

**Chairperson and Committee Members**  
OPERATIONS & FINANCE COMMITTEE

17 AUGUST 2017

Meeting Status: **Public**

Purpose of Report: For Information

**ACTIVITY REPORT: 1 APRIL TO 30 JUNE 2017**

**PURPOSE OF REPORT**

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

**DELEGATION**

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

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















**BACKGROUND**

- 3 The dashboard graphic on the following page gives a snapshot of performance across all council activities and is intended to highlight at a glance where there might be 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 projects<sup>1</sup>.
  - 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.

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<sup>1</sup> 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 year ended 30 June 2017

Activity	KPIs		Projects	Capital Spend (\$000)	Operating Spend (\$000)	Income (\$000)
	Achieved	Not yet due	On target	Favourable	On budget	Unfavourable
	On target	Not achieved	Not on target			
INFRASTRUCTURE		<div><div></div></div> 100%	<div><div></div></div> 100%	<div><div></div></div> \$960	<div><div></div></div> \$1,059	
	Coastal Management					
		<div><div></div></div> 50%	<div><div></div></div> 29%	<div><div></div></div> \$7,420	<div><div></div></div> \$11,534	<div><div></div></div> \$11,398
	Access & Transport	<div><div></div></div> 50%	<div><div></div></div> 71%			
		<div><div></div></div> 67%	<div><div></div></div> 50%	<div><div></div></div> \$938	<div><div></div></div> \$8,596	<div><div></div></div> \$8,101
	Water	<div><div></div></div> 11% <div><div></div></div> 11% <div><div></div></div> 11%	<div><div></div></div> 50%			
	<div><div></div></div> 86%	<div><div></div></div> 25%	<div><div></div></div> \$2,869	<div><div></div></div> \$3,513	<div><div></div></div> \$3,142	
Stormwater	<div><div></div></div> 14%	<div><div></div></div> 50% <div><div></div></div> 25%				
	<div><div></div></div> 100%	<div><div></div></div> 50%	<div><div></div></div> \$2,077	<div><div></div></div> \$8,103	<div><div></div></div> \$7,832	
Wastewater		<div><div></div></div> 25% <div><div></div></div> 25%				
	<div><div></div></div> 83%	<div><div></div></div> 100%	<div><div></div></div> \$500	<div><div></div></div> \$1,328	<div><div></div></div> \$510	
Solid Waste	<div><div></div></div> 17%					
COMMUNITY SERVICES		<div><div></div></div> 50%	<div><div></div></div> On hold 50%	<div><div></div></div> \$2,261	<div><div></div></div> \$9,924	<div><div></div></div> \$1,519
	Recreation & Leisure	<div><div></div></div> 50%	<div><div></div></div> 50%			
		<div><div></div></div> 92%	<div><div></div></div> 100%	<div><div></div></div> \$284	<div><div></div></div> \$4,821	<div><div></div></div> \$14,265
	Community Facilities & Community Support	<div><div></div></div> 8%				
	<div><div></div></div> 75%	<div><div></div></div> 25%	<div><div></div></div> \$1,374	<div><div></div></div> \$5,740	<div><div></div></div> \$915	
Parks & Open Space	<div><div></div></div> 25%	<div><div></div></div> 25% <div><div></div></div> 50%				
	<div><div></div></div> 50%	<div><div></div></div> 100%	<div><div></div></div> \$2,177	<div><div></div></div> \$2,267	<div><div></div></div> \$157	
Economic Development	<div><div></div></div> 50%					
PLANNING & REGULATORY		<div><div></div></div> 100%	<div><div></div></div> 100%		<div><div></div></div> \$8,465	<div><div></div></div> \$4,109
	Regulatory Services					
	<div><div></div></div> 100%	<div><div></div></div> 100%		<div><div></div></div> \$2,767	<div><div></div></div> \$157	
Districtwide Planning						
GOVERNANCE & TANGATA WHENUA		<div><div></div></div> 100%		<div><div></div></div> \$512	<div><div></div></div> \$4,800	<div><div></div></div> \$20,493
	Governance & Tangata Whenua					
			<div><div></div></div> \$959	<div><div></div></div> \$2,471	<div><div></div></div> \$1,841	
Corporate						
				<div><div></div></div> \$22,261	<div><div></div></div> \$75,388	<div><div></div></div> \$74,439

## CONSIDERATIONS

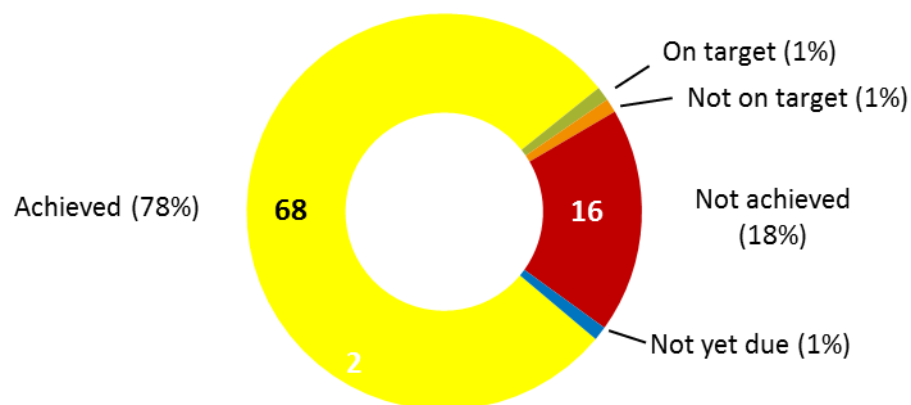
### Section 1: Overview of KPIs and Projects

#### Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 87 KPIs for which we have targets this year (three further KPIs are for monitoring only and are not included in Figure 1). Figure 1 below reports on KPI results against their targets.
- 9 KPI results are expanded on in the activity sections that follow later in this report.

**Figure 1: Key Performance Indicators**

as at 30 June 2017

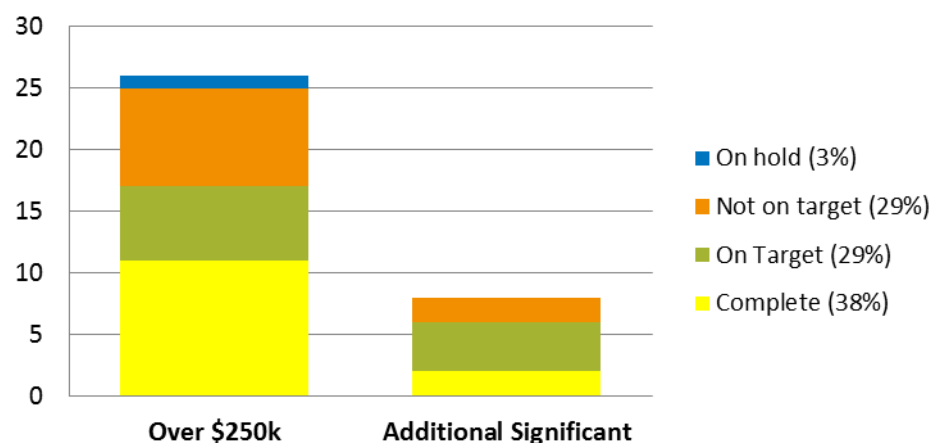


#### Summary of Projects

- 10 There were 35 significant projects undertaken by Council in 2016/17. Of these, 26 are Capital Expenditure Projects with a value of \$250,000 and above and eight are additional significant projects.
- 11 Figure 2 below provides a performance summary of these projects as at 30 June 2017.

**Figure 2: Summary of Projects**

as at 30 June 2017



- 12 Of the 35 projects 13 are complete and 13 multi-year projects are on target at the end of 2016/17. One project is on hold. Details of progress on each project are included in the reports attached in Appendix B.
- 13 Six capital expenditure projects and two additional significant projects are not on target at the end of the year. These are discussed in the relevant activity cluster sections below.

## Section 2: Across Council Work Programmes

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

### **Open for Business – Caring, Dynamic and Effective work programme**

#### **Culture Change programme**

- 15 The culture change programme continues to progress with planning for Phase 3 staff workshops focusing on learning from past experiences, more effective cross council team communication, and building resilience.

#### **Business improvement programme**

##### *Key developments*

- 16 Continued to assist Building Control with preparedness for the IANZ audit in October 2017.
- 17 Completed the Customer Feedback project, improving the way customer compliments, complaints and suggestions about our Regulatory Services are captured and reported.
- 18 Continued the review of Long Term Plan Key Performance Indicators (KPIs) to improve how data is collected, stored and reported.
- 19 Started planning the Business Improvement team work programme with Community Services for the next 12 months.

### **Expressway Integration work programme**

##### *Projects*

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

##### *Key developments*

- 21 Completed the shared path upgrade work on Kapiti Road, adjacent to Kapiti Landing.
- 22 Progress on the shared path on Raumati Road has been slow due to contractor resources, time restrictions during school hours and delays caused by relocating shallow utility services. It is now scheduled for completion in August 2017.

- 23 Upgrade works on the Poplar Avenue shared path between Matai Road and Glen Road started in May 2017 and is due to complete in August.
- 24 Construction has begun on the Kāpiti Lights upgrade project.
- 25 The State Highway 1 Revocation project is at the final scheme design stage with a focus on confirming the road layout and design and aligning it with the town centres workstream.



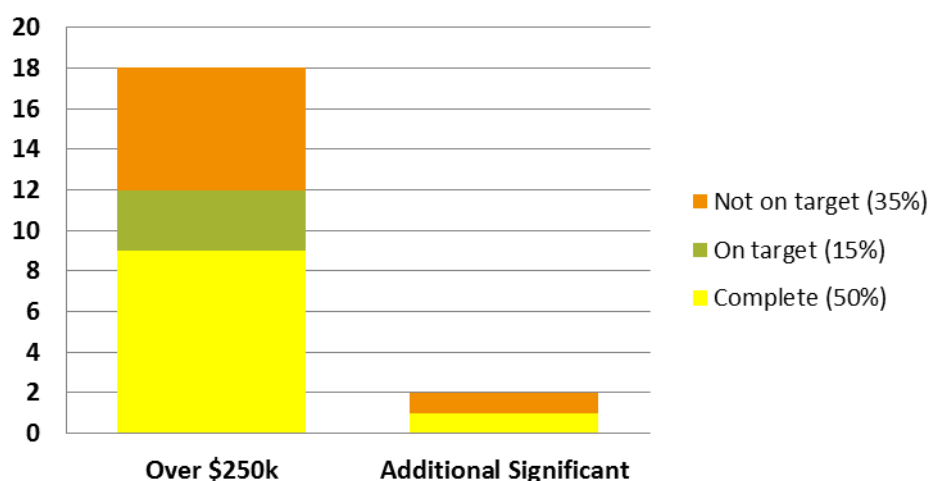
## Section 3: Infrastructure

### Projects

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

**Figure 4: Infrastructure Projects**

as at 30 June 2017



- 27 Ten projects are complete and five multi-year projects are on target at the end of the 2016/17 year.
- 28 Seven projects are not on target:
  - i). Two Access and Transport projects due to complete by June 2017 are now not expected to complete until August 2017. The Raumati Road Corridor upgrade has experienced delays for a range of reasons while the Waitohu Valley Road upgrade had a delayed start and was only half completed by end of June 2017.
  - ii). Two Coastal management projects have both suffered delays and neither is on target. The Paekākāriki seawall project has been held up by a number of factors, most recently the review result that the intended PVC sheet piling is not suitable for the conditions. The Marine Parade revetment project was substantially affected by the July 2016 storms which necessitated the construction of a temporary block wall to protect the sewer pipes. Further strengthening work on that block wall has been delayed waiting for consent approval, particularly in regard to the *Old Coach Route* issue.
  - iii). Two Wastewater projects are not on target. The Ōtaki treatment plant upgrade project was initially delayed waiting for consent approval which

held up commissioning of the Land Discharge Treatment Optimisation Study. The replacement Dissolved Air Floatation (DAF) process unit project has been delayed by a number of factors including difficulties accessing a specialist freighting container to ship it from Europe. The DAF unit finally arrived in June 2017 and will be installed in the first quarter of 2017/18.

- iv). One Water management project (River Recharge with Groundwater post-construction compliance monitoring) is an 'additional significant' project and was on schedule but over budget at year end (\$36,000 over a \$255,000 budget).

### Key development highlights

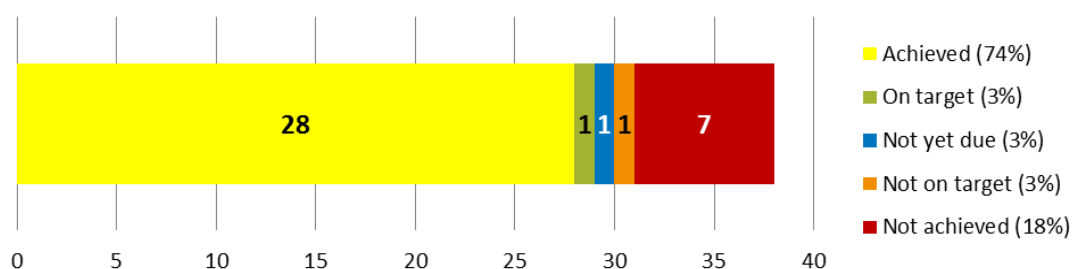
- 29 The annual road pavement reseal programme was completed with 20.4 kilometres of road resealed.
- 30 Technical review of PP2O designs has been provided. This work will continue over the next few months until detailed designs are approved.
- 31 Repairs to the Raumati seawall were undertaken. Commenced replacement of Arawa Street seawall and access way.
- 32 The upgrade of the wastewater pumping station at Rata Road has been completed and commissioned.
- 33 The redirection of the discharge pipes from the wastewater pumping stations at Campbell Avenue and Langdale Road was completed in June 2017.
- 34 The 2016/17 pipe renewal programme was completed with 300 metres of water mains renewed and a number of service pipe renewals in areas of poor performance.
- 35 The 2016/17 leak detection programme sweep covered 110km of water pipes this year with 58 leaks found and repaired saving an estimated 2.26 million litres per day water loss.

### Key performance indicators

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

**Figure 5: Infrastructure KPIs**

as at 30 June 2017



- 37 Twenty-eight KPIs were achieved at the end of the fourth quarter.

- 38 Results for a further three KPIs are not final as yet. One is on target and expected to be achieved when final results come through, one is not on target, and results for another are not due until November 2017 (see reports in Appendix B for details).
- 39 Seven KPIs were not achieved:
- i). Five Access and Transport KPIs were not achieved. Three of these relate to Resident Opinion Survey results, where resident satisfaction with ease of movement, street lighting and footpaths all fell below targets. Two further KPIs not achieved relate to Department of Internal Affairs mandatory measures, including the number of serious and fatal crashes on district roads (which was significantly higher this year than last) and the 'percentage of footpaths that fall within the level of service or service standard'. See the 'Access and transport' report in Appendix B for details of these.
  - ii). One Stormwater KPI was not achieved. It is the KPI measuring the number of complaints received about the performance of the district's stormwater system. Council has received 28.5 complaints per 1,000 connections against a target of less than 10 complaints per 1,000 connections. There have been further major storm events this year. There is a significant programme of work planned in this activity to improve performance in future years.
  - iii). One Water management KPI measuring the number of complaints about the networked reticulation system was not achieved. We have received 4.9 complaints per 1,000 connections this year against a target of less than or equal to 4.7 per 1,000.



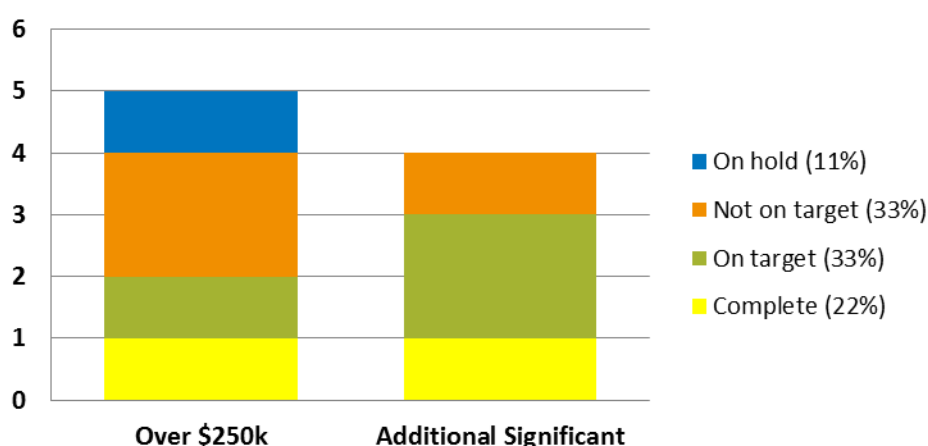
## Section 4: Community Services

### Projects

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

**Figure 6: Community Services Projects**

as at 30 June 2017



- 41 Two projects were complete at the end of the fourth quarter - the Te Ātiawa Park court resurfacing and the Community Facilities Strategy. Three projects were on target.

- 42 One project, the Waikanae Library and Mahara Gallery project, is on hold pending site decisions.
- 43 Three projects are not on target:
- i). The Ōtaki pool rebuild, is not on target because time was lost when Council had to retender. Demolition started in late February 2017 and the rebuild is expected to be completed by the end of 2017.
  - ii). The Youth Development Centre project is not on target as the Zeal Education Trust were unsuccessful in their initial bid for Lotteries funding. Although they were subsequently successful in the second funding application the start of the fit-out has been delayed until 2017/18.
  - iii). One of the additional significant projects, the Maclean Park management and development plan project, is not on target. Costs are higher than expected as the scope of the project has expanded.

### **Key development highlights**

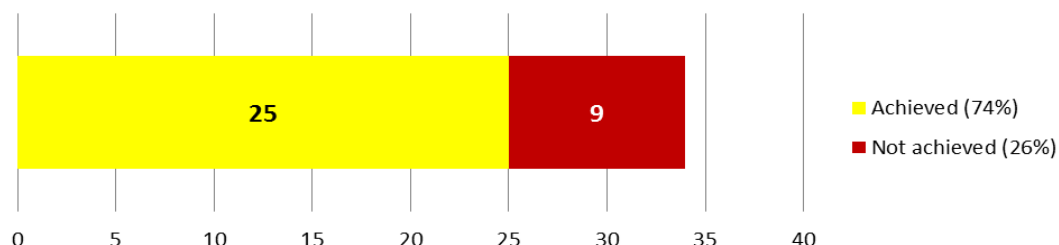
- 44 A report on the likely earthquake-prone status of Council-owned buildings suggests seven are under the 34% threshold and likely to be assessed as earthquake-prone. It provides indicative high level costs of remediation..
- 45 Council has completed a full condition survey of all property assets held within the community facilities portfolio. This will be used to prioritise the maintenance and renewal programme.
- 46 The Lotteries Community Facilities Fund has approved a grant for a reduced amount of \$367,000 towards the fit out of the Kāpiti Youth Development Centre.
- 47 The Kāpiti Coast Older Persons' Council with the support of Council hosted it's fourth biennial 'Age on the Go' expo in April 2017 which attracted over 600 participants.
- 48 The draft Maclean Park management plan was presented to the Paraparaumu-Raumati Community Board which recommended that the Council release the draft plan for consultation.
- 49 Playground upgrades for 2016/17 are complete, with Haruatai Park, Kaitawa Reserve, Aorangi Road Reserve and Tasman Road Reserve all having new equipment.
- 50 The Library customer satisfaction survey was run during May and returned very positive results with 98% of 371 respondents satisfied or very satisfied with the services provided by the library and just over 96% satisfied or very satisfied with the library building facilities.
- 51 Following on from the recent 'Platinum' award from Be.Accessible the Coastlands Aquatic Centre was named in the top five aquatic centres for accessibility in New Zealand by Oyster Accessible Travel.



## Key performance indicators

52 In this cluster there are 34 KPIs.

**Figure 7: Community Services KPIs** (to be updated when last KPI results is available)  
as at 30 June 2017



53 Twenty-six KPIs were achieved in the 2016/17 year.

54 Nine KPIs were not achieved:

- i). One Community facilities and community support KPI was not achieved. *'Urgent requests in regard to public toilet facilities that are responded to within four hours'* was estimated at 96.3% against a target of 98%..
- ii). One Economic development KPI was not achieved (*Representatives of the business leadership forum who are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved*), with 40% of respondents satisfied or very satisfied against a target of 85%.
- iii). Three Parks and open space KPIs were not achieved. These were
  - The annual park users survey reported that 84% are satisfied with council playgrounds, marginally below the target of 85%.
  - The same survey reported that 84% are satisfied with the current availability of facilities, also marginally below the target of 85%.
  - The Resident Opinion Survey reported in June 2017 that 55% of users were satisfied with the safety and availability of the on-road cycle network. The target is 85%.
- iv). Four Recreation and leisure KPIs were not achieved. These were:
  - *The number of visits to the district's libraries* was below its target for the year. This KPI was not expected to be achieved as the target set in the long term plan was based on information from a faulty door counter.
  - There were no public art works recommended by the Public Art Panel during the year.
  - *Visits to swimming pools in the district* were 276,340 for the 2016/17 year, below the 2014/15 baseline year target of 300,532. This was due to both the closure of the Ōtaki Pool from late February 2017 and the impact of the poor summer on attendance figures at Waikanae Pool.
  - *Learn to swim registrations* were 2,982 for the year, below the target of 3,168 from the 2014/15 baseline year. This was due to the Ōtaki Pool closure.



## Section 5: Planning and Regulatory Services

### Projects

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

### Key development highlights

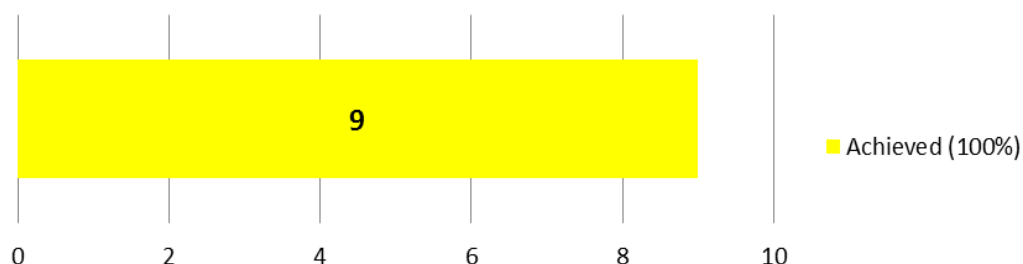
- 57 The final day of the Chapter One/Integration Closing was held on 5 April 2017. All PDP hearings have now been completed over a total of 44 hearing days. The final closing statement was completed on 3 May 2017 and posted on Council's website on the same date.
- 58 The Hearings Panel are now preparing their recommendations reports on the PDP which will be presented to Council in October for a decision. It is anticipated that the Decisions version of the PDP will be publicly notified at the end of October 2017.
- 59 Following on from the endorsement of *Our Future: Waikanae Beach* on 14 March 2017 work has commenced on a Waikanae Beach Character Assessment study.
- 60 The building control team issued 325 consents in the fourth quarter, much the same as the 329 issued in the same period last year. Overall the number of consents processed and issued in 2016/17 was up 8% on the prior year.
- 61 The higher volume of consents granted also impacts on demand for inspections. There were 1,615 inspections undertaken this quarter; a 4.7% increase over the previous year.
- 62 The resource consents team processed 75 consents in the fourth quarter compared to 68 in the same period of last year. Overall the team has processed 29% more consents than in 2015/16 and has received and processed 46% more completion certificates.

### Key performance indicators

- 63 In this cluster there are nine KPIs.

**Figure 8: Planning and Regulatory KPIs**

as at 30 June 2017



64 All nine KPIs were achieved in the 2016/17 year.



## Section 6: Governance and tāngata whenua

### Projects

65 There are no significant projects in this activity.

### Key development highlights

66 Council adopted the 2017/18 Annual Plan.

67 There was one citizenship ceremony on 7 June which conferred citizenship upon 39 applicants.

68 The Council received 61 requests under the Official Information Act in the fourth quarter (246 for the year). This compares to 70 in the fourth quarter last year (260 for last year).

69 Council approved the adoption of the Memorandum of Partnership between Te Rūnanga o Toa Rangitira inc, Āti Awa Ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Kāpiti Coast District Council.

