

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

16 AUGUST 2018

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 APRIL TO 30 JUNE 2018

PURPOSE OF REPORT

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

DELEGATION

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















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

BACKGROUND

- 3 The dashboard graphic on the following page gives a snapshot of performance across all council activities and is intended to highlight at a glance where there might be issues that need attention.
- 4 Section 1 of this report gives an overview of key performance indicator (KPI) results and progress on projects across the council as a whole.
- 5 Section 2 reports on the ‘Across council work programmes’.
- 6 Sections 3 to 6 report on the four activity cluster groupings. These sections outline key development highlights as well as providing more detail on KPI performance and progress on projects.
- 7 This report is a summary of work programme and activity reports. Further and more detailed information is included in the following appendices:
 - Appendix A provides a status list of the significant projects. Table 1 shows the status of the major capital expenditure projects (\$250,000 and above) while Table 2 shows the status of the additional significant projects¹.
 - Appendix B provides detailed reports which present an overview of the performance for across council work programmes and performance in each of the thirteen council activities.

¹ An *additional significant project* is a project that has a significant impact on community interests or has significant interest from a governance perspective, but has a capital expenditure budget of less than \$250,000 (although it may have a higher operational expenditure budget).

Activity overview dashboard for 2017/18

Activity	KPIs				Projects		Capital Spend (\$000)	Operating Spend (\$000)	Income (\$000)
	Achieved	Not yet due	On target	Not on target	On target	Not on target	Favourable	On budget	Unfavourable
	Not on target	Not achieved	Complete						
INFRASTRUCTURE	 Access & Transport	<div><div>5</div><div>50%</div></div> <div><div>5</div><div>50%</div></div>		<div><div>4</div><div>80%</div></div> <div><div>1</div><div>20%</div></div>		<div><div>\$7,372</div></div>	<div><div>\$12,604</div></div>	<div><div>\$13,117</div></div>	
	 Coastal Management	<div><div>2</div><div>100%</div></div>		<div><div>2</div><div>100%</div></div>		<div><div>\$658</div></div>	<div><div>\$1,107</div></div>		
	 Solid Waste	<div><div>5</div><div>83%</div></div> <div><div>1</div><div>17%</div></div>		<div><div>1</div><div>100%</div></div>		<div><div>\$509</div></div>	<div><div>\$1,657</div></div>	<div><div>\$586</div></div>	
	 Stormwater	<div><div>5</div><div>83%</div></div> <div><div>1</div><div>17%</div></div>		<div><div>1</div><div>50%</div></div> <div><div>1</div><div>50%</div></div>		<div><div>\$1,501</div></div>	<div><div>\$3,677</div></div>	<div><div>\$3,215</div></div>	
	 Wastewater	<div><div>4</div><div>100%</div></div>		<div><div>1</div><div>25%</div></div> <div><div>3</div><div>75%</div></div>		<div><div>\$2,132</div></div>	<div><div>\$8,439</div></div>	<div><div>\$7,842</div></div>	
	 Water	<div><div>6</div><div>67%</div></div> <div><div>1</div><div>11%</div></div> <div><div>1</div><div>11%</div></div> <div><div>1</div><div>11%</div></div>		<div><div>1</div><div>50%</div></div> <div><div>1</div><div>50%</div></div>		<div><div>\$758</div></div>	<div><div>\$8,386</div></div>	<div><div>\$9,418</div></div>	
COMMUNITY SERVICES	 Parks & Open Space	<div><div>11</div><div>92%</div></div> <div><div>1</div><div>8%</div></div>		<div><div>1</div><div>50%</div></div> <div><div>1</div><div>50%</div></div>		<div><div>\$1,211</div></div>	<div><div>\$6,050</div></div>	<div><div>\$1,977</div></div>	
	 Recreation & Leisure	<div><div>5</div><div>62%</div></div> <div><div>3</div><div>38%</div></div>		<div><div>1</div><div>100%</div></div>		<div><div>\$4,188</div></div>	<div><div>\$10,276</div></div>	<div><div>\$1,682</div></div>	
	 Community Facilities & Community Support	<div><div>12</div><div>100%</div></div>		<div><div>1</div><div>100%</div></div>		<div><div>\$463</div></div>	<div><div>\$5,065</div></div>	<div><div>\$15,279</div></div>	
	 Economic Development	<div><div>1</div><div>50%</div></div> <div><div>1</div><div>50%</div></div>		<div><div>1</div><div>50%</div></div> <div><div>1</div><div>50%</div></div>		<div><div>\$4,066</div></div>	<div><div>\$2,271</div></div>	<div><div>\$313</div></div>	
PLANNING & REGULATORY	 Districtwide Planning	<div><div>3</div><div>100%</div></div>		<div><div>1</div><div>100%</div></div>			<div><div>\$2,572</div></div>	<div><div>\$33</div></div>	
	 Regulatory Services	<div><div>6</div><div>100%</div></div>		<div><div>1</div><div>100%</div></div>		<div><div>\$65</div></div>	<div><div>\$8,946</div></div>	<div><div>\$4,408</div></div>	
GOVERNANCE & TANGATA WHENUA	 Governance & Tangata Whenua	<div><div>5</div><div>83%</div></div> <div><div>1</div><div>17%</div></div>				<div><div>\$504</div></div>	<div><div>\$5,082</div></div>	<div><div>\$22,340</div></div>	
	 Corporate					<div><div>\$863</div></div>	<div><div>\$4,122</div></div>	<div><div>\$5,957</div></div>	
						<div><div>\$24,290</div></div>	<div><div>\$80,254</div></div>	<div><div>\$86,167</div></div>	

CONSIDERATIONS

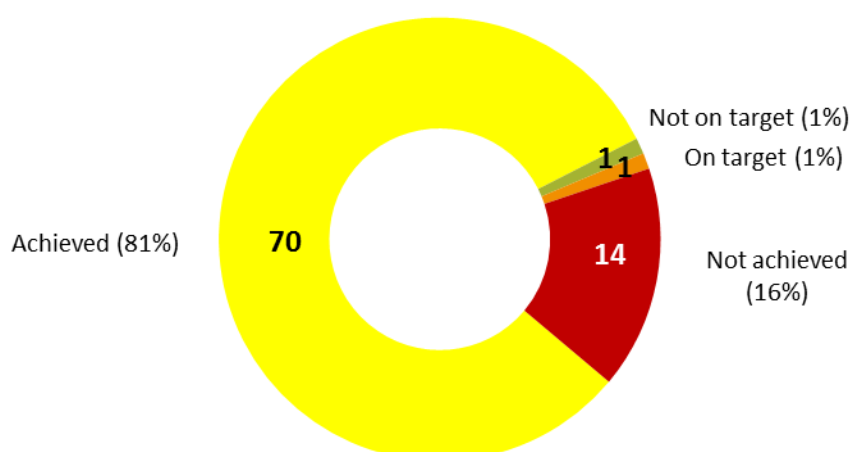
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 86 KPIs which have targets this year. Figure 1 below reports on KPI results against their targets.
- 9 KPI results are expanded on in the activity sections that follow later in this report.

Figure 1: Key Performance Indicators

as at 30 June 2018

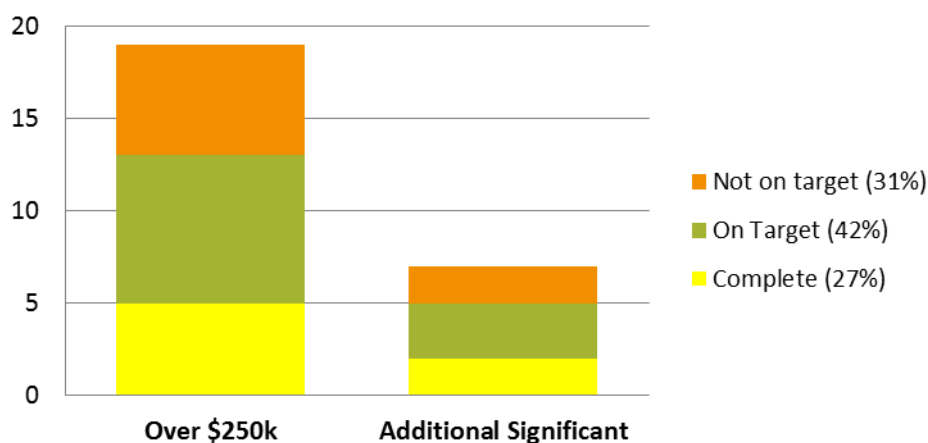


Summary of Projects

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

Figure 2: Summary of Projects

as at 30 June 2018



- 12 Of the 26 projects, seven are complete and 11 multi-year projects are on target. Eight projects are not on target with original timelines and brief explanations are given in the following sections. Details of progress on each project are included in the reports attached in Appendix B.

Section 2: Across Council Work Programmes

- 13 There are three programmes of work that cross a number of activities. These are the Open for Business – Caring, Dynamic and Effective Programme (which includes Business Improvement work), the Expressway Integration Programme, and the Carbon and Energy Management Programme. Only the first two are reported on this quarter – see further below.
- 14 In this quarter there were two additional programmes of work that extended across Council – securing a Kāpiti air service provider and progress with the Provincial Growth Fund.

Kapiti Airport air service provider

- 15 Council fostered community interest in replacing the air service in Kāpiti, commissioned research into the economic value of the airport and managed relationships with Air Chathams and Kāpiti Airport. This contributed to Air Chathams announcing it would provide an air service to Kāpiti with flights starting on 20 August 2018.

Provincial Growth Fund applications

- 16 Council developed a programme of nine council-led projects and submitted that along with relevant expressions of interest to the Provincial Growth Fund. Work has since focused on establishing and maintaining a relationship with the Provincial Growth Fund Unit within MBIE and identifying the projects which are developed enough to advance as applications for funding.

Open for Business – Caring, Dynamic and Effective work programme

Culture Change programme

- 17 All groups have action plans in place to respond to staff engagement survey results.
- 18 Work has been completed on the '*Let's Get Talking*' internal communications programme to be launched along with the new '*HubKap*' intranet in early July 2018. The former facilitates key conversations with staff that promote open for business and CDE behaviour. The latter provides a more stable platform for this key business tool and offers staff better opportunities for collaboration and information sharing

Business improvement programme

Key developments

- 19 The lease project was completed and the improvements were made.
- 20 Continued the 12 month assignment to provide the GM, Regulatory Services with support, primarily to ensure readiness for the Building Consent Authority audit by IANZ in October 2019.
- 21 Other work undertaken included:
 - i). established a LIM Management Review Committee
 - ii). continued to review how subdivision information is collected and the method of collection and started exploring how to better utilise resource consent data.

Expressway Integration work programme

Key developments

- 22 Works are all but complete on the final section of shared path on Kapiti Road between the Expressway and Paraparaumu Beach, and the shared path on Poplar Avenue at Leinster Avenue intersection is complete. The Te Moana Road shared path from Park Avenue to the Interchange is open.
- 23 Construction on the Rimu Road Upgrade Project is complete and the W4: Cultural Thread and Integration of the Marae into the town centre project is near completion.

Projects

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



Section 3: Community Services

Key development highlights

- 25 The upgrade of the second Kaitawa Reserve bridge was completed, as were the second stage of the Paekākāriki track to the escarpment walk and the pump track at Haruatai Park (the latter was funded by the Lions Club of Ōtaki).
- 26 Playground upgrades at Weka Park, Hookway Avenue and Tennis Court Road were completed.
- 27 1,800 plants were planted at a successful Arbor Day planting with Kapanui School at Pharazyn Reserve.
- 28 Matariki celebrations commenced, including a Starlab at both the Ōtaki and Paraparaumu Libraries, visited by over 175 local school children
- 29 The carpet replacement project in Ōtaki and Paraparaumu Libraries got underway.
- 30 The Primary Schools Swim Sports interschool and the Cross Country at Waikanae Park were delivered with 971 students participating from 16 schools across Kāpiti.
- 31 Kāpiti Coast Aquatics hosted and took part in the Regional Lifeguard Champs and came first equal.
- 32 Work is underway to finalise the method of works for replacing the foundations at the south end of the Paekākāriki Memorial Hall. The works are scheduled for completion in October 2018.
- 33 Five Housing for Older Persons units were vacated in the fourth quarter with two being re-let following targetted minor refurbishment. The remaining three are undergoing renewals due to be completed in early 2018/19.
- 34 The youth development centre was officially opened on 28 June 2018. This was followed by an open day and youth launch event in July.
- 35 Social investment funding decisions were made in June 2018 with nine initiatives receiving three year funding. Council agreed to provide a one-off grant of \$2,500 to the Ōtaki and Kāpiti Citizen's Advice Bureaux.

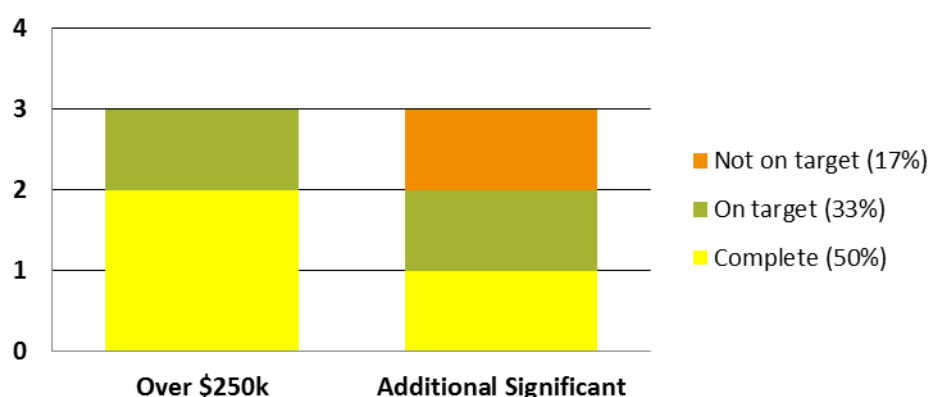
- 36 The Kapiti PopUp Business School was a success. 60 local entrepreneurs participated in the two week course and graduated.
- 37 A review of the Major Events Fund was undertaken and economic impact reports for the 2017/18 events were prepared.

Projects

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

Figure 5: Community Services Projects

as at 30 June 2018



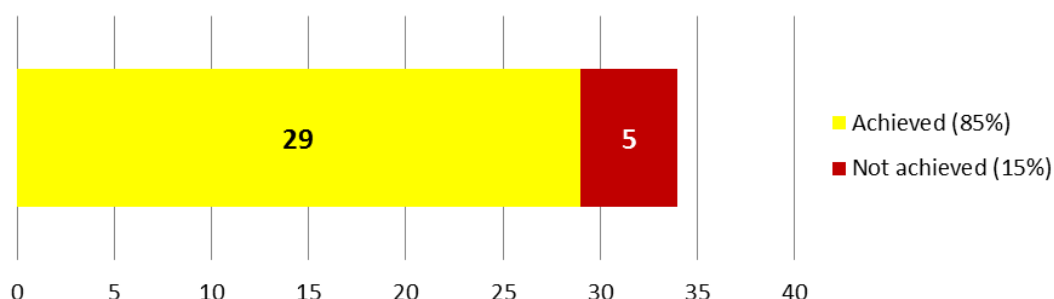
- 39 Three projects were completed by the end of the 2017/18 year (the Ōtaki Pool rebuild, the Maclean Park management plan and the Youth development centre).
- 40 Two multi-year projects were on target (the Otaraua Park development plan and the Strategic land purchase project).
- 41 One project was not on target with original timelines - the Strategy for Supporting Economic Development. A decision was taken to defer the refresh of the economic development strategy to the 2018/19 year.

Key performance indicators

- 42 In this cluster there are 34 KPIs.

Figure 6: Community Services KPIs

as at 30 June 2018



- 43 Twenty nine KPIs were achieved as at the end of the fourth quarter.
- 44 Five KPIs were not achieved:
- Users who are satisfied with the safety and availability of the on-road cycleway network* reported a satisfaction score of 57% against a target of 85%. This measure attracts divergent views from those who are pro-cycling and those who aren't.

- ii). *Visits to swimming pools in the district* were 298,452 for the year, against a target of 300,532 (from the 2014/15 baseline year). This was a very good result given that the Ōtaki Pool was closed for the first five and a half months of the year.
- iii). *Learn to swim registrations* totalled 2,936 for the year, compared to 3,168 for the 2014/15 baseline year. Again this was a good result given the Ōtaki Pool closure.
- iv). *The number of visits to the district's libraries* was 327,909, well below the 550,000 target. This was expected given the faulty door counter information used to set the target in the 2015-35 Long term plan. A new target of 300,000 visits per annum was set in the 2018-38 Long term plan.
- v). One economic development KPI is shown as not achieved - *'Representatives of the business leadership forum who are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved'*. The business leadership forum was dissolved earlier in the year so we have not undertaken the survey to determine their views.



Section 4: Planning and Regulatory Services

Key development highlights

- 45 Environment Court mediation meetings in relation to nine of the 18 appeals received were heard in April and early May 2018. Seven signed draft consent orders are before the Environment Court judge for approval, potentially fully resolving five appeals and partially resolving two other appeals. There will be further mediation meeting in late July in relation to seven more appeals.
- 46 Private Plan Change 84 Airport Zone became operative on 16 February 2018. Sheffield Properties Ltd lodged a Notice of Judicial Review with the High Court in relation to Council's plan change decision. Council filed a statement of defence and an application for strikeout with the High Court. The matter will be heard on 6 August 2018.
- 47 The third and fourth quarter monitoring reports on urban development were completed in early April 2018 and late June 2018, respectively, as per the requirements of the National Policy Statement on Urban Development Capacity.
- 48 The building consents team processed and issued 357 building consents in the fourth quarter, up from 325 in the same period last year. They have issued 1,121 building consents over the year, compared to 1,147 in the previous year.
- 49 The resource consents team issued 68 consents in the fourth quarter, down from 78 in the same quarter last year. Over the year 275 consents were processed compared to 295 the previous year.
- 50 The resource consents team received and processed 14 certifications for subdivisions in the fourth quarter, compared to 15 at the same time last year. These related to a total of over 79 new allotments.

Projects

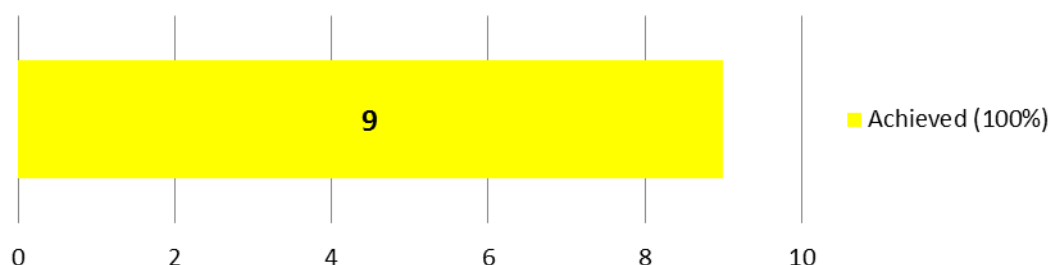
- 51 There are no capital expenditure projects over \$250,000 in this cluster.
- 52 There are two additional significant projects, the Earthquake-Prone Building assessments project and the District Plan review project, and these multi-year projects were both on target at the end of the year.

Key performance indicators

53 In this cluster there are nine KPIs.

Figure 7: Planning and Regulatory KPIs

as at 30 June 2018



54 All nine KPIs have been achieved.



Section 5: Governance and tāngata whenua

Key development highlights

- 55 The Council adopted the 2018-38 Long Term Plan on 28 June 2018 and approved the setting of rates, due dates, and penalties regimes for the 2018/19 financial year.
- 56 A team of councillors accompanied the Mayor and spoke to the Council's submission on Greater Wellington Regional Council's long term plan.
- 57 There were two citizenship ceremonies on 2 May and 13 June 2018, which conferred citizenship upon 75 applicants.
- 58 The Council received 54 requests under the Official Information Act in the fourth quarter, compared to 61 in the same period last year.
- 59 The Māori Economic Development Strategy supported iwi partners and marae within the district with Te Matatini support grants. These one off grants aim to increase iwi and marae capacity in the lead up to Te Matatini Festival in Wellington, in February 2019
- 60 Work was advanced with Katihiku Marae, recipients of the 2017/18 Marae Support Grant.
- 61 The first Matariki ART market was held at Ngā Purapura, Ōtaki. This is to become the annual event that celebrates Matariki.

Projects

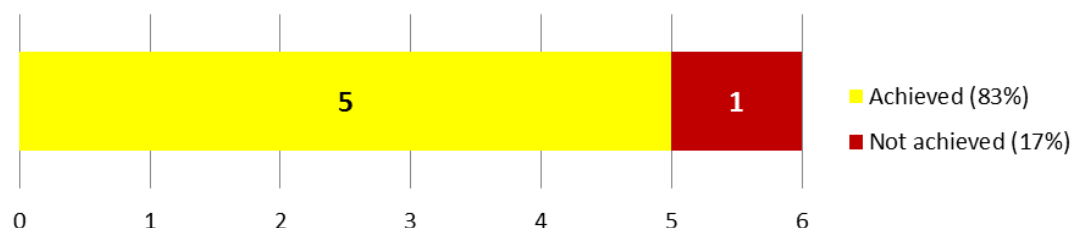
- 62 There are no significant projects in this activity.

Key performance indicators

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

Figure 8: Governance & Tāngata Whenua KPIs

as at 30 June 2018



64 Five KPIs were achieved in 2017/18.

65 One KPI “*Percentage of official Information requests responded to within 20 days*” was not achieved. At year end 99.6% of requests had been responded to within 20 days against a target of 100%. This is because one request in the third quarter (out of the total of 224 requests this year) was overdue as a result of an administrative error in entering the date received.



Section 6: Infrastructure

Key development highlights

66 The Waterfall Road earthworks project to reinstate this road is complete and the road re-opened on 5 May 2018.

67 All Cyclone Gita repairs have been completed and the collapsed beach outlets at Manly Street have been replaced.

68 Greater Wellington Regional Council granted the districtwide stormwater discharge consent on 11 May 2018.

69 The professional services contract for the consenting of discharges from the Paraparaumu Wastewater Treatment Plant was awarded.

70 Two of the four Ongoing Mitigation Plans for the operation of the river recharge scheme were approved in this quarter with the remaining two plans now being the focus of efforts to secure approval from GWRC.

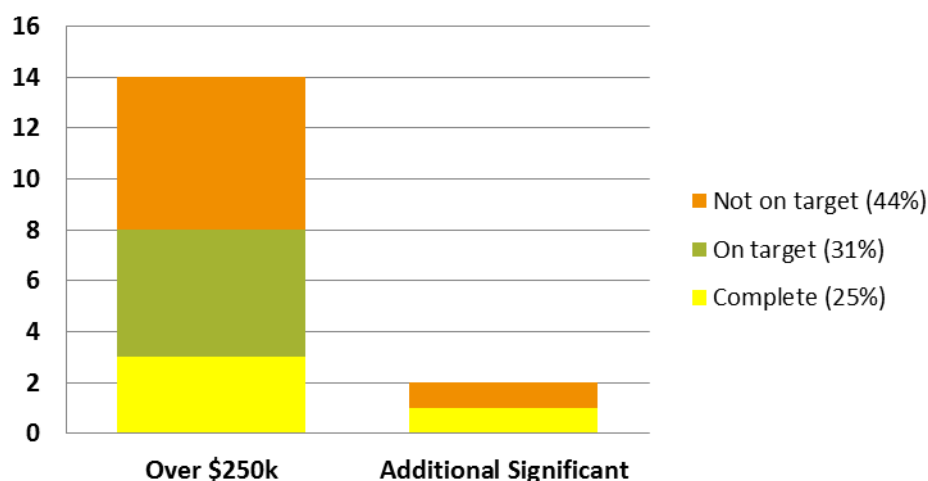
71 A consistent focus over recent years on identifying and repairing leaks in the network is continuing to pay off. End of year data shows that water losses from the council’s network for 2017/18 was 3,089m³/day (20.5% of water supplied) a significant improvement on the previous years 3,489 m³/day (23.5%).

Projects

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

Figure 3: Infrastructure Projects

as at 30 June 2018



- 73 Four projects were completed in the year and a further five multi-year projects are on target.

- 74 Seven projects are not on target for a variety of reasons:

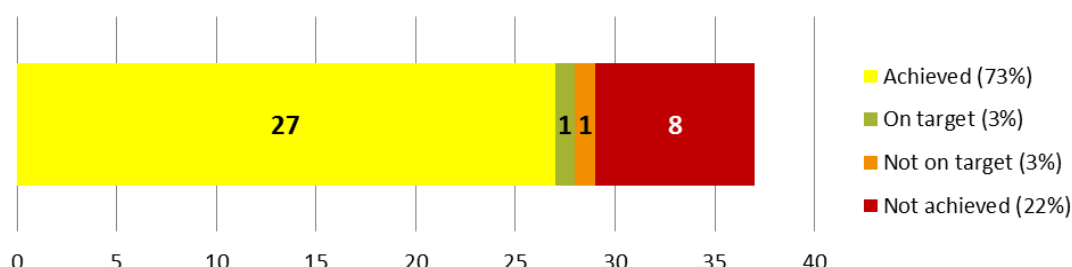
- The two coastal management projects are not on target. The Paekākāriki seawall project has been delayed, initially by reconsideration of design options and more latterly by LTP budget considerations. The Wharemauku block wall has been delayed by Old Coach Route issues.
- The minor stormwater upgrades project is not on target as it has run over budget by nearly \$124,000 (the initial budget was \$821,000).
- Two wastewater projects are not on target due to factors outside Council's control. The Waikanae duplicate rising main, is not on target due to unresolved NZTA/landowner consultation. The DAF plant installation is complete but the project has run over budget largely due to earlier delays with manufacture and shipping of the plant from Europe. The installed plant does not perform to contract specifications.
- A further wastewater project, the wastewater pipe renewals programme, is not on target. After tenders had been received it became apparent the scope of works exceeded the available budget and so it was decided to spread the contract works over 2017/18 and 2018/19. However, around \$130,000 (19%) of the works planned for 2017/18 were then not completed due to the late availability of the key subcontractor.
- One water management project, the River Recharge with Groundwater post construction compliance monitoring project, is not on target. It was \$62,000 over its \$255,750 budget this year due to additional compliance monitoring work and further Ongoing Mitigation Plan discussions with GWRC.

Key performance indicators

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

Figure 4: Infrastructure KPIs

as at 30 June 2018



76 Twenty-seven KPIs were achieved in 2017/18.

77 One KPI is on target - *the extent to which the district's drinking water supply complies with part 4 of the drinking water standards*. This KPI is expected to be achieved when the end year assessments are reported back from the Drinking Water Assessors. The Assessors findings will be included in the Annual Report.

78 One KPI is not on target - *the extent to which the district's drinking water supply complies with part 5 of the drinking water standards*. This KPI is expected to be not achieved when the end year assessments are reported back from the Drinking Water Assessors as some of our smaller supplies do not comply with this protozoa compliance criteria. The Assessors findings on this KPI will also be included in the Annual Report.

79 Eight KPIs were not achieved:

- There were five Access and transport KPIs not achieved;
 - The Resident Opinion Survey reported that 78% of residents were 'satisfied that the existing transport system allows easy movement around the district' against a target of 85%. This continues the gradual improvement seen since the low of 61% in 2015/16 when the M2PP expressway construction was underway.
 - "the number of serious and fatal crashes on district roads is falling reported 14 such crashes (provisionally) in 2017/18 compared to 12 crashes in the previous year. This is a DIA mandatory performance measure.
 - The "Percentage of the sealed local road network that is resurfaced" was just over 4% this year against a target of 5%. This is due to a higher number of roads with the more expensive asphalt surfacing being resurfaced, as it got too late in the season for chipseal resurfacing. This meant there was insufficient budget to resurface 5% of the network. This is a DIA mandatory performance measure.
 - The Resident Opinion Survey reported 69% satisfaction with 'the condition of footpaths', just under the target of 70%. There is a significant increase in expenditure on footpath maintenance and renewals planned for 2018/19 following NZTA agreeing to provide a subsidy for this work.
 - We have been unable to measure and assess the 'percentage of footpaths that fall within the level of service or service standard for the condition of footpaths' and so could not achieve this DIA mandatory performance measure. Given budget limitations it has taken some time

to develop the systems necessary to do this. Targets were adopted in the 2018 long term plan and a plan is in place to report against those from 2018/19.

- One Solid waste KPI was not achieved - *'Residents who are satisfied with the waste minimisation education, information and advice available'*. This was measured through the Residents' Opinion Survey which reported that 71% of respondents were satisfied, against a target of 75%. This is a significant drop from last year's result of 82% and is probably related to the strong dissatisfaction expressed during the long term plan consultation about the absence of a plastic bag rubbish collection option.
- One Stormwater KPI was not achieved - *The number of complaints about the performance of the stormwater system* was 24.4 per 1,000 connections for the year to date against a full year target of 10 per 1,000. This is a slight improvement on last year's 28.5 complaints per 1,000 connections. There is a significant programme of work required in this activity to improve performance in future years in regard to this DIA mandatory measure.
- One Water management KPI was not achieved - *the number of complaints received about the council reticulation network*, was 7.25 per 1,000 connections this year against a target of 4.7 complaints per 1000. This is a DIA mandatory performance measure.

Policy considerations

80 There are no policy issues to consider.

Legal considerations

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

Financial considerations

82 A summary of budget details for each activity (as at 30 June 2018) is provided in the activity reports attached as Appendix B to this Report SP-18-564.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

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

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

RECOMMENDATION

86 That the Operations and Finance Committee;

- i). notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the fourth quarter of 2017/18 contained in the Activity Reports attached as Appendix B to this Report SP-18-564.
- ii). Notes also that the final audited KPI results for the 2017/18 year will be included in the Annual Report 2017/18 which is scheduled to go to Council for adoption on 27 September 2018.

Report prepared by	Approved for submission	Approved for submission
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Terry Creighton

Kevin Black

Sean Mallon

**Corporate
Monitoring Officer**

**Acting Group Manager
Strategy and Planning**























**Group Manager
Infrastructure Services**

ATTACHMENTS:

Appendix A – Summary List of Projects






Appendix B – Activity Reports

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

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




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.

Project Status Key

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

Appendix A: Table One (continued)

Economic Development 	Strategic land purchase	
Community facilities and support 	Kāpiti youth development centre	
	Performing arts facility (at Kāpiti college) ³	Our contribution not due until 2019
	Waikanae Library and Mahara Gallery upgrade ⁴	Currently on hold
Parks and open space 	Redevelop Raumati Pool building ⁵	Deferred by Council through 2018 LTP
Recreation and leisure 	Ōtaki Pool rebuild and splash pad	










3. Not included in the activity reports as our contribution isn't now due until 2019. This is a 2015-35 Long term plan project
4. An LTP project that is currently on hold.
5. Not included in the activity reports as project hasn't started yet. This was deferred through the 2018-38 Long term plan process.

Project Status Key

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

Appendix A: Table Two - Additional Significant Projects⁶

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

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

Project Status Key

 Complete	 On target	 Not on target	 On hold	 Failed
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Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.
AP = This is a 2016/17 or 2017/18 Annual Plan project.

Appendix B

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

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 (only reported annually, in the second quarter, when the audited results for the prior year become available).

In this quarter there were also two other programmes of work which extended across Council activity areas – securing a Kāpiti Airport Air Service provider and ensuring Kāpiti's progress within the Provincial Growth Fund.

Key developments for the 3 months to 30 June 2018

Kāpiti Airport air service provider

- Fostered community interest in the importance of replacing an air service at Kāpiti Airport through our #FlyKāpiti initiative.
- Commissioned research to understand the economic value of the Kāpiti Airport.
- Developed strong relationship with Air Chathams and subsequently facilitated relationship between Air Chathams and Kāpiti Airport.
- Air Chathams announced as air service provider to Kāpiti Airport with flights starting 20 August 2018.

Provincial Growth Fund applications

- Developed an economic development programme based around our vision of 'Toitū Kāpiti' comprising nine council-led projects as well as a number of supportive projects from other organisations.
- Submitted our 'Toitū Kāpiti' economic development programme and relevant expressions of interest to the Provincial Growth Fund (managed by the Ministry of Business, Innovation and Employment).
- Established and maintained relationship with the Provincial Development Unit within MBIE as well as other key stakeholders
- Identified 'Toitū Kāpiti' projects, through discussions with MBIE, which are currently developed enough to advance as applications for funding through the Provincial Growth Fund.

Open for Business – Caring, Dynamic and Effective

Background

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

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

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

Key developments for the 3 months to 30 June 2018

- All groups have action plans in place to respond staff engagement survey results and are implementing them.
- The 'Let's Get Talking' initiative communications programme has been developed for launch in early July. This 12-18 month programme facilitates key conversations with staff that promote open for business and CDE behaviour.
- Council's new 'HubKap' intranet has also been developed for launch in early July. 'HubKap' offers staff better opportunities for collaboration and information sharing. This was one of the key areas for improvement identified in the staff engagement survey.

Business Improvement work programme

The focus of the Business Improvement Team is to lead process improvement across the Council. The following table reports key developments across these work programmes.

Business Improvement work programme

Description	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.
Group	Office of the Chief Executive
Comments (latest developments/upcoming milestones/critical activities)	
<i>Developments in the fourth quarter:</i>	
<u>Community Services Group – Lease Review Project</u>	
1. Completed the lease project and made the improvements operational. Staff now have a lease management and governance process to assure the quality and consistency of information; improved operational efficiencies; service levels and escalation processes; lease categorisation and reporting; and effective oversight of the lease management process.	
<u>Regulatory Services Group – 12 month assignment</u>	
2. Continued the 12 month assignment to provide the GM, Regulatory Services with 1 FTE support. The priority is to support the Building Team Manager with the administration of the Building Consent Authority Quality Assurance System in readiness for the October 2019 IANZ audit.	
3. Provided additional support to other Regulatory Managers as time allowed.	

Business Improvement work programme (continued)

LIMS

4. Established a LIM Management Review Committee to ensure on-going LIM oversight and review of continuous improvements, internal audit processes, legislative or other planning changes impacting LIMs, training needs and work volumes.

Subdivision Information Workflow Process

5. Continued to review how subdivision information is collected and the methods of collection. Started exploring system opportunities to better utilise resource consent data.

Upcoming milestones:

Regulatory Services Group – 12 month assignment until March 2019

6. Support GM, Regulatory Services with preparedness for 2019 IANZ audit of Building Consent Authority Quality Assurance System.

Subdivision Information Workflow Process

7. Continue to review of how subdivision information is collected and the methods of collection. Explore system opportunities to utilise resource consent data.

Fees and Charges Information Workflow Process

8. Review how newly adopted fees and charges are incorporated into the various systems and relevant information published (electronic and hardcopy) after an Annual Plan or Long Term Plan is adopted.

Risks (to programme, cost, quality, other)

1. Resourcing - regular or other work programme requirements reduce the capacity to complete process improvement work.

Issues (for elected member attention)

1. None to report.

Expressway Integration

Expressway Integration work programme

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

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

This programme of work includes:

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

Key developments in the three months to 30 June 2018

Stride 'n' Ride

- Work is all but complete on the final section of new shared path on Kapiti Road and Marine Parade. This completes all shared path works between the Expressway and Paraparaumu beach. The final section of shared path required to complete all Stride n' Ride aspirations on Kapiti Road is between Brett Ambler Way and Arawhata Road. This is expected to be finished in 2018/19.
- Higgins have finished the shared path and associated works on Poplar Avenue at Leinster Avenue intersection. This completes 1km of continuous shared footpath and cycleway between Glen Road and Leinster Avenue on the north side of Poplar Avenue.
- The Te Moana Road shared path from Park Avenue to the interchange is open. This completes 800m of continuous shared path on the north side of Te Moana Road between Park Avenue and the Waikanae Golf course.

For further detail refer to the project report below.

Town Centres

- Construction on the Rimu Road Upgrade Project is complete. W4: Cultural Thread and Integration of the Marae into the town centre is near completion. A Development Committee has been formed to help guide design of the Mahara Place 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 detailed scheme design stage with a strong focus on confirming the road layout and design and aligning it with the town centres workstream.

Improving accessibility to and from the Paraparaumu and Waikanae town centres and improving connections to and from rail and bus hubs, and enhancing cycling and walking options will be key objectives of this project. In making SH1 a fit-for-purpose local road a variety of factors will be considered including the quality of the road, kerbs, shared paths, cycle lanes, planting and urban design and speed limits.

NZTA are currently working through the SH1 scheme design process and construction programme, which is likely to start in late 2018 or early 2019. Once the construction date is confirmed (expected in September) NZTA will brief elected members on the detailed SH1 scheme design, construction programme and timeframes.

Projects – Summary

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

Expressway integration - Projects

as at 31 March 2018



Both projects are on target.

Project reports

Cycleways, walkways and bridleways development – Stride ‘n’ Ride					
Description	Cycleway, Walkway, Bridleway(CWB) new capital and urban cycleway development programme. Implementation of Kapiti Coast District Council’s CWB Network plan over the next four years.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the-fourth quarter:					
<div>1. The shared path project on Te Moana Road west of Park Avenue has been completed and the contractor Downer, has ended its maintenance work programme for Kapiti by completing a final section outside the Waikanae Golf Club west of the Te Moana Road interchange.</div> <div>2. The Kāpiti Road shared path works west of McGrath Avenue is nearing completion with the final site under construction. The original concept was amended prior to and during construction to address safety audit recommendations to improve the facility for on road cycling and local business concerns around public car parking.</div> <div>3. The Poplar Avenue shared path connection to Leinster Avenue is now completed.</div> <div>4. The Waikanae Community board has requested officers present options for cycleway facilities on Ngaio Road and Park Avenue at the August 2018 board meeting. Consultation on the options for Ngaio Road is now completed and consultation for Park Avenue will begin again in July 2018, in time to inform a report to the Board.</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 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	869,000	660,754	660,754	
Last year	2016/17	1,923,862	1,929,690	1,929,690	
This year	2017/18	1,797,205	1,920,293	1,920,293	
Total		4,590,067	4,510,737	4,510,737	

Town Centres project					
Description	This project covers the two town centres, Waikanae and Paraparaumu. The project aim is to implement the adopted blueprint building block projects.				
Group	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter					
<div>1. P2 - Coastlands and Civic Precinct Connection Project has been completed with the exception of new line markings, cycle lanes and warning boxes to improve safety at the zebra crossing. The improvements will occur in late 2018 when weather is more suitable.</div> <div>2. W4 – Waikanae Town Centre Cultural Thread Project – all surfacing, landscaping, planting and seating works has been completed. The Cultural Thread paving has been delayed and is set to start early July 2018. A few minor tasks to finish including installing lights on new poles, installing rubbish bins, applying line markings and putting up signage. Seven Stakeholders updates have been sent.</div> <div>3. Formation of a Development committee to guide Mahara Place designs, this committee is formed by Council officers, Community board member and members of the public.</div> <div>4. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects with a focus on Paraparaumu.</div>					
Upcoming milestones:					
<div>5. Complete W4 - Waikanae Town Centre Cultural Thread Project.</div> <div>6. Start design for W3 Mahara Place projects.</div>					
Risks (to programme, cost, quality, other)					
<div>1. SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.</div>					
Issues (for elected member attention)					
<div>1. On-going ‘highly active” communications regarding construction of priority projects.</div>					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	1,328,000	1,320,493	1,320,493	
Last year	2016/17	2,555,958	2,476,244	2,476,244	
This year	2017/18	3,672,480	3,439,463	3,439,463	
Total		7,556,438	7,236,199	7,236,199	

Community Services

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

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

Key developments for the 3 months to 30 June 2018

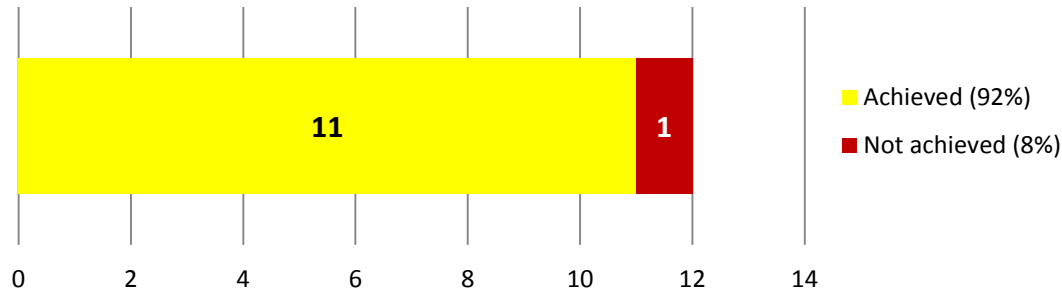
- The upgrade of the second Kaitawa Reserve bridge was completed.
- The pump track at Haruatai Park, funded by the Lions Club of Ōtaki was completed.
- The second and final stage of the Paekākāriki track to the Escarpment walk was completed.
- Playground upgrades at Weka Park, Hookway Avenue and Tennis Court Road were completed.
- The Otarua Park Draft Development Plan was approved for consultation.
- Council was awarded the inaugural Parks Week award by the NZ Recreation Association for the Parks Weeks videos.
- The upgrade to Pohutukawa Park (in Makarini Street, Paraparaumu) commenced with community consultation and the construction of a new path in to the park. This was funded by the budget allocated during the 2017/18 annual plan process.
- 1,800 plants were planted at a successful Arbor Day planting with Kapanui School at Pharazyn Reserve.
- A total of 10,000 native plants were planted across the district.

Performance measures summary

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

Parks and open space KPIs

1 July 2017 to 30 June 2018



Eleven KPIs were achieved in 2017/18.

One KPI was not achieved - *Users who are satisfied with the safety and availability of the on-road cycleway network* reported a satisfaction score of 57% against a target of 85%.

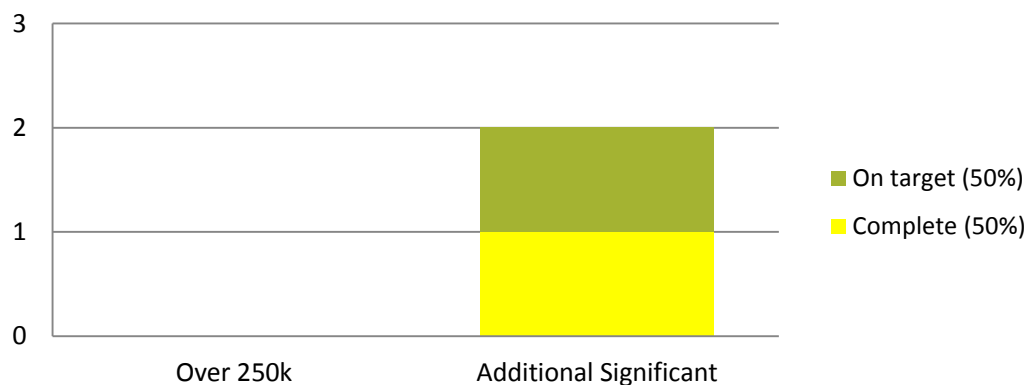
Projects – Summary

There are two parks and open space projects, they are both additional significant projects¹.

- Maclean Park management plan is complete.
- Otarua Park development is a multi-year project and is on target.

Parks and open space - Projects

as at 30 June 2018



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

Performance measures

as at 30 June 2018


Contribution to outcomes	Performance measures	Target	Result	Comment
Parks and open space				
Our residents in urban areas live reasonably close to a recreation facility and a range of active recreation facilities is available throughout the district	Residential dwellings in urban areas are within 400 metres of a publicly owned open space	85%	Achieved (99.4%)	103ha out of 18,452ha (0.6%) of the total District Plan residential area are not within 400m of a publicly owned open space.
	Sports grounds are open (scheduled hours and weather dependent)	85%	Achieved (97%)	Sports grounds were open 97% of the year.
	Residents that are satisfied with the current availability of facilities	85%	Achieved (97%)	Annual park users' survey in February 2018, reported 97% satisfaction. (2016/17 result was 84%)
	Residents that are satisfied with the quality of council parks and open space	85%	Achieved (92%)	Annual park users' survey in February 2018, reported 92% satisfaction. (2016/17 result was 95%)
	Residents that are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Achieved (95%)	Annual park users' survey in February 2018, reported 95% satisfaction. (2016/17 result was 89%)
	Residents that are satisfied with council playgrounds	85%	Achieved (90%)	Annual park users' survey in February 2018, reported 90% satisfaction. (2016/17 result was 84%)
Cemeteries				
We provide well maintained cemeteries and we want to ensure that most family members can access the interment site and records are available online	Users who are satisfied with the cemeteries appearance and accessibility	85%	Achieved (98%)	Annual park users' survey in February 2018, reported 98% satisfaction. (2016/17 result was 87%)
	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	There is a total of 56 years capacity across the three cemeteries (based on 2013 Census data and growth analysis).

SP-18-564 Appendix B – Activity report to 30 June 2018

Contribution to outcomes	Performance measures	Target	Full year outcome	Comment
Cycleways, walkways and bridleways				
A range of cycleway, walkway and bridleway networks including low carbon alternatives are available throughout our district and the quality and range increase over time	Users who are satisfied with council walkways, cycleways and bridleways	85%	Achieved (96%)	The Resident Opinion Survey full year result reported 96% satisfaction. (2016/17 result was 93%)
	Users who are satisfied with the safety and availability of the on road cycleway network	85%	Not achieved (57%)	The Resident Opinion Survey full year result reported 57% satisfaction. (2016/17 result was 55%).
Our beach accessways are maintained and are in a usable condition	Residents who are satisfied with access points to beaches	85%	Achieved (91%)	The Resident Opinion Survey full year result reported 91% satisfaction. (2016/17 result was 92%)

Project reports

Otaraua Park development plan – additional significant project					
Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none">• Draft plan approved for community consultation. <i>Upcoming milestones:</i> <ul style="list-style-type: none">• Community consultation to start on 9 July for one month.• Development Plan to Council for adoption by the end of 2018. <i>Timeline:</i> <ul style="list-style-type: none">• It is likely that the development plan will be ready for adoption in the second quarter of 2018/19.			Status	
				Timeliness-	 ✓
				Budget	\$ 
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	25,000	23,885		
This year	2017/18	25,000	22,558		
Total		50,000	46,413		

Maclean Park Management Plan – additional significant project					
Progress	The Maclean Park management plan was adopted by Council on 7 December 2017.			Status	
				Timeliness-	 ✓
				Budget	\$✓
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	10,000	-1,858	-1,858 ¹	

1. This project is in credit as an accrual made for last year was for more than the eventual invoice.

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

Parks and open space – financial results to 30 June 2018

Capital expenditure summary		
	2017/18 Actual (\$'000)	2017/18 Budget (\$'000)
Total projects under \$250,000	874	1,046
Total projects over \$250,000	337	433
Total	1,211	1,479

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
4,309	Other operating expense	4,180	4,101
1,131	Depreciation and amortisation	1,539	1,474
281	Finance expense	331	331
5,721	Operating expenditure	6,050	5,906
	Revenue		
165	Fees and charges	186	158
-	Grants and subsidies	9	-
753	Development and financial contributions revenue	1,845	521
91	Other operating revenue	39	-
1,009	Operating revenue	2,079	679
4,712	NET OPERATING COSTS	3,971	5,227
	Capital items		
933	Asset renewal	517	584
376	New assets upