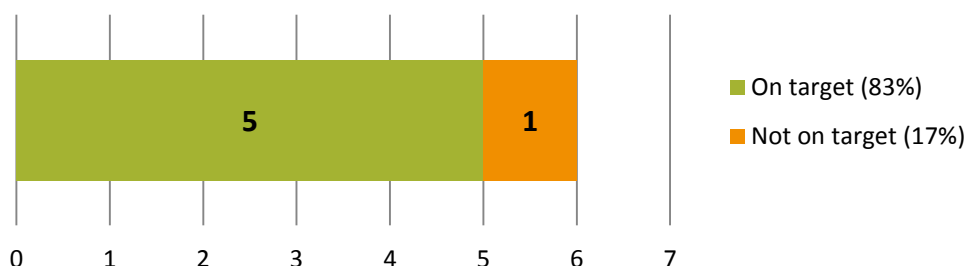
- There were 72 flooding related service requests in the second quarter of 2017/18, compared to 209 in the same quarter last year. For the year to date there were 150 flooding related service requests compared to 356 for the first half of last year.
- Completed the negotiations with Greater Wellington Regional Council (GWRC) for the districtwide stormwater discharge consent and awaiting their decision.
- Completed the work scope for a districtwide stormwater asset condition assessment programme. Implementation of Phase 1 of the programme (7 catchments out of 34 catchments) is to be completed by June 2018.
- Completed contaminated sediment assessments for the tributaries of Wharemauku stream. Both Te Ātiawa and GWRC were comfortable with the results and no further testing will be required. However, the application to remove sediment remains 'on hold' while waiting for written approval from Te Ātiawa.
- Completed the contaminated sediment sampling for the Mazengarb stream (stages 1-3) with the report due for release in early January 2018.
- Continued to work with GWRC/Te Ātiawa on the Kaitiaki Monitoring pilot for their rohe. Te Ātiawa are to specify the method and resource required for adding Wharemaukū tributaries and Mazengarb Stage 3 into the Kaitiaki Monitoring by 31st January 2018.

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 31 December 2017



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

One KPI was not on target:

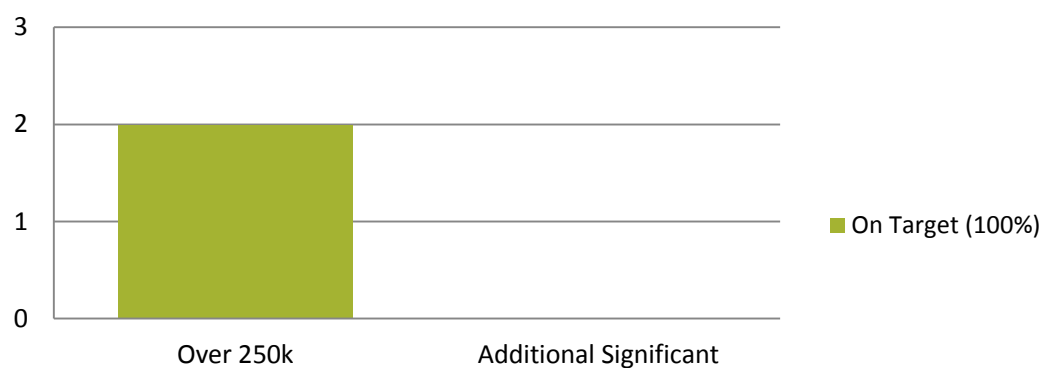
- The number of complaints about the performance of the stormwater system has a target of 10 complaints per 1,000 connections for the year (which is a pro rata target of 5 per 1,000 for the year to date). Council received 150 flooding-related service requests (which are treated as complaints) this year, which is 6.8 per 1,000 connections. This is above the pro rata target for the first half year as it was last year.*

Projects – Summary

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

Stormwater - Projects

as at 31 December 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 31 December 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)	Year to-date, there were 191 service requests. 150 were flooding related (78 in Q1 and 72 in Q2). Of the 150 flooding requests 33 were urgent and the median response time was 0 days (less than 24 hours).
		Non-urgent = less than or equal to 5 days	On target (Median response time was 3 days)	The median response time was 3 days for the 117 non-urgent requests.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (100%)	Year to-date, there 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 191 requests, year to-date, 150 can be regarded as complaints. (= 6.8 per 1,000 connections). A pro rata year to date target is 'less than 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-18-434 Appendix B – Activity report to 31 December 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)	Year to-date, no non-compliance with council's resource consents for discharge from its stormwater system.

Project reports

Major stormwater projects					
Description	The major stormwater project covers the design of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events) These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damage due to flooding. The projects covered under this category are: Stormwater upgrades for Kena Kena, Moa Road, Alexander Bridge, Kakariki, Titoki and Karaka Grove.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. Continued working on the resource consent application for the Kena Kena project. Meetings were held with Department of Conservation, Iwi and GWRC.					
2. The archaeological assessment completed for the Kena Kena project area concluded that an archaeological authority is not required. Iwi are satisfied with this conclusion and support the application of standard accidental discovery protocols during physical works.					
3. Continued working on concept designs for Moa Road, Karaka Grove and Kākāriki projects.					
4. Commenced of the detailed designs of the under capacity network for the Kena Kena project.					
5. Commenced the concept designs for Alexander Bridge.					
6. Continued working on the concept designs for Titoki.					
Upcoming milestones:					
7. Completion of concept designs for Kākāriki – January 2018.					
8. Completion of concept designs for Titoki – March 2018.					
9. Lodgement of Resource Consent application with GWRC for the Kena Kena project – June 2018					
10. Completion of concept designs for Alexander Bridge – June 2018.					
11. Completion of concept designs for Moa Road, Karaka Grove – June 2018.					
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 31 December 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	610,958	272,824	610,958	

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)					
<i>Developments in the second quarter:</i> <ol style="list-style-type: none">1. Completion of Hookway Grove stormwater upgrade project.2. Completed detailed designs for 95-117 Riwai Street stormwater extension project.3. Finalisation of scope of work in each project location for 2017/18 minor stormwater improvements projects.4. Completed Phase 1 of the minor stormwater improvements at Charnwood Grove.5. Lodged a resource consent application for the Phase 2 of the minor stormwater improvements at Charnwood Grove. <i>Upcoming milestones:</i> <ol style="list-style-type: none">1. Completion of physical works at 95-117 Riwai Street stormwater extension project – June 2018.2. Completion of physical works related to 2017/18 minor stormwater improvement projects – June 2018.3. Gaining the resource consent and completion of physical works - Phase 2 of the minor stormwater improvements at Charnwood Grove- June 2018					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. 2017/18 minor capital works project was originally planned for 20 locations. 8 locations out of 20 were deferred to next financial year due to budget limitations.					
Current year project costs to 31 December 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	820,828	302,938	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 31 December 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	13	10	20
Total projects over \$250,000	576	716	1,432
Total	589	726	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	413	768	1,535
1,084	Depreciation and amortisation	580	623	1,250
1,024	Finance expense	500	500	942
3,513	Operating expenditure	1,493	1,891	3,727
	Revenue			
45	Fees and charges	-	-	-
152	Development and financial contributions revenue	98	26	52
197	Operating revenue	98	26	52
3,316	NET OPERATING COSTS	1,395	1,865	3,675
	Capital Items			
844	Asset renewal	-	-	-
2,025	New assets upgrade	589	726	1,452
2,869	Total capital items	589	726	1,452
6,185	NET COST OF ACTIVITY	1,984	2,591	5,127
	Funding sources			
3,469	Rates	1,492	1,891	3,727
1,038	Borrowings	579	726	1,452
404	Depreciation reserve	-	-	-
1,426	Development and financial contributions	10	-	-
(152)	Reserves & special funds	(98)	(26)	(52)
6,185	TOTAL SOURCES OF FUNDS	1,984	2,591	5,127

Net Operating Costs of \$1.395 million are \$470,000 favourable to budget, largely due to open drains maintenance work being put on hold while awaiting a resource consent from GWRC.

Capital expenditure of \$589,000 is \$137,000 underspent largely due to timing factors with the minor stormwater project work.

Wastewater management

Whakahaere wai

Key developments for the 3 months to 31 December 2017

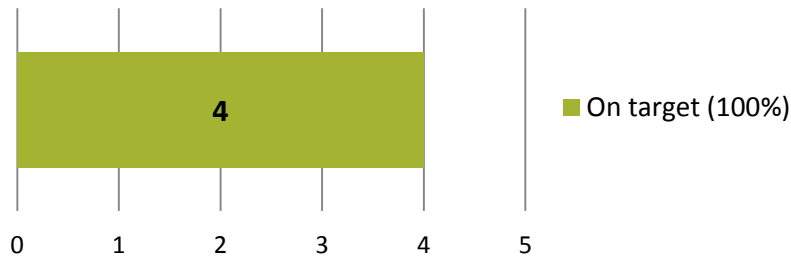
- The site works for the new dissolved air flotation (DAF) plant at the Paraparaumu Wastewater Treatment Plant are substantially complete, and performance testing is underway. Further process optimisation and proving is required, to confirm adequate performance at the full designed flow rate, before it may be brought into full service.
- The development and design of the 2017/18 wastewater pipe renewals programme is well advanced, with the detailed design and contract documents nearing completion for review and tendering.
- The first phase of the Paraparaumu Wastewater Treatment Plant inlet works project has been progressed with the concept design and procurement approach for this complex project now underway. The next phases will be put on hold in line with the proposed deferral of the project in the 2018 Long Term Plan.

Performance measures summary

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

Wastewater KPIs

1 July to 31 December 2017



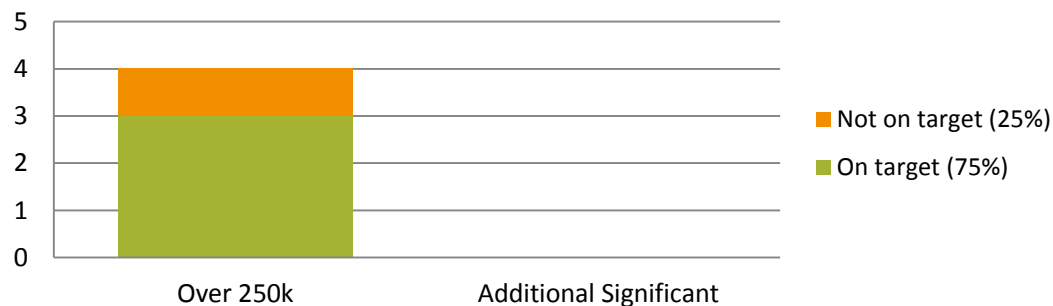
All four KPIs with prescribed targets were on target at the end of the second quarter.

Projects – Summary

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

Wastewater - Projects

as at 31 December 2017



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



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

Performance measures

as at 31 December 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 (29 minutes)	Median attendance time was 29 minutes, for 69 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 (2 hours and 2 minutes)	Median resolution time was 2 hours and 2 minutes for 69 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 (3.68 complaints per 1,000 connections)	73 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 (0.45 overflows per 1000 connections)	9 overflows from the wastewater system in the year to date (total of 19,856 connections). (2016/17 result was 0.30 overflows per 1,000 connections)
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	On target (none)	No non-compliance actions this year.

Project reports


Waikanae duplicate rising main			
Description	This project will duplicate the rising main from Waikanae's terminal wastewater pumping station to the Paraparaumu wastewater treatment works.		
	The project was planned in two stages: the first stage was timed to take advantage of the M2PP Expressway construction programme and any cost savings from installing the pipeline along the full length of the expressway; the second stage completes final connections at each end of the expressway.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ▼	\$ 
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the second 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 remaining services from these investigations may require minor changes to the design before it is finalised. 2. The contract documents for the completion of the duplicate rising main and associated works are in final review for tendering the works this year. 3. Discussions to resolve land ownership issues along the northern end of the Expressway alignment are progressing slowly. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 4. Confirm approval of the final section of the rising main in the expressway alignment from north of the bridge through to Te Moana Road – this section was never completed with the expressway itself, due to land ownership issues. 5. The submission of resource consent applications, to cross walkways, is on hold until discussions with Iwi have been completed. 6. 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. Delay – Resource Consent consultation process: The lengthy period of unresolved landowner consultation experienced to date indicates a risk of delay to the capital programme; without imminent resolution the scheme will extend into next year. 2. Cost/ Budget – scope refinement: Services congestion along Te Moana Road may require changes to design that may incur some additional costs. The current Engineer's Estimate forecasts budget over-run of around \$200,000; this will be balanced by reducing expenditure in other planned network upgrades this financial year. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> 1. Parts of the project have been delayed while NZTA resolves some land owner agreement issues. It may not complete in this financial year. 			

Waikanae duplicate rising main (continued)**Current year project costs to 31 December 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	106,725	1,142,700	
Total		2,339,720	2,849,824	3,885,798¹	

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 second quarter:					
1. Site works to facilitate installation of the DAF equipment are substantially complete.					
2. Testing to date of the installed DAF equipment by local supplier and overseas manufacturer representatives has resulted in adequate process performance, but at flow/ volume rates significantly below specification. Further refinements to equipment operation and proving tests, by the supplier, are now required.					
Upcoming milestones:					
1. Completion of ancillary works minor defects.					
2. The commissioning and bringing to service of the new DAF plant.					
Risks (to programme, cost, quality, other)					
1. Quality/ Performance: Further commissioning work is required in the third quarter to ascertain the solution to the current reduced performance levels.					
2. Time/ cost: delay/ possibly overhead and professional services cost increase, whilst performance issues are resolved.					
Issues (for elected member attention)					
1. None at present.					
Current year project costs to 31 December 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	306,389	315,159	
Total		706,441	697,671	706,441	


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 second quarter:					
1. The development and design of the 2017/18 wastewater pipe renewals programme are well underway, with the detailed design and contract documents available to be checked.					
2. Closed-circuit TV survey information, collected earlier in the year, is to be included in the contract documents.					
Upcoming milestones:					
1. Engagement with the construction market and tendering during quarter three of 2017/18.					
2. 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 31 December 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	







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

Other major capital expenditure projects

Ōtaki Wastewater Treatment Plant consent upgrades

Progress	<i>Developments in second quarter:</i> <ul style="list-style-type: none">A date for the final workshop has been set <i>Upcoming milestones 2017/18:</i> <ul style="list-style-type: none">Preferred option workshop.Option selection and recommendation report.		Status		
			Timeliness	 ✓	
			Budget	\$ ✓	
Current year project costs to 31 December 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	40,334	182,777	
Total		249,043	102,409	245,392	

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

Category		Timeliness		Budget	
YELLOW	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 31 December 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	165	331	821
Total projects over \$250,000	569	1,060	2,335
Total	734	1,391	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	2,167	2,224	4,449
3,472	Depreciation and amortisation	1,539	1,439	2,981
938	Finance expense	457	457	861
8,103	Operating expenditure	4,163	4,120	8,291
	Revenue			
99	Development and financial contributions revenue	175	75	150
99	Operating revenue	175	75	150
8,004	NET OPERATING COSTS	3,988	4,045	8,141
	Capital items			
791	Asset renewal	586	650	1,827
1,216	New assets upgrade	148	741	1,329
2,007	Total capital items	734	1,391	3,156
10.011	NET COST OF ACTIVITY	4,722	5,436	11,297
	Funding sources			
7,424	Rates	3,828	3,784	7,621
394	Borrowings	148	741	1,329
336	Depreciation reserve	586	650	1,827
1,210	Development and financial contributions	-	-	-
64	Movement in other reserves	-	-	-
(99)	Reserves & special funds	(175)	(75)	(150)
678	Unfunded depreciation	335	335	670
10,009	TOTAL SOURCES OF FUNDS	4,722	5,436	11,297

Capital expenditure of \$734,000 was \$657,000 underspent mainly due to delays in the Waikanae duplicate rising main.

Water management

Whakahaere wai

Key developments for the 3 months to 31 December 2017

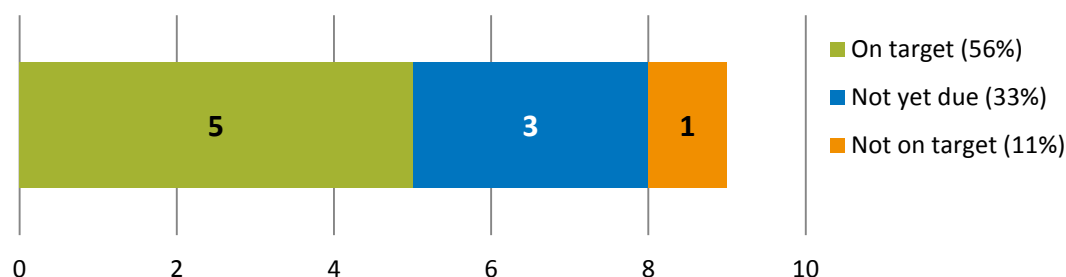
- Greater Wellington Regional Council (GWRC) confirmed that the required three years of baseline environmental monitoring for the river recharge project has been completed. The 20% restriction on the volume of water that can be recharged has been removed meaning the full capacity of stage 1 river recharge can now be utilised for the 2017/18 summer.
- The Draft Ongoing Mitigation Plans for the ongoing operation of the river recharge scheme have been prepared and submitted to GWRC for consideration and approval. An interim monitoring and operations plan has been approved by the regional council to allow the river recharge to be run this summer while the Ongoing Mitigation Plans are being finalised.
- With the hot dry spell leading into Christmas the river recharge was used twice in December 2017 as river levels fell, firstly for six days from 20 December before the rain at Christmas brought river levels back up briefly and again for a further six days from 30 December. This meant we were able to continue to provide river water to residents in Waikanae, Paraparaumu and Raumati with no disruption to supply.
- With the fine spell of weather in the quarter work on the Riwai Reservoir roof renewal contract has been able to advance markedly and is 95% complete.

Performance measures summary

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

Water KPIs

1 July to 31 December 2017



Five of the nine KPIs with prescribed targets were on target at the end of the second quarter.

The results for three KPIs are not yet due.

One KPI was not on target – the number of complaints received about council reticulation network, was 3.6 per 1000 connections for the year to date against a full year target of 4.7 complaints per 1000 connections. There were 83 complaints in total, the majority of which (54) were service requests for no water supply.

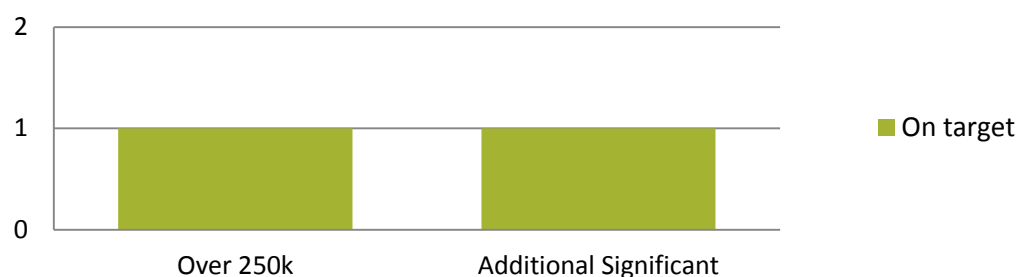
Projects – Summary

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 31 December 2017



Performance measures

as at 31 December 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 14 minutes for 54 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target	Median attendance time was 1 hour 49 minutes for 474 non urgent water faults.
	Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 5 hours	On target	Median resolution time was 1 hour and 6 minutes for 54 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target	Median resolution time was 4 hours 40 minutes for 474 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 to bring this supply up to full compliance. The Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which will be programmed in the 2018 LTP. (2016/17 result was less than 100% compliance for the Ōtaki, Hautere and Paekākāriki supplies.)

SP-18-434 Appendix B – Activity report to 31 December 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)	Not on target (3.6 per 1,000)	A total of 83 'complaints' were logged this year to the end of this second quarter (29 water quality complaints and 54 service requests for no water supply). With a total 23,020 connections 83 complaints translates to 3.6 complaints per 1,000 connections. (Note: a further 11 water pressure complaints were logged, but are excluded for consideration against the target as there was no data on water pressure complaints in the 2014/15 baseline).
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	Peak water consumption per person declines to 400 litres per person per day (plus 90 litres per person for water loss) by 2016/17	490 litres per person per day by 2016/17 and maintained thereafter	On target (417 l/p/d)	Peak day water use at the end of this second quarter was 417 l/p/d. The 2016/17 result was 369 l/p/d. (Average use was 313 l/p/d in the second 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)					
<i>Developments in the second quarter:</i>					
1. Execution planning and scope definition has been undertaken for pipe renewal works.					
2. Expenditure has been slowly accumulating, but in a consistent fashion, for service lateral replacements.					
<i>Upcoming milestones</i>					
3. A review of planned and unplanned works budgets indicates that unplanned works are on track for the spend profile estimated for the financial year.					
4. Ames Street supply pipework upgrades are planned for quarter four of 2017/18, with tender documents to be prepared for 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 31 December 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	510,050	233,245	442,748	-

<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 ¹

River Recharge with Groundwater scheme – Post construction compliance monitoring

Progress	<p><i>Developments in second quarter:</i></p> <ul style="list-style-type: none">There were a number of significant developments for this project in the second quarter and they are all reported on the 'Key developments' page of this activity report. <p><i>Upcoming milestones</i></p> <ul style="list-style-type: none">Approval of the ongoing mitigations plans by GWRC once finalised.Finalisation and submission of consent change proposals to reflect the completion baseline monitoring for Greater Wellington Regional Council approval.	Status			
		Timeliness-	 ✓		
		Budget	\$✓		
Current year project costs to 31 December 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	139,866	255,750	
Total		510,754	431,548	547,432	

1. An additional significant project is one that although it has a *capital* expenditure budget below \$250,000 has a significant impact on community interests or is of significance from a governance perspective (it may have an *operational* expenditure budget over \$250,000).

Water management – financial results to 31 December 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	170	126	258
Total projects over \$250,000	223	239	510
Total	393	365	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	1,860	1,937	3,874
2,696	Depreciation and amortisation	1,334	1,305	2,703
1,798	Finance expense	985	985	1,859
8,596	Operating expenditure	4,179	4,227	8,436
	Revenue			
37	Fees and charges	26	20	39
422	Development and financial contributions revenue	811	52	103
-	Other operating revenue	87	-	-
459	Operating revenue	924	72	142
8,137	NET OPERATING COSTS	3,255	4,155	8,294
	Capital items			
870	Asset renewal	393	365	768
68	New assets upgrade	-	-	-
938	Total capital items	393	365	768
9,075	NET COST OF ACTIVITY	3,648	4,520	9,062
	Funding sources			
8,430	Rates	4,002	4,143	8,269
68	Borrowings	-	-	-
813	Depreciation reserve	393	365	768
56	Development and financial contributions	-	-	-
(422)	Reserves & special funds	(811)	(52)	(103)
130	Unfunded depreciation	64	64	128
9,075	TOTAL SOURCES OF FUNDS	3,648	4,520	9,062

Net operating costs of \$3.25 million are \$900,000 favourable to budget due to slightly lower other operating expenses and substantially higher than expected development and financial contributions.

Community Services

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

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 31 December 2017

Property

- A total of 335 external Service Requests were processed during the second quarter of 2017/18 (comparable data for requests generated last year is unavailable due to a change in the way property service requests were accounted for in January 2017).
- Council approved the Funding Contribution and Access Agreement supporting Council's \$1.6 million contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre for the next 50 years. The release of Council funds is expected to be in the second half of the 2018/19 financial year.
- Four Housing for Older Persons units became vacant and were re-let during the quarter with one unit renovated as part of the annual Community Facilities renewal program.
- Alterations to the Reception Counter in the Civic Building were completed.
- Agreement in principle has been reached with Greater Wellington Regional Council (GWRC) for a toilet facility to be installed at the Otaki River Estuary. The facility is being funded by the Friends of the Otaki River with operating costs being shared between KCDC and GWRC.

Community support

- Council is implementing a new approach for how it invests in services addressing social priorities in our community. Social investment priorities and principles were approved by Council in December. The procurement process begins with a call for expressions of interest from late January 2018.
- Council continues to support a range of advisory groups including the Kāpiti Coast Older Persons' Council. The Older Persons' Council is undertaking a review to refresh their responsibilities and work programme for 2018.
- The Council's Eco Design Advisory service provided 27 two-hour home consultations, 33 short appointments and four presentations.
- Council supported the Ōtaki curtain bank initiative. This quarter over 212 curtains were installed in 67 homes in Ōtaki.
- Council is participating in an evaluation initiative led by the University of Auckland and in partnership with the Office of Senior Citizens. The initiative will evaluate the strengths and challenges of community-led age-friendly activities and projects. The Kāpiti Coast is one of three pilot communities involved in the evaluation along with New Plymouth and Hamilton.

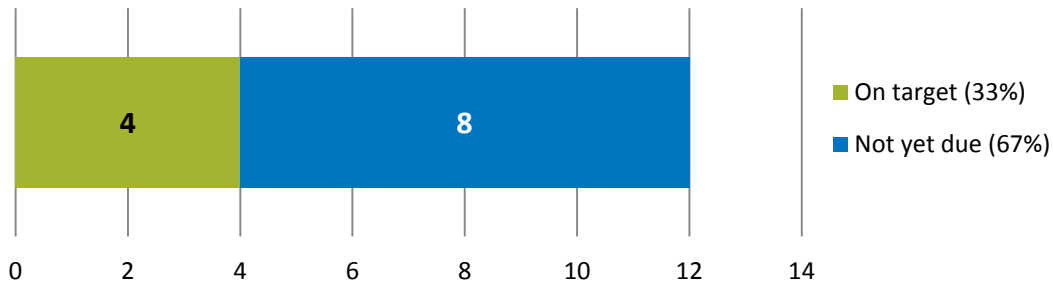
- Work has begun with Electra, Kāpiti Coast District and other councils in the region, to explore the potential for a collaborative approach to support electric vehicle uptake in 2018.
- The Greener Neighbourhoods programme commenced with five groups expressing their interest in taking part in 2018.
- Council continues to provide support and advice to a number of social and community sustainable initiatives including: the Paekākāriki Housing Trust, the Kāpiti Social Enterprise forum group, Waikanae Community Support Centre, Energise Ōtaki, the Biodiesel Co-op and Ōtaki College for their Ōtaki community board funded mural project.
- Community sector capacity building workshops continued as part of Council's social investment programme. Two workshops were held in November and December 2017; a collaboration café style workshop providing opportunities for partnering and a growing volunteers workshop. Over 40 people attended each.
- Council is partnering with the community to implement a Waikanae Summer Series of events and a place-making initiative in Waikanae's Mahara Place promoting Waikanae town centre as a destination. A Council temporary 'pop up' park was installed in November to facilitate an interactive space for activity and events. In December Council worked with Destination Waikanae to hold a Christmas event. A calendar of events is planned with the support of the Waikanae Library and an art installation is also scheduled for early 2018 in conjunction with the Waikanae Gallery.

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 31 December 2017



Four KPIs were on target at the end of the second 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. The fit-out of the centre is not on target with the original timeline as Zeal were not successful in their initial application to the Lotteries Commission. Their subsequent revised application was successful and the fit-out is now due to start in January 2018.

Performance measures

as at 31 December 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 (99.37%)	
	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 (100%)	34 service requests were received all responded to within four hours.

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	No relevant events to report on this year as yet.

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)					
<p><i>Developments in second quarter:</i></p> <p>1. Fit-out of the youth development centre has been contracted to Crowe Construction and is due to start in January 2018.</p> <p><i>Upcoming milestones</i></p> <p>2. The target date for the opening of the centre is scheduled for June 2018.</p>					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. Nothing to report					
Current year project costs to 31 December 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 31 December 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	176	486
Total projects over \$250,000	325	325	325
Total	388	501	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	1,902	1,913	3,817
881	Depreciation and amortisation	564	482	999
163	Finance expense	26	26	49
4,789	Operating Expenditure	2,492	2,421	4,865
	Revenue			
1,153	Fees and Charges	606	593	1,202
83	Development and Financial Contributions Revenue	300	24	48
63	Other Operating Revenue	20	43	43
1,299	Operating Revenue	926	660	1,293
3,490	NET OPERATING COSTS	1,566	1,761	3,572
	Capital Items			
283	Asset Renewal	63	154	461
1	New Assets Upgrade	325	347	350
284	Total Capital Items	388	501	811
3,774	NET COST OF ACTIVITY	1,954	2,262	4,383
	Funding sources			
2,430	Rates	1,302	1,222	2,492
1	Borrowings	325	347	350
283	Depreciation reserve	63	154	461
(83)	Reserves & Special Funds	(300)	(24)	(48)
1,143	Unfunded Depreciation	564	564	1,128
3,774	TOTAL SOURCES OF FUNDS	1,954	2,263	4,383

Net Operating Costs of \$1.57 million were 195,000 favourable to budget, mainly due to higher than expected Development Contributions.

Capital expenditure was \$113,000 underspent due to temporary timing differences which includes the Ōtaki Library carpet.

Economic development

Whakawhanake umanga

Key developments for the 3 months to 31 December 2017

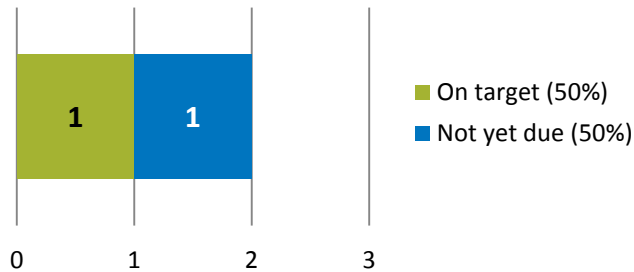
- Council met with the Ministry for Regional Economic Development to understand developments in the new government's approach to regional development, and with Air New Zealand and the Kapiti and Porirua Chambers of Commerce to develop a collaborative approach to promoting the Kapiti – Auckland service to locals, and extending the reach to Porirua and Horowhenua.
- A Digital Strategy for Economic Development is under development which includes the delivery of a destination website to promote Kapiti as a desirable place to live, work, visit and invest. We are leveraging our investment and relationship with WREDA to develop the website. Go-live date anticipated by end March 2018.
- An image library is being put together to collate, compile and organise a broad range of promotional digital images for use across the group and organisation. This includes recently commissioned photography and will include future commissions undertaken for the website project.
- Council is building a MICE (meetings, incentives, conferences and events) strategy to promote Kapiti as a great place to meet. This will include attendance at the Show Me Wellington tradeshow in Wellington for the first time in February 2018. Attendance will be focused on promoting the wide variety of meeting and team building options available in Kapiti, and to build understanding of the demand from Wellington city and beyond.
- The start of summer saw a boost in visitors to the district from outside the Wellington region (national and international) and this was reflected in a growth in iSite visitor numbers. The rationalisation of costs and operational efficiency continues, including implementation of a new commission-based booking system, and a stronger focus on event promotion. Council hosted a local tourism operator evening to build communication and connection with this sector.
- The 2017/18 major event funding round has closed with final decisions on allocating \$160,000 made by Council.
- The Kapiti cycleway network map has been developed, promoted and distributed. This work promotes cycleways, walkways and bridleways to locals and visitors and includes heritage and reserves and open space/parks components.
- December 2017 saw the delivery of the second Quarterly Economic Update. This digital publication is available to all and covers important economic profile data for Kāpiti. Marketview data on economic impacts pertaining to pre and post expressway spend in town centres was presented to Council.

Performance measures

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

Economic development KPIs

1 July to 31 December 2017



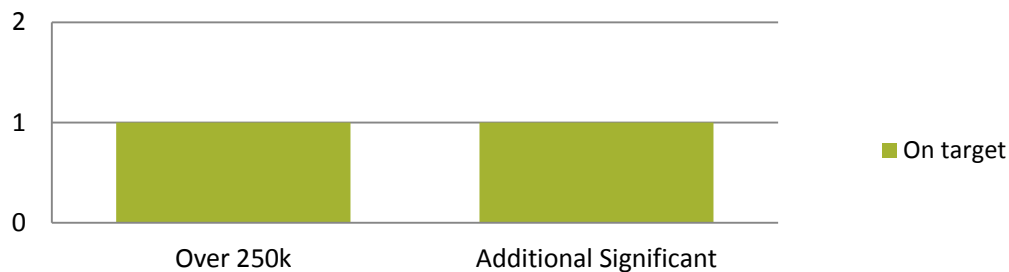
One KPI was on target at the end of the second quarter and the other is dependent on survey data that is not due until the end of the year.

Projects – Summary

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

Economic development - Projects

as at 31 December 2017



Both projects are on target.

Performance measures

as at 31 December 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	<i>See project commentary on next page</i>
	Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved	85%	Not yet due	

Project reports

Strategy for supporting economic development - additional significant project					
Description	Development and implementation of the economic development strategy.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the second quarter:</i>					
1. The Visitor Economy focus saw the commencement of a digital strategy including the build of a new destination website, image library development and tourism sector network development.					
2. Kapiti cycleway network map has been developed, promoted and distributed.					
3. Major Event funding allocated for 2017/18 round.					
4. Delivery of core statistical reporting to assist with understanding economic growth opportunities, and impact of expressway development on local retailers.					
<i>Upcoming milestones:</i>					
5. Delivery of new website and image library.					
6. Delivery of stakeholder engagement plan.					
7. Development of the Kapiti Business Attraction and Growth strategy.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 31 December 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	847,299	345,568	832,771	

<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)					
<p>Council has approved the acquisition of a number of properties (approximately eight) for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. The individual properties will be reported on when each transaction is completed.</p> <p><i>Developments in the second quarter:</i></p> <p>1. There were no property acquisitions in the second quarter.</p>					
Risks (to programme, cost, quality, other)					
<p>1. None identified.</p>					
Issues (for elected member attention)					
<p>1. Nothing to report.</p>					
Current year project costs to 31 December 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	778,400	81,543	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 31 December 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	20	0	110
Total projects over \$250,000	1,452	1,686	3,052
Total	1,472	1,686	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	889	1,203	1,998
62	Depreciation and Amortisation	2	39	81
510	Finance Expense	297	297	561
2,267	Operating Expenditure	1,188	1,539	2,640
	Revenue			
158	Fees and Charges	194	6	165
-	Grants and subsidies	141	-	-
158	Operating Revenue	335	6	165
2,109	NET OPERATING COSTS	853	1,533	2,475
	Capital Items			
2,177	New Assets Upgrade	1,472	1,685	3,162
2,177	Total Capital Items	1,472	1,685	3,162
4,286	NET COST OF ACTIVITY	2,325	3,218	5,637
	Funding sources			
2,110	Rates	994	1,533	2,475
2,176	Borrowings	1,331	1,685	3,162
4,286	TOTAL SOURCES OF FUNDS	2,325	3,218	5,637

Net operating costs of \$853,000 are \$680,000 favourable to budget. The 2017/18 Events programme has been signed off by Council. This includes The Tourism data project, cycleway map's and new website is planned for later in the year.

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

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

Key developments for the 3 months to 31 December 2017

- The Maclean Park management plan was adopted by Council on 7 December 2017.
- The upgrade of the Kaitawa Reserve bridge was completed in November 2017.
- A BBQ was installed at Haruatai Park.
- Tenders were received and contracts awarded for the three new playgrounds to be installed in the fourth quarter this year.
- The upgrade of the Parks web pages (on the council website) was completed. The new website provides more comprehensive information about every park and a user friendly search function for different amenities across the district.



Park Search

We've now made it easier to find a park that suits your needs! To find a park that matches what you're after, please use our dropdown menu. Simply choose the suburb and any amenities you're specifically looking for.

Paraparaumu Beach x

Select one or more amenities to filter the park list

- Netball Court
- Picnic Area
- Playground
- Skate Park
- Softball pitch
- Sports Grounds**

Reserve

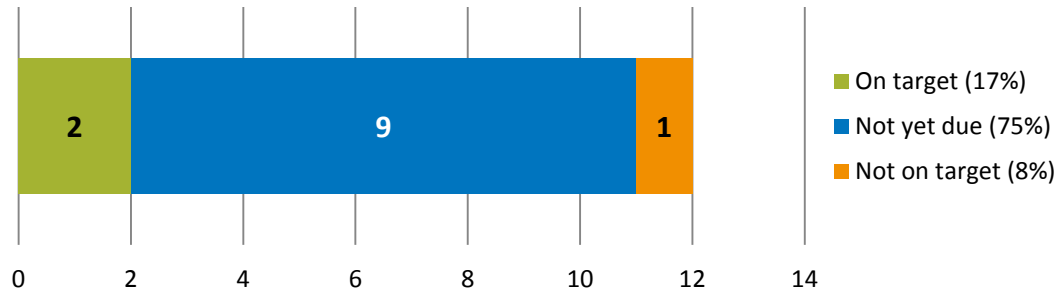
is one of two fenced dog parks in Paraparaumu. Accessed via Gray Reserve tucks around and opens up into a wide open space for id. A creek runs through the reserve and mature trees sit along the venue, Paraparaumu Beach

Performance measures summary

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

Parks and open space KPIs

1 July to 31 December 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 84% for the two quarters against a target for the year of 85%. This is a substantial recovery from the 68% result for the first quarter (due to a wet winter). This KPI is expected to get back on target over the third quarter.

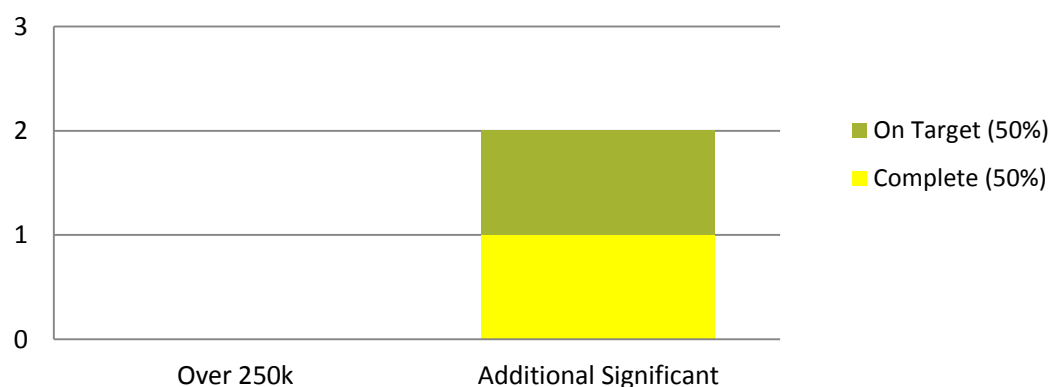
Projects – Summary

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

- Maclean Park management plan is complete.
- Otara Park development plan has been delayed due to further investigation required for secondary access.

Parks and open space - Projects

as at 31 December 2017



Performance measures


as at 31 December 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 (84%)	Due to the high amount of rain and the raised water table, the fields were closed more than usual during the winter months. The fields were open 100% of Q2. (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-18-434 Appendix B – Activity report to 31 December 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 second quarter:</i> <ul style="list-style-type: none">Further investigation into a new secondary access from the old SH1 has continued. <i>Upcoming milestones:</i> <ul style="list-style-type: none">Confirmation of secondary access placement.Further consultation with key stakeholders. <i>Timeline:</i> <ul style="list-style-type: none">It is likely that the development plan will be ready for adoption in the first quarter of 2018/19			Status	
				Timeliness-	 ✓
				Budget	\$✓
Current year project costs to 31 December 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	10,000	2,270	10,000	

Maclean Park Management Plan – additional significant project					
Progress	<i>Developments in second quarter:</i> <ul style="list-style-type: none">The Maclean Park management plan was adopted by Council on 7 December 2017.			Status	
				Timeliness-	 ✓
				Budget	\$✓
Current year project costs to 31 December 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	10,000	-1,858	10,000	

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				

Parks and open space – financial results to 31 December 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	149	532	1,145
Total projects over \$250,000	329	432	433
Total	478	964	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	1,864	2,112	4,230
1,131	Depreciation and amortisation	754	649	1,344
281	Finance expense	175	175	331
5,679	Operating expenditure	2,793	2,936	5,905
	Revenue			
165	Fees and charges	42	79	158
-	Grants and subsidies	76	-	-
753	Development and financial contributions revenue	1,500	261	521
91	Other operating revenue	39	-	-
1,009	Operating revenue	1,657	340	679
4,670	NET OPERATING COSTS	1,136	2,596	5,226
	Capital items			
881	Asset renewal	104	187	535
493	New assets upgrade	374	777	1,043
1,374	Total capital items	478	964	1,578
6,044	NET COST OF ACTIVITY	1,614	3,560	6,804
	Funding sources			
4,734	Rates	2,394	2,506	5,045
461	Borrowings	265	344	608
881	Depreciation reserve	104	187	535
(743)	Reserves & special funds	(1,500)	172	(86)
711	Unfunded depreciation	351	351	702
6,044	TOTAL SOURCES OF FUNDS	1,614	3,560	6,804

Operating expenditure of \$2.79 million is \$143,000 favourable to budget due to temporary timing differences in maintenance of reserves.

Operating revenue of \$1.66 million is \$1.32 million favourable to budget due to Pare-o-Matangi reserve agreement and developers contribution received earlier than planned.

Capital expenditure of \$478,000 is \$486,000 underspent mainly due to projects planned later in the year including playground upgrades, Otara Park drainage, Awa Tapu Cemetery and CWB pathway sealing.

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

Recreation and leisure

Hākinakina

Key developments for the 3 months to 31 December 2017

Libraries

Operations

- 156,429 items were issued to Kāpiti and SMART library customers in the second quarter. This compares with 166,666 items issued in the same quarter last year.
- 20,707 items were reserved (19,832 items in same quarter last year).
- 375 new members registered (490 in the same quarter last year).
- 4,104 eBooks were issued (4,341 eBooks issued in the same quarter last year).
- 10,949 WiFi sessions were logged (12,698 WiFi session logged in the same quarter last year).

Programmes/Activities

- An Augmented Reality (AR) ScavengAR Hunt was developed and launched during the October school holidays, with pleasing uptake in all library locations.
- Waikanae Library contributed to the Spring Market Event in October 2017, in conjunction with the Community Board and Destination Waikanae.
- Ōtaki Library delivered a heritage talk about the Ōtaki railway in October, with 50+ participants, and a heritage talk about the history of horses in Ōtaki in November, with 30+ participants.
- Staff delivered “Gmail for Vodafone Email Users” courses at Paraparaumu, Ōtaki and Waikanae libraries in November. Courses were fully booked, with positive feedback from attendees.
- Victorian Christmas craft programmes were held in the three major libraries in December 2018, and included a green screen photo booth and app, to introduce customers to this technology.
- 1,000 likes were achieved on the Libraries’ Facebook page.

Arts and Museums

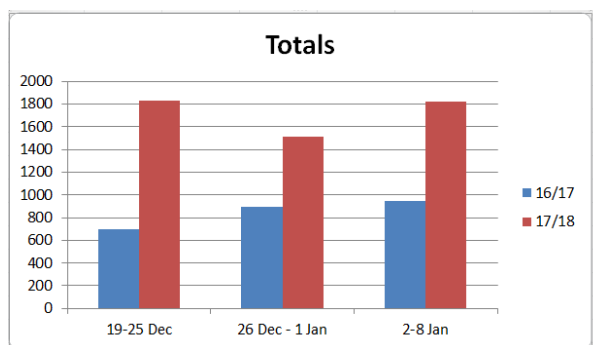
- The 2017 Kāpiti Arts Trail was a success and continues to be a highlight in the Kāpiti Arts Calendar. Visitor and artists’ survey analysis will be undertaken in the next quarter.

Aquatics

- There were a total of 76,832 pool visits in the second quarter compared to 77,985 in the same period last year. This year’s figure is down from the previous year due to Ōtaki Pool only re-opening mid-December after the rebuild. When comparing the attendance of Coastlands Aquatic Centre and Waikanae Pool only there were 71,281 pool visits, up from the 2016/17 figure of 64,809 (and also up on the 2014/15 baseline year figure of 64,245).

SP-18-434 Appendix B – Activity report to 31 December 2017

- A total of 554 people were registered for swimming lessons in the second quarter; 497 at Coastlands Aquatic Centre and 57 at Waikanae Pool. In addition, 124 children completed the holiday swimming programme during the second quarter.
- A total of 90 people were registered for AquaEase, Sit and be fit and AquaYoga at Coastlands Aquatic Centre in the second quarter.
- A total of 273 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre.
- The Ōtaki Pool rebuild was completed and the pool was formally re-opened on 14 December. The pool was open to public from 15 December and a family fun day was held on 16 December. Over 500 people attended this free event.
 - Feedback about the pool and splash pad has been overwhelmingly positive.
 - Attendance numbers for the first three weeks have doubled compared to the same weeks in the previous year (see chart below).



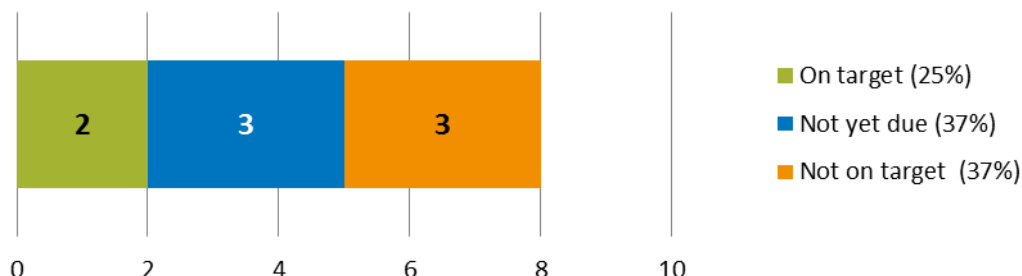
- Waikanae Pool opened on 8 November 2017

Performance measures summary

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

Recreation and leisure KPIs

1 July to 31 December 2017



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

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

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

- i) There were 127,381 combined swims for the year to date, compared to 133,547 in the 2014/15 baseline year. The data is strongly affected by the Ōtaki Pool closure.
- ii) There were 1,138 Learn to swim registrations for the year to date, compared to 1,479 registrations for the first two quarters of the 2014/15 baseline year. This result strongly affected by the Ōtaki Pool closure
- iii) The total number of visits to all four of the District's libraries was 179,067 for the first and second quarters. 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 was completed on target with Annual plan 2017/18 timelines. Final costs will be available over the next few months.

Performance measures

as at 31 December 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	127,381 combined swims in the year to date (compared to 133,547 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>)	Not on target	1,138 registrations for the year to date - this is down on the 1,479 registrations for the first two quarters of the 2014/15 baseline year. This result strongly affected by 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	During this period, a wall mural by artist Theo Arraj entitled <i>Metamorphic</i> was commissioned and produced, as part of the Kāpiti Lights town centre redevelopment.
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	13,981 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 179,067 visits to the district's four libraries in the year to date (21,143 for Ōtaki + 1,203 for Paekākāriki + 37,084 for Paraparaumu + 25,096 for Waikanae). We are not on track to achieve the annual target, as this target was based on faulty door counter data.

Project reports

Ōtaki pool rebuild and SplashPad development					
Description	Otaki Pool rebuild and splash pad development.				
Group	Community services				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰 🔄 ¹	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. Construction was completed and the pool reopened on 14 December.					
Risks (to programme, cost, quality, other)					
1. N/A					
Issues (for elected member attention by when)					
1. The budget is tracking to be overspent by around \$120,000 due to variations throughout the contract. This is 2.2% of the overall budget. The over expenditure of this capital budget will be offset by under expenditure on other capital budgets.					
2. The final cost of the project is not yet confirmed due to all variation prices not yet being submitted. This has been delayed due to the holiday period.					
Current year project costs to 31 December 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	372,304	373,965	373,965	
Last year	2016/17	1,592,000	1,590,340	1,590,340	
This year	2017/18	3,472,192	3,339,078	3,588,881	
Total		5,436,496	5,303,383	5,558,505	

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

Recreation and leisure – financial results to 31 December 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	237	553	895
Total projects over \$250,000	3,054	3,160	3,363
Total	3,291	3,713	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	3,656	3,641	7,324
1,557	Depreciation and amortisation	788	824	1,707
1,352	Finance expense	619	619	1,168
9,931	Operating expenditure	5,063	5,084	10,199
	Revenue			
1,517	Fees and charges	785	768	1,625
40	Grants and subsidies	20	21	41
9	Other operating revenue	7	2	5
1,566	Operating revenue	812	791	1,671
8,365	NET OPERATING COSTS	4,251	4,293	8,528
	Capital items			
2,185	Asset renewal	3,241	2,870	3,212
76	New assets upgrade	50	843	1,046
2,261	Total capital items	3,291	3,713	4,258
10,626	NET COST OF ACTIVITY	7,542	8,006	12,786
	Funding sources			
8,365	Rates	4,251	4,293	8,528
76	Borrowings	50	843	1,046
2,185	Depreciation reserve	3,241	2,870	3,212
-	Reserves & special funds	-	-	-
10,626	TOTAL SOURCES OF FUNDS	7,542	8,006	12,786

Capital expenditure of \$3.29 million is \$422,000 underspent due to temporary timing differences which include Public Art Acquisitions, Book additions and library renewals. Mahara Gallery and Waikanae Library underspent to budget.

Planning and Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 31 December 2017

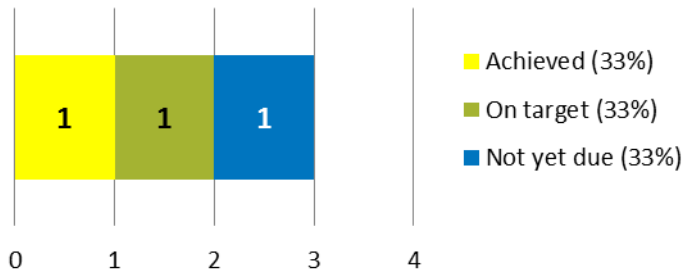
- On 9 November 2017 Council resolved to adopt the recommended decisions on the Proposed District Plan 2012 and Variation 1 to the Proposed District Plan. These were publicly notified on 22 November 2017. Appeals must be lodged with the Environment Court by 25 January 2018.
- On 13 November 2017, in dismissing both appeals, the High Court upheld the Environment Court's decision to reject Coastal Ratepayers United's claim that Council should have publicly notified the coastal hazard provisions of the Operative District Plan 1999 for submission and hearing.
- On 19 October 2017 Council resolved to adopt the recommended decision on Plan Change 84 (Kapiti Coast Airport). The Decision version of the Plan Change was publicly notified on 25 October 2017. No appeals on the Plan Change were received by the Environment Court.
- The Waikanae Beach Character Assessment Study was presented to the Waikanae Community Board Meeting on 28 November 2017. The final report has been made available on Council's website.
- Implementation of the Policy Work Programme continues. A Local Easter Sunday Shop Trading Policy was adopted by Council on 7 December 2017. Policy work required for 2018-21 is being identified as part of the Long Term Plan development process.
- The first quarterly report of the monitoring of market indicators in line with the National Policy Statement-Urban Development Capacity was completed in September 2017.
- There were no submissions made by Council in this quarter.

Performance measures summary

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

Districtwide planning KPIs

1 July to 31 December 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 late 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 31 December 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 were adopted by Council in November 2017.
	A strategic policy framework and research programme are developed	Achieve	On target	The strategic policy work programme was agreed in April 2016 and was reviewed in late December 2017 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)					
Developments in the second quarter:					
1. The Council resolved to adopt the recommended decisions on the Proposed District Plan 2012 and Variation 1 to the Proposed District Plan.					
2. The second quarterly report of the monitoring of market indicators in line with the National Policy Statement-Urban Development Capacity was completed in December 2017.					
Upcoming milestones:					
3. Progressing the development of an E-Plan version of the Proposed District Plan.					
Budget comment					
The PDP project is within budget for this financial year.					
Risks (to programme, cost, quality, other)					
1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan.					
2. Sustained workload pressure for staff.					
3. Increased costs and budget pressures.					
Issues (for elected member attention)					
Nothing to report this quarter					
Current year project costs to 31 December 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	288,432	1,195,202	
Total		3,942,118	3,123,507	4,030,278	

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

Districtwide planning – financial results to 31 December 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	1,195	1,437	3,043
2,767	Operating Expenditure	1,195	1,437	3,043
	Revenue			
157	Fees and Charges	26	-	
157	Operating Revenue	26	-	
2,610	NET OPERATING COSTS	1,169	1,437	3,043
2,610	NET COST OF ACTIVITY	1,169	1,437	3,043
	Funding sources			
2,610	Rates	1,169	1,437	3,043
2,610	TOTAL SOURCES OF FUNDS	1,169	1,437	3,043

Regulatory services

Ratonga whakaritenga

Key developments for the 3 months to 31 December 2017

Regulatory services

- Regulatory services received a total of 3,160 service requests in the second quarter of 2017/18 (compared to 3,831 for the same quarter last year). Of the 5,895 service requests received in the year to date 5,598 (95%) were responded to within required times.
- In the second quarter, 166 Land Information Memoranda (LIM) have been processed, slightly less than the 169 processed in the second quarter of last year. For the year to date the average LIM processing time has been three days.

Building

- In the second quarter, 230 building consents were processed and issued (compared to 262 in the same period last year). The average processing time was 12 days against a target of 17 days. 99.6% were issued within the statutory 20 days processing time. The consent that was issued over time was a multi-proof consent that has a ten-day statutory time period.
- 211 Code compliance certificates were issued, all within the statutory timeframe.
- 2,843 building inspections were undertaken. This is a significantly busy time of year and this year was no exception.
- The Building team had a successful accreditation audit during October 2017. On-going accreditation as a building consent authority has been confirmed. The next routine assessment is scheduled for October 2019.

Resource consents

- The Resource Consents team processed 68 consents in the second quarter (compared to 93 resource consents in the second quarter last year). All were processed non-notified and 12 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.
- The above resource consents include 'deemed permitted boundary activities' which are reported on for the first time this quarter. These applications were introduced as a result of the changes to the Resource Management Act 1991 on 18 October 2017. The Resource Consents team processed four permitted boundary activities within the second quarter of this year with an average processing time of four and a half days. Deemed permitted boundary activities have a statutory timeframe of ten working days under the Act.
- There has been a continuation of high numbers of consent applications which were lodged in the first quarter of the 2017/18 financial year. With the Proposed District Plan Decisions Version

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.

notified on 22 November 2017, the team received a large influx of applications being lodged before this Decision Version was notified. The Resource Consents team received 66 consent applications within the first half of this quarter which equates to 88% of the total applications received this quarter. Consents received after 22 November 2017 are required to be assessed against the Operative Plan and the Proposed District Plan Decisions Version which significantly increases the amount of assessment required when making resource consent decisions.

- The Resource Consents team has received and processed 22 certifications for subdivisions in the second quarter of this year, compared to 15 at the same time last year. These certificates related to a total of over 160 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 (BoI) decision for PP2O. Within the second quarter the team certified the Landscape and Urban Design Plan and the Network Integration Plan which the BoI decision required prior to the commencement of construction. The certification of these plans allowed the construction of the PP2O expressway to commence on 27 November 2017.

Animal management

- The Animal Management team received only one urgent dog attack or threatening complaint and this was responded to within the required one hour. This is a decrease from the previous quarter. The Animal Management team continues to work on service requests to ensure quick response times.
- Overall there were 782 service requests received in this quarter. The 1,078 service requests received in the first quarter included service requests for 457 unregistered dogs.
- The Animal Management team has been actively doing preventative patrols in areas known as hot spots to prevent on-going demand. The Waikanae River and Estuary have been actively patrolled with foot and bicycle patrols due to high numbers of reports of dogs being walked off leash in these areas. Officers have been engaging with dog owners and the general public along these walking tracks, beaches and dog parks. The team is continuing with the Menacing Dog De-Sexing programme. Advertising for the programme has brought in new unregistered dogs.

Management KPIs

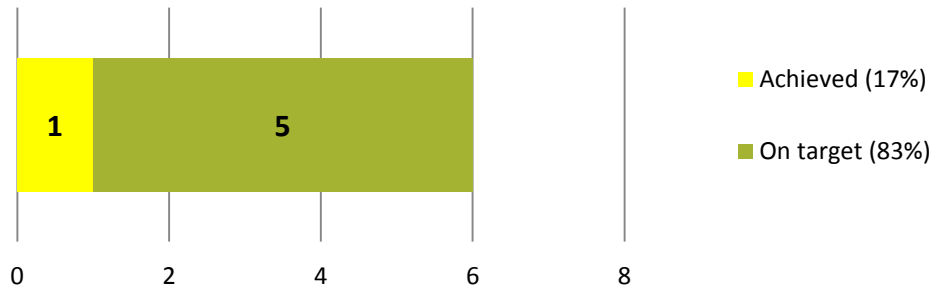
- Attached to this section of the report is a report on the management KPIs relating to Regulatory Services activity. These are included here as they include the Open for Business measures.

Performance measures summary

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

Regulatory services KPIs

1 July to 31 December 2017



One KPI is achieved as at the end of the second quarter – Council received IANZ accreditation as a Building Consent Authority.

Five KPIs were on target.

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 project has been re-scoped to comply with the new requirements and notifications to owners of buildings transitioning to the new regime have been completed this quarter.

Performance measures

as at 31 December 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 (95%)	5,598 of the 5,895 service requests received this year (95%) were responded to within time.
	Average working days to process building consents will not exceed 17 days	Achieve	On target	12 working days on average this quarter
	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%	On target (100%)	The Resource Consents team held a stakeholder event to provide information on the RMA changes on 11 October. 11 responses were received with all respondents rating the information supplied as being good or excellent.
	All dog attacks (classified as urgent) are responded to within 1 hour of notification	100%	On target (100%)	There was one service request for urgent dog attack or threatening for this quarter. This complaint was responded to within one hour of receipt of call.
We will retain Building Consent Authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	Accreditation as a building consent authority has been confirmed.

Project reports

Earthquake prone building assessments – additional significant project					
Description	The Earthquake-prone Building project was to undertake seismic assessments of buildings in the Kapiti Coast District. Legislation changes from 1 July 2017 mean that the project has had to be re-scoped (Council resolution 28/9/17)				
Group	Planning and regulatory services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the second quarter:					
1. Notifications to building owners transitioning to the new regime completed.					
2. Consultation required by legislation on Prioritising High-Use Streets and Walkways for Earthquake Risk has been undertaken. No submissions received.					
Upcoming milestones:					
3. Report back to Council on Prioritising High-Use Streets and Walkways for Earthquake Risk consultation					
4. Begin profiling remaining building stock not formerly assessed.					
Risks (to programme, cost, quality, other)					
1. The new methodology for identifying potentially earthquake prone buildings					
a. Will not identify buildings that may be earthquake-prone due to parts,					
b. May dissatisfy owners who will be asked to provide a more detailed assessment than previously.					
2. May attract public criticism about the lack of consistency of outcomes between the buildings assessed prior to 1 July 2017 and those identified after that date.					
Issues (for elected member attention)					
1. The re-scoping of the project will mean reduced expenditure than the forecast for this year					
2. There is no longer a requirement for a Council policy from 1 July 2017 under the new legislation.					
Current year project costs to 31 December 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	41,434	77,434	
Total		1,115,202	510,765	546,765	

Category

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

Timeliness

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

Budget

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

Regulatory services – financial results to 31 December 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	4,314	4,489	8,976
64	Depreciation and amortisation	39	5	9
15	Finance expense	6	6	11
8,475	Operating expenditure	4,359	4,500	8,996
	Revenue			
4,111	Fees and charges	2,598	2,455	4,253
4,111	Operating revenue	2,598	2,455	4,253
4,364	NET OPERATING COSTS	1,761	2,045	4,743
	Capital items			
-	Asset renewal	10	47	
-	New assets upgrade			58
-	Total capital items	10	47	58
4,364	NET COST OF ACTIVITY	1,771	2,092	4,801
	Funding sources			
4,364	Rates	1,760	2,044	4,743
-	Borrowings	10	47	58
-	Depreciation reserve			
		1,770	2,091	
4,364	TOTAL SOURCES OF FUNDS	4,314	4,489	4,801

Net Operating Costs of \$1.77 million are \$284,000 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 due to increased resource consents activity in the district. Extra resources have been required to meet additional work loads.

Appendix: Regulatory Services– Management KPIs

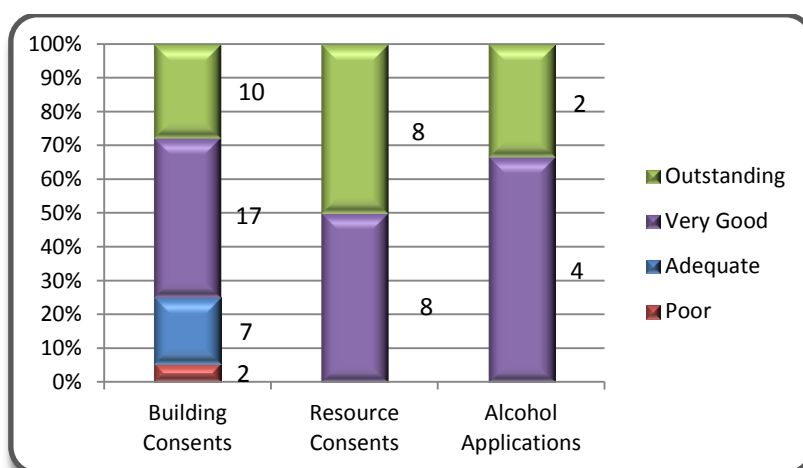
1 October to 31 December 2017

Open for Business (All Teams)

	Level of Service	Measure	Target 2017/18	Result
KPI 1	Consenting and licensing applicants receive good service.	Percentage of alcohol, resource consent, building consent and LIMs application survey respondents agree that they have received good or better service.	75%	On target (84%)

Application survey respondents' results

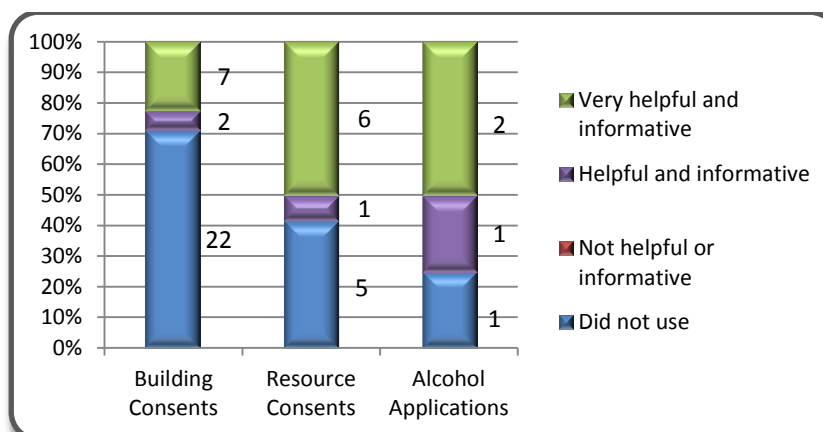
"How would you rate the performance of staff involved in processing your application?"
(Note: the survey data below is cumulative for the year)



	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%)

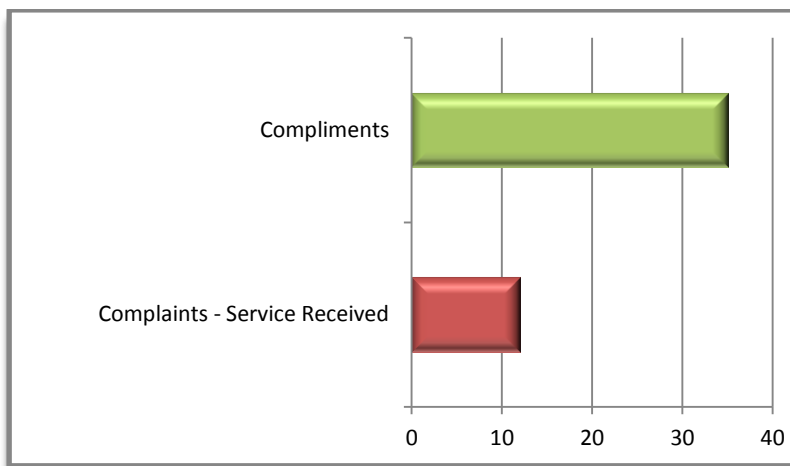
Rating of pre-application services

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



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

Compliments and complaints formally received year to date



Regulatory Services has received 21 compliments and seven complaints regarding the service in the second quarter. Of the seven complaints in the second quarter, five were not upheld. YTD 35 compliments and 12 complaints have been received.

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

Continuous Improvement Summary for second quarter			
	Underway	Complete	Total
Building	23	175	198
Animal Control	1	7	8
Alcohol / Environmental Health	10	6	16
Resource Consents	35	6	41
LIMs	1	4	5
Compliance	4	2	6

Building

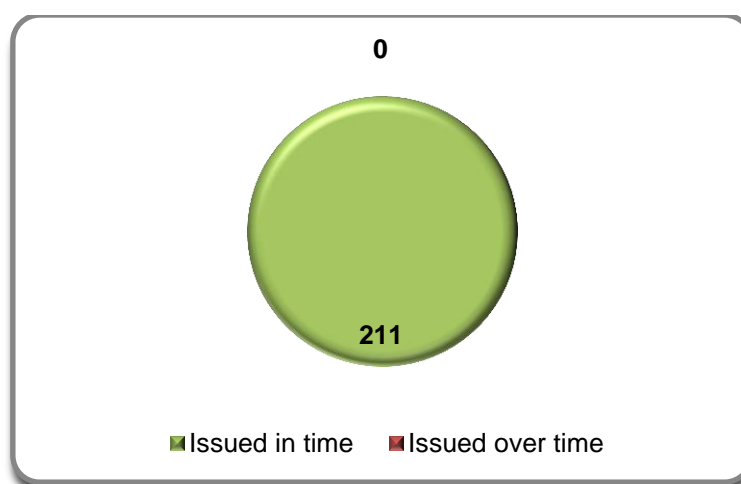
	Level of Service	Measure	Target 2017/18	Result
KPI 5	The Earthquake-prone status of buildings in the Kāpiti district are reliable.	There are no successful challenges to Earthquake-prone building status.	Achieve	Not yet due ¹
KPI 6	The Earthquake-prone status of buildings in the Kāpiti district are reliable.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

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 28 September 2017 the Council agreed to re-scope the earthquake-prone building project subsequent to legislative changes and cease undertaking assessments. KPI 6 is therefore no longer appropriate. Buildings will be profiled over the next two years by Council staff with engineering advice where appropriate.

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

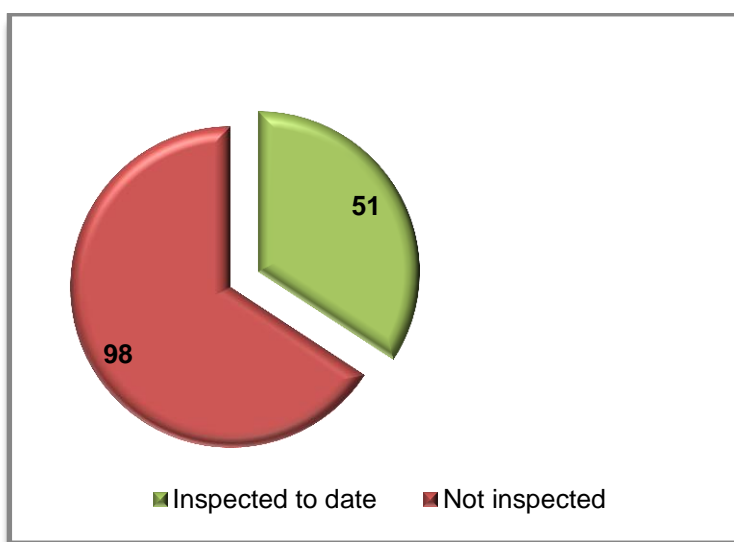
Code Compliance Certificates Issued (Year to Date)



211 Code Compliance Certificates were issued and 42 refused, all within statutory times, in the second quarter.

2,135 building consent inspections were undertaken in the second 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 giving a target of 149 audits per year. 27 inspections have been carried out this quarter and 51 inspections year to date (34% of target). The Building Compliance Officer role is now filled and it is intended to ramp up the number of inspections 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%)

Eleven notified complaints regarding illegal building work were received in the second quarter. Ten complaints were investigated within required timeframes this quarter with one 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 (3 days)

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

Building Noticeboard

An assessment of our Building Consent Authority (BCA) functions was carried out by IANZ in October 2017. The results were outstanding and accreditation has been confirmed.

There are three main projects currently being progressed:

- The re-scoped Earthquake-prone Building Project has progressed with the notifications to owners of all previously assessed buildings, and consultation on the priority thoroughfares now completed. The next phase is profiling the remaining buildings in the district.
- The building team has two quality assurance manuals, one for BCA functions that was the subject of the IANZ audit, and one for territorial authority (TA) functions. The TA quality manual is now being progressively reviewed and procedures are being developed for new earthquake-prone building activities.
- The intention is to introduce a new portal allowing applications for building consent and payment to be made electronically. This is part of a collaborative project between several councils. Before the portal can go live, the acceptability of the system for accreditation is to be confirmed, new screens are to be provided for processing officers, and the quality manual requires revision to document and implement changed processes.

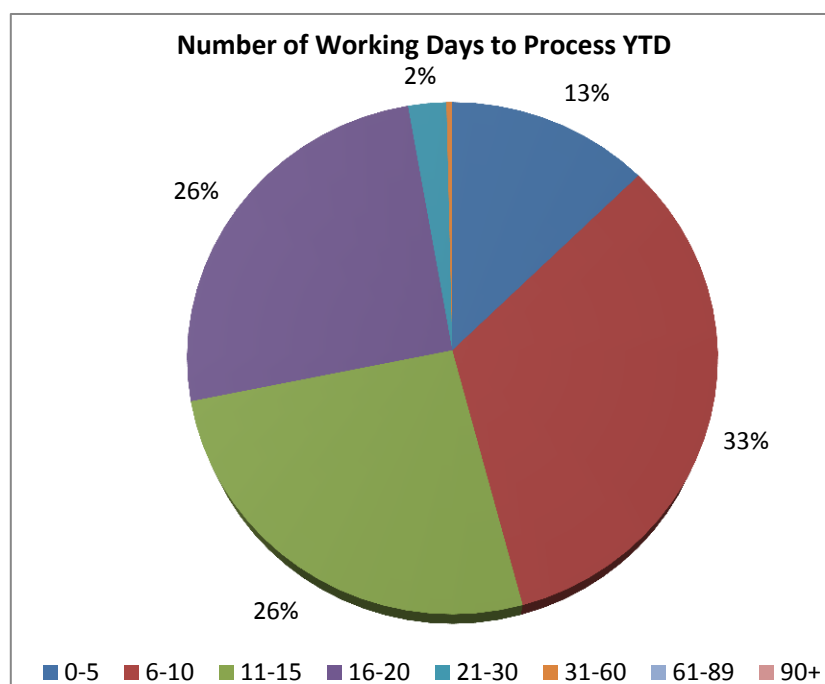
Workloads have been lighter in the second quarter. New residential building is expected to remain high with considerable interest shown in new subdivisions.

Recruitment efforts have been rewarded with all positions filled. The new recruits are entry level, replacing experienced staff. The capacity is initially impacted as new recruits work under supervision. Contracted firms are utilised to provide additional capacity.

BUILDING CONSENTS ISSUED 2017/18

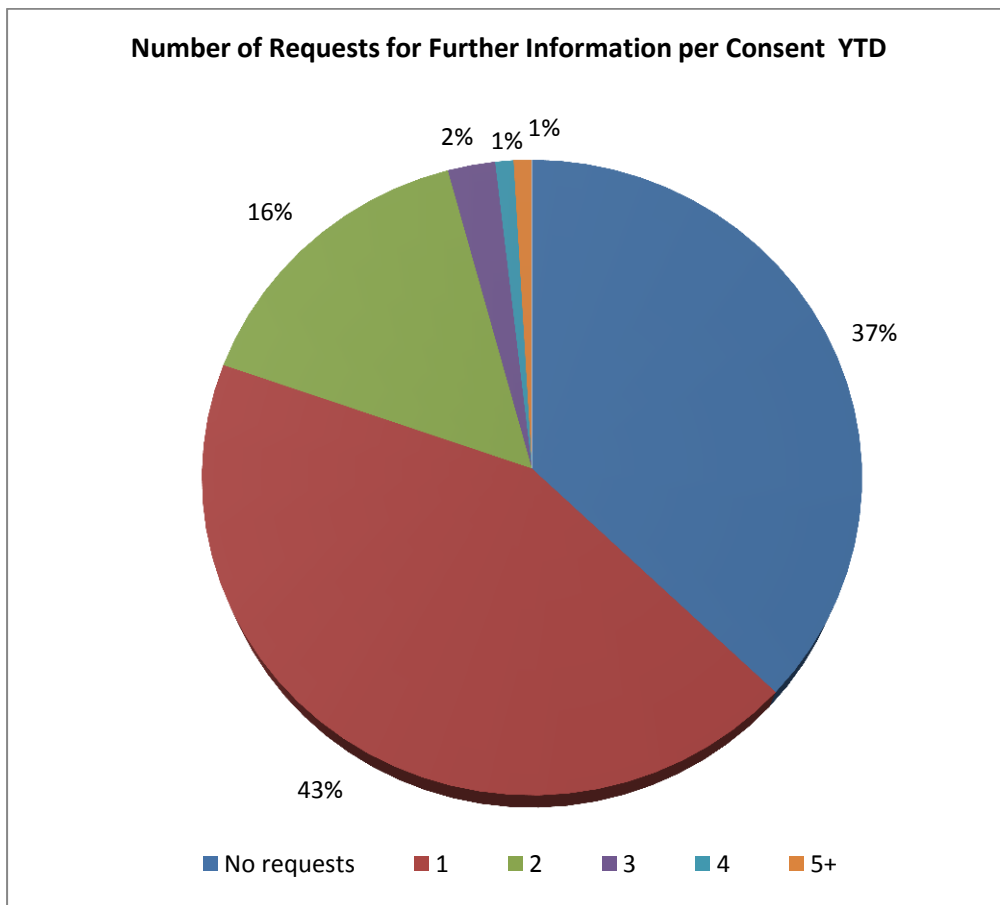
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	313	230			543
Total Consents Processed within 20 working days	298	229			527
Percentage complete within 20 working days	95.2%	99.6%			97%
Average processing time	11 days	12 days			11 days (target days) 17

1 October to 31 December 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	36	27
6-10	47	22
11-15	73	38
16-20	74	46
21-30	0	43
31-60	0	41
61-89	0	5
90+	0	8
TOTAL	230	230

**REQUESTS FOR FURTHER INFORMATION⁴**

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

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



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	124	78			202
1	144	90			234
2	36	48			84
3	6	7			13
4	1	4			5
5+	2	3			5
TOTAL	313	230			543

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

Resource Consents and Compliance

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

A list of all consents formally received by Council is sent out to all Iwi representatives with copies available on request. Those applications identified to be of interest are sent out when the consent is allocated for processing. One meeting was held recently with representatives from Te Atiawa Ki Kāpiti to clarify referral processes and discuss how this can be improved. This was followed up with numerous emails addressing concerns that Te Atiawa Ki Kāpiti raised in relation to specific applications.

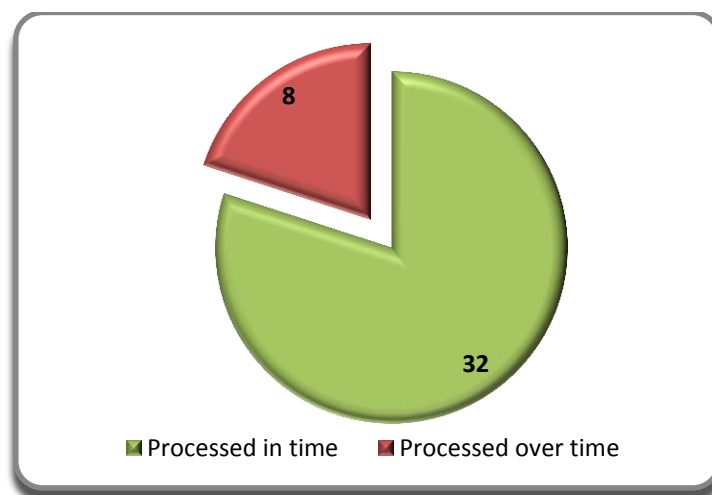
KPI	Level of Service	Measure	Target 2017/18	Result
12	Avoid unnecessary delays with notified consents, which due to their complexity can span a lengthy period.	Percentage of all notified consents are processed within statutory timeframes.	95%	N/A

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

KPI	Level of Service	Measure	Target 2017/18	Result
13	Process completion certificates promptly to avoid costly delays.	Percentage of all s223 completion certificates are processed within statutory timeframes.	95%	Not on target (80%)

This year 40 completion certificates have been issued to date; 32 of them have been processed within statutory timeframes. This high volume in conjunction with high numbers of consent applications and changes in legislation have impacted on our ability to achieve the target thus far. In the first quarter of the year 67% of s223 applications were processed within the statutory timeframes. The certification process was reviewed after the last quarter and measures put in place have seen an increase in the number of applications processed within statutory timeframes to 80%.

S223 Applications processed in year to date



SP-18-434 Appendix B – Activity report to 31 December 2017

	Level of Service	Measure	Target 2017/18	Result
KPI 14	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Time recording is introduced to monitor efficiency and provide a baseline for performance management.	Achieve	Complete

KPI 14 was completed in July 2016.

	Level of Service	Measure	Target 2017/18	Result
KPI 15	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Percentage of application deposits refunded less than 5% of decisions issued per year.	<5%	On target (1.2%)

One refund was issued for RM170271 this quarter as this consent exceeded the 20 working day statutory timeframe.

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

There have been no decisions issued for any appeals of decisions this 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. For the year to date 346 inspections of 206 resource consents (including subdivision consents) have been undertaken of which 155 inspections of 103 resource consents (including subdivision consents) were recorded during the second quarter, two inspections were undertaken in relation to Transmission Gully and five inspections were undertaken of the Peka Peka to Ōtaki Expressway project. Temporary additional resource during this quarter has permitted a significant catch-up on consents requiring inspections as well as addressing historical consents to confirm whether they have been given effect to and 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. Formal enforcement actions were taken in this quarter with four abatement notices issued in regards to two cases of continual non-compliance. The Enforcement Decisions Group met once during this quarter in regards to two ongoing enforcement cases.

Resource Consents and Compliance Noticeboard

District Plan: The Proposed District Plan Decisions Version (PDP) was notified on 22 November 2017. As a result this has significantly increased the workload of the Resource Consents Team. Currently any applications received must be assessed under both the Operative Plan and the PDP, increasing the amount of work required when assessing and issuing decisions for consent applications. During this time Resource Consent Officers will also have to come up to speed with the new provisions to ensure that they are giving accurate advice and consents are being processed accurately in accordance with the PDP.

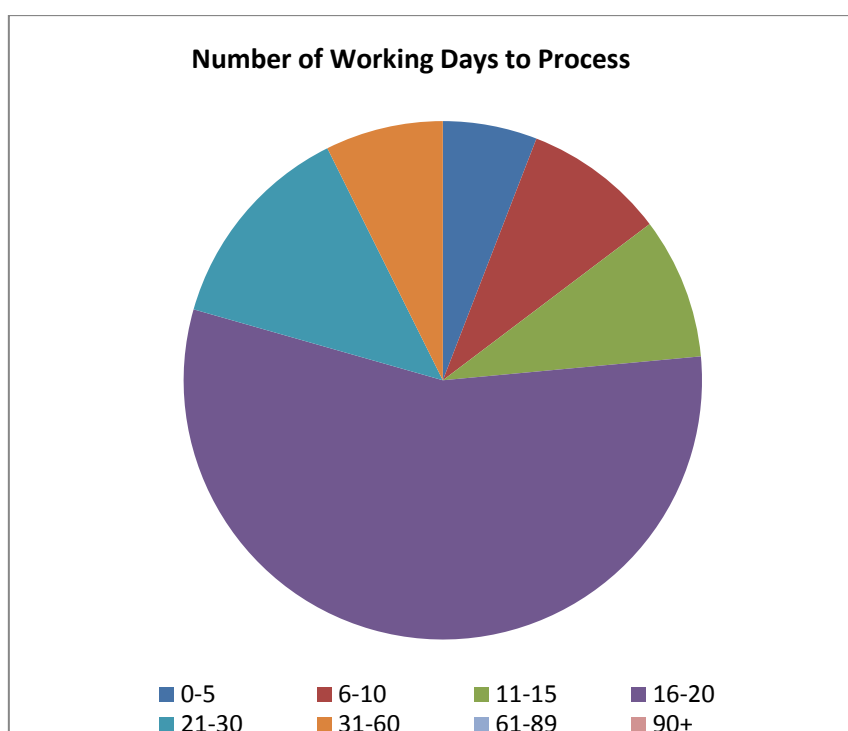
Resource Management Act: On 18 October 2017 the Resource Legislation Amendment Act 2017 came into law. The amendments are the most comprehensive reforms to the Resource Management Act 1991 since its inception. The changes involve three new types of applications – Fast-track Consents, Deemed Permitted Boundary Activities, and Marginal and Temporary Exemptions. Changes have also been made to Section 106 of the Act when assessing the effects of natural hazards and to the notification process. This has also resulted in an increase in workload for the team and more time is being spent assisting customers to navigate these changes.

PP20: Within the second quarter the team certified the Landscape and Urban Design Plan, and the Network Intergration Plan for the Peka Peka to Otaki (PP2O) expressway. The Board of Enquiry decision was that these plans were to be certificated prior to the commencement of construction. The certification of these plans allowed the construction of the PP2O expressway to commence on 27 November 2017.

RESOURCE CONSENTS ISSUED 2017/18

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Resource Consents – decision issued during period	93	68			161
Total non-notified issued within statutory timeframes	87	66			153
Total notified issued within statutory timeframes	N/A	N/A			N/A
Percentage complete within statutory timeframes	93.5 %	97%			95%
Average processing days for non-notified decision (excl. consents with S37 extensions)	16 days	16 days			16 days (target is 17 days)
Average processing days for notified decision (excl. consents with S37 timeframe extensions)	N/A	N/A			N/A
Consents where further information requested ¹	48	36			84

1 October to 31 December 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	4	4
6-10	6	5
11-15	6	4
16-20	38	20
21-30	9	15
31-60	5	14
61-89		3
90+		3
TOTAL	68	68

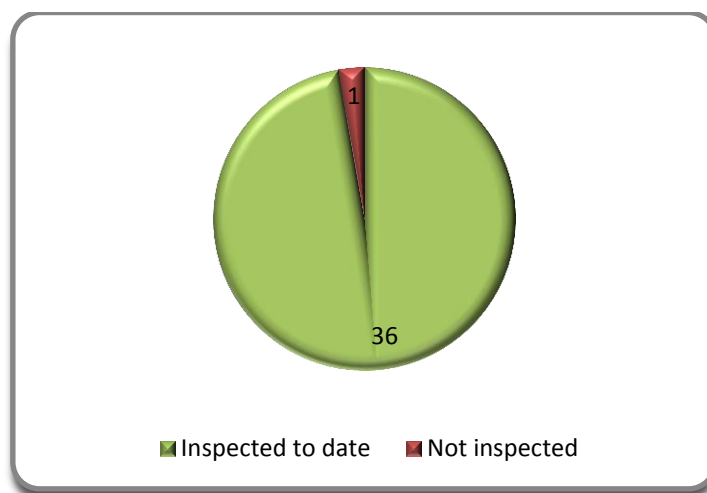


- Further information is requested due to applicants not providing sufficient information in order to understand the impact of the subdivision and/or land use on the environment. This included incomplete information in relation to noise impacts, traffic, visual, earthworks, drawings not to scale, no 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.

3. Actual days are the total number of working days that the consent application is at Council from receipt of application through to decision. This includes the days where the application is suspended for additional information, notified as well as non-notified applications, and those applications where timeframes were extended under section 37.

Environmental Standards

	Level of Service	Measure	Target 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%)

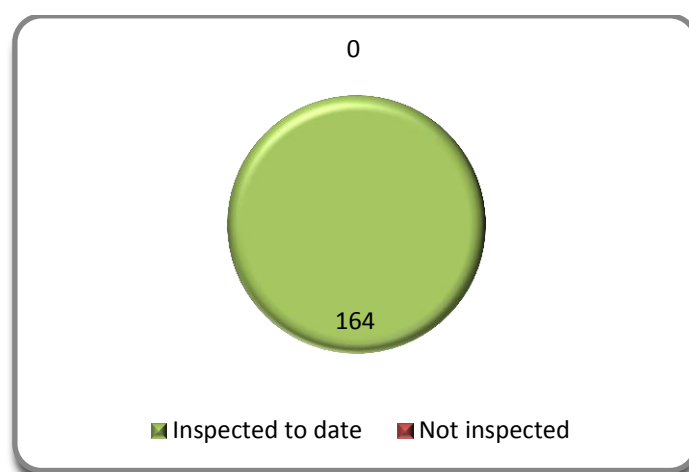


A total of 12 Alcohol licensed premises (new or renewal) had their licences issued and were inspected as part of that process this quarter. This brings the total licences issued for the year to 37, with one corresponding inspection not being achieved.

A total of three further monitoring inspections were undertaken during the quarter bringing the total inspections for the year to 39.

A total of 21 new managers' certificates and 21 renewed certificates were issued this quarter bringing a total of 37 new and 47 renewed certificates for the year.

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



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

The target 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 70 food premises, bringing the total inspections and verifications to 164 for the year to date.

Please note this is a time when a lot of businesses are transitioning to the new Act and changed requirements, and although it would appear that we are ahead of target, we have increased targets from what was calculated at the start of the year to date.

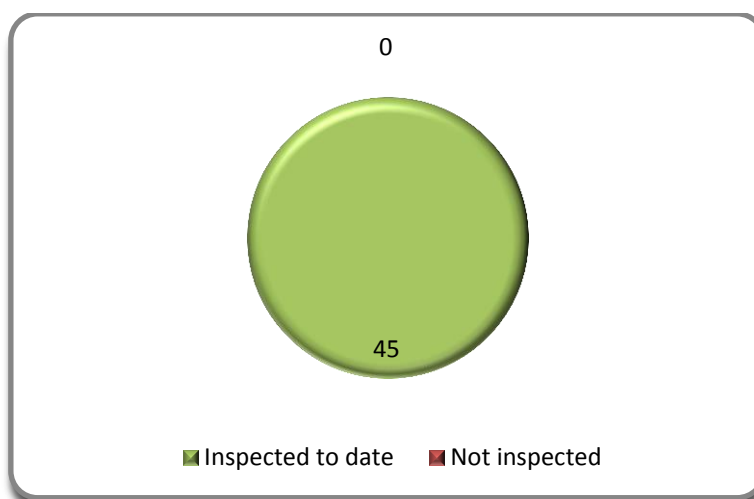
In keeping with our open for business drivers, the team has also continued to support new businesses or those transitioning into the new food control plans, and conducted an additional 28 support visits this quarter, bringing the total support and mentoring visits to 51 for the year to date.

Food Stalls and Markets

During the second quarter the team reviewed and approved 108 applications for food stalls at the Kāpiti Food Fair and inspected 92 food stalls on the day.

Also this quarter the team engaged with all known market managers and visited all markets talking to 57 stallholders about the upcoming Food Act changes. The team also held two stakeholder events for market stallholders that were well attended.

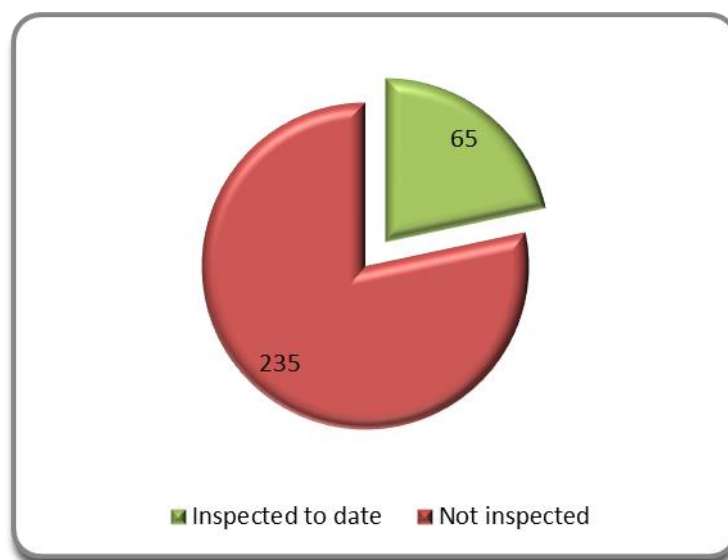
	Level of Service	Measure	Target 2017/18	Result
KPI 21	All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy.	A minimum of 80% of all other licensed premises' are inspected for compliance with appropriate regulations.	80%	On target



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 achieved that target this quarter and inspected 16 other licensed premises, bringing the total inspections for the year to 45, ahead of target.

KPI 22	Level of Service	Measure	Target 2017/18	Result
	Private swimming pools comply with the legislated requirements.	All pools inspected within six months of three yearly inspection anniversary.	300	Not on target (65)



This financial quarter Council staff conducted 50 inspections to ensure pool barriers meet the new legislative requirements. Council 'must now' ensure all pools are compliant with section 162C of the Building Act 2014 as a result of the changes through the Building (Pools) Amendment Act 2016 (2016 Amendment).

Council is now required to inspect pool barriers on a three yearly basis. Under the previously repealed legislation Council inspected pools every five years with less ability to ensure compliance.

The 2016 amendment has increased the workload for the Compliance Team because Councils must now ensure compliance of pool barriers.

During the first two quarters of this financial year staff have been conducting on-going audits and inspections to determine the actual number of annual inspections required. Small heated pools are now exempt from inspection if they meet certain criteria. This quarter staff have been inspecting these small pools to determine if they meet the legislative requirements. Indoor pools now require inspection. Under repealed legislation indoor pools were exempt. The number of pool barriers requiring inspection did not reduce significantly with the removal of compliant small heated pools due to the need for indoor pool inspections under the new legislation.

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

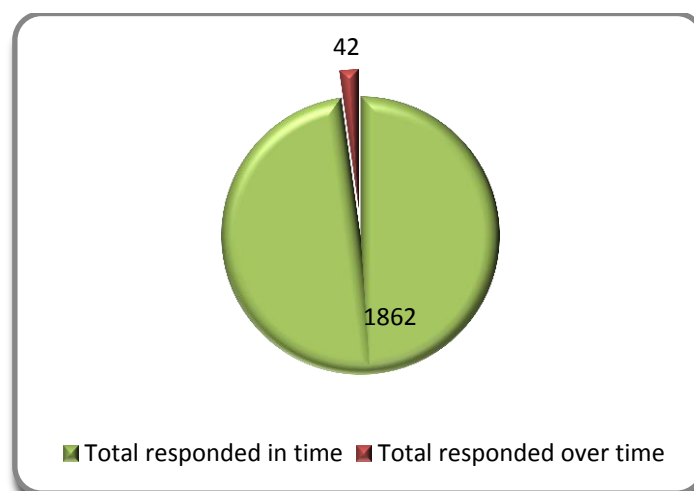
Staff have worked with IT to improve reporting. In the third quarter the Compliance Team will have a more accurate idea of the final annual target. The team expects to meet its regulatory obligations by the end of the financial year.

The target for this financial quarter has been adjusted to meet the changes, and is as accurate and up to date as it can be while legislative changes are embedded in to accurately reflect the number of inspections required. While the target for inspections was not technically met this quarter, the team has focussed on addressing non-compliant pool barriers and inspecting small heated pools for compliance. If small heated pools met the requirements under the 2016 Amendment they are then removed from the total number of pools requiring three-yearly inspections.

This secondary KPI will fluctuate this 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 (98%)

Response to routine dog calls/complaints



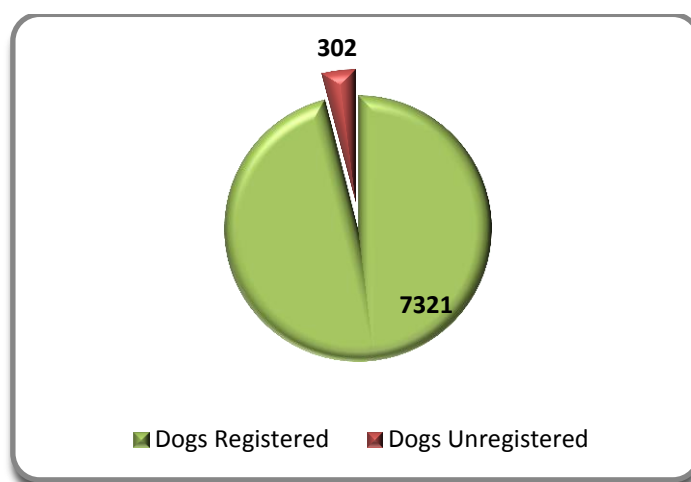
The Animal Management Team responded to 782 service requests this quarter. Of the 782, 12 were not responded to in time.

The total amount of service requests for this financial year to date is disproportionately higher compared to other financial years. This is because the team created 457 service requests for dogs that remained unregistered as at 1 August 2017.

During this second quarter staff have spent considerable time visiting dog owners with unregistered dogs. The team has issued overdue registration notices with time frames to register dogs. The consequence of failure to register within that timeframe is stated in that notice. In the coming quarter staff will be issuing infringements and may seize dogs that remain unregistered. This often has the potential to lead to an increase in complaints against staff and service.

	Level of Service	Measure	Target 2017/18	Result
KPI 24	All dogs in the District are registered.	95% Percentage of all known dogs are registered.	95%	On target (96%)

Registered dogs in district



The Animal Management team has met this target with 96% of all known dogs being registered in the district. The final date to register a dog for the 2017/18 financial year ended on 31 July 2017.

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

Key developments for the 3 months to 31 December 2017

Governance

- A calendar of meetings for 2018 was approved.
- Council considered and provided feedback to the Remuneration Authority on proposed long term improvements in local government elected members remuneration.
- There were two citizenship ceremonies on 15 November and 6 December 2017, which conferred citizenship upon 83 applicants. Their countries of origin included Britain, America, Australia, South Africa, India, Thailand, Philippines, Turkey, Canada, Italy, Vietnam, Holland, Brazil, Samoa, Papua New Guinea, Germany and Fiji.
- The Council received 56 requests under the Official Information Act in the second quarter compared to 42 in the second quarter last year. This has contributed to 110 requests for the year to date compared to 120 for the same period last year.
- There were four Council meetings, seven Committee meetings and no subcommittee meetings in this quarter. There were twenty five briefings and four public workshops.

Tāngata whenua

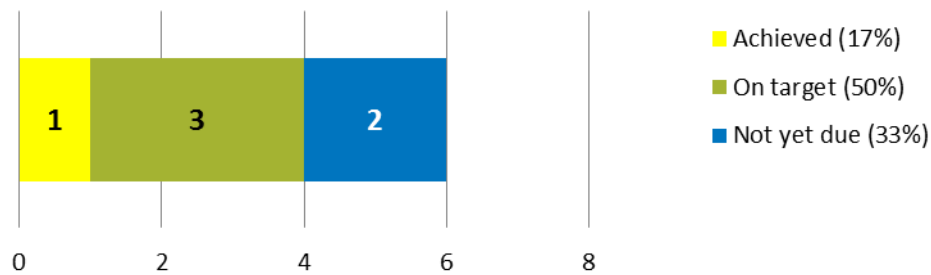
- The Memorandum of Partnership was signed on Tuesday 5 December 2017.
- Te Whakaminenga o Kāpiti met twice in this quarter.
- Iwi management plan – a process commenced to appoint a lead researcher, with Iwi finalising their mandated representatives for a working party.
- An exhibition was confirmed and progress was made towards the 2018 Waitangi Day commemorations.
- Discussions continued with the Department of Conservation and Greater Wellington Regional Council to facilitate iwi engagement and participation in collaborative biodiversity project opportunities.
- Consultation and input into the relevant stages of the 2018 Long term plan was provided.
- Ongoing support to other internal Council activities to facilitate iwi engagement. This work continues to inform council on the critical values and aspirations that are significant to iwi and works towards meeting the legislative requirements on council in regards to iwi participation.

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July to 31 December 2017



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

Three KPIs are on target at the end of the second 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 31 December 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 109 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	Achieved	MoP has been signed by TWoK and Council representatives.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	This will be reported on at the end of the year
We provide for the active participation of tāngata whenua and Māori in decision-making processes	Māori have representation on standing committees of council and tāngata whenua working parties contribute to significant council work programmes	Achieve	On target	Representation is established and working parties are actively involved in significant programmes

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

Governance and tāngata whenua – financial results to 31 December 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	31
Total projects over \$250,000	90	228	458
Total	90	251	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	2,402	2,289	4,706
57	Depreciation and amortisation	28	25	51
69	Finance expense	23	23	43
4,815	Operating expenditure	2,453	2,337	4,800
	Revenue			
616	Fees and charges	382	333	524
56	Interest income	-	4	60
672	Operating revenue	382	337	584
4,143	NET OPERATING COSTS	2,071	2,000	4,216
	Capital items			
505	Asset renewal	90	251	489
7	New assets upgrade	-	-	-
512	Total capital items	90	251	489
4,655	NET COST OF ACTIVITY	2,161	2,251	4,705
	Funding sources			
4,074	Rates	2,019	1,987	4,241
7	Borrowings	-	-	-
77	Depreciation reserve	-	22	32
-	Movement in other reserves	2	-	-
497	Reserves & special funds	140	242	432
4,655	TOTAL SOURCES OF FUNDS	2,161	2,251	4,705

Net operating costs of \$2.071 million are \$71,000 unfavourable to budget due to extra costs to backfill staff on maternity leave and unbudgeted provision for leaky home claims.

Capital expenditure of \$90,000 is \$161,000 underspent to due to timing of purchasing plant and vehicles.