70 Māori Economic Development grants totalling \$55,000 were awarded to three recipients.

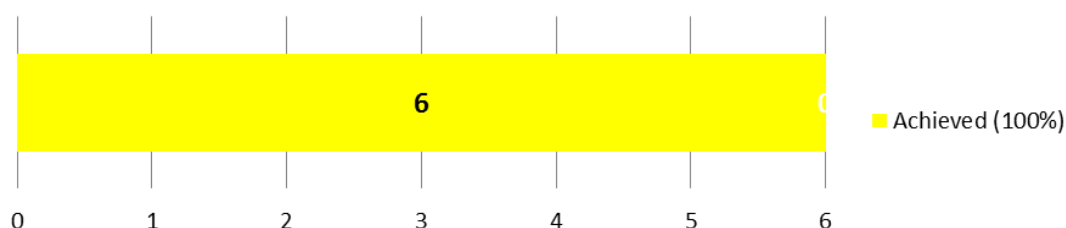
71 Engagement with Te Ātiawa is ongoing for McLean Park and Otaraua Park development plans.

### Key performance indicators

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

**Figure 9: Governance & Tāngata Whenua KPIs**

as at 30 June 2017



73 All six KPIs were achieved for the 2016/17 year.

### Policy considerations

74 There are no policy issues to consider.

### Legal considerations

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

## Financial considerations

- 76 A summary of budget details for each activity (as at 30 June 2017) is provided in the activity reports attached as Appendix B to this Report SP-17-273.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

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

### Publicity

- 78 This year's performance outcomes will be published in the 2016/17 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 fourth quarter of 2016/17 contained in the Activity Reports attached as Appendix B to this Report SP-17-273.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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Terry Creighton

Sarah Stevenson

Wayne Maxwell

**Corporate  
Monitoring Officer**

**Group Manager  
Strategy and Planning**






**Group Manager  
Corporate Services**

## ATTACHMENTS:

Appendix A – Summary List of Projects












Appendix B – Activity Reports

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

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

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

**Appendix A: Table One (continued)**

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

3. Not included in the activity reports as project hasn't started yet. This is a 2015-35 Long term plan project
4. Not included in the activity reports as our contribution isn't due until 2017/18. This is a 2015-35 Long term plan project.
5. Included in Recreation and leisure activity report as preliminary work is underway even though the project will not start in earnest until results of Mahara Gallery fundraising are known. Currently on hold while decisions made on site location.

**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 Projects<sup>6</sup>

Activity / Programme	Project	Status
Access and transport 	Footpath renewal	
Water Management 	River recharge with groundwater project – Post construction compliance monitoring	
Economic Development 	Strategy for supporting economic development	
Parks and open space 	Community facilities strategy	
	Maclean Park	
	Otaraua Park development	
Districtwide Planning 	District plan review	
Regulatory services 	Earthquake prone buildings assessment	

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

# Appendix B

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



# Across Council Work Programmes



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

These programmes of work are:

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

# Open for Business – Caring, Dynamic and Effective

## Background

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

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

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

### Key developments for the 3 months to 30 June 2017

- The Regulatory Services Group case study outcomes are the focus of the workshop content for the next Regulatory Services Group CDE workshops confirmed for August.
- The Animal Management Team have completed the first of two team workshops to complement the case study workshops and focus on team effectiveness.
- The next cycle of resilience workshops has commenced.
- Phase 3 Open for Business – Caring, Dynamic and Effective workshops are scheduled for September.

## 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

<b>Description</b>	The focus of the Business Improvement 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.
<b>Group</b>	Office of the Chief Executive
<b>Comments</b> (latest developments/upcoming milestones/critical activities)	
<i>Developments in the fourth quarter:</i>	
<u>Regulatory Services Group – Quality Assurance Systems</u>	
1. Supported the teams in Regulatory Services with maintaining their QAS manuals. This included guidance on using the Continuous Improvement Process to record issues identified and possible solutions, and monitor where these are currently assigned and the details of the last action taken.	
<u>Regulatory Services Group – BCA Accreditation IANZ 2017 Project</u>	
2. Members of the Business Improvement Team are assisting the Building Control Manager with preparedness for the October 2017 audit by IANZ.	

## Business Improvement work programme (continued)

### Regulatory Services Group – Customer Feedback Project

3. Completed a project that improves the way we capture and report on external Customer Feedback - Compliments, Complaints and Suggestions about our Regulatory Services that arrive via phone, post, email, in person or our via website.
4. These enhancements in collecting and building up a record of Regulatory Services feedback data enable us from July 2017 to use new statistical and monthly reports to demonstrate if a substantial improvement in our customers' perception of their regulatory experiences with the Council is occurring. This also complements the Regulatory Services Group case study outcomes.

### Strategy and Planning Group – Non-financial performance reporting

5. Continued the review of Long Term Plan and Annual Plan KPIs to improve how KPI data is collected, stored and reported. The review has a particular focus on investigating and testing greater use of MagiQ (the Council's financial and business management system that provides the functionality to capture KPI data).

### Community Services Group – Better Systems and Processes

6. Commenced planning the Business Improvement Team 12 month work programme with the Community Services Group. The GM, Community Services has determined that 'Leases' will be the first priority.

#### *Upcoming milestones:*

### Regulatory Services Group – BCA Accreditation IANZ 2017 Project

7. Continue to assist with preparedness for the October 2017 audit by IANZ.

### Community Services Group – Better Systems and Processes

8. Establish milestones for the leases work programme.

### Strategy and Planning Group – Non-financial performance reporting

Continue review.

### **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.
- iv). The Kāpiti Road upgrade project. Although this work is largely funded out of the Stride 'n' Ride and Town Centres budgets, it is a significant project in its own right and as such is reported separately here.
- v). It is expected that as progress is made on the Waikanae Library and Mahara gallery upgrade projects, these will be aligned within the Town Centres project.

## Key developments in the three months to 30 June 2017

### Stride 'n' Ride

- There are four separate projects on Kāpiti Road - three are now complete. The remaining project is planned for 2017/18.
- The Raumati Road corridor upgrade project is ongoing. It includes a shared path on the north side of Raumati Road between the Expressway cycleway and Weka Road. Progress has been slow due a range of factors including frequent encounters with shallow utility services. The project is currently scheduled for completion in August 2017.
- Poplar Avenue shared paths at Leinster Avenue and between Matai Road and Glen Road have been won by Higgins Contractors Ltd. Works on stage 1 began in May and are expected to be completed in August 2017.
- Te Moana Road and Park Avenue intersection upgrade tender has been won by Downer NZ Limited and work is underway.

For further detail refer to the project report below.

### Kāpiti Road Upgrade

Kāpiti Road project is now complete and Code Compliance Certificate has been lodged for approval.

For further detail refer to the project report below

### Town Centres

Construction has begun on P3 – Kāpiti Lights Upgrade Project. Traffic and safety reports have been used to advance designs on priority project P2- Coastlands and civic precinct connection. Work is ongoing with the Ministry of Education to agree a “Shared Use – License to Occupy” for P4 - Iver Trask Place and Kāpiti Primary School 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. Council funded works such as landscaping, planting and street furniture etc, are being developed as part of the scheme and detailed design.

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

## **Projects – Summary**

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

### **Expressway integration - Projects**


as at 30 June 2017



The Kapiti Road Upgrade project is complete; the other two multi-year projects are on target for the most part although there is a slight delay with the Raumati Road Stride n’ Ride shared path.

## 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 fourth quarter:					
<div>1. The Kāpiti Road shared path projects associated with Kapiti Coast Airport Holdings Limited (KCAHL) land between Mitre 10 Mega and McGrath Avenue are now completed. Future works outside Kapiti Landing will be undertaken by KCAHL.</div> <div>2. The upgrade of the intersection of Park Avenue and Te Moana Road to improve pedestrian and cyclist crossing safety is underway.</div> <div>3. The Raumati Road corridor upgrade includes a shared path on the north side of Raumati Road between the Expressway cycleway and Weka Road. Progress has been slower than expected for the reasons outlined in the Raumati Road project report (see Access and Transport). Works are now expected to be completed in August 2017.</div> <div>4. Poplar Avenue slow zone works between Renown and Glen Roads is underway with construction of stage one due for completion in August 2017. Stage 2 at Leinster Avenue is ready for construction with Council awaiting official permission from the Transport Agency to begin in July /August 2017.</div>					
Risks (to programme, cost, quality, other)					
<div>1. The key risk is maintaining on-going public support for any proposed cycleway works that recommend re-allocation of road space in favour of cycle facilities.</div> <div>2. Procurement of limited contractor resources may also become a risk over the next 6 months.</div>					
Issues (for elected member attention)					
<div>1. Managing stakeholder’s expectations of increases in individual project scope which affect overall project affordability.</div>					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	869,000	795,754	795,754	
This year	2016/17	1,923,862	1,929,690	1,929,690	
Next year	2017/18	1,980,226		1,980,226	
Total		4,773,088	2,725,444	4,705,670	

Town Centre major connectors			
<b>Description</b>	This project covers the two town centres, Waikanae and Paraparaumu. The project aim is to implement the adopted blueprint building block projects.		
<b>Group</b>	Strategy and Planning		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		 ✓	\$ ✓
<b>Comments</b> (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter</i></p> <ol style="list-style-type: none"> <li>1. P3 - Kapiti Lights Upgrade project: The Partnership and Funding Agreement was signed by the private property owners. Construction began on the first two Kapiti Lights Upgrade projects. There have been communications in print, radio and social media.</li> <li>2. P2 - Coastlands and civic precinct connection project: Traffic modelling and safety audit are complete and the developed design is progressing.</li> <li>3. P4 - Iver Trask Place and Kāpiti Primary School project: The “Shared Use – License To Occupy” has been received from the Ministry of Education (MoE) and reviewed by Simpson Grierson and the school’s Board of Trustees. The concepts are advancing.</li> <li>4. Waikanae Town Centre Cultural Thread project initial scoping has begun with Te Ātiawa Town Centres Working Group (TCWG).</li> <li>5. Place-making framework strategy with a focus on Waikanae incorporated into the roll out of Waikanae town centre designs.</li> <li>6. Waikanae Community Board (WCB) briefed on this year’s Waikanae Project, including the Waikanae “competition” sign.</li> <li>7. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects.</li> <li>8. Engaged Zeal and Youth Council to work towards a “fun” approach to Constructive Construction / Way finding in the Paraparaumu projects.</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>9. Start Construction (night works) on Rimu Road Project.</li> <li>10. Update PRCB, Older persons Council, Disability groups and relevant stakeholders on Paraparaumu projects.</li> <li>11. Present Waikanae Parking strategy and Waikanae “competition” sign placement options to WCB.</li> <li>12. Agree “Shared Use – License to Occupy” with MoE and present concept designs to Kapiti Primary School Board of Trustees.</li> <li>13. Open days to showcase current projects to be held in conjunction with LTP in July.</li> </ol>			
<b>Risks</b> (to programme, cost, quality, other)			
<ol style="list-style-type: none"> <li>1. SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.</li> </ol>			
<b>Issues</b> (for elected member attention)			
<ol style="list-style-type: none"> <li>1. On-going communications regarding construction of priority projects</li> </ol>			

Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,328,000	1,320,493	1,320,493	
This year	2016/17	2,555,958 <sup>1</sup>	2,476,244	2,476,244	500,000 <sup>2</sup>
<b>Total</b>		<b>4,473,371</b>	<b>3,796,737</b>	<b>3,796,737</b>	

1. The 2016/17 Annual Plan budget for this project was \$1,856,000. The approved carry forward of \$720,000 from the Strategic Land Purchase budget agreed at the end of 2015/16 has been, as agreed, added to this project budget.
2. The carry forward is required as several Town Centres projects are late starting. However, this is a three-year programme of works and it is still on schedule to complete within that time despite some juggling of timeframes within that.



## Major community connector upgrades - Kapiti Road upgrade

Description	Removal of the remaining section of power poles in the footpath, widening of shared path and undergrounding of cables on Kāpiti Road between the Expressway and Rimu Road.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Final defects being rectified prior to retentions released.					
2. Code Compliance Certificate has been applied for.					
Risks (to programme, cost, quality, other)					
1. None					
Issues (for elected member attention)					
1. None.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	1,309,413 <sup>1</sup>	1,200,684	1,200,684	

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

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

# Infrastructure

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

# Access and transport

Putanga me to ikiiki

## Key developments for the 3 months to 30 June 2017

Three capital projects are contributing to a programme of works to integrate Kapiti Road with the M2PP Expressway. This programme of works started in late August 2016. Both the Stride 'n' Ride aspects of the Kapiti Road work and the Kapiti Road upgrade work between Arawhata Road and Rimu Road (which is now complete) are described in the 'Across Council Work Programmes' report under the Expressway Integration Programme. The Kapiti Road/Arawhata Road intersection that is described in this report is also complete.

### Network Maintenance

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

### Network Planning

- The Network Operating Framework Plan (NOP) tool that Kapiti developed together with NZTA during this financial year has been finalised. The Framework in Kapiti focusses on the major east-west connections in Paraparaumu and Waikanae and will assist Council to consider how the network should be managed for all transport modes, by different time of day and by land-use. The tool was finalised and delivered to Council in May 2017 and an introduction for use of the tool is planned for early July 2017.
- During this process it was noted that there was a lack of data around pedestrians and cyclists. As a result pedestrian and cyclist counts were carried out in May 2017 and will be input into the tool to help understand the network issues.
- The strategic business case for the East–West Connectors project (previously called Kapiti Relief Road project) was submitted for approval to NZTA in March 2017 and the application for funding from NZTA for the programme business case was submitted in May 2017. NZTA approved funding for the latter on 30 June and this project will commence in August 2017. The project will outline the options to improve the East-West connections with a high level cost indication of these options to meet NZTA's draft 2018-21 budget deadlines (30 August, 30 October and 16 December 2017).
- Transport and traffic advice was provided on 41 resource consents in this quarter.

### Expressways and Revocation

- The Access and Transport team attended the M2PP final post construction safety audit meeting which covered all matters that were still under construction when the expressway was opened in February 2017.

- Technical review of PP2O designs has been provided and will continue to be over the next few months until detailed designs are approved.
- The PP2O Management Plans have been reviewed in preparation for sign off by the Regulatory Manager. This work is on-going.
- The team has participated in various workshops with regard to the Revocation SH1 project and delivered a review of the phase 1 design drawings.

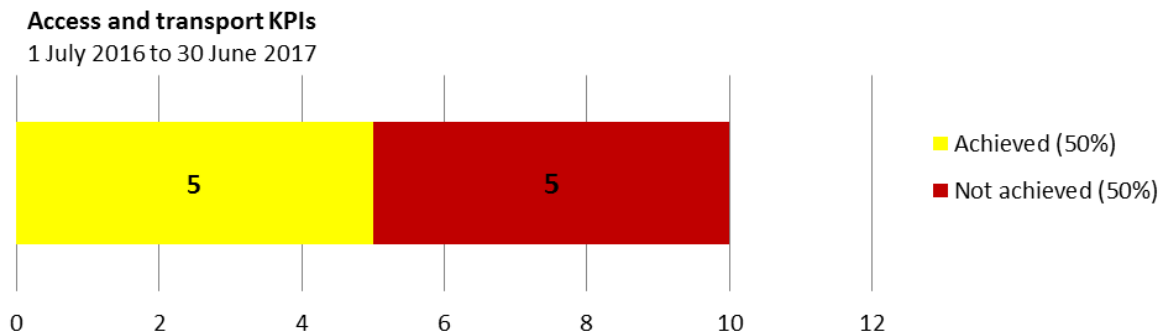
Travel planning and safety initiatives

- Recent safety education initiatives undertaken in this quarter include:
  - *Age on the Go Expo* on Saturday 29 April 2017 at the Waikanae Memorial hall
  - Child Restraint checkpoints – with Police and Plunket on Te Moana Road and in the The Warehouse carpark. The Warehouse sponsored 50 free seats to families who can't afford child seats
  - Further anchor bolt installations at Kapiti Plunket rooms with a mechanic on site from Gold Coast Mechanical
  - Radio advertising (joint action with the New Zealand Police) was undertaken on key road safety messages targeting Driver fatigue, Safety Flags, Bike lights, Pedestrians, Seatbelts, Schools back (May) Sunstrike and Driver distraction.

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

## Performance measures summary

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



Five KPIs were achieved and five were not achieved.

Two of the KPIs not achieved were mandatory measures set by the Department of Internal Affairs. Three were KPIs set by Council and measured through two resident opinion surveys undertaken in February and May 2017 (this is a transitional step in moving from an annual survey to a quarterly one).

The Resident Opinion survey KPIs not achieved were:

- i). The full year survey results show that 74% of residents *'agree that the existing transport system allows easy movement around the district'* against a target of 85%. Although well below the target this is a significant improvement over last year's 61% result. This is thought to be due to the reduction of Expressway-related road works by the time the first part of the survey was run in February 2017 (result then was 70%) and the opening of the expressway by the time the second part of the survey was run in May 2017 (result was 78%).

Judging by verbatim comments a significant part of the remaining dissatisfaction is the result of the increase in the number of traffic lights on Kapiti Road to facilitate the integration with the Expressway. It is expected that satisfaction levels will improve over time as residents get used to the change on Kapiti Road.

- ii). The full year survey reported that 79% of residents were satisfied with street lighting against a target of 85%. This is down substantially from last year's 89% and there is no clear reason for that as the level of service has not changed. The verbatim comments suggest this dissatisfaction relates to specific areas for the most part, with comments about a lack of streetlights in some areas, gaps between streetlights being too large in others and inconsistency in some areas in the style of streetlights. There is a substantial programme of streetlight upgrades to LED lighting planned for 2017/18.
- iii). The Resident Opinion Survey reported that 67% of residents were satisfied with the condition of footpaths, just below the target of 70%. This is a similar result to last year and is not surprising given that the footpath maintenance budget was cut back some years ago under cost saving pressure. A lower level of service is provided here than is expected by the community and this will be considered as part of budget and KPI discussions for the 2018-38 Long term plan.

The DIA mandatory KPI measures not achieved were:

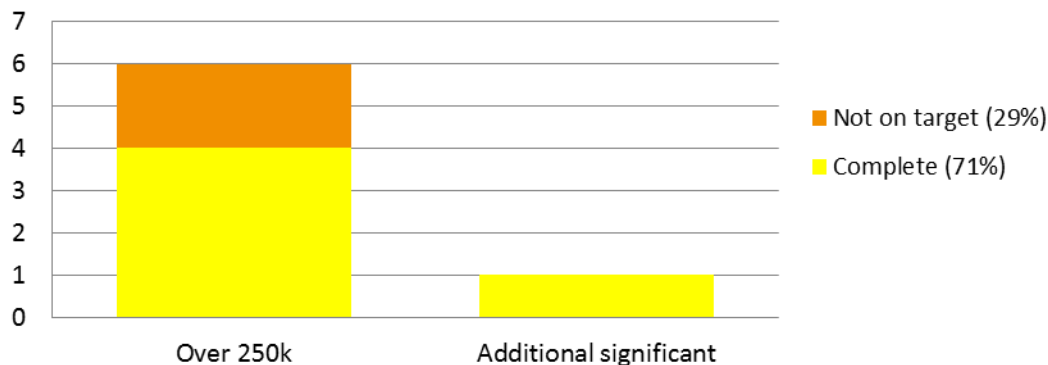
- iv). Provisional data shows that the '*number of serious and fatal crashes on district roads*' was eleven (nine serious injury crashes, two fatal crashes). Last year's result was six crashes and the target is for the result to fall year on year. The previous year's result (2014/15) was nine serious injury and fatal crashes. The final quarterly NZTA data is not yet available at end of June 2017 so this result may deteriorate further.
- v). One of the Department of Internal affairs mandatory measures introduced in the 2015-25 Long term plan was that Council should report on the '*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*'. In the 2016/17 year a full condition rating review was carried out in the District. As a result, a work programme is now in place that programmes renewals of footpaths that are close to the end of their 'asset life'. The ability to carry out this works programme to meet the life cycle management requirements as set out in the Activity Management Plan is limited due to budget constraints.

## Projects – Summary

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

### Access and transport - Projects

as at 30 June 2017



Five of the seven projects were complete at the end of June 2017.

Two projects were not on target:

- i). The Waitohu Valley Road upgrade is 50% complete and will be finished in mid to late August.
- ii). The Raumati Corridor Upgrade project suffered delays and is now expected to be completed in August 2017.

## Performance measures

as at 30 June 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 achieved (74%)	Although the KPI is not achieved it shows a significant improvement on the previous year's result following completion of the M2PP Expressway. (2015/16 result was 61%)
	Number of serious and fatal crashes on district roads is falling ( <i>excludes SH1</i> )  (DIA mandatory measure)	Less than or equal to the 6 serious injury or fatal crashes in 2015/16	Not achieved	Eleven serious injury or fatal crashed (nine serious injury crashes, two fatal crashes, in the period 01/07/16-30/6/17 (interim data only as final quarterly NZTA data not available at end June). (2015/16 total was 6 crashes)
	Residents that are satisfied with street lighting	85%	Not achieved (79%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 89%)
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%	Achieved	20.4km of road sealed, a network length of 408km
	Residents that are satisfied with the condition of the road and footpath network	Roads 70%	Achieved (83%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 84%)
		Footpaths 70%	Not achieved (67%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 66%)
	Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure (STE) is above 85%	Achieved (88.4%)	Is the current result, which is up to and including May
	Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand	Achieve	Achieved	In the first One Network Operating Framework peer group report (29 May 2017) Council's overall network cost is comparable (lower) with similar sized districts (Upper Hutt and Porirua)
	Percentage of service requests relating to roads and footpaths responded to within 24 hours of notification (DIA mandatory measure)	Roads 85% Footpaths 85%	Achieved	All Service Requests (100%) were received and acknowledged within 24 hours
	Percentage of footpaths that fall within the level of service or service standard for the condition of footpaths as set out in the activity management plan. (DIA mandatory measure)	Target footpath condition rating (percentage compliant with standards)	Not achieved	All footpaths in the district were inspected and rated on 'asset life' during 2016/17. A forward works programme is now in place for renewal of footpaths that are near the end of their asset life. There is not enough budget available to meet the programme requirements as set out in the Activity Management Plan..

## Project reports

### Major community connector upgrades - Nga Manu Reserve Road

GL codes	GL17950, GL1795A				
Description	Design and construct new access road 0.2 km from Nga Manu Access Road to the east of Smithfield link Road. Road provides part of a link for future development between north of Waikanae and the beach.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓ <sup>1</sup>	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Physical works are complete, with roads fully operational.					
2. Quality and testing records have been received.					
Upcoming milestones:					
3. A two year warranty commences 1 July 2017.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. None.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,102,924 <sup>1</sup>	1,171,123	1,171,123	
This year	2016/17	636,247	577,249	577,249	
Total		1,739,171	1,748,372 <sup>2</sup>	1,748,372	

- The carry forward of \$432,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
- This project is less than \$10,000 overspent over the two years which is not regarded as significant for a budget of \$1.74 million.


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



Local area connectors - Kapiti Road / Arawhata Road Intersection upgrade					
GL codes	GL1794P				
Description	Kapiti Road / Arawhata Road Intersection upgrade treatment incorporates installation of traffic signals and improved traffic lane configuration.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Physical works are complete, with the traffic signalled intersection fully operational.					
2. A joint walkover has confirmed a “snag list” with any faults to be remedied.					
3. Quality and testing records have been received.					
Upcoming milestones					
4. A two year warranty commences 1 July 2017.					
Risks (to programme, cost, quality, other)					
1. Community dissatisfaction associated with traffic signal treatment and the number of sets of signals along Kāpiti Road.					
Issues (for elected member attention)					
1. On-going adjustments to traffic signal phasing will be required to accommodate the changing traffic movements prior to and following the opening of the Expressway.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	166,500	166,500	166,500	
This year	2016/17	166,504	163,320	163,320	
Total		333,004	329,820	329,820	

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

Local area connectors – Raumati corridor upgrade and road reconstruction																													
GL codes	GL1794N, 17929, 179Q1																												
Description	Raumati Corridor Development Works including intersection improvements and provision of a shared cycle/pedestrian path.																												
Group	Infrastructure																												
Status	Category	Timeliness		Budget																									
		🕒 ▼		\$✓																									
Comments (latest developments/upcoming milestones/critical activities)																													
Developments in the fourth quarter																													
1. The central island for the roundabout at the Raumati/Hillcrest intersection is now completed.																													
2. This project hasn't progressed as quickly as expected due to a range of factors including contractor resources, time restrictions during school hours and delays caused by relocating shallow utility services.																													
Upcoming milestones																													
3. Preparation of the sub base prior to laying the asphaltic surface at the intersection is underway. Work to complete the Weka Triangle shared path upgrade and new pedestrian crossing is scheduled to be completed early in the first quarter of 2017/18.																													
Risks (to programme, cost, quality, other)																													
1. Disruptions to traffic and pedestrian movements whilst works in progress.																													
Issues (for elected member attention)																													
1. The Raumati /Hillcrest intersection will be under four way stop go for much of July 2017 during working hours while the contractors form the new road pavement.																													
Current year project costs to 30 June 2017																													
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$																								
Last year	2015/16	235,601	235,601	235,601																									
This year	2016/17	1,393,587	862,120	862.120	200,000 <sup>1</sup>																								
Total		1,629,188	1,097,721	1,097,721	200,000																								
1. The budget was underspent by \$530,000 this year but only \$200,000 is being carried over> \$330,000 of the Stride n' Ride budget for this project was needed for other Stride n' Ride projects in 2016/17. Those funds will be covered in 2017/18 from the 2017/18 Stride n' Ride budget.																													
<table><tr><td>Category</td><td></td><td>Timeliness</td><td>Budget</td></tr><tr><td>YELLOW</td><td>Project complete</td><td>🕒 ▲ ahead of schedule</td><td>\$🕒 budget underspend</td></tr><tr><td>GREEN</td><td>Project on target</td><td>🕒 ✓ on time</td><td>\$✓ on budget</td></tr><tr><td>ORANGE</td><td>Project not on target (there are issues)</td><td>🕒 ▼ behind schedule</td><td>\$🕒 budget overspend</td></tr><tr><td>RED</td><td>Project has failed</td><td>🕒 🛑 on hold</td><td></td></tr><tr><td>BLUE</td><td>Project on hold</td><td></td><td></td></tr></table>						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		
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BLUE	Project on hold																												

Waitohu Valley Road upgrade					
GL codes	GL17952				
Description	Waitohu Valley Road pavement widening				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		 ▼		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter</i>					
1. Work is around 50% completed.					
<i>Upcoming milestones</i>					
2. Work will continue into 2017/18 and be completed mid to late August 2017.					
Risks (to programme, cost, quality, other)					
1. Community expectations exceed what can be achieved within the budget allocation.					
Issues (for elected member attention)					
1. Potential on-going operational issues for Waitohu Valley Road associated with local access to quarry and future logging.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	305,701	163,652	163,652	

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

Sealed road resurfacing					
GL codes	GL1792B				
Description	To complete the annual reseal programme in accordance with the NZTA requirements.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter					
1. The resealing programme has been completed					
2. M2PP has made a \$190k contribution to remedy the impacts of the Expressway construction on local roads. The work has been carried out as part of the resealing programme.					
3. The additional expenditure relating to this additional revenue will show as overspend of \$350k in this particular project as subsidy (48%) will be claimed from NZTA increasing the \$190k to an estimated available (subsidised) budget of \$350k.					
Upcoming milestones:					
4. Completed sites are subject to a one year warranty period.					
Risks (to programme, cost, quality, other)					
1. On-going sweeping of chipseal sites to be monitored.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,017,692	1,367,639 <sup>1</sup>	1,367,639	

- Apparent overspend explained in report above.


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

Minor improvements programme					
GL codes	GL1793A/1793M				
Description	Minor improvements are physical works which comprise small, isolated geometric road and intersection improvements, traffic calming, lighting improvements for safety, installation of new traffic signs and road markings. This programme is undertaken every year.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Work has been completed on the pedestrian refuge and ramps on Rimu Road, Paraparaumu, providing a safer crossing to the Pathology Laboratory.					
2. Selecting work for the 2017/18 Minor Improvements programme has been completed. Three out of four Community Boards have been briefed on the programme.					
3. Procurement is underway for Engineering Design services for the 2017/18 programme.					
Upcoming milestones:					
4. Tendering the programme by mid-August with a view to commence works in Mid-September.					
Risks (to programme, cost, quality, other)					
1. No risks to note.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	433,596	451,504 <sup>1</sup>	451, 504	

1. Original budget for minor works was \$356,000. Additional budget has been reallocated to Minor works to ensure completion of the program. The final spend is \$18,000 over budget but this is more than covered by additional contributions of \$34,000 – with \$30,000 from Kapiti Airport (toward the Kapiti Landing roundabout) and \$4,000 from the owner of 129 Rimu Rd (toward the pedestrian refuge).

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

### Additional significant project

Footpath renewal		GL code	1793F		
<i>Developments in fourth quarter:</i>  1. The annual footpath programme has been completed.  2. A long term footpath forward works programme is being developed through inventory audit, life cycle management practices, and required field validations.  <i>Upcoming milestones:</i>  3. A forward works programme will be confirmed with community boards and work programmed for completion.		Status			
		Timeliness	 ✓		
		Budget	\$ ✓		
		Current year project costs to 30 June 2017			
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	223,541	223,588	223,588	

**Access and transport – financial results to 30 June 2017****Capital expenditure summary**

	<b>Actual 2016/17 (\$'000)</b>	<b>Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	1,475	1,454
Total projects over \$250,000	5,945	6,808
<b>Total</b>	<b>7,420</b>	<b>8,262</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
5,054	Other operating expense	4,742	4,896
4,918	Depreciation and amortisation	5,165	5,121
1,408	Finance expense	1,627	1,627
<b>11,380</b>	<b>Operating expenditure</b>	<b>11,534</b>	<b>11,644</b>
	<b>Revenue</b>		
24	Fees and charges	69	62
3,246	Grants and subsidies	4,618	4,532
397	Development and financial contributions revenue	491	201
251	Other operating revenue	248	266
<b>3,918</b>	<b>Operating revenue</b>	<b>5,426</b>	<b>5,061</b>
<b>7,462</b>	<b>NET OPERATING COSTS</b>	<b>6,108</b>	<b>6,583</b>
	<b>Capital items</b>		
2,033	Asset renewal	2,545	2,068
3,897	New assets upgrade	4,875	6,194
<b>5,930</b>	<b>Total capital items</b>	<b>7,420</b>	<b>8,262</b>
<b>13,392</b>	<b>NET COST OF ACTIVITY</b>	<b>13,528</b>	<b>14,845</b>
5,195	Rates	5,888	5,940
3,406	Borrowings	2,804	4,255
2,033	Depreciation reserve	2,545	2,068
(382)	Reserves & special funds	(491)	(201)
3,140	Unfunded depreciation	2,782	2,783
<b>13,392</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>13,528</b>	<b>14,845</b>

Net operating costs is \$475,000 favourable to budget due to increased income from Development Contributions and grants received to deliver additional Capital works.

Capital expenditure of \$7.42 million is \$842,000 underspent. \$250,000 is due to carry forwards approved during the setting of the 2017/18 annual plan and the remainder is due to the Kapiti Road project being recorded in the Town Centres project in the Economic Development activity but budgeted in this activity.

# Coastal management

Whakahaere takutai



## **Key developments for the 3 months to 30 June 2017**

- Continued replacing the assets damaged by the July 2016 and January/February 2017 storm events.
- Continued compilation of projects for the next long term plan based on the Coastal Assets condition assessment (766 assets ).

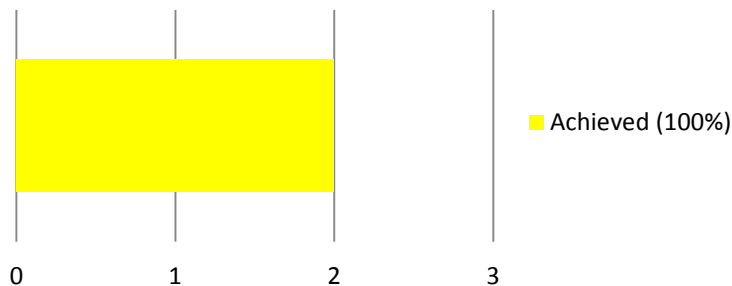


## Performance measures summary

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

### Coastal management KPIs

1 July 2016 to 30 June 2017



Both KPIs were achieved for the 2016/17 year.

## Projects – Summary

There are two standard Coastal management projects, both are over \$250,000. They are both multi-year projects. There have been delays with both projects and neither is on target.

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

### Coastal management - Projects

as at 30 June 2017




## Performance measures

as at 30 June 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%	Achieved (91%)	There were 95 requests this year (11 in Q4).  Of those 95 requests 34 were urgent. 31 of the 34 urgent requests (91%) were responded to within 48 hours.
We keep our stormwater beach outlets clear to avoid flooding	Stormwater beach outlets are kept clear	80%	Achieved (100%)	All beach outlets cleaned and kept clear.

## Project reports

Coastal protection Paekākāriki			
<b>GL codes</b>	GL18775		
<b>Description</b>	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.		
<b>Group</b>	Infrastructure		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		 ▼	\$✓
<b>Comments</b> (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter were:</i></p> <ol style="list-style-type: none"> <li>1. Peer review on the PVC sheet piling option (referred in Q3 report under the risk area) to confirm the suitability for Paekākāriki coastal environment and extreme storm events. The outcome of the peer review resulted in removing the PVC sheet pile option from the preliminary design options and replacing with a composite sheet piling option.</li> <li>2. Updated the preliminary design options with cost estimates (developed five options which are: Timber wall, Anchored concrete wall, Composite sheet pile wall, Concrete wall with geogrid and Rock wall).</li> <li>3. Reaching an agreement with the roading team and the Paekākāriki Community on the reduced road width.</li> <li>4. Completed an independent road safety audit for the proposed road geometry changes.</li> <li>5. Commencement of the urban designs.</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>6. Finalisation of the preferred design option out of the five options listed above – end July 2017</li> <li>7. Completion of the detailed designs based on the preferred option – end October 2017</li> <li>8. Lodgement of Building Consent application – early October 2017</li> <li>9. Physical works tender – early November 2017</li> <li>10. Physical works Contract Award - end of December 2017</li> <li>11. Construction commencement on site – February 2018</li> </ol>			
<b>Risks</b> (to programme, cost, quality, other)			
<ol style="list-style-type: none"> <li>1. Estimated project cost prepared based on the recently completed design options (vary from \$10.07 million to \$13.7 million), exceeds the budget allocated for this project except for the rock wall option. However, If KCDC is to proceed with the rock wall option, a new Resource Consent application needs to be lodged with GWRC as the original Resource Consent has been granted for a timber/concrete wall. This process is time consuming and, also may not necessarily deliver the expected outcome as some community members do not want to replace the current timber wall with a rock wall.</li> </ol>			

**Coastal protection Paekākāriki (continued)****Issues** (for elected member attention)

1. Estimated project cost exceeding the budget allocation is an issue. If Paekākāriki Community is not willing to support the rock wall option, then Council need to consider providing additional funds for this project through the LTP process.
2. The current wall has exceeded its original 20 years design life and with extreme weather events, certain parts of the wall have failed a few times in the recent past costing approximately about \$25,000 for repair works each time.

**Current year project costs to 30 June 2017**

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	1,249,996	493,242	493,242	756,753
Next year	2017/18	6,000,000		4,931,753	1,825,000
Final year	2018/19	3,422,327		5,247,327	
<b>Total</b>		<b>10,672,325</b>	<b>493,242</b>	<b>10,672,322</b>	

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

Marine Parade revetment			
<b>GL codes</b>	GL1877D		
<b>Description</b>	The rock revetment at Paraparaumu beach which has been built under emergency works provisions is currently resulting in some 'end' effects causing erosion at the southern end. This project is to identify the most appropriate option for mitigating the end effect while providing protection to the Marine Parade, Paraparaumu.		
<b>Group</b>	Infrastructure		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		 ▼	\$✓
<b>Comments</b> (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter were:</i></p> <ol style="list-style-type: none"> <li>1. Lodgement of Resource Consent application (5 year consent) with GWRC as per the guidance provided by GWRC at the pre application meetings.</li> <li>2. Updating the community with progress and the future actions planned.</li> <li>3. Gaining the written approvals from property owners where physical works within their property boundaries were proposed and as originally identified by GWRC as "affected parties" for Resource Consent application process.</li> <li>4. Iwi consultation as part of the Resource Consenting process</li> <li>5. Preparation of physical works tender documents and inviting tenders from 5 suppliers for strengthening the existing block wall. (Tender evaluation and award is "on hold" awaiting GWRC decision on the Resource Consent).</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>6. Follow up with GWRC regarding a decision on the Resource Consent – July 2017</li> <li>7. Evaluation of the physical works tender and contract Award – August 2017</li> <li>8. Construction completion – October 2017.</li> </ol>			
<b>Risks</b> (to programme, cost, quality, other)			
<ol style="list-style-type: none"> <li>1. The block wall structure is primarily located on old coach route and GWRC now consider one of the descendants of the original owner Charles Mills as an "affected party" in addition to the property owners originally considered as affected parties.  This is a risk due to the difficulty of identifying all potential owners as no claim of ownership has been formalised by LINZ and the descendant identified by GWRC is one of probably many descendants. Gaining the written approval of old coach route owners is not reasonable. The ownership issue is extremely complex and resolution has been attempted few times in the past, without success.</li> </ol>			

## Marine Parade revetment (continued)

### Issues (for elected member attention)

1. If GWRC continue to consider the owners of old coach route to be affected parties and written approval(s) could not be secured then the application would need to be notified. Full notification is a public process with anyone who had an opinion being able to make a submission. This has significant time and financial implications.
2. If Council fails to gain the Resource Consent from GWRC, then the proposed block wall strengthening project may not go ahead. This will cause an issue due to following reasons:
  - Current block wall protecting KCDC sewer will become an “illegal” structure and Council may have to remove the block wall and consider alternative ways of protecting the sewer which would be expensive and complex.
  - Properties which were affected by the ‘end effect’ of the marine parade rock revetment were supportive of strengthening the block wall as this provides protection to their properties. If the block wall strengthening project does not go ahead, Council may have to consider alternative ways of mitigating the “end effect” until a permanent solution is implemented in future.

### Current year project costs to 30 June 2017

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	255,000	46,696	46,696	

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

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

GL codes	GL18764076 & 18516				
Description	A storm event occurred in the Wellington Region (1 in 30 year event) on the 23/24 July 2016 causing significant damage to the Kapiti coastline. This project is to carry out the repairs and replacements of the council-owned assets damaged by the storm. Project also covers repairs carried out to fix the damage caused by subsequent storm events (in January and February 2017)				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
	This is not a standard planned project. It is an emergency response project to deal with the impact of a significant weather event.				
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter were:					
1. Carrying out repairs to Raumati seawall.					
2. Commencement of Arawa street seawall and access way replacement.					
Upcoming milestones:					
1. Completion of Arawa street seawall and access way replacement – August 2017.					
2. Completion of Manly street outlet repair/ replacement works – August 2017.					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. This project was implemented with no budget allocation in year 2016/17. \$100,000 allocated in 2017/18 for Manly street outlet repair/replacements.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	-	303,293	303,293 <sup>1</sup>	

1. This unbudgeted emergency project was funded by underspends in other capital projects in this activity.

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

	<b>F/Y Actual 2016/17 (\$'000)</b>	<b>F/Y Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	118	130
Total projects over \$250,000	842	1,505
<b>Total</b>	<b>960</b>	<b>1,635</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 F/Y Actual \$000</b>	<b>2016/17 F/Y Budget \$000</b>
	<b>Expenditure</b>		
341	Other operating expense	455	340
490	Depreciation and amortisation	373	430
187	Finance expense	231	231
<b>1,018</b>	<b>Operating expenditure</b>	<b>1,059</b>	<b>1,001</b>
<b>1,018</b>	<b>NET OPERATING COSTS</b>	<b>1,059</b>	<b>1,001</b>
	<b>Capital items</b>	-	
371	Asset renewal	941	1,609
127	New assets upgrade	19	26
		-	
<b>498</b>	<b>Total capital items</b>	<b>960</b>	<b>1,635</b>
<b>1,516</b>	<b>NET COST OF ACTIVITY</b>	<b>2,019</b>	<b>2,636</b>
825	Rates	888	830
127	Borrowings	19	26
371	Depreciation reserve	941	1,609
193	Unfunded depreciation	171	171
<b>1,516</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>2,019</b>	<b>2,636</b>

Capital expenditure is \$675,000 underspent. \$756,000 has been identified as a carryover for the Paekākāriki Seawall. Approved unbudgeted Emergency Coastal works offsets against the overall underspend.



# Solid waste

Para ūtonga

## Key developments for the 3 months to 30 June 2017

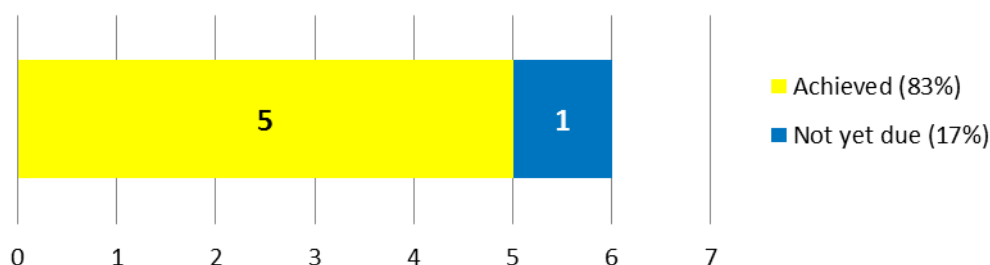
- Landfill capping progressed in the fourth quarter with all programmed work completed.
- Public consultation for the draft 2017-2023 Regional Waste Minimisation and Management Plan was completed. In July 2017 the regional joint committee will deliberate over recommendations made as a result of the consultation. Adoption of the final plan is scheduled for August/September 2017.
- A range of waste education and waste minimisation activities were conducted, including the Zero Waste Education Programme being delivered to 440 year one to eight students at Raumati South School in May 2017, and a waste audit at Te Wānanga o Raukawa in June 2017.
- Waste minimisation education workshops by external presenters were supported, namely a series of waste free living talks in April 2017 and a waste free parenting workshop in May.
- The national Love Food Hate Waste programme continued with an information stall at the Paraparaumu Beach Market in June 2017.

## Performance measures summary

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

### Solid waste KPIs

1 July 2016 to 30 June 2017



Five KPIs were achieved as at the end of the fourth quarter.

The result for one is still not due as funds for community waste minimisation projects were allocated in December 2016 and groups have 12 months to complete their projects and report back on their achievements. So far, 10 of 20 projects have been completed but the others have until November 2017 to complete theirs.

## Projects – Summary

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

## Performance measures

as at 30 June 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	Achieved	Otaihanga facility was closed for 30 minutes one day in the second quarter due to an accident on site involving a contractor's employee.
	Licensed collectors are compliant with licence requirements	Achieve	Achieved	No official warnings issued.
	Residents who are satisfied with the standard of kerbside collections	85%	Achieved (89%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 92%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	Achieved (87%)	251 of 280 service requests (87%) were responded to within two working days this year.
We encourage waste minimisation and provide education information and advice	Residents who are satisfied with the waste minimisation education, information and advice available	75%	Achieved (82%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 81%)
	Waste minimisation community projects are successfully implemented	80%	Not yet due	Community projects are not due to report back until November 2017.

## Project reports

Otaihanga landfill capping					
GL codes	GL18049				
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. Landfill capping progressed in the fourth quarter with all programmed work completed.					
<i>Upcoming milestones:</i>					
2. No milestones to report.					
Risks (to programme, cost, quality, other)					
1. No current risks.					
Issues (for elected member attention)					
1. No issues to report					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	510,000	500,361	500,361	

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

**Solid waste – financial results to 30 June 2017****Capital expenditure summary**

	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	-	12
Total projects over \$250,000	500	510
<b>Total</b>	<b>500</b>	<b>522</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
601	Other operating expense	722	755
404	Depreciation and amortisation	420	331
173	Finance expense	186	186
<b>1,178</b>	<b>Operating expenditure</b>	<b>1,328</b>	<b>1,272</b>
	<b>Revenue</b>		
509	Fees and charges	528	538
<b>509</b>	<b>Operating revenue</b>	<b>528</b>	<b>538</b>
<b>669</b>	<b>NET OPERATING COSTS</b>	<b>800</b>	<b>734</b>
	<b>Capital items</b>		
-	Landfill Capping	500	522
-	<b>Total capital items</b>	<b>500</b>	<b>522</b>
<b>669</b>	<b>NET COST OF ACTIVITY</b>	<b>1,300</b>	<b>1,256</b>
647	Rates	800	753
-	Depreciation reserve	500	503
22	Movement in other reserves	-	-
<b>669</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>1,300</b>	<b>1,256</b>

# Stormwater

Whakahaere wai araha

## Key developments for the 3 months to 30 June 2017

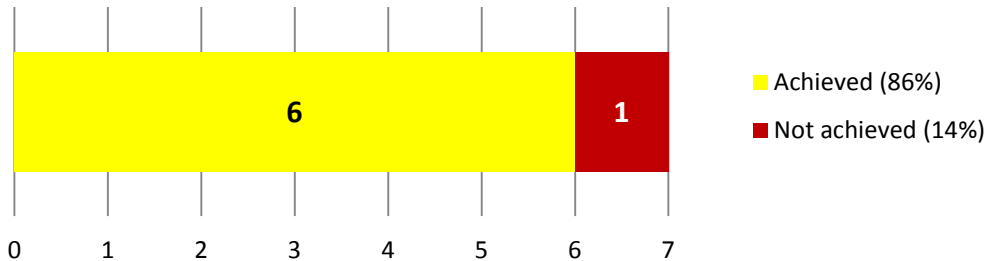
- Responded to 138 service requests related to stormwater and flooding in the fourth quarter of 2016/17, up from 85 requests in the same quarter in the previous year. Over the year Council received 626 service requests related to stormwater and flooding compared to 474 in the previous year.
- Carried out vegetation cleaning and sediment extraction from Mazengarb stream (in the most critical areas).
- Worked closely with Greater Wellington Regional Council on the stormwater discharge consent, the Mazengarb stage 3 sediment removal consent, and the consent for removal of sediments from tributaries of Wharemauku stream.

## Performance measures summary

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

### Stormwater KPIs

1 July 2016 to 30 June 2017



Six of the seven KPIs (86%) were achieved for the 2016/17 year.

One KPI was not achieved:

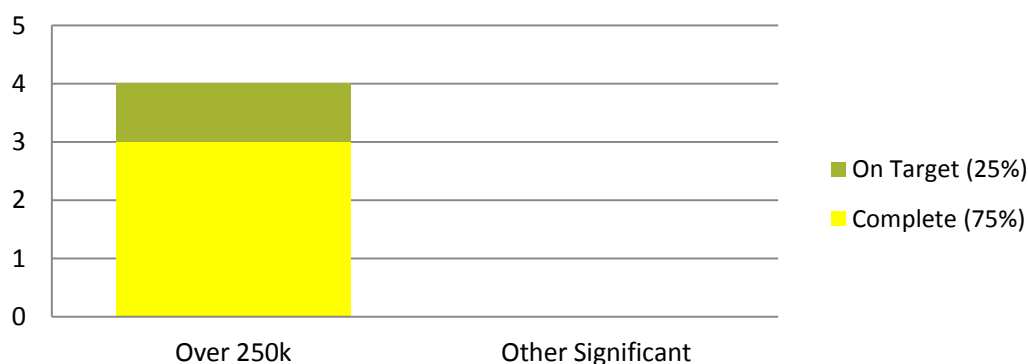
- *The number of complaints about the performance of the stormwater system* has a target of 10 complaints per 1,000 connections for the year. We received 626 flooding-related service requests (which we are treating as complaints) this year, which is 28.5 complaints per 1,000 connections. There is a significant programme of work underway in this activity following on from the re-prioritisation of the stormwater work programme which is intended to improve performance in this area in future years.

## Projects – Summary

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

### Stormwater - Projects

as at 30 June 2017



Three projects are complete (the Ōtaki Stormwater Pump Station upgrade, the Waikākāriki Gravel extraction project and the Charnwood Grove upgrade). The Reactive Solutions projects are a range of minor improvements which are spread over a number of years.

## Performance measures

as at 30 June 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	Achieved (Median response time was less than 24 hours)	There were 715 service requests this year, 626 of which were flooding related. Of the 626 flooding requests 268 were urgent and the median response time was 0 days (less than 24 hours)..
		Non-urgent = less than or equal to 5 days	Achieved (Median response time was 2 days)	The median response time was 2 days for the 447 non-urgent requests this year.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	Achieved (100%)	There were 14 building related requests (1 dwelling, 1 workshop and 12 garages) and all of them were visited within 4 weeks.
	Number of complaints received about the performance of the district's stormwater system  <i>(DIA mandatory measure)</i>	Less than 10 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i>	Not achieved (28.5 complaints per 1,000 connections)	Of the 715 requests this year, 626 can be regarded as complaints (= 28.5 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	Achieved	Four projects had work carried out in this category in the year to date. All of them are now completed and have been implemented to the accepted standards. (Ōtaki Pump Station upgrade, Wharemauku Stream works, Waikākāriki stream works and Charnwood Grove outlet upgrades).
	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	Achieved (0.05 per 1,000)	Flooding reported for 14 buildings to date. Only one was a habitable floor (one was a work-shop and 12 were garages). (= 0.045 per 1,000 connections)



SP-17-273 Appendix B – Activity report to 30 June 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"> <li>a) abatement notices;</li> <li>b) infringement notices;</li> <li>c) enforcement orders; and</li> <li>d) successful prosecutions, received by the council in relation those resource consents.</li> </ul> <p><i>(DIA mandatory measure)</i></p>	None	On target (none)	<p>No non-compliance with council's resource consents for discharge from its stormwater system. Validation not yet received from GWRC.</p> <p>Received GWRC Compliance Report in the second quarter 2016/17 for the year 2015/16 which confirmed we were compliant with all our resource consents for last year.</p>

## Project reports

Ōtaki Beach pump station upgrade					
GL codes	GL58133				
Description	Major upgrade to Ōtaki Beach stormwater system with the construction of a replacement pump station and upgraded gravity system.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		💰🕒	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in fourth quarter:					
1. Lodgement of the title plan for 37 Moana Street with Land Information New Zealand (LINZ)					
Remaining tasks:					
2. Planting in the dune area - 2017/18 financial year (aligned with the planting season)					
3. Issue of Defects Liability Certificate to the physical works contractor – December 2017					
Risks (to programme, cost, quality, other)					
1. None.					
Issues (for elected member attention)					
1. Initial budget was insufficient to complete the project. With Council approval, used \$315,191 in from the reactive solutions budget in 2016/17.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	3,073,799 <sup>1</sup>	3,152,937	3,152,937	
This year	2016/17	527,000	842,191 <sup>2</sup>	842,191	
Total		3,600,799	3,995,128 <sup>2</sup>	3,995,128	

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

**Waikākāriki Stream gravel extraction**

<b>GL codes</b>	GL18412		
<b>Description</b>	Required flood protection and associated gravel extraction works on the Waikākāriki Stream located on the site of the existing “1906 building” State Highway 1, Paekākāriki.		
<b>Group</b>	Infrastructure		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		🕒 ✓	\$🕒

**Comments** (latest developments/upcoming milestones/critical activities)*Developments in the fourth quarter:*

1. Construction completed on site.
2. Practical Completion certificate issued.
3. Code Compliance Certificate issued for the retaining wall and the bridge.
4. GWRC confirmed compliance with Resource Consent conditions.

*Upcoming milestones are:*

5. Gaining formal sign off from Landowner’s representative.
6. Planting – 2017/18 financial year.

**Risks** (to programme, cost, quality, other)

1. None.

**Issues** (for elected member attention)

1. Initial budget was insufficient to complete the project and the shortfall was provided from the reactive solutions budget (\$105,000). Requested funds from New Zealand Transport Agency (\$70,000) as part of NZTA contribution.

**Current year project costs to 30 June 2017**

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	101,000 <sup>1</sup>	105,305	105,305	
This year	2016/17	298,999	403,992 <sup>2</sup>	403,992	
<b>Total</b>		<b>399,999</b>	<b>509,297</b>	<b>509,297</b>	

1. The carry forward of \$299,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
2. The project cost for 2016/17 is \$105,000 higher than initially expected – this has been noted in previous quarterly reports and will be funded from the Stormwater Reactive Solutions budget and cost recovery from NZTA.

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

Charnwood Grove stormwater upgrade					
GL codes	GL481C1				
Description	Major upgrade to stormwater system at Charnwood Grove and Nimmo Avenue with the construction of a pump station and upgrade of five existing stormwater outfalls and installation of a new stormwater outfall that traverses the proposed foot print of the Jim Cooke Park stop bank. (The stop bank is planned to be constructed by Greater Wellington Regional Council in the current financial year).				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Completed installing stormwater outlet pipes under the proposed stop bank.					
Upcoming milestones:					
2. Implementation of the interim solutions designed for the critical locations – financial year 2017/18. This will be reported as a follow-on project in 2017/18.					
3. Approval of As Built drawings for the newly installed pipes under the stop bank - financial year 2017/18.					
Risks (to programme, cost, quality, other)					
1. None.					
Issues (for elected member attention)					
1. None					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	100,000	83,218	83,218	
This year	2016/17	459,000	439,725	439,725	
Total		559,002	522,943	522,943	

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

Reactive solutions (stormwater minor improvements)					
GL codes	GL18415 and GL3817D				
Description	Detailed investigations of 140 projects (in 34 catchments district wide), design and construction of selected minor improvement works.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. Completion of minor capital works in 11 locations.					
2. Started construction at Hookway Grove.					
<i>Upcoming milestones:</i>					
3. Completion of concept designs for the Kena Kena project – August 2017.					
4. Completion of detailed investigations of the additional 39 projects – August 2017.					
5. Completion of construction at Hookway Grove – August 2017.					
Risks (to programme, cost, quality, other)					
1. None.					
Issues (for elected member attention)					
1. Used, funds from this budget to cover the budget deficit for the Ōtaki stormwater upgrade project and Waikākāriki stream project. As a result completion of Hookway Grove stormwater upgrade project was re scheduled for 2017/18 financial year.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,479,000	1,107,609 <sup>1</sup>	1,107,609	

1. The Reactive Solutions targeted spend was adjusted to a lower cap to allow for the re-allocation of funds to the Ōtaki stormwater upgrade project and to the Waikākāriki Stream gravel extraction project.

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

**Stormwater – financial results to 30 June 2017****Capital expenditure summary**

	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	249	302
Total projects over \$250,000	2,620	2,560
<b>Total</b>	<b>2,869</b>	<b>2,862</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
1,169	Other operating expense	1,405	1,362
1,095	Depreciation and amortisation	1,084	1,163
841	Finance expense	1,024	1,024
<b>3,105</b>	<b>Operating expenditure</b>	<b>3,513</b>	<b>3,549</b>
	<b>Revenue</b>		
48	Fees and charges	45	66
129	Development and financial contributions revenue	152	52
<b>177</b>	<b>Operating revenue</b>	<b>197</b>	<b>118</b>
<b>2,928</b>	<b>NET OPERATING COSTS</b>	<b>3,316</b>	<b>3,431</b>
	<b>Capital Items</b>		
189	Asset renewal	844	758
3,840	New assets upgrade	2,025	2,104
<b>4,029</b>	<b>Total capital items</b>	<b>2,869</b>	<b>2,862</b>
<b>6,957</b>	<b>NET COST OF ACTIVITY</b>	<b>6,185</b>	<b>6,293</b>
3,057	Rates	3,468	3,482
3,840	Borrowings	2,025	2,104
189	Depreciation reserve	844	758
(129)	Reserves & special funds	(152)	(51)
<b>6,957</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>6,185</b>	<b>6,293</b>

# Wastewater management

Whakahaere wai

## Key developments for the 3 months to 30 June 2017

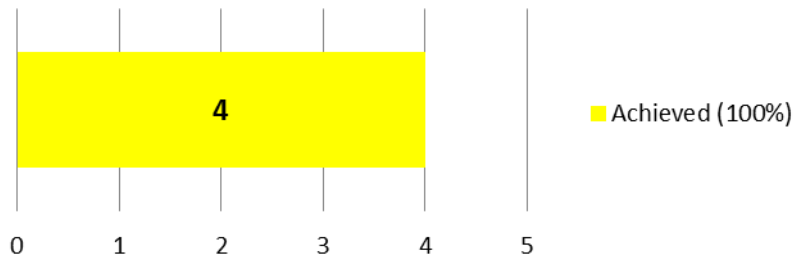
- The upgrade of the control building and electrical equipment at the wastewater pumping station located at Rata Road has been completed and commissioned. The upgrade provides a control building for safer all weather maintenance access, protection from flooding of the electrical controls and improved control for this important pumping station.
- The new dissolved air flotation (DAF) package plant arrived at the Paraparaumu Wastewater Treatment Plant in June 2017 ready to be installed and commissioned. The ancillary works contract was awarded and preparations are underway to construct the site works for the DAF. The completion of the DAF is now programmed in the first quarter of 2017/18.
- The redirection of the discharge pipes from the wastewater pumping stations at Campbell Avenue and Langdale Road was completed in June 2017. This work shortens the distance flows must travel to reach the wastewater treatment plant in Paraparaumu, improves the efficiency of the system and reduces the risk of overflows.

## 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 2016 to 30 June 2017



All four KPIs with prescribed targets were achieved for the year.

## Projects – Summary

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

### Wastewater - Projects

as at 30 June 2017



One of the four projects was complete and the other multi-year project was on target as at the end of the fourth quarter.

Two projects are not on target:

- i). The Ōtaki Wastewater treatment plant consent upgrade project is not on target due to delays in issuing the consent which delayed commissioning of the Land Discharge Treatment Area optimisation study.
- ii). The replacement of the Dissolved Air Flootation process unit has been delayed. Tender negotiations delayed the award of the contract to December 2016. Certification of pressure vessels and availability of specialist freight containers has meant the shipping of the completed DAF unit has been delayed. The package plant was delivered in June 2017 from overseas and its installation is now programmed for the first quarter of 2017/18.




## Performance measures


as at 30 June 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	Achieved (22 minutes)	Median attendance time was 22 minutes, for 122 blockages or faults attended in the year.
	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	Achieved (2 hours and 7 minutes)	Median resolution time was 2 hours and 7 minutes for 122 blockages or faults resolved in the year.
	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 (6.5 complaints per 1,000 connections)	129 complaints were received year to date (from a total of 19,856 connections). This measure is being monitored against the 2015/16 baseline to assess performance over time.
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows  <i>(DIA mandatory measure)</i>	Less than 5 per 1000 connections to council's sewerage system	Achieved (0.30 overflows per 1000 connections)	Six overflows from the wastewater system in the year to date (total of 19,856 connections).
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	Achieved (none)	No non-compliance actions this year.


## Project reports

Waikanae duplicate rising main					
GL codes	GL4773R				
Description	<p>This project will duplicate the rising main from Waikanae’s terminal wastewater pumping station to the Paraparaumu wastewater treatment works. The existing rising main is a critical wastewater lifeline asset that is nearing its rated design capacity and further capacity will be needed to meet future growth.</p> <p>The project was planned in two stages. The first stage was timed to take advantage of any cost savings from installing limited lengths at road crossings in conjunction with construction of the M2PP Expressway. The second completes final lengths.</p>				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter:</i></p> <p>1. Initial investigations to confirm the final alignment of the rising main outside of the Expressway designation, along Te Moana Road to the pumping station and to the Paraparaumu Wastewater Treatment Plant (WWTP) have been completed. The location of services from these investigations will require minor changes to the design before it is finalised. Once the final design is confirmed the works can be procured and constructed.</p> <p><i>Upcoming milestones:</i></p> <p>2. The final section of the rising main in the expressway alignment from north of the bridge through to Te Moana Road is being finalised.</p> <p>3. Procurement of the 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. These, in conjunction with the power supply upgrade, are programmed to be completed within the current four year programme.</p>					
Risks (to programme, cost, quality, other)					
<p>1. Finalisation of alignment approvals for the closing section to Te Moana road may delay completion to later this year.</p> <p>2. Services congestion along Te Moana may require changes to design that may incur some additional costs.</p>					
Issues (for elected member attention)					
<p>1. Parts of the project have been delayed while NZTA resolves some land ownership issues. It is still expected to complete on time.</p>					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	250,000	1,924,007 <sup>1</sup>	1,924,007	
This year	2016/17	2,089,720	819,091	819,091	1,142,000
Total		2,339,720	2,743,098	2,743,098 <sup>1</sup>	


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






Wastewater treatment plant dissolved air flotation					
GL codes	GL47745				
Description	This project is to replace the aging existing Dissolved Air 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 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 fourth quarter:					
1. The new dissolved air flotation (DAF) package plant arrived at the Paraparaumu Wastewater Treatment Plant in June 2017 ready to be installed and commissioned.					
2. The ancillary works contract was awarded and preparations are underway to construct the site works for the DAF.					
3. The completion of the DAF is now programmed for the first quarter of 2017/18.					
Upcoming milestones:					
1. Completion of Ancillary works and install of DAF.					
2. The commissioning of the new DAF Package Plant.					
Risks (to programme, cost, quality, other)					
1. Nothing to report, project has been delayed as explained below.					
Issues (for elected member attention)					
1. None at present.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	699,997	391,282	391,282	

## Other major capital expenditure projects

Ōtaki Wastewater Treatment Plant consent upgrades				GL code	5881E, 5882B
Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none"><li>One of the six cells of the Land Discharge Treatment Area was cleared to facilitate the site testing.</li><li>Site testing on the Land Discharge Treatment Area has been completed.</li><li>Two additional cells were also cleared this year to further improve the existing performance of the Land Discharge Treatment Area</li></ul> <i>Upcoming milestones 2017/18:</i> <ul style="list-style-type: none"><li>Concept development workshop.</li><li>Preferred option selection and recommendation report.</li></ul>			Status	
				Timeliness	 ▼ <sup>1</sup>
				Budget	\$✓
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	306,000	62,615 <sup>1</sup>	62,615	100,000

1. Delays in issuing of the consent delayed commissioning of the Land Discharge Treatment Area optimisation study.

Pumping station rising main re-lay		GL code	3883M		
Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none"><li>The redirection of the discharge pipes from the wastewater pumping stations at Campbell Avenue and Langdale Road was completed in June.</li><li>This work shortens the distance flows must travel to reach the Wastewater treatment plant in Paraparaumu, improves the efficiency of the system and reduces the risk of overflows.</li></ul>	Status			
		Timeliness	 ✓		
		Budget	\$✓		
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	303,589	205,083	205,803	

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

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

	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	530	880
Total projects over \$250,000	1,477	3,400
<b>Total</b>	<b>2,007</b>	<b>4,280</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
4,194	Other operating expense	3,693	4,348
2,547	Depreciation and amortisation	3,472	3,116
700	Finance expense	938	938
<b>7,441</b>	<b>Operating expenditure</b>	<b>8,103</b>	<b>8,402</b>
	<b>Revenue</b>		
79	Development and financial contributions revenue	99	150
<b>79</b>	<b>Operating revenue</b>	<b>99</b>	<b>150</b>
<b>7,362</b>	<b>NET OPERATING COSTS</b>	<b>8,004</b>	<b>8,252</b>
	<b>Capital items</b>		
657	Asset renewal	791	1,481
2,119	New assets upgrade	1,216	2,799
<b>2,776</b>	<b>Total capital items</b>	<b>2,007</b>	<b>4,280</b>
<b>10,138</b>	<b>NET COST OF ACTIVITY</b>	<b>10,011</b>	<b>12,532</b>
6,676	Rates	7,424	7,723
2,119	Borrowings	1,216	2,795
576	Depreciation reserve	481	1,476
80	Movement in other reserves	311	9
(79)	Reserves & special funds	(99)	(150)
766	Unfunded depreciation	678	679
<b>10,138</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>10,011</b>	<b>12,532</b>

Operating expenditure is \$299,000 favourable to budget. This is due to lower maintenance costs.

Capital expenditure was \$2.27 million underspent mainly due to changes in timing for the delivery of the Dissolved Air Flootation project and for treatment and pumping station renewals. Carryovers of \$100,000 for the Ōtaki consent upgrade and \$1.14 million for the Waikanae Duplicate Rising Main were approved during the setting of the 2017/18 Annual Plan.

# Water management

Whakahaere wai

## Key developments for the 3 months to 30 June 2017

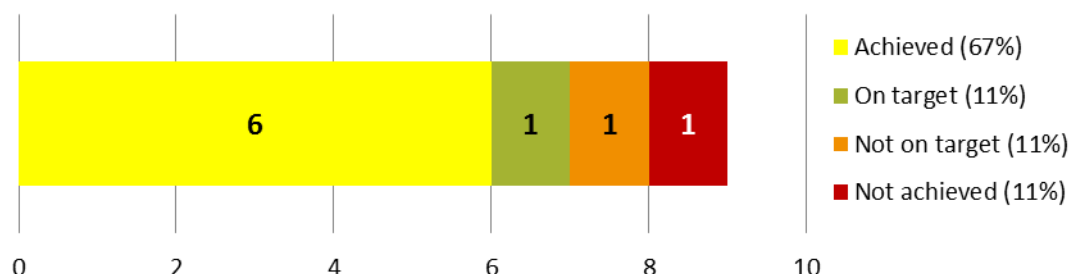
- The river recharge scheme was not used this year due to the wet summer we experienced. Last year we used river recharge for 14 days.
- The third year of river recharge baseline environmental monitoring is now complete. The three years of baseline monitoring data will be used to prepare the ongoing mitigations plans and update the consents. Considerable work is required to analyse the data, prepare the ongoing mitigations plans and have those approved ready for the 2017/18 summer season.
- The 2016/17 water pipe renewals programme has been completed. The works were split into a number of works packages including renewing service pipes with historical failures, renewing 100m of water pipe along Manly street to resolve historical tree damage and installing a second water pipe in a street (rider main) to shorten service pipe renewals that would have otherwise crossed the road at each house. Service pipes connect the water main pipes in the street to the properties water meters (supply point).
- An auto shut-off valve has been installed at the Kakariki reservoir serving Waikanae. This valve will stop water flowing out of the reservoir if there is a major pipe burst, such as during an earthquake. This completes the programme of shut-off valve installations at Council's primary service reservoirs.
- The 2016/17 leak detection programme sweep covered 110km of water pipes this year and 58 leaks were found and repaired saving an estimated 2.26 million litres per day water loss (includes the leaks below). Of note was a 1.9 million litre per day leak identified by Council's water supply monitoring and repaired by Council and its contractors in May 2017. In that latter case, Council worked with a specialist leak detection contractor to find the leak in an area of 70km of water pipes.
- The Riwai reservoir roof renewal contract was awarded and works started on cleaning the roof surface in preparation for the repairs and application of the new coating.

## 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 2016 to 30 June 2017



Six of the nine KPIs with prescribed targets were achieved at the end of the fourth quarter.

The results for two KPIs that report on the extent to which we meet the drinking water standards are not final as yet as the drinking water assessors will not complete their inspections and report back for a few more weeks yet. However we expect, as last year, to be 100% compliant with part 4 of the standards for all supplies in the district but not 100% compliant with part 5 of the standards for all supplies. As regards Part 5 we expect the Waikanae, Paraparaumu, Raumati and Paekākāriki supplies to be 100% compliant but we don't expect that the Ōtaki and Hautere supplies will be (*see the KPI table for further explanation*).

One KPI was not achieved. That is the total number of complaints about the council's networked reticulation system, including complaints about water quality and continuity of supply. We recorded 113 complaints this year (73 water quality complaints and 40 service requests for no water supply). This translated to 4.9 complaints per 1,000 connections, against a target of 4.7 per 1,000.

## 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 project and is complete for 2016/17. The latter is an 'other significant' project and is not on target as it has run over budget (by \$36,600).

### Water - Projects

as at 30 June 2017



## Performance measures

as at 30 June 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	Achieved	Median attendance time was 9 minutes for 70 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	Achieved	Median attendance time was 1 hour 9 minutes for 854 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	Achieved	Median resolution time was 1 hour for 70 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	Achieved	Median resolution time was 5 hours 52 minutes for 854 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	On target	We expect to again achieve 100% compliance with part 4 of the standards – but results from the assessors aren't expected until later in August. (2015/16 result was 100% compliance with part 4 of the drinking water standards)
		b) Achieve	Not on target	We expect to be 100% compliant for Waikanae, Paraparaumu/ Raumati and Paekākāriki supplies. As at the end of June 2017 the Ōtaki and Hautere supplies are not expected to be 100% compliant. New micro filters will be installed in the Hautere supply in first quarter of 2017/18 which should make it 100% compliant. The Ōtaki supply will not be 100% compliant until a reservoir is built. (2015/16 result was less than 100% for the Ōtaki, Hautere and Paekākāriki supplies.)



SP-17-273 Appendix B – Activity report to 30 June 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%	Achieved (81%)	Resident Opinion Survey result reported in June 2017. Steady improvement since introduction of river recharge scheme. (2015/16 result was 68%)
	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 achieved (4.9 per 1,000)	A total of 113 'complaints' were logged in 2016/17 (73 water quality complaints and 40 service requests for no water supply). Notably, 17 of the 73 water quality complaints were for dirty water in Waikanae, following the Kaikoura earthquake on 14 November 2016 which was thought to have disturbed sediment lying in the bottom of the pipes. With a total 22,973 connections 113 complaints translates to 4.9 complaints per 1,000 connections. (Note: a further 17 water pressure complaints were logged, but we've excluded those for consideration against the target as there was no data on water pressure complaints in the 2014/15 baseline)
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	Peak water consumption per person declines to 400 litres per person per day (plus 90 litres per person for water loss) by 2016/17	490 litres per person per day by 2016/17 and maintained thereafter	Achieved (375 l/p/d)	Peak day water use this year was 375 l/p/d. Water use was subdued through summer. (2015/16 result was 425 l/p/d)
	Percentage of real water loss from the council's networked reticulation system.  (DIA mandatory measure <sup>1</sup> )	Establish a baseline in 2015/16 that is no greater than 2014/15 and monitor	Monitor only	The water loss from the council's network in 2015/16 was calculated at 3,580 m3/day (+/- 10.3%) In 2016/17 water losses were calculated at 3,884.9 m3/day (+/- 9.2%)

<sup>1</sup> DIA real water loss measure includes estimated meter under-registration and theft.







## Project reports

Pipe renewals					
GL codes	GL28349, 38318, 48320, 58355, 58742				
Description	Network pipe renewals in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki. This works includes reactive and planned networks renewals works.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
<div>1. The 2016/17 water pipe renewals programme has been completed. The works were split into a number of works packages targeting service pipe failures, pipe renewals and installing second water pipes in streets (rider mains) to shorten service pipe renewals that would have otherwise crossed the road at each house.</div> <div>2. Pipe renewals completed at<ul style="list-style-type: none"><li>a. Kapiti Road, Paraparaumu (161m)</li><li>b. Tilley Road, Paekākāriki (40m)</li><li>c. Manly street, Paraparaumu (100m)</li></ul></div> <div>3. Targeted service pipe renewals completed at<ul style="list-style-type: none"><li>a. Toby’s way, Paraparaumu</li><li>b. Pekapeka road, Pekapeka</li></ul></div> <div>4. Targeted rider main and service pipe renewals<ul style="list-style-type: none"><li>a. Hariata street, Ōtaki</li><li>b. Waimea Road, Waikanae</li></ul></div> <div>5. Council’s operations depot completed reactive renewals of water pipes as required throughout the year.</div>					
Risks (to programme, cost, quality, other)					
<div>1. None at present.</div>					
Issues (for elected member attention)					
<div>1. Nothing to report.</div>					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	509,997	375,456	375,456	-

## Additional significant project

River Recharge with Groundwater scheme – Post construction compliance monitoring		GL code	48424		
Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none"><li>The river recharge scheme was not used this year due to the wet summer we experienced.</li><li>The third year of river recharge baseline environmental monitoring was completed in May 2017. Initial discussions about the baseline data and approach to the ongoing mitigations plans have been held with GWRC.</li><li>An Adaptive Management Group and consent stakeholder briefing was held in May 2017 to discuss the years observations and work to prepare the ongoing mitigations plans for the future use of the scheme.</li><li>The drafting of the annual reports for 2016/17 has started.</li></ul>	Status			
		Timeliness-	 ✓		
		Budget	\$0 <sup>1</sup>		
		Current year project costs to 30 June 2017			
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	255,004	291,682	291,682	

1. Additional costs associated with adaptive management consenting requirements – long term this will reduce costs.

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

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

	<b>YTD Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	656	730
Total projects over \$250,000	282	275
<b>Total</b>	<b>938</b>	<b>1,005</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
3,280	Other operating expense	4,102	3,922
2,865	Depreciation and amortisation	2,696	2,738
1,915	Finance expense	1,798	1,798
<b>8,060</b>	<b>Operating expenditure</b>	<b>8,596</b>	<b>8,458</b>
	<b>Revenue</b>		
36	Fees and charges	37	39
299	Development and financial contributions revenue	422	103
<b>335</b>	<b>Operating revenue</b>	<b>459</b>	<b>142</b>
<b>7,725</b>	<b>NET OPERATING COSTS</b>	<b>8,137</b>	<b>8,316</b>
	<b>Capital items</b>		
731	Asset renewal	870	847
474	New assets upgrade	68	158
<b>1,205</b>	<b>Total capital items</b>	<b>938</b>	<b>1,005</b>
<b>8,930</b>	<b>NET COST OF ACTIVITY</b>	<b>9,075</b>	<b>9,321</b>
7,878	Rates	8,429	8,289
474	Borrowings	68	158
731	Depreciation reserve	870	847
(299)	Reserves & special funds	(422)	(103)
147	Unfunded depreciation	130	130
<b>8,931</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>9,075</b>	<b>9,321</b>

Operating expenditure is \$138,000 unfavourable to budget due to additional network maintenance, leak detection and repairs works.

Capital expenditure is \$67,000 favourable to budget due to fewer network reactive renewals being needed.

# Community Services

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

# Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

## Key developments for the 3 months to 30 June 2017

### Property

- A total of 390 external Service Requests were processed during the fourth quarter of 2016/17 (comparable data for requests generated last year is unavailable).
- Council has received a report from Spencer Holmes that confirms the likely earthquake-prone status of properties under Council ownership. The report indicates seven buildings are under the 34% NBS (New Building Strength) threshold and therefore are likely to be assessed as earthquake prone. The report also provides indicative high level costs for remediation. Officers will now use this information to draft a policy about remediation of its own earthquake prone buildings for Council's consideration.
- The draft Funding Contribution and Access Agreement supporting Council's \$1.6 million contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre remains under negotiation with the Ministry of Education. Good progress is being made and we now expect this agreement to be brought back to Council for consideration shortly.
- Council has completed a full condition survey of all property assets held within the community facilities portfolio. This information will be used to develop Asset Management plans and to prioritise Council's maintenance and renewal programme.
- The annual renewals program was completed including replacing the roof at the Waikanae Beach Hall, recladding the exterior of an ancillary Ōtaki depot building, interior refurbishments of four Housing for Older Persons Units and repainting the exterior of the Kainga housing complex in Ōtaki.
- Following a health and safety audit, improvements were completed at Waikanae Library, including providing secondary access from the service areas and creating a non-climbable wall on the first floor.

### Community support

- The Lottery Community Facilities Fund Committee has approved a grant of \$367,161 plus GST towards fit-out of the Kāpiti Youth Development Centre. This was the total amount requested by Zeal Education Trust and is the amount required to fully fund the project based on the revised quote from the preferred contractor.
- As part of Zeal's contract with Council skills based programming courses have been implemented through three secondary schools in the district. In Ōtaki College and Paraparaumu College, Zeal has Live Sound and Audio Engineering and Event Management gateway programmes. In Kapiti College, Zeal has delivered both of these programmes plus a barista gateway programme. These courses

help students gain NCEA credits and industry standard practical skills as well as build the involvement of young people leading mobile events and activities around the district.

- The Kāpiti Coast Youth Council held their annual recruitment in June 2017 and twelve new youth council members were involved in an orientation camp with existing members.
- The Youth Council with the support of Council delivered a social media photo campaign in Youth Week in May 2017. The Youth Week 2017 theme was "Our voices count; count our voices". The Youth Council's social media photo campaign involved 50 young people from across the district sharing their thoughts on what they would like to see achieved at a national level. The youth council's aim was to encourage young people to think about national issues in a local context in the lead up to the national government elections.
- Council in partnership with Volunteer Kāpiti delivered two workshops for the not for profit sector to support the development of financial sustainability and grow the capacity of our not for profit volunteer workforce. In May 2017 a workshop on sustainable funding was attended by over 40 participants and a workshop on sponsorship opportunities was full with 35 participants attending. Evaluation shows that over 95% felt the workshops were highly valuable.
- The Kāpiti Coast Older Persons' Council with the support of Council hosted its fourth biennial 'Age on the Go' expo in April 2017. Over 600 participants visited the Waikanae Memorial Hall where over 40 informational displays were set up. The expo provided the opportunity for older people to have access to important health and wellbeing information and to meet others in their community.
- The Older Persons' Council have appointed a representative to the Cycleway, Walkway and Bridleway Advisory Group and a representative to the Kāpiti Road Safety Advisory Group. The representatives will bring an age friendly lens to each group.
- Council continues to support community organisations and recently facilitated the Kāpiti Foodbank to find new premises. A collaborative approach with the M2PP Alliance and New Zealand Transport Agency has resulted in the Foodbank re-opening in a high profile Paraparaumu location.
- The Kāpiti Accessibility Advisory Group has renewed its Terms of Reference and refreshed the Memorandum of Understanding with Council. The Accessibility Advisory Group continues to provide accessibility advice to Council plans, policies and bylaws.
- The Council's Eco Design Advisory service provided 87 two-hour home consultations, 83 short appointments and 3 presentations. Promotional material included an advertising insert into the rates mailout along with advertising on Beach FM, articles in the Kapiti Observer and articles in the On To It email newsletter. This has resulted in an increase in home visits and appointments.
- The Council supported the third Curtain Bank initiative in Kāpiti, with a focus on Ōtaki. Over 50 families benefitted from the Sustainability Trust's free curtain initiative. The scheme aimed to support households to have quality curtains in living areas and bedrooms to promote a healthy and warm home. Households on a community services card were able to access the scheme free of charge.
- Council continues to support community environmental sustainability initiatives through a Zero waste workshop with renowned Wellingtonians Hannah Blumhardt and Liam Price. The couple were hosted by various community organisations across the district, including Transition Town Ōtaki, the Shipshow organisers and the 'Gabes Gold Nuggets' Greener Neighborhood group. Their

evening presentations and children's workshops were well attended and highly informative, and have since inspired a 'plastic free' movement in Kāpiti.

- The Greener Neighbourhoods 2016/17 programme ended with a judge's tour in April 2017 followed by an awards ceremony in May. The judging team included community members, the Mayor and Deputy Mayor. Over the day Judges visited each group and heard about their journey and achievements as part of the Greener Neighbourhoods programme. After tallying the eco-footprint results and much discussion the judges decided to split the \$2000 award between the Greenown Plus and Pounamu Ōtaki groups.

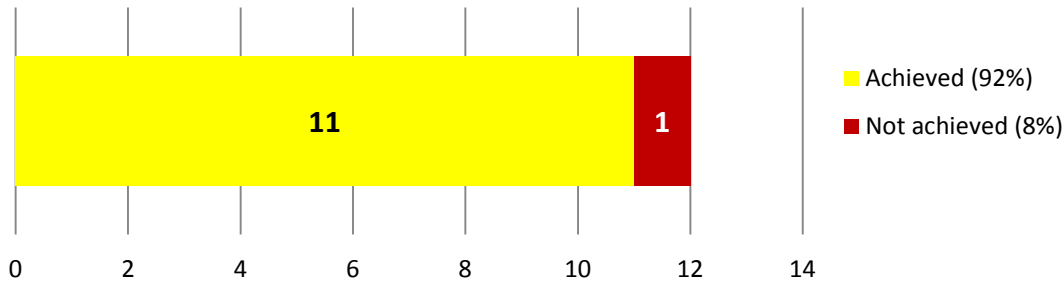


## Performance measures summary

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 2016 to 30 June 2017



Eleven KPIs were achieved as at the end of the fourth quarter.

One KPI was not achieved '*Urgent requests in regard to public toilet facilities that are responded to within four hours*'. We've moved to using the service request system this year to report on this KPI and have had some teething problems with that as the contractors are unable to close out the requests in our system. The result is an estimate based on best available recent data. Work is currently being done on how the data is entered into the service request system so that good data can be easily extracted.

## Projects – Summary

There is one Community facilities and community support project, the Kāpiti youth development centre. Zeal was successful in their application to the Lotteries Commission for funding. However, due to having to reapply to the Lotteries Commission in March 2017, the project is running behind schedule. In July 2017 a timeline of works will be presented to Council along with an opening date

## Performance measures

as at 30 June 2017

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Council owned property</b>				
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%	Achieved (97%)	Results from annual Library Users Survey in the fourth quarter. (2015/16 result was 92%)
Council hall hirers are satisfied that the halls meet their needs	Users that are satisfied with halls	80%	Achieved) 96.6%	Result from the annual Hall Hirers Survey in the fourth quarter. (2015/16 result was 89%)
Our housing for the older persons' rents are fair and reasonable, the service and facilities are of a good standard and our high occupancy rates are maintained	Occupancy rate of housing for older persons units	97%	Achieved (97.8%)	Result from property team records. (2015/16 result was 99%)
	Housing for older persons tenants that rate services and facilities as good value for money	85%	Achieved (98.6%)	Results from annual tenant survey in the fourth quarter. (2015/16 result was 100%)
	Housing for older persons tenants that are satisfied with services and facilities	85%	Achieved (97.3%)	Results from annual tenant survey in the fourth quarter. (2015/16 result was 98%)
We ensure that council-owned buildings are fit for purpose	Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	100%	All building warrants of fitness issued on time. (2015/16 result was 100%)
Our toilets are clean, feel safe, and are well maintained	Residents that are satisfied that public toilets are clean, well-maintained and safe	75%	Achieved (88%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 78%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	Not achieved (96.3%)	This result is an estimate based on best available data. (2015/16 result was 100%)

SP-17-273 Appendix B – Activity report to 30 June 2017

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Community support</b>				
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%	Achieved (94%)	Surveyed at end of the fourth quarter. (2015/16 result was 92%)
	The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Achieved	Survey at end of the fourth quarter returned a result of 89% satisfied or very satisfied. (2015/16 result was 87% satisfied)
	Residents who are satisfied with the council's community support services	85%	Achieved (92%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 88%)
We provide support for community measures that promote diversity and connectedness	Community connectedness and diversity projects and initiatives planned for year are progressed or completed	85%	Achieved	Achievements in the year to date: Support for an event at Nga Purapura in Ōtaki for the community to celebrate Matariki. Support for Tu Rangatira initiative held at Kāpiti College. Facilitate community funding workshops for not-for-profit community groups. Green neighbourhood initiative promotes community resilience and emergency preparedness. Over 1,000 people and 48 households participated in the annual Neighbours day event; Over the fence cuppa campaign.
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 monitor-ing.	Monitor only	250 people attended and participated in the first No.8 Wire week series of events aimed at promoting resilience and community connectedness. Over 600 people attended the Age on the Go Expo aimed at supporting and promoting wellbeing for older people in the District.

## Project reports

Kāpiti youth development centre					
GL codes	GL13951				
Description	To progress the development of a youth development centre in the Kāpiti district.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒 ▼		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in fourth quarter:					
1. Zeal was successful with their second application for Lotteries Community Facilities Fund which was for \$367,000, down from \$696,000. This bid was based on a reduced scope and cost of the build submitted to Lotteries of \$945,000.					
2. They were successful despite a significant oversubscription to the fund in the latest round. The fund had \$5,745,426 available for the latest round with applications for over \$20.87 million from 92 requests.					
Risks (to programme, cost, quality, other)					
1. Securing building contractors to undertake the project. Previously Crowe Construction was awarded the contract, since this time the designs have changed to accommodate the overall reduction of funding available for the project.					
Issues (for elected member attention)					
1. The Council may come under criticism for not delivering the Youth Development Centre to its original timeframe. It is important to note that the Council has fully supported Zeal and this is evident in the available and re-purposing of funding to support the build.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	254,500	-	-	254,500

### Category

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

### Timeliness

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

### Budget

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

**Community facilities and community support – financial results to 30 June 2017****Capital expenditure summary**

	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	284	707
Total projects over \$250,000	-	255
<b>Total</b>	<b>284</b>	<b>962</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
3,829	Other operating expense	3,777	3,692
891	Depreciation and amortisation	881	913
84	Finance expense	163	163
<b>4,804</b>	<b>Operating Expenditure</b>	<b>4,821</b>	<b>4,768</b>
	<b>Revenue</b>		
1,096	Fees and Charges	1,153	1,155
	Development and Financial Contributions	83	48
94	Revenue		
113	Other Operating Revenue	63	-
<b>1,303</b>	<b>Operating Revenue</b>	<b>1,299</b>	<b>1,203</b>
<b>3,501</b>	<b>NET OPERATING COSTS</b>	<b>3,522</b>	<b>3,565</b>
	<b>Capital Items</b>		
207	Asset Renewal	283	536
134	New Assets Upgrade	1	426
<b>341</b>	<b>Total Capital Items</b>	<b>284</b>	<b>962</b>
<b>3,842</b>	<b>NET COST OF ACTIVITY</b>	<b>3,806</b>	<b>4,527</b>
2,305	Rates	2,462	2,470
134	Borrowings	1	426
207	Depreciation reserve	283	536
(94)	Reserves & Special Funds	(83)	(48)
1,290	Unfunded Depreciation	1,143	1,143
<b>3,842</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>3,806</b>	<b>4,527</b>

Other operating expense is overspent to budget mainly due to increased housing for older persons maintenance and seismic assessment costs of council buildings.

Capital expenditure is \$678,000 underspent and carryovers totalling \$565,000 are planned for Earthquake prone building remedial works (Council to develop an earthquake prone strategy), Kāpiti youth development centre, Awa Tapu Cemetery and new toilet facilities at Waikanae (part of the Library / Gallery upgrade project).

# Economic development

Whakawhanake umanga

## Key developments for the 3 months to 30 June 2017

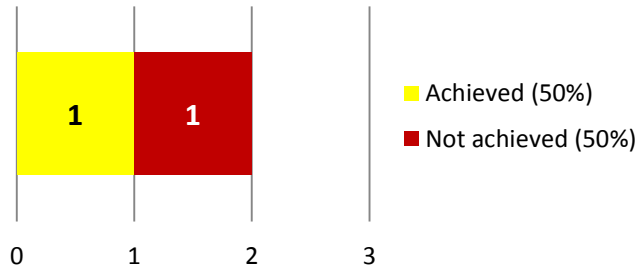
- The Youth Pathways to Employment – Work Ready passport is currently in its pilot phase. Marketing of the Work Ready Passport is underway with a promotional campaign supported by the Kāpiti Chamber of Commerce, two local secondary schools and local employers. An employer's event will be held in late August 2017 to mark the end of the pilot phase. Other initiatives within the Youth Pathways to Employment project include a skills-based, mentoring project in partnership with Ōtaki College.
- Research work continues to inform the development of a plan for business and talent attraction and retention that aligns with the Kāpiti Economic Development Strategy. Data collation and analysis will extend to expressway impacts and include capturing the economic impacts of the expressway on retail centres in the Kāpiti district by capturing and reporting on the economic impact data derived from through-traffic spend. The first report is due in early August 2017.
- Over 2,500 people visited the Kāpiti i-SITE Visitor Centre this quarter. Statistics recorded since April 2017 show that most visitors to the centre were local people (just over 2,000), 320 visitors were from overseas, and 177 visitors were from elsewhere in New Zealand. Local visitors were largely enquiring about local events; the Lions Club of Waikanae Airforce Band and the Steam Inc Excursion. Overall, visitor numbers were down compared to last quarter. This reduction in numbers may have been weather related.
- Marketing and promotional material included the development of a prospective brochure for Kāpiti that focused on business attraction. This was created with the support of the Wellington Regional Economic Development Agency and was used in an international campaign. An advertorial for *Go Travel* magazine was also completed.

## Performance measures summary

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

### Economic development KPIs

1 July 2016 to 30 June 2017



One KPI was achieved at the end of the fourth quarter.

One KPI was not achieved (*Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved*).

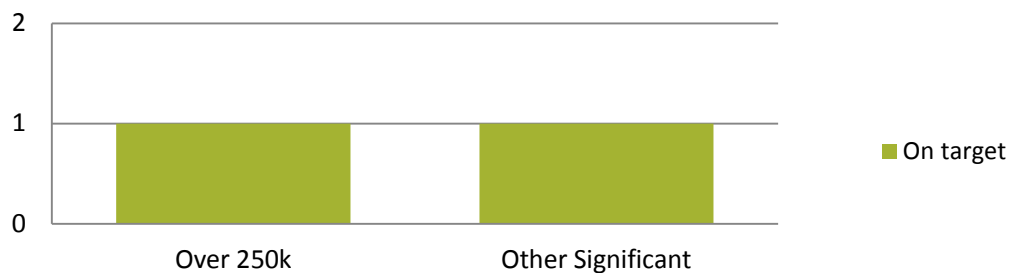
Forty percent of respondents were satisfied or very satisfied against a target of 85%. The remaining 60% of respondents gave a 'neutral' mid-point response on the five point scale.

## Projects – Summary

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

### Economic development - Projects

as at 30 June 2017



Both projects are on target at the end of the year.

## Performance measures

as at 30 June 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	Achieved	<p>Major Events funding has been allocated for 2016/17.</p> <p>A new Governance Structure has been endorsed and an independent Chair selected.</p> <p>The Youth Pathways Passport has been launched.</p> <p>Visitor attraction work has been carried out according to the Visitor Plan, including the relocation of the Kāpiti i-SITE service.</p>
	Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved	85%	Not achieved (40%)	<p>A new Leadership group was established in February 2017, the group has re-visited some aspects of the economic development work programme which has impacted on achieving Economic Development deliverables.</p> <p>(2015/16 result was 100%)</p>



## Project reports

Strategy for supporting economic development - additional significant project					
Description	Development and implementation of the economic development strategy.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. The Youth Pathways to Employment Group is seeking Council representation on a local Chamber of Commerce led Governance Group called the Youth Pathways to Employment Foundation.					
<i>Upcoming milestones:</i>					
2. Council is working with WREDA to develop a Kāpiti Coast website from Wellingtonnz.com					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	859,125	739,623	739,623	

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

Strategic land purchase					
GL codes	GL13170				
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness	Budget		
		N/A	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. In 2016 the Property Subcommittee approved the acquisition of a number of properties (approximately eight) for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. When each transaction is complete we will report on the individual properties.					
2. During the fourth quarter one parcel of land (376m2) was acquired on the corner of Matai Road and Poplar Ave for future road widening and to legalise ownership of the current footpath in this location.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	1,480,440	108,600	108,600	1,371,840

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

**Economic development – financial results to 30 June 2017**

<b>Capital expenditure summary</b>		
	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	-	-
Total projects over \$250,000	2,177	3,316
<b>Total</b>	<b>2,177</b>	<b>3,316</b>

<b>Cost of activity statement</b>			
<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
1,506	Other Operating Expense	1,695	1,770
62	Depreciation and Amortisation	62	110
429	Finance Expense	510	510
<b>1,997</b>	<b>Operating Expenditure</b>	<b>2,267</b>	<b>2,390</b>
	<b>Revenue</b>		
-	Fees and Charges	158	50
-	<b>Operating Revenue</b>	<b>158</b>	<b>50</b>
<b>1,997</b>	<b>NET OPERATING COSTS</b>	<b>2,109</b>	<b>2,340</b>
	<b>Capital Items</b>		
789	New Assets Upgrade	2,177	3,316
<b>789</b>	<b>Total Capital Items</b>	<b>2,177</b>	<b>3,316</b>
<b>2,786</b>	<b>NET COST OF ACTIVITY</b>	<b>4,286</b>	<b>5,656</b>
1,997	Rates	2,110	2,341
789	Borrowings	2,176	3,315
<b>2,786</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>4,286</b>	<b>5,656</b>

Capital expenditure is \$1.139m underspent due largely to the carry forward for the Strategic Land Purchases Fund.

# Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

## Key developments for the 3 months to 30 June 2017

- The draft Maclean Park management plan was presented to the Paraparaumu-Raumati Community Board which recommended that the Council release the draft plan for consultation.
- Playground upgrades for 2016/17 are now complete: Te Ātiawa Park; Haruatai Park; Kaitawa Reserve; Aorangi Road Reserve and Tasman Road Reserve all have new equipment following consultation with the community. Haruatai Park, Tasman Road Reserve and Aorangi Road Reserve each have a new 'all abilities' swing.
- The Otaraia development plan process continues, with stakeholder consultation completed and work on concepts currently being undertaken. It is envisaged that the concepts will be available for comment externally during August 2017.
- The first stage of the Paekākāriki track (between the highway and the railway line) has been completed.
- The Community Facilities Strategy has been adopted by Council.
- The location of the new Ōtaki dog park was confirmed at the corner of Aotaki Street and Hinau Street and construction is nearly complete.
- A new pathway connecting Te Roto Drive and the Expressway path was constructed.
- Wi Parata Reserve was re-opened with a safer alternative track avoiding trees with Astelia.

## Cemeteries

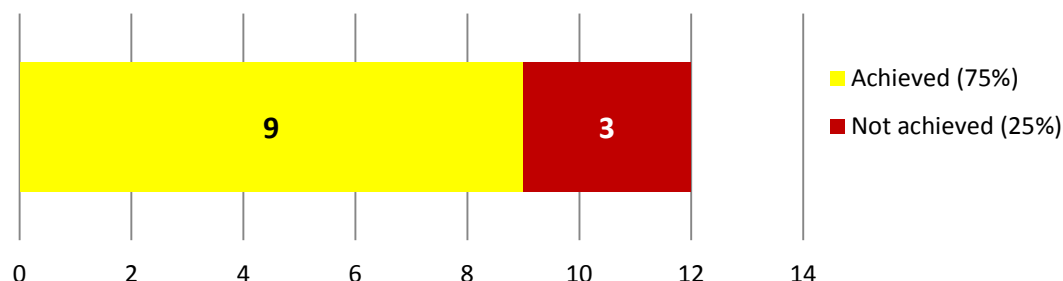
- There was a total of 62 interments across all four cemeteries in the three months to 30 June 2017, being 44 ashes interments and 18 burials.

## Performance measures summary

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

### Parks and open space KPIs

1 July 2016 to 30 June 2017



Nine of the twelve KPIs were achieved as at the end of the fourth quarter.

Three KPIs were not achieved, these were:

- The annual park users survey reported that 84% are satisfied with council playgrounds, marginally below the target of 85%.
- The same survey reported that 84% are satisfied with the current availability of facilities, also against a target of 85%.
- The Resident Opinion Survey reported in June 2017 that 55% of users were satisfied with the safety and availability of the on-road cycle network. The target is 85% - set when this new measure was introduced to the 2015 Long term plan. The SH1 revocation will significantly improve availability by adding a further 10-20 kms of on-road cycleways.

## Projects – Summary

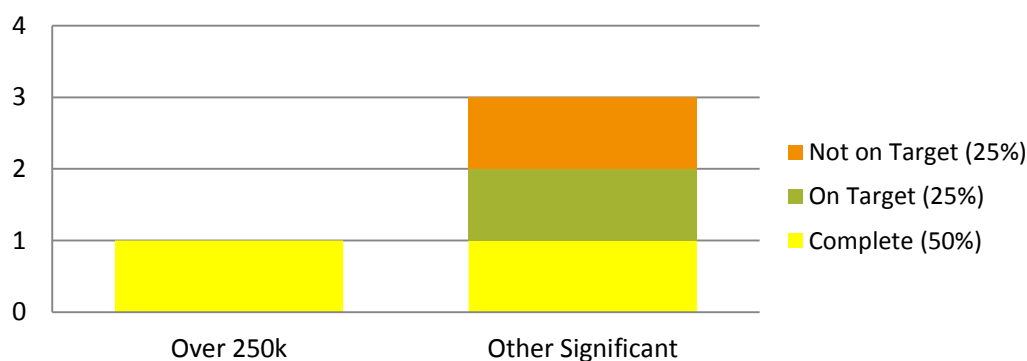
There are four parks and open space projects. One is a capital expenditure \$250,000 and above project (Te Ātiawa Park) and the other three are additional significant projects.

The Te Ātiawa Park court resurfacing project was completed in January 2017. The Community Facilities Strategy was completed and has been adopted by Council. The Otaraua Park development plan is on target with this year's annual plan timeline and is due to be completed later in 2017/18.

The Maclean Park management plan and development plan project is not on target as it has run over budget this year as the project scope expanded.

### Parks and open space - Projects

as at 30 June 2017



## Performance measures


as at 30 June 2017

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Parks and open space</b>				
Our residents in urban areas live reasonably close to a recreation facility and a range of active recreation facilities is available throughout the district	Residential dwellings in urban areas are within 400 metres of a publicly owned open space	85%	Achieved (99%)	103ha out of 18,452ha of the total District Plan residential area are not within 400m of a publicly owned open space. This is a provisional result only and work is planned to source information based on residential dwellings.
	Sports grounds are open (scheduled hours and weather dependent)	85%	Achieved (90%)	
	Residents that are satisfied with the current availability of facilities	85%	Not Achieved (84%)	Result from annual park users survey. (2015/16 result was 90%)
	Residents that are satisfied with the quality of council parks and open space	85%	Achieved (95%)	Result from annual park users survey. (2015/16 result was 88%)
	Residents that are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Achieved (89%)	Result from annual park users survey. (2015/16 result was 88%)
	Residents that are satisfied with council playgrounds	85%	Not achieved (84%)	Result from annual park users survey. (2015/16 result was 90%)
<b>Cemeteries</b>				
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%	Achieved (87%)	Result from annual users survey. (2015/16 result was 92%)
	All available records will be on council's website within four weeks of interment	100%	Achieved (100%)	
We measure burial capacity across the district and anticipate future needs	At least a 10 year burial capacity is maintained across the district	Achieve	Achieved	Current capacity is approximately 34 years

SP-17-273 Appendix B – Activity report to 30 June 2017

Contribution to outcomes	Performance measures	Target	Full year outcome	Comment
<b>Cycleways, walkways and bridleways</b>				
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%	Achieved (93%)	Result from annual park users survey. (2015/16 result was 93%)
	Users who are satisfied with the safety and availability of the on road cycleway network	85%	Not achieved (55%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 54%).
Our beach accessways are maintained and are in a usable condition	Residents who are satisfied with access points to beaches	85%	Achieved (92%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 94%)

## Project reports

Te Ātiawa Park netball/tennis courts rebuild					
GL Code	GL1218C				
Description	Rebuild the netball and tennis courts at Te Ātiawa Park.				
Group	Community Services				
Status	Category	Timeliness		Budget	
		 ✓		\$0	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i> 1. The multi-sport surfacing of the Te Ātiawa Courts has been completed 2. The final price for resurfacing is significantly under budget.					
Risks (to programme, cost, quality, other)					
1. None					
Issues (for elected member attention)					
1. None					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	975,000	782,429	782,429	
This year	2016/17	305,400	181,773	181,773	
Total		1,280,400	964,201	964,201	

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



## Other significant projects

Community Facilities Strategy – additional significant project		GL code	01716		
Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none"><li>The Community Facilities Strategy was adopted by Council</li></ul>	Status			
		Timeliness-	✓		
		Budget	\$✓		
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	50,900	33,910	33,910	

Otaraua Park development plan – additional significant project		GL code	1219Y		
Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none"><li>• Stakeholder consultation is complete</li><li>• Working with iwi through partnership</li><li>• Draft concept plans are being started</li></ul> <i>Upcoming milestones</i> <ul style="list-style-type: none"><li>• Concepts will be available for community consultation in August</li></ul>	Status			
		Timeliness-	✓		
		Budget	\$✓		
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	50,900	8,195	8,195	

Maclean Park – additional significant project		GL code	121A9		
Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none"><li>The draft Maclean Park management plan was presented to the Paraparaumu-Community Board and a recommendation has been made to Council to release the draft plan for consultation.</li></ul> <i>Upcoming milestones:</i> <ul style="list-style-type: none"><li>The management plan will go to Council for approval to go out for two months of consultation</li><li>Adoption by Council in December 2017</li></ul>	Status			
		Timeliness-	✓		
		Budget	\$👎		
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	25,450	78,665	78,665 <sup>1</sup>	

- Costs for this project are higher than expected as the scope has expanded on that originally planned. The overspend will be offset by savings elsewhere in this activity.

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

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

	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	1,006	983
Total projects over \$250,000	368	897
<b>Total</b>	<b>1,374</b>	<b>1,880</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
4,018	Other operating expense	4,328	4,068
1,187	Depreciation and amortisation	1,131	1,079
209	Finance expense	281	281
<b>5,414</b>	<b>Operating expenditure</b>	<b>5,740</b>	<b>5,428</b>
	<b>Revenue</b>		
147	Fees and charges	165	158
384	Development and financial contributions revenue	753	521
	Other operating revenue	91	
<b>531</b>	<b>Operating revenue</b>	<b>1,009</b>	<b>679</b>
<b>4,883</b>	<b>NET OPERATING COSTS</b>	<b>4,731</b>	<b>4,749</b>
	<b>Capital items</b>		
1,071	Asset renewal	761	756
647	New assets upgrade	613	1,124
<b>1,718</b>	<b>Total capital items</b>	<b>1,374</b>	<b>1,880</b>
<b>6,601</b>	<b>NET COST OF ACTIVITY</b>	<b>6,105</b>	<b>6,629</b>
4,466	Rates	4,864	4,559
348	Borrowings	512	838
1,003	Depreciation reserve	761	746
(18)	Reserves & special funds	(743)	(225)
802	Unfunded depreciation	711	711
<b>6,601</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>6,105</b>	<b>6,629</b>

Operating expenditure is \$312,000 unfavourable to budget due to grant related expenditure, increased reserve maintenance and increased depreciation due to Te Atiawa Park.

Operating revenue is \$330,000 favourable to budget due to higher development and financial contributions resulting from increased development in the district and increased grants.

Capital expenditure is \$506,000 underspent mainly due to the projects including the Ōtaki pool which were agreed to be carried forward during the setting of the 2017/18 annual plan.

# Recreation and leisure

Hākinakina

## Key developments for the 3 months to 30 June 2017

### Libraries

#### *Operations*

- A total of 169,396 items were issued in the fourth quarter (181,212 items in same quarter last year). It is noted that the Spydus library management system was offline for two days during June (to facilitate the scheduled merge of the Whitireia and WelTec databases). This would have resulted in lower than usual transaction figures for that two-day window. However this would only account for approximately one third of the change. There is no obvious explanation for the balance.
- A total of 21,731 items were reserved in the fourth quarter (20,821 items in same quarter last year).
- A total of 512 new members registered in the fourth quarter (550 in the same quarter last year).
- A total of 3,960 eBooks were issued in the fourth quarter (4,263 eBooks issued in the same quarter last year). It is noted that 760 additional eBook titles were added to the Axis 360 platform in late June, so this figure is expected to increase in coming months.
- There were a total of 464 active eBook users in the fourth quarter (459 active eBook users in the same quarter last year).

#### *Programmes/Activities*

- Health and Safety: In response to the OPSEC Security Risk Assessment report, building alterations for the service area at the Waikanae Library have been completed. This includes ensuring only staff can access the service area and installing a secondary staff exit door.
- Network room and server reconfiguration (Library/ICT project) was completed at the Paraparaumu, Waikanae and Ōtaki libraries. This enabled deployment of two new self-service kiosks at Paraparaumu Library (Waikanae and Ōtaki kiosks to come), as well as the upgrade of the CCTV network at the Ōtaki Library, and the implementation of a CCTV network at the Waikanae Library.
- Modifications were made to some aspects of the internal layouts at Waikanae and Ōtaki libraries, to accommodate *Stepping Up* digital literacy classes. These classes are currently run weekly at Paraparaumu Library, and can now be offered at Waikanae and Ōtaki also. Classes have commenced at Ōtaki Library already, with pleasing uptake. Classes are scheduled to commence at Waikanae Library in August 2017.
- The Library Customer Satisfaction Survey 2017 was run during May, with 385 survey responses. This was 38 more returns than received in 2016 (n=347). Overall feedback was very positive,

with answers predominantly in the “very satisfied” category for all questions, particularly for the customer service-related questions.

- Library staff participated in a series of in-house Strategic Planning workshops, to enable us to develop our strategic objectives and priorities for the coming 1-3 years, informing both Activity Management and Long Term Planning for the Libraries & Arts Team.
- A prize-giving ceremony for winners of the *Ka Maumahara Tonu: Kapiti Remembers* student essay and film competition was held on 27 June with the Mayor.
- *Reading to Dogs* (for school children from Kāpiti Primary School) was piloted at Waikanae Library, and rolled out at Paraparaumu Library.
- *A Murder in the Library* event was held at the Paraparaumu Library on Monday 29 May, in conjunction with the Friends of the Library, and the Ngaio Marsh literary award for crime-writing. Three local crime-writing authors presented to 50+ participants.
- The annual poetry competition – *If You’re a Poet, We Want to Know It* - was held during June. The theme for this year was “Kāpiti” and the format required was haiku. 110 entries were received, with each entrant submitting 1-3 haiku. Judging is currently underway.
- *World Wide Knit in Public Day* was held at the Paraparaumu Library on Saturday 10 June, with 35 attendees.
- The Mayor attended *Time for a Yarn* at the Paraparaumu Library on Wednesday 28 June, with 27 attendees.
- An *Off the Grid* talk on sustainability was held at the Ōtaki Library on Thursday 4 May, with 25 attendees.
- A series of Matariki events was launched in June 2017, including a late night opening at the Waikanae Library on 16 June which attracted just over 300 attendees. The Library’s 3-D printer was used to produce Matariki stars.

### **Arts and Museums**

- Heritage Trail: the Kenakena waharoa signage was replaced with a new plinth installed at the site.
- The revised Public Art Panel Terms of Reference were approved by Council in May 2017. A new Public Art Panel is currently being formed, with appointments due for confirmation by Council in August 2017.
- Planning continues for the 2017 Kāpiti Arts Trail, which will be held on 28/29 October and 4/5 November (these are the same two weekends as last year’s event).

### **Aquatics**

- Coastlands Aquatic Centre was named in the top five aquatic centres for accessibility in New Zealand by Oyster Accessible Travel.
- There were a total of 50,820 visits to the district’s pools in the fourth quarter compared to 62,766 in the same period of last year. This year’s figure is down from the previous year due to the closure of Ōtaki Pool on 24 February for the rebuild. When comparing the attendance of Coastlands Aquatic Centre only, attendance is up from the 2015/16 figure of 50,250.

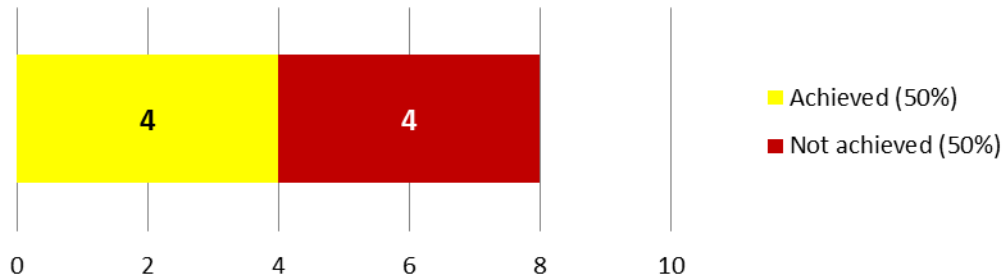
- The total pool visits for the year to date are 276,340 compared to 292,180 last year. If Q3 and Q4 figures for Ōtaki pool are left out to enable a proper like-for-like comparison, the total visits for the year to date are 266,812, up slightly from 264,835 last year, but down on the 2014/15 baseline year figure of 271,810. This was due to very strong attendance figures for Waikanae pool in 2014/15 as a result of exceptionally good summer weather (see figure 1 following KPI table). The poor summer weather in 2016/17 had a significant impact on attendance numbers at Waikanae Pool.
- A total of 450 people were registered for swimming lessons in the fourth quarter. There were no lessons at Ōtaki Pool due to the closure for the rebuild. In addition, 74 children completed the holiday swimming programme during the fourth quarter.
- A total of 202 private lessons were delivered. A total of 104 people were registered for AquaEase and AquaYoga in the fourth quarter at Coastlands Aquatic Centre.
- A total of 215 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre.
- Coastlands Aquatic Centre hosted the Kapiti Primary Schools Interschool Swimming Sports which had over 300 students participating.
- Coastlands Aquatic Centre hosted a Soundsplash pool party and 249 youth attended.
- The Schools Sports Co-ordinator organised the interschool cross country event at Waikanae Park where 900 students from across the district participated in this event. Aquatics staff helped with the delivery of the event.
- The rebuild of Ōtaki pool is progressing well.

## Performance measures summary

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

### Recreation and leisure KPIs

1 July to 30 June 2017



Four of the eight KPIs were achieved for the 2016/17 year.

Four KPIs were not achieved:

- i) There were 276,340 combined swims in the 2016/17 year compared to the target of 300,532 (2014/15). Figures for Waikanae Pool were down around 9,000 swims compared to the baseline 2014/15 year as a result of this year's very poor summer. Even if data were adjusted to remove the effect of the Ōtaki Pool closure (see Figure 1 after the KPI table) the KPI would still be not achieved due to the effect of the poor summer.
- ii) There were 2,982 learn to swim registrations in the year 2016/17 compared to the target of 3,168 (baseline 2014/15). Again this has been strongly influenced by the closure of the Ōtaki pool. If Ōtaki Pool's registrations from Q3 and Q4 for both the 2014/15 baseline and 2016/17 are left out to enable a like-for-like comparison, the registrations for 2016/17 are 2,944, up from the adjusted baseline figure of 2,789.
- iii) There were no public art works recommended by the Public Art Panel during the year. The revised Public Art Panel Terms of Reference were approved by Council in May 2017. A new Public Art Panel is currently being formed, with appointments due for confirmation by Council in August 2017.
- iv) The total number of visits to all four of the District's libraries was 343,139 by the end of the year, against a target of 550,000 for the year. It was reported last year that the target set in the Long Term Plan was too high, based on faulty data from the old door counters at Paraparaumu Library. This only came to light when the door counters were replaced in late 2015.

## Projects – Summary

There are two recreation and leisure projects, the Ōtaki Pool rebuild and the Mahara Gallery/ Waikanae Library upgrade. The November 2016 agreement with the Mahara Gallery Trust gives them until 30 June 2018 to meet their fundraising target. The project is currently on hold pending site decisions. The Ōtaki Pool rebuild is not on target as it had to go out to tender for a second time which delayed the start of construction. The second tender was successful and construction commenced in February 2017 and will be completed by the end of 2017.

### Recreation and leisure - Projects

as at 30 June 2017





## Performance measures

as at 30 June 2017

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Aquatics</b>				
We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities	Council will maintain PoolSafe accreditation	Achieve	Achieved	Annual PoolSafe audit completed in the third quarter. Accreditation was retained for Coastlands Aquatic Centre and Waikanae. Ōtaki pool was closed at the time of the audit.
	Users that are satisfied with the pools services and facilities	85%	Achieved (98%)	98% of participants rated the reception staff, lifeguards and instructors good or excellent in the customer satisfaction survey in the third quarter.  (2015/16 result was 96% or better for the three pools)
Increasing numbers of residents and visitors are using facilities and the pools swim clubs are satisfying the needs of the community	Visits to swimming pools in the district	Maintain or increase ( <i>cf 2014/15 baseline</i> )	Not achieved	276,340 combined swims in the year (compared to 292,180 and 300,532 2015/16 and 2014/15, respectively). The Ōtaki Pool was closed from mid-February 2017 and the poor summer had an impact on Waikanae attendance numbers.
	Learn to swim registrations	Maintain or increase ( <i>cf 2014/15 baseline</i> )	Not achieved	2,982 registrations for the year (compared to 3,309 and 3,168 for 2015/16 and 2014/15, respectively). The Ōtaki Pool closure strongly affected this result.
<b>Arts and museums</b>				
We are progressing our public art programme and installing art in appropriate community spaces	The public art panel makes recommendations to council for approval on all public art commissions	Achieve	Not achieved	The revised Public Art Panel Terms of Reference were approved by Council in May 2017. A new Public Art Panel is currently being formed, with appointments due for confirmation by Council in August 2017.
<b>Libraries</b>				
Our libraries offer a range of materials and spaces	Users that are satisfied with the library services	85%	Achieved	98% of respondents to the Library Customer Satisfaction Survey (run in May 2017) were “very satisfied” or “satisfied” with the services provided by the library.
	Collections are refreshed in accordance with New Zealand public library standards	17,186 (annually)	Achieved	A total of 17,886 new items were added to the library collections this year.

Contribution to outcomes	Performance measures	Target	Result	Comment
Our libraries offer a range of materials and spaces	Total visits to libraries	550,000 (annually)	Not achieved	There were a total 343,139 visits to the district's four libraries over the year (86,648 for Ōtaki + 4,916 for Paekākāriki + 136,533 for Paraparaumu + 115,042 for Waikanae). The annual target was not reached, though it is noted that this target was based on faulty data.

**Figure 1: Pool attendance figures for Aquatics KPI**

This data is included to show the impact of the Ōtaki Pool closure on attendance figures compared to previous years.


	CAC	Ōtaki	Waikanae	Total	Total (excl Ōtaki Q3 and Q4)
<b>2016/17</b>					
Q1	48,812	13,079	Closed for winter	61,891	61,891
Q2	51,209	13,148	13,600	77,957	77,957
Q3	51,295	9,528	24,849	85,672	76,144
Q4	50,820	0	Closed for winter	50,820	50,820
YTD	<b>202,136</b>	<b>35,755</b>	<b>38,449</b>	<b>276,340</b>	<b>266,812</b>
<b>2015/16</b>					
Q1	40,820	11,366	Closed for winter	52,186	52,186
Q2	50,592	12,727	15,819	79,138	79,138
Q3	54,569	14,829	28,692	98,090	83,261
Q4	50,250	12,516	Closed for winter	62,766	50,250
YTD	<b>196,231</b>	<b>51,438</b>	<b>44,511</b>	<b>292,180</b>	<b>264,835</b>
<b>2014/15</b>					
Q1	47,325	9,894	Closed for winter	57,219	57,219
Q2	49,875	12,083	14,370	76,328	76,328
Q3	53,715	15,296	33,226	102,237	86,941
Q4	51,322	13,426	Closed for winter	64,748	51,322
YTD	<b>202,237</b>	<b>50,699</b>	<b>47,596</b>	<b>300,532</b>	<b>271,810</b>

## Project reports

Ōtaki pool rebuild and SplashPad development					
GL codes	GL 11241, 11243 and 123C7				
Description	Otaki Pool rebuild and splash pad development.				
Group	Community services				
Status	Category	Timeliness		Budget	
		🕒 ▼ <sup>1</sup>		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1 Construction is progressing well:					
<ul style="list-style-type: none"><li>the splash pad area has been developed</li><li>the pipes for the water services for the splash pad and upgrade filtration have been put in place</li><li>the palisade fence at the front of the building is nearly complete.</li><li>all foundation footings have been completed</li><li>the ramp in to the main pool has been created.</li></ul>					
Upcoming milestones:					
2 The Kingspan cladding will start being fitted in July 2017.					
3 Ōtaki Pool to reopen late 2017.					
Risks (to programme, cost, quality, other)					
1. Nothing to report at present.					
Issues (for elected member attention by when)					
1. Nothing to report at present.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	4,981,200	1,590,340 <sup>1</sup>	1,590,340	3,390,852

- The start of this project was delayed as no satisfactory tenders were received initially and it had to go out for a second tender round.

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

Waikanae Library and Mahara Gallery upgrade					
GL codes	GL 13452, 13454, 1483W				
Description	Planned upgrade of the Waikanae Library and Mahara Gallery as part of the Waikanae Town Centre development.				
Group	Community services				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. The Steering Group approved a Request for Proposals document, ready to invite proposals from an agreed list of preferred design brief consultants once the site for the development is agreed.					
2. The project is on hold pending further exploration of site options.					
Risks (to programme, cost, quality, other)					
1. That the Mahara Gallery Trust is not able to meet its funding requirements for the Mahara Gallery Upgrade.					
Issues (for elected member attention)					
1. Not applicable.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	522,234	29,976	29,976	492,258
Next year	2017/18	3,508,809		4,001,067 <sup>1</sup>	
Final year	2018/19	5,150,248		5,150,248	
Total		9,181,292	29,976	9,181,292	

1. Forecast project cost for 2017/18 includes carryover from 2016/17.

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

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

	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	315	604
Total projects over \$250,000	1,946	5,404
<b>Total</b>	<b>2,261</b>	<b>6,008</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
7,201	Other operating expense	7,015	6,895
1,455	Depreciation and amortisation	1,557	1,509
1,276	Finance expense	1,352	1,352
<b>9,932</b>	<b>Operating expenditure</b>	<b>9,924</b>	<b>9,756</b>
	<b>Revenue</b>		
1,586	Fees and charges	1,517	1,543
42	Grants and subsidies	40	35
7	Other operating revenue	5	-
<b>1,635</b>	<b>Operating revenue</b>	<b>1,562</b>	<b>1,578</b>
<b>8,297</b>	<b>NET OPERATING COSTS</b>	<b>8,362</b>	<b>8,178</b>
	<b>Capital items</b>		
502	Asset renewal	1,711	4,363
582	New assets upgrade	550	1,645
<b>1,084</b>	<b>Total capital items</b>	<b>2,261</b>	<b>6,008</b>
<b>9,381</b>	<b>NET COST OF ACTIVITY</b>	<b>10,623</b>	<b>14,186</b>
8,299	Rates	8,362	8,178
582	Borrowings	550	1,645
502	Depreciation reserve	1,711	4,363
(2)	Reserves & special funds	-	-
<b>9,381</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>10,623</b>	<b>14,186</b>

Other operating expenses are \$120,000 overspent mainly due to the Ōtaki Swimming Pool remaining open longer than planned and increased maintenance costs for CAC.

Capital Expenditure is \$3.75 million underspent mainly due to the Ōtaki Pool rebuild. A carryover of \$3.39 million is planned for the Ōtaki pool rebuild and SplashPad development

# Planning and Regulatory Services

- Districtwide planning
- Regulatory services

# Districtwide planning

Ngā kaupapa takiwa

## Key developments for the 3 months to 30 June 2017

- The final day of the Chapter One/Integration Closing was held on 5 April 2017. All PDP hearings have now been completed over a total of 44 hearing days. The Hearings Panel has issued twenty one 'Minutes' – which can be found on the council website, along with other communication to and from submitters.
- The final closing statement (for the Chapter 1/Integration hearing) was completed on 3 May 2017 and posted on Council's website on the same date. Two expert conferencing sessions were held following proceedings of the Chapter 1/Integration hearing in December. Both related to PDP provisions for Ngarara Zone and submissions made by Maypole Environmental Ltd. The results of the conferencing were included in the closing statement for Chapter 1/Integration.
- The Hearings Panel are now preparing their recommendations reports on the PDP which will be presented to Council in October for a decision. It is anticipated that the Decisions version of the PDP will be publicly notified at the end of October 2017.
- On 5 July 2016 Coastal Ratepayers United lodged Declaration Applications with the Environment Court. Buddle Findlay has been engaged to act for the Council on these matters. An Environment Court Hearing was held on 23 November 2016. Judge Dwyer issued his interim decision on 3 March 2017. Parties provided memoranda to the Court on 24 and 27 March 2017. Council awaits an update or final decision from the Court.
- The hearing for Plan Change 84 (Kapiti Coast Airport) was held over 13-15 February and 20 March 2017. The section 42A report, submitter evidence statements and hearings closing statement are all available on Council's website. The Hearing Panel is preparing its recommendation report to be presented to Council in October 2017 for a decision.
- Following on from the endorsement of *Our Future: Waikanae Beach* on 14 March 2017 work has commenced on a Waikanae Beach Character Assessment study.
- Implementation of the Policy Work Programme continues. Engagement on the Regional Waste Minimisation Plan, Community Facilities Strategy and the Public Places Bylaw has taken place in the last quarter. Work continues on the Sustainable Transport Strategy and the review of the 2008 Stormwater Strategy. The Council will consider the current work programme on 20 July 2017, and will review the programme as part of the Long Term Plan development process.
- The company **.id profile** was contracted to provide an updated population forecast for the Kāpiti District to be used across council to underpin our various planning processes. The forecast was presented to Council on 18 May 2017, and is now publicly available.
- The following submissions and feedback have been made:
  - On 11 April 2017, a submission was made to DOC on the draft Wellington Conservation Management Strategy;
  - On 12 April 2017, a submission was made to GWRC on the GWRC 2017/18 Annual Plan;

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- On 12 April 2017, a submission was made to PF Olsen on the draft Forest Management Plan for the period 2017-2022 for Forest Rights [in the Kāpiti District] Owned by Resource Management Services FGI NZ Ltd;
- On 13 April 2017, a submission was made to Statistics NZ on the Statistical Standard for Iwi;
- On 15 May 2017, feedback was provided to Statistics NZ on the Review of Statistical Geographies; and
- On 19 May 2017, a submission was made to MBIE on the Urban Development Authority.

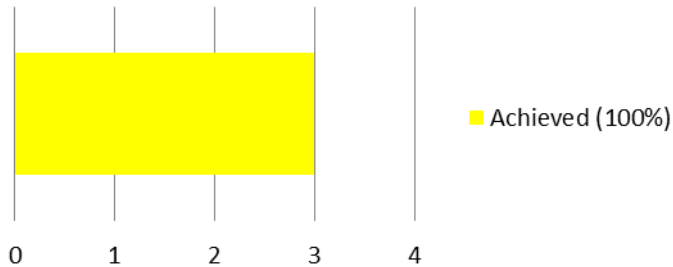


## Performance measures summary

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

### Districtwide planning KPIs

1 July 2016 to 30 June 2017



All three KPIs were achieved for the 2016/17 year.

## Projects summary

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


Substantive hearings started on 4 April 2016 and concluded in 5 April 2017. The project is within the allocated budget.

## Performance measures

as at 30 June 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%	Achieved (75%)	Resident Opinion Survey result reported in June 2017. (2015/16 result was 68%)
	Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings	More than 40%	Achieved (approx. 60%)	All of the Proposed District Plan Hearings have been completed and approximately 60% of submissions have been proposed to be accepted or accepted in part in the S42A reports. The recommendations of the Hearings Panel will be presented to Council for a decision in October 2017.
	A strategic policy framework and research programme are developed	Achieve	Achieved	The strategic policy work programme was agreed in April 2016 and will be reviewed in 2017 as part of the LTP development process. Work continues on the research programme and the updating of Council's demographic data is nearly complete.

## Project reports

District plan review – additional significant project			
<b>Description</b>	<p>To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA).</p> <p>NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.</p>		
<b>Group</b>	Strategy and Planning		
<b>Status</b>	<b>Category</b>	<b>Timeliness</b>	<b>Budget</b>
		 ✓	\$ ✓
<b>Comments</b> (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter:</i></p> <p>On 24 July 2014, the Council chose Option 4 recommended by the Independent Review of the Proposed District Plan (PDP), which was to continue with a modified PDP process using the 'basket of tools' available to the Council. Current activities include:</p> <ol style="list-style-type: none"> <li>1. Supporting the Hearings Panel in working towards recommendations to Council in October 2017, in respect of the Proposed District Plan and Urban Tree Variation.</li> <li>2. All twenty section 42A reports have now been completed and loaded onto the PDP website.</li> <li>3. Proposed District Plan Hearings were completed on 5 April 2017.</li> <li>4. All section 42A reports and Closing Statements have been completed.</li> </ol> <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> <li>5. Report to Council for a decision on the Hearings Panel recommendations on the Proposed District Plan and the Urban Tree Variation in October 2017.</li> <li>6. Report to Council for a decision on the Hearings Panel recommendations on PC84 in October 2017.</li> <li>7. Progressing the development of an E-Plan version of the Proposed District Plan.</li> <li>8. Undertake quarterly report of the monitoring of market indicators in line with the National Policy Statement- Urban Development Capacity due in September 2017.</li> </ol>			
<b>Budget comment</b>			
<p>The PDP project is within budget for this financial year (see financial table overleaf). Although expenditure was relatively high in the first two quarters due to the focus on section 42A reporting, it levelled off as expected in the third quarter and has remained within budget for the year. A transfer of \$75k has been made from PDP to infrastructure to cover the costs of ongoing coastal monitoring.</p>			
<b>Risks</b> (to programme, cost, quality, other)			
<ol style="list-style-type: none"> <li>1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan.</li> <li>2. Sustained workload pressure for staff.</li> <li>3. Increased costs and budget pressures.</li> </ol>			
<b>Issues</b> (for elected member attention)			
<p>The Council will consider recommendations from the Hearings Panel and make a final decision in October 2017.</p>			

## District plan review (continued)

Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,458,324	1,720,750	1,720,750	-
This year	2016/17	1,305,712	1,114,326 <sup>1</sup>	1,114,236	
<b>Total</b>		<b>2,764,036</b>	<b>2,835,076</b>	<b>2,835,076</b>	

1. A transfer of \$75,000 has been made from PDP to infrastructure to cover the costs of coastal monitoring.

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

**Districtwide planning – financial results to 30 June 2017**

<b>Cost of activity statement</b>			
<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
3,925	Other Operating Expense	2,767	3,157
<b>3,925</b>	<b>Operating Expenditure</b>	<b>2,767</b>	<b>3,157</b>
	<b>Revenue</b>		
52	Fees and Charges	157	-
<b>52</b>	<b>Operating Revenue</b>	<b>157</b>	<b>-</b>
<b>3,873</b>	<b>NET OPERATING COSTS</b>	<b>2,610</b>	<b>3,157</b>
<b>3,873</b>	<b>NET COST OF ACTIVITY</b>	<b>2,624</b>	<b>3,157</b>
3,873	Rates	2,624	3,157
-			
<b>3,873</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>2,624</b>	<b>3,157</b>

Net operating costs are \$547,000 favourable to budget due to staff vacancies through the year and some costs associated with the District Plan now not falling due until 2017/18. The unbudgeted revenue of \$157,000 relating to private plan changes in the airport zone was the counterpart to the additional costs of processing the private plan change application (recorded in Other Operating Expense).

# Regulatory services

Ratonga whakaritenga

## Key developments for the 3 months to 30 June 2017

- 2,876 of the 3,086 service requests (93%) for regulatory services received in the fourth quarter were responded to within required times. Total requests received were slightly down on the previous quarter (3,126). Overall, the four quarters saw 11,475 of the 12,036 service requests received (95.3%) responded to within required times against a target of 95%.
- In the fourth quarter, stakeholder events were held with commercial building owners; building designers/applicants; frequent resource consent applicants; and subdivision developers. The information presented was well received and opportunity was given for attendees to give feedback and suggestions about the Council's service delivery. This brought the total number of stakeholder events for the year to six. Participants' feedback was very positive.

## Building control

- In the fourth quarter, 325 building consents were processed and issued, compared with 329 for the fourth quarter last year. Of these 297 consents (91%) were issued within 20 days with an average processing time of 13 days.
- Over the year 1,009 of the 1,147 building consents that were processed (88%) were processed within statutory timeframes. The number of consents processed is 8% higher than the previous year. The average processing time was 14 days for the last year compared to 13 days for the 2015/16 year. The full year results were impacted by periods of insufficient resource due to difficulties recruiting following the loss of experienced staff. The fourth quarter was also impacted by significant capacity loss due to illness. Additional staff and increased contractor capacity is in place at year end.
- The higher volume of consents granted also impacts on demand for inspections. There were 1,615 inspections undertaken this quarter; a 4.7% increase over the previous year. Additional resource has been added to the team with two officers sharing time between inspections and building consent processing.
- The Building team also has significant work programmes with regard to changed legislation/regulations commencing on 1 July 2017 related to accreditation as a building consent authority (with an IANZ audit scheduled in October 2017) and earthquake-prone buildings.
- Council participated in a pilot of an electronic portal for the receipt of building consent applications and payments this quarter. Further work is required before the Council can implement this fully.

### **Resource consents**

- The resource consents team processed 75 consents in the final quarter (compared to 58 in the previous quarter). All were processed non-notified and seven had time extensions under section 37 of the Resource Management Act<sup>1</sup>. For those non-notified consents that did not have their statutory timeframes extended, the average processing time was 15 days against a target of 17 days.
- There has been a continuation of high numbers of consent applications and over the 2016/17 financial year the team has processed 29% more consents compared to the previous financial year.
- The resource consents team has received and processed 46% more completion certificates for subdivisions than in the previous year. These certificates related to a total of over 80 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 draft management plans required under the Board of Inquiry decision for PP2O and the first of these management plans are nearly ready for certification.

### **Animal management**

- The KPI for responding to dog attacks was achieved this quarter. The animal management team received three urgent dog attack or threatening complaints and all were responded to within one hour (this is down from eight attacks in the previous quarter). The animal management team continues to work on service requests to ensure quick response times. Overall service requests were 698 in the fourth quarter, down from 769 requests in the third quarter.
- The Animal Management Team has been actively doing preventative patrols in areas known as hot spots to prevent on-going demand. The team has spent more time dealing with dog owners whose dogs drive the service requests, to work through solutions so they don't continue to come to Animal Management attention. This work is ongoing and will continue. The team is using its discretion to return dogs home when they are found wandering and issue warnings for the first occasion. This has enabled staff to work in areas with greater demand.

### **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.

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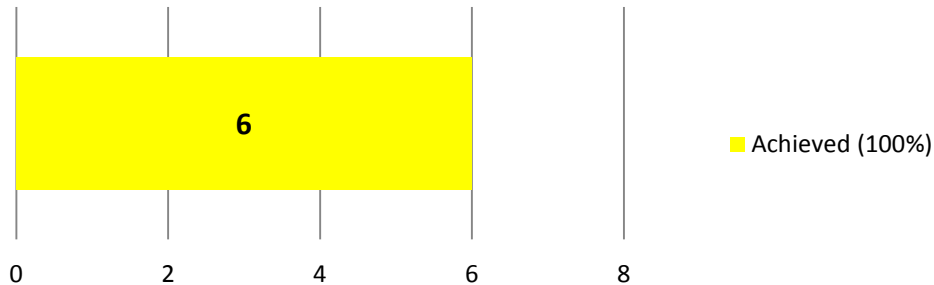
<sup>1</sup> Section 37 allows for the extension of a statutory timeframe provided special circumstances apply or the applicant agrees; and the interests of any person or the community is not affected and unreasonable delay is avoided.

## Performance measures summary

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

### Regulatory services KPIs

1 July to 30 June 2017



All six KPIs were achieved as at the end of the fourth quarter.

## Projects

There is one regulatory services project, the earthquake-prone buildings assessment project. Delivery on this project is ahead of target with 479 assessments completed this year against a target of 250. This year activities have been centred on carrying out initial assessments of buildings in the region. Next year will see the continuation of this work and the commencement of issuing Earthquake-prone building notices.



**Performance measures**

as at 30 June 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%	Achieved (95.3%)	11,475 of the 12,036 service requests received this year were responded to within time.
	Average working days to process building consents will not exceed 17 days	Achieve	Achieved	14 working days on average this year.
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	Achieved	15 working days on average (excluding consents deferred under s.37) this year.
	Percentage of survey respondents that agree that the regulatory events are good or very good	85%	Achieved (89.4%)	In the fourth quarter, stakeholder events were held with commercial building owners; building designers; frequent resource consent applicants; and subdivision developers.
	All dog attacks (classified as urgent) are responded to within 1 hour of notification	100%	Achieved (100%)	There were three service requests for urgent dog attack or threatening for this quarter. In total this financial year Council received 42 urgent attacks or threatening requests from customers. All these complaints were responded to within one hour of receipt of call.
We will retain Building Consent Authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	The two-yearly IANZ audit took place in October 2015 with accreditation approved. The next accreditation audit is programmed for October 2017.

## Project reports

Earthquake prone building assessments – additional significant project					
GL codes	17150 (opex)				
Description	The Earthquake-prone Building project is to undertake seismic assessments of buildings in the Kapiti Coast District. Buildings that require assessment are those that are used for commercial or industrial purposes, schools and residential buildings which are two or more storeys and have three or more household units. Council is required to undertake this work under the Building Act 2004.				
Group	Planning and regulatory services				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. There were 96 assessments of buildings undertaken during the fourth quarter and 479 assessments year to date. We are currently ahead of target for the production of initial evaluation reports (IEP). The target was 250 assessments for the year.					
Upcoming milestones:					
2. The project is currently completing assessments in Paraparaumu North heading towards Paraparaumu Beach.					
Risks (to programme, cost, quality, other)					
1. The Building (Earthquake-prone Building) Amendment Act 2016 comes into effect 1 July 2017.					
2. The 12 month period given for owners to provide additional information is up for the first IEPs provided at the end of May 2016. The formal issue of notices was delayed to allow them to be issued under the new regulations as this affects the timeframe given for upgrading.					
Issues (for elected member attention)					
1. The Building Act 2004 requires that the Council Earthquake-prone Building policy is reviewed at intervals of not more than five years. The Council policy was dated 2006. There is no longer a requirement for a Council policy from 1 July 2017 under the new legislation.					
Current year project costs to 30 June 2017					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	200,000	169,572	169,572	
This year	2016/17	407,202	299,759	299,759	
Future years	2017/20	2,007,377		2,007,377	
Total		2,614,579	469,311	2,476,708	

### Category

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

### Timeliness

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

### Budget

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

**Regulatory services – financial results to 30 June 2017**

<b>Cost of activity statement</b>			
<b>2015/16</b>		<b>2016/17</b>	<b>2016/17</b>
<b>Actual</b>		<b>Actual</b>	<b>Budget</b>
<b>\$000</b>		<b>\$000</b>	<b>\$000</b>
	<b>Expenditure</b>		
8,174	Other operating expense	8,386	8,047
63	Depreciation and amortisation	64	7
17	Finance expense	15	15
<b>8,254</b>	<b>Operating expenditure</b>	<b>8,465</b>	<b>8,069</b>
	<b>Revenue</b>		
3,839	Fees and charges	4,111	3,400
<b>3,839</b>	<b>Operating revenue</b>	<b>4,111</b>	<b>3,400</b>
<b>4,415</b>	<b>NET OPERATING COSTS</b>	<b>4,354</b>	<b>4,669</b>
	<b>Capital items</b>		
5	Asset renewal	-	-
49	New assets upgrade	-	-
<b>54</b>	<b>Total capital items</b>	<b>-</b>	<b>-</b>
<b>4,469</b>	<b>NET COST OF ACTIVITY</b>	<b>4,354</b>	<b>4,669</b>
4,415	Rates	4,354	4,669
49	Borrowings	-	-
5	Depreciation reserve	-	-
<b>4,469</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>4,354</b>	<b>4,669</b>

Increased building and resource consents activity in the district has resulted in higher revenue and corresponding resourcing costs.

## Appendix: Regulatory Services– Management KPIs

1 April to 30 June 2017

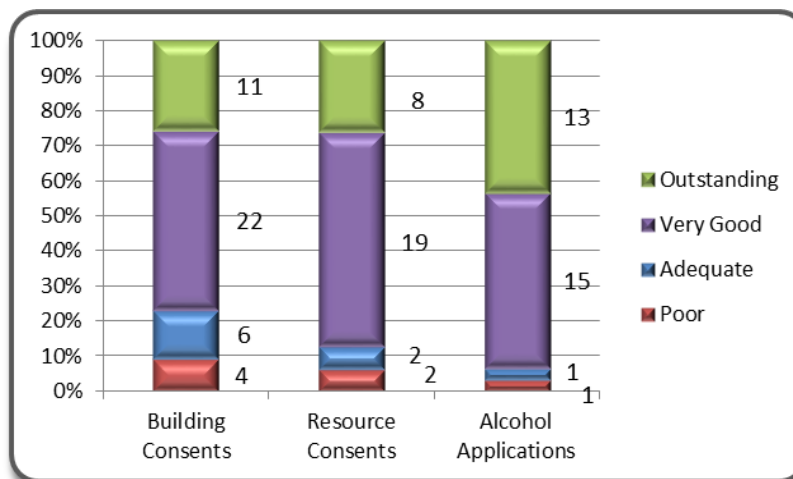
### Open for Business (All Teams)

	Level of Service	Measure	Target 2016/17	Result
KPI 1	Consenting and licencing issue applicants receive good service.	Percentage of alcohol, resource consent, building consent and LIMs application survey respondents agree that they have received good or better service.	75%	Achieved (88%)

#### Application survey respondents' results

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

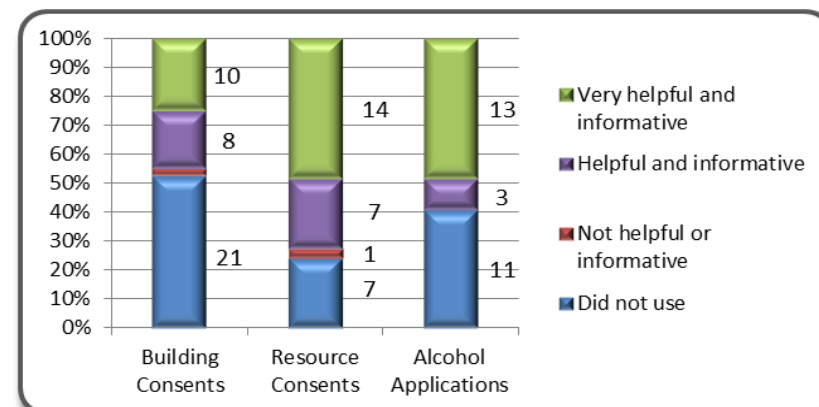
(Note: the survey data below is cumulative for the year)



	Level of Service	Measure	Target 2016/17	Result
KPI 2	Pre-application services are informative and helpful.	Percentage of users / respondents agree that pre-application processes are useful and informative.	75%	Achieved (97%)

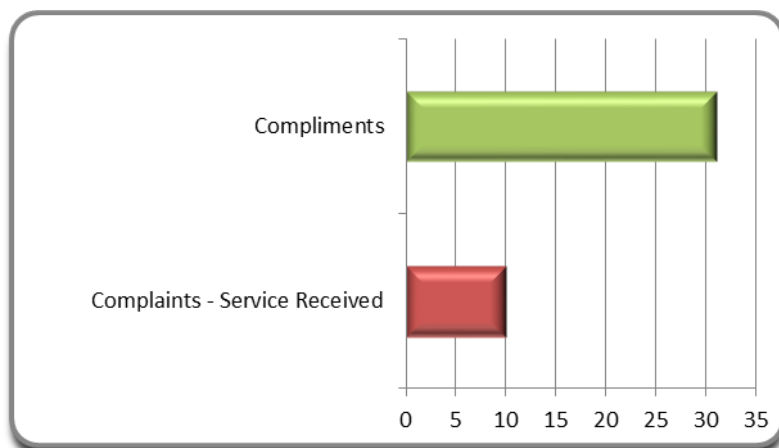
#### Rating of pre-application services

"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 2016/17	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	Achieved

#### Compliments and complaints formally received in the fourth quarter



Regulatory Services has received 60 compliments and 21 complaints regarding the service delivered in the year to date.

KPI 4	Level of Service	Measure	Target 2016/17	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	Achieved

Continuous Improvement Summary			
	Underway	Complete	Total
Building Control	68	25	93
Animal Control	1	8	9
Alcohol / Environmental Health	13	13	26
Resource Consents	10	0	10
LIMs	1	4	5
Compliance	4	1	5

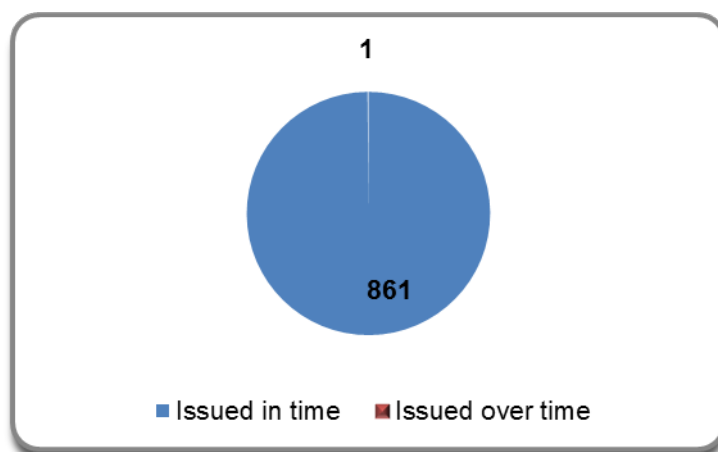
## Building Control

	Level of Service	Measure	Target 2016/17	Result
KPI 5	The Earthquake-prone status of buildings in the Kāpiti district are reliable.	There are no successful challenges to Earthquake-prone building status.	Achieve	Not yet due <sup>1</sup>
KPI 6	The Earthquake-prone status of buildings in the Kāpiti district are reliable.	Buildings are assessed per year to determine whether they are likely to be Earthquake-prone.	250 buildings	Achieved (479)

The project has completed assessments in Paraparaumu North and are now working towards Paraparaumu Beach.

	Level of Service	Measure	Target 2016/17	Result
KPI 7	All Code Compliance Certificates are issued in a timely manner.	All code compliance certificates are issued within statutory timeframes.	100%	Not achieved (99.8%)

### Code Compliance Certificates Issued (Year to Date)



242 Code Compliance Certificates were all issued on time in the fourth quarter and 862 issued in the year.

1,615 building inspections were undertaken in the fourth quarter and 6,236 inspections in the year.

	Level of Service	Measure	Target 2016/17	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%	Achieved (37%)

There are 448 buildings subject to a Building Warrant of Fitness; 165 (37%) have been inspected in the 2016/17 year.

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1. This KPI is not yet due as it relates to challenges to Earthquake-prone building notices. Council hasn't started issuing those notices yet.

	Level of Service	Measure	Target 2016/17	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%	Not achieved (93.33%)

Three notified complaints regarding illegal building work were received in the fourth quarter and there are 15 complaints year to date. All three complaints were investigated within required timeframes this quarter. With very low numbers of complaints, the 95% statistic has not been achieved at year end although only one investigation (earlier in the year) was over time.

	Level of Service	Measure	Target 2016/17	Result
KPI 10	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	Achieved (4 days)

163 LIMs were issued in the fourth quarter and 725 in the year to date, with the average days to process a LIM in the year to date being four. All LIMs were processed within statutory timeframes. The process improvements initiated in 2016 have substantially reduced the processing times for LIMs.

## Building Control Noticeboard

There are three main projects being progressed:

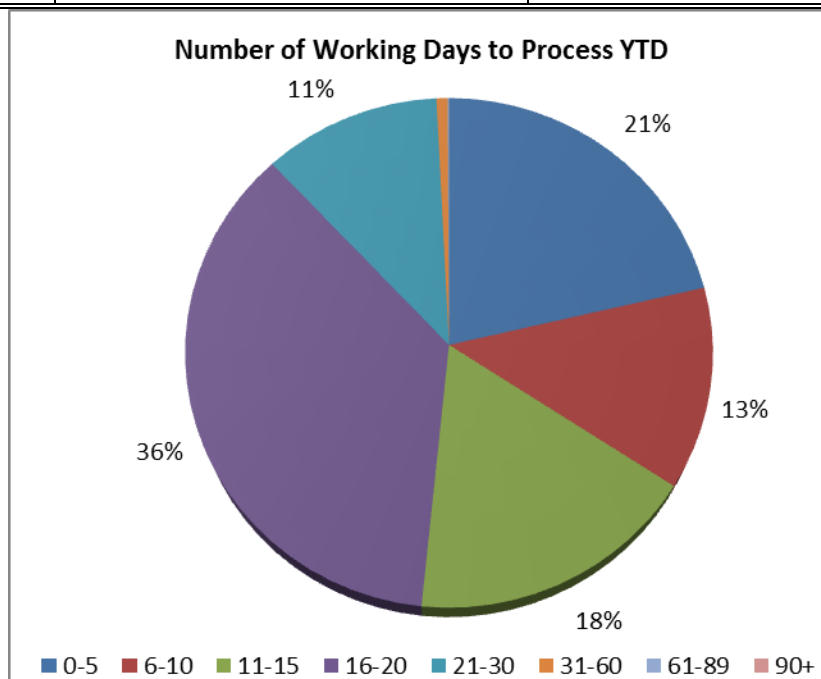
- The Earthquake-prone building project has exceeded the number of initial evaluations targeted for the year. The 12 month period for owners to provide information to Council to consider is ending for the first buildings evaluated. New legislation comes into effect on 1 July 2017 which sets timeframes for upgrading that are different to those in the current Council policy. No Earthquake-prone building notices have yet been issued. In the 2017/18 year the Council policy will be of nil effect and Earthquake-prone building notices will be issued within the timeframes in legislation.
- An IANZ audit of the building consent authority for accreditation is to be held in October 2017. A change in the accreditation legislation comes into effect on 1 July 2017. There is significant preparatory work under way to demonstrate consistent effective performance against the new checklist criteria.
- User testing of a new portal allowing applications for building consent and payment to be made electronically has been trialled as part of a collaborative project between several Councils. The Council has significant work to document and implement changed processes before the portal is formally introduced. Introduction is likely to be later this calendar year. There is scope for integration with Council systems in the future.

Workloads remain high with a lot of building activity in the district, which is forecast to continue. Recruitment and retention of experienced staff proved difficult with vacancies being carried long term. Contracted firms were utilised to fill the gap, however capacity restraints, including significant staff illness, have resulted in statutory timeframes not always being met. The capacity situation is much improved by year end with success in recruiting experienced officers and additional contracted resource becoming available.

**BUILDING CONSENTS ISSUED 2016/17**

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	314	262	246	325	1,147
Total Consents Processed within 20 working days	230	238	244	297	1,009
Percentage complete within 20 working days	73%	91%	99%	91%	88.5%
Average processing time	16 days	13 days	13 days	13 days	14 days (target 17 days)

1-04-2017 to 30-06-2017		
Number of Days (X)	Number of consents processed within (X) Working Days <sup>1</sup>	Number of consents processed within (X) Actual Days <sup>2</sup>
0-5	66	59
6-10	53	53
11-15	54	28
16-20	124	53
21-30	28	77
31-60	0	39
61-89	0	12
90+	0	4
<b>TOTAL</b>	<b>325</b>	<b>325</b>

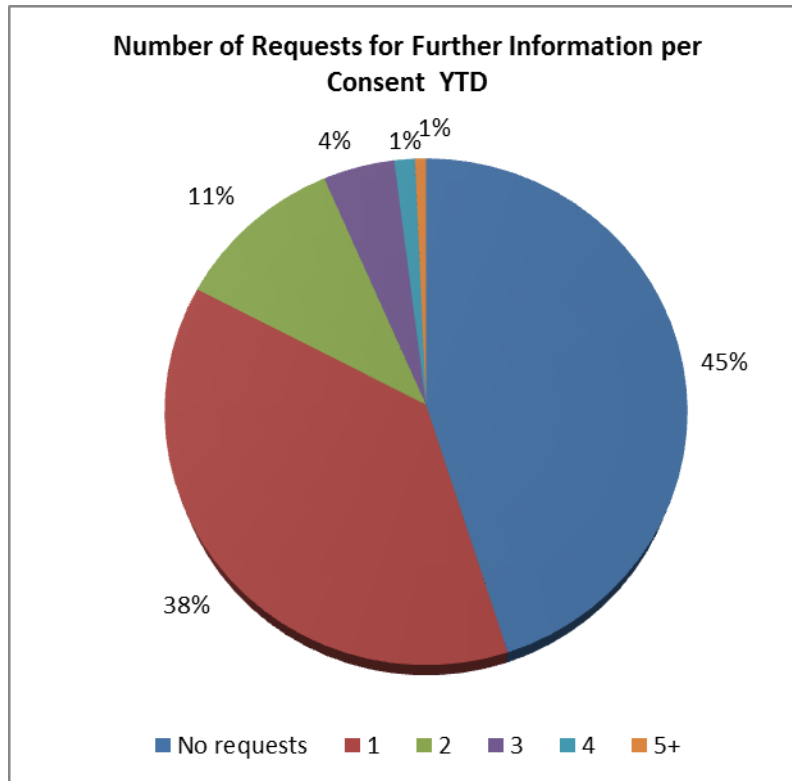


<sup>1</sup> Working days are the days except Saturday, Sunday and public holidays that the consent is at Council and the application is not suspended for additional information. This is the official count according to the Building Act.

<sup>2</sup> Actual days are the total number of days (excluding public holidays, weekends) that the consent application is at Council from receipt of application through to decision. This includes the days where the application is suspended for additional information.



### REQUESTS FOR FURTHER INFORMATION<sup>3</sup>



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	161	97	105	154	517
1	107	117	87	120	431
2	28	33	36	27	124
3	11	8	14	19	52
4	4	4	3	4	15
5+	3	3	1	1	8
<b>TOTAL</b>	<b>314</b>	<b>262</b>	<b>246</b>	<b>325</b>	<b>1,147</b>

<sup>3</sup> 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 2016/17	Result
11	Co-management opportunities are endorsed through Te Whakaminenga o Kāpiti.	Tāngata whenua have the opportunity to review all resource consent applications.	Achieve	Achieved

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

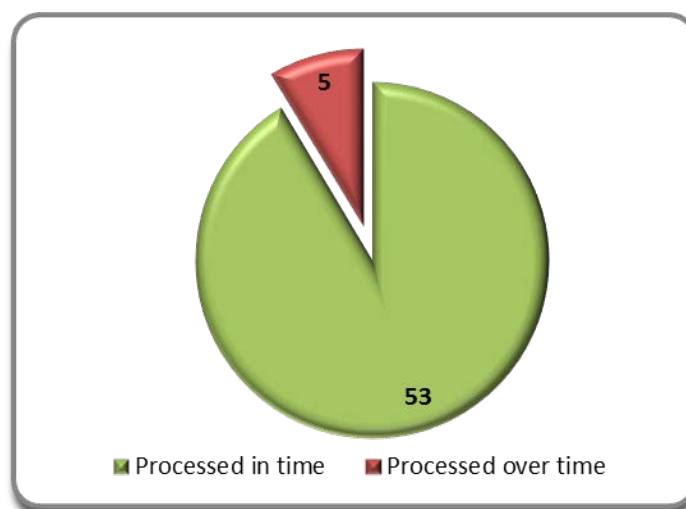
KPI	Level of Service	Measure	Target 2016/17	Result
12	Avoid unnecessary delays with notified consents, which due to their complexity can span a lengthy period.	Percentage of all notified consents are processed within statutory timeframes.	95%	Not achieved (75%)

There were no limited notified consent applications completed in the final quarter. The total processed within the year to date remains at four. Three were processed within statutory timeframes. An application in the first quarter did not meet statutory timeframes due to difficulties in finding an available venue. Closer management of notified consent applications is now in place to ensure timeframes are met.

KPI	Level of Service	Measure	Target 2016/17	Result
13	Process completion certificates promptly to avoid costly delays.	Percentage of all s223 completion certificates are processed within statutory timeframes.	95%	Not achieved (91%)

There were 15 completion certificates issued in the fourth quarter; 14 of them were processed within statutory timeframes. The total issued for the year was 58 of which 53 (91%) were processed within statutory timeframes. We have processed 45% more section 223 completion certificates this year, compared to last year. This high volume in conjunction with high numbers of consent applications has impacted on our ability to achieve the target this year.

### S223 Applications processed in year to date



KPI	Level of Service	Measure	Target	Result
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14			2016/17	
	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	Completed

Completed in July 2016.

	Level of Service	Measure	Target 2016/17	Result
KPI 15	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Percentage of application deposits refunded less than 5% of decisions issued per year.	<5%	Achieved (1%)

No refunds were processed in the final quarter. The total number of refunds given in the year to date is three.

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

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

	Level of Service	Measure	Target 2016/17	Result
KPI 17	All 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%	100%

83 inspections of 57 Resource Consents (including Subdivision Consents) were recorded during this fourth quarter and two inspections were undertaken in relation to the Expressway project. Our focus in this quarter has been monitoring large subdivisions and complaint response.

For the 2016/17 year 776 inspections of 284 resource consents were undertaken.

The opening of the MacKays to Peka Peka Expressway early in 2017 resulted in a moderate number of residents being unhappy about the operational noise from the road. A significant amount of RMA Compliance Officer time has been spent ensuring the consent obligations of the applicant were met and ensuring that community concerns were being captured and options for remedies explored by the contractors and NZTA.

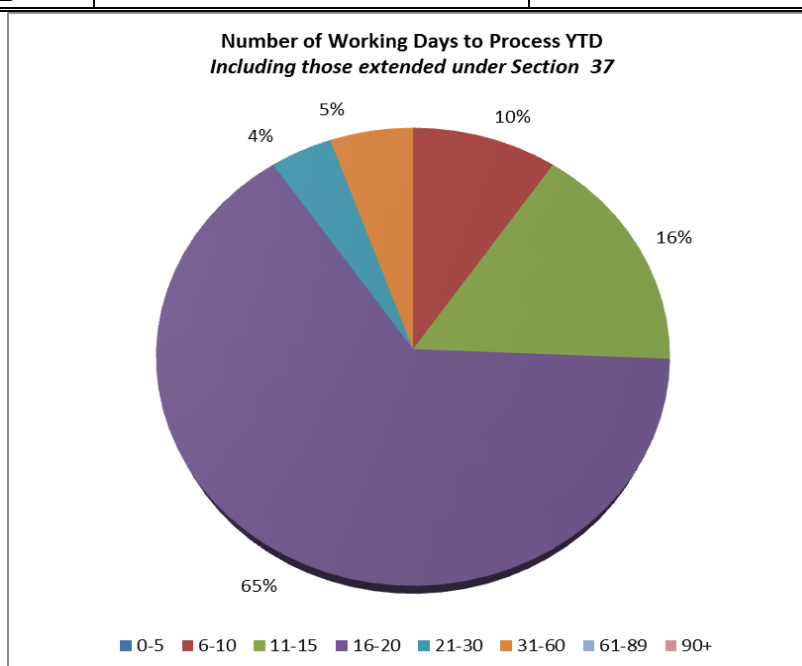
	Level of Service	Measure	Target 2016/17	Result
KPI 18	Provision of a responsive and efficient process for ensuring compliance obligations are fairly and appropriately enforced.	Quarterly audit review shows that procedures are followed in accordance with the Enforcement Policy.	Achieve	Achieved

The Development Control team continue to work with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. Three formal enforcement actions were taken in this quarter. The Enforcement Decisions Group met three times during this quarter in regards to two enforcement cases.

## RESOURCE CONSENTS ISSUED 2016/17

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Resource Consents – decision issued during period	78	92	58	75	303
Total non-notified issued within statutory timeframes	76	89	55	75	295
Total notified issued within statutory timeframes	0	1	2	0	3
Percentage complete within statutory timeframes	97 %	98%	98%	100%	98%
Average processing days for non-notified decision (excl. consents with S37 timeframe extensions)	16 days	15 days	14 days	15 days	15 days (target 17 days)
Average processing days for notified decision (excl. consents with S37 timeframe extensions)	N/A	N/A	N/A	N/A	N/A
Consents where further information requested <sup>1</sup>	29	41	30	45	100

1-04-2017 - 30-06-2017		
Number of Days (X)	Number of consents processed within (X) Working Days <sup>2</sup>	Number of consents processed within (X) Actual Days <sup>3</sup>
0-5		
6-10	8	4
11-15	12	6
16-20	48	30
21-30	3	13
31-60	4	14
61-89		7
90+		1
<b>TOTAL</b>	<b>75</b>	<b>75</b>



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

## Environmental Standards

	Level of Service	Measure	Target 2016/17	Result
KPI 19	Alcohol outlets operate within an environment that is safe and healthy.	Percentage of all alcohol outlets that apply for a new licence or the renewal of a licence will be inspected prior to the issue of the licence.	95%	Achieved (100%)

A total of 15 Alcohol licensed premises (new or renewal) had their licences issued and were inspected as part of that process this quarter. This brings the total for the year of 77 licences issued and 77 inspections related to that process.

In addition a total of 12 monitoring inspections were undertaken during the quarter bringing the total monitoring visits for the year to 86.

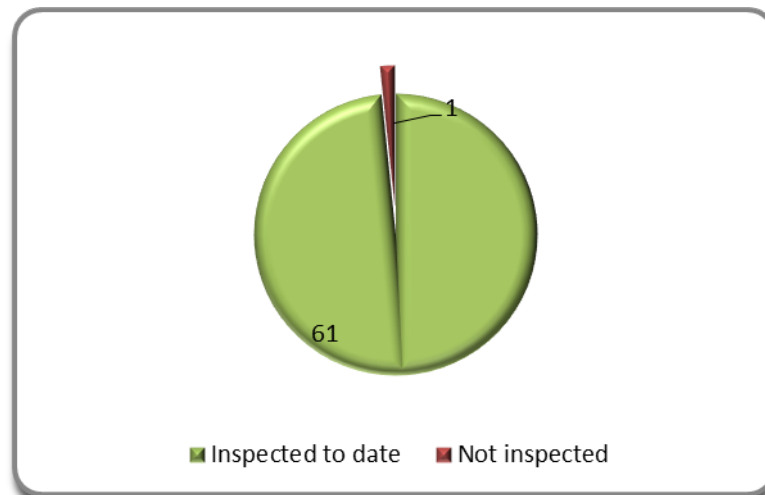
	Level of Service	Measure	Target 2016/17	Result
KPI 20	All food premises operate within an environment that is safe and healthy.	A minimum of 80% of all food premises are audited/ inspected using a risk based approach in accordance with government acts or regulations each year.	80%	Achieved (100%)

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

The original programme for the financial year was to inspect 311 premises, however this target had been set in error and the actual number of inspections required was 250. Staff exceeded that target and inspected 281 food premises for this financial year. It is normal to exceed targets each year, as businesses change hands and new businesses open requiring more assessments. Staff conducted 60 inspections/audits during the fourth quarter.

In keeping with our open for business drivers, the team has also continued to support businesses which have been or are transitioning into the new food control plans and we conducted an additional 29 support visits this quarter, bringing the total number of these support visits during the year to 71.

	Level of Service	Measure	Target 2016/17	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%	Achieved (98%)

**Other licensed premises inspected**

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

The target for the year was based on the existing business as of 1 July 2016 which was 60 other licensed premises. The total inspections this quarter were 14 bringing the total for the year to 61, ahead of target. However, one premise was not visited as the owner of a home-based hairdresser could not be contacted.

KPI 22	Level of Service	Measure	Target 2016/17	Result
	Private swimming pools comply with the legislated requirements.	20% of all known private swimming pools are inspected to ensure compliance with the Fencing of Swimming Pools Act 1987.	206	Achieved (206)

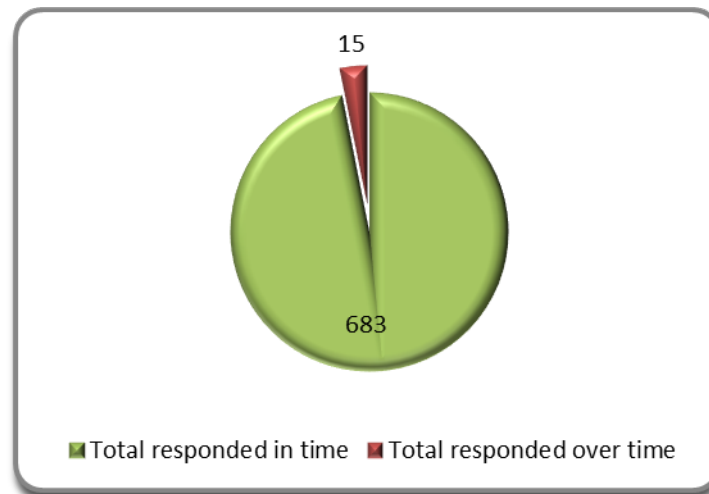
This financial quarter Council Staff conducted 71 pool inspections, exceeding the standard quarterly target of 52 inspections. As a result they achieved the annual target. The annual target is fluid, as it is based on the number of active sites. Our target was adjusted down from 212 to 206 based on the number of pool owners notifying Council they had removed pools.

This quarter the Compliance Team sent out correspondence to all known pool owners in relation to the new pool safety provisions in the Building (Pools) Amendment Act 2016. Under current legislation Council must ensure pools are compliant under the Act. Inspections are due on a three-yearly cycle. The amendment allows for Independently Qualified Pool Inspectors (IQPI) to inspect and certify pools. Council has introduced a fee structure this year for an increase in cost associated with pool inspections. Council expects that our area will soon have qualified IQPIs registered through the Ministry of Business Innovation and Employment (MBIE). Council staff are working towards a stakeholder event scheduled in the first quarter of 2017/18 for pool owners to help guide them through the process.

The 2016/17 target of inspecting pools on a five-year cycle was set prior to legislative change and Council worked to that target. The KPI for the financial year 2017/18 has been adjusted to better reflect the requirement that all residential pool barriers are inspected for compliance on a three-yearly cycle.

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

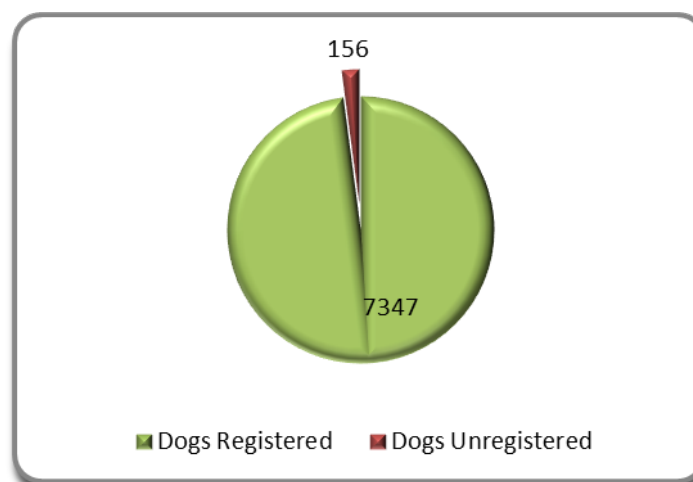
#### Response to routine dog calls/complaints



The Animal Management Team responded to 698 service requests this quarter. Calls for service decreased slightly on the previous quarter.

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

#### Registered dogs in district



The number of known dogs continues to grow in Kapiti. This quarter the number increased by 55 dogs.

# **Governance and Tāngata Whenua**



# Governance and tāngata whenua

Kāwanatanga me to tāngata whenua

## Key developments for the 3 months to 30 June 2017

### Governance

- Council adopted the 2017/18 Annual Plan on 29 June 2017.
- Council considered and provided feedback to the Remuneration Authority on proposed short term improvements in local government elected members remuneration.
- Council approved the adoption of the Memorandum of Partnership between Te Rūnanga o Toa Rangitira inc, Āti Awa Ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Kāpiti Coast District Council.
- Council resolved not to exercise its right to vote in the Electra Trust election in June.
- Council approved the appointment of Māori representatives, with voting rights to Council Standing Committees for the remainder of the 2016-19 Triennium.
- There was one citizenship ceremony on 7 June which conferred citizenship upon 39 applicants. Their countries of origin included Australia, America, Belgium, Britain, America, China, the Philippines, Germany, India, South Africa and Thailand.
- The Council received 61 requests under the Official Information Act in the fourth quarter. This compares to 70 in the fourth quarter last year. The cumulative total for 2016/17 year was 246 (compared to 260 last year).
- There were five Council Meetings, six Committee Meetings and one Subcommittee meeting in the fourth quarter. There were 28 briefings.

### Tāngata whenua

- Māori Economic Development grants totalling \$55,000 were awarded to three recipients.
- Work across the organisation continues with iwi engaged in Working Parties including: town centres, water, district plan, bio-solids and development of Cultural Impact Assessments. This work continues to inform council on the critical values and aspirations that are significant to iwi.
- Te Whakaminenga o Kāpiti, the council partnership committee has met twice in this quarter. They have approved the Memorandum of Partnership and Terms of Reference. These are awaiting consideration by Council.
- Engagement with Te Ātiawa is underway for McLean Park and Otaraua Park development plans.
- Bio-solids working with iwi – exploring iwi frameworks and partnership approaches to inform wastewater treatment and disposal options.

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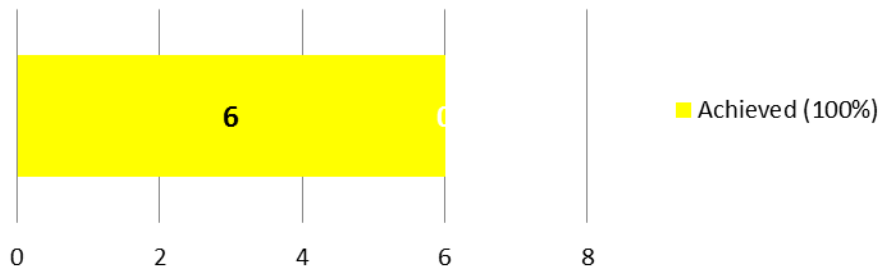
- Iwi management plan – a lead researcher has been appointed.
- Matariki activity delivered over June and July included: food bank donations, kapa haka, street festival, library series of activities, Number 8 wire workshops and many more activities.
- Te Reo Māori – Ākina te Reo – a series of videos taken by staff and community groups speaking te reo in everyday ways/ events. Eight videos have been produced to date over the year and are linked to councils website and Facebook pages.
- The 10<sup>th</sup> edition of the Maramataka has been developed and was launched in June 2017.
- Te Reo Māori classes were offered for the community at the district's libraries.

## Performance measures summary

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

### Governance and tāngata whenua KPIs

1 July 2016 to 30 June 2017



All six KPIs were achieved for the year.

## Projects – Summary

There are no significant projects to report on in this activity

## Performance measures

as at 30 June 2017

Contribution to outcomes	Performance measures	Target	Result	Comment
<b>Civil defence emergency management</b>				
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%)	Achieved (76%)	Resident Opinion Survey result reported in June 2017 was 76%. (2015/16 result was 74%)
<b>Governance</b>				
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%	Achieved	
Official information requests will be responded to within statutory timeframes	Percentage of official information requests responded to within 20 working days <sup>1</sup>	100%	Achieved	All 246 official information requests were responded to within 20 working days.
<b>Tāngata whenua</b>				
We value the partnership with tāngata whenua and it is strong	The memorandum of partnership is renewed each triennium	Achieve	Achieved	MoP has been reviewed by TWoK and adopted by Council.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Achieved	On behalf of Te Whakaminenga o Kāpiti the Chair has reported that they are very satisfied with outcomes achieved under the partnership.
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	Achieved	Representation is established and working parties are actively involved in significant programmes

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

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

	<b>Full year Actual 2016/17 (\$'000)</b>	<b>Full year Budget 2016/17 (\$'000)</b>
Total projects under \$250,000	84	96
Total projects over \$250,000	428	458
<b>Total</b>	<b>512</b>	<b>554</b>

**Cost of activity statement**

<b>2015/16 Actual \$000</b>		<b>2016/17 Actual \$000</b>	<b>2016/17 Budget \$000</b>
	<b>Expenditure</b>		
4,533	Other operating expense	4,674	4,797
61	Depreciation and amortisation	57	48
65	Finance expense	69	69
<b>4,659</b>	<b>Operating expenditure</b>	<b>4,800</b>	<b>4,914</b>
	<b>Revenue</b>		
593	Fees and charges	616	611
37	Interest income	56	64
<b>630</b>	<b>Operating revenue</b>	<b>672</b>	<b>675</b>
<b>4,029</b>	<b>NET OPERATING COSTS</b>	<b>4,128</b>	<b>4,239</b>
	<b>Capital items</b>		
395	Asset renewal	505	523
6	New assets upgrade	7	31
<b>401</b>	<b>Total capital items</b>	<b>512</b>	<b>554</b>
<b>4,430</b>	<b>NET COST OF ACTIVITY</b>	<b>4,640</b>	<b>4,793</b>
3,620	Rates	4,059	4,268
6	Borrowings	7	31
25	Depreciation reserve	77	65
(8)	Movement in other reserves	-	-
787	Reserves & special funds	497	429
<b>4,430</b>	<b>TOTAL SOURCES OF FUNDS</b>	<b>4,640</b>	<b>4,793</b>

Operating Expenditure is \$114,000 favourable to budget due to a number of savings identified across the activity including transport costs and non-elected members remuneration due to committees not being fully filled until recently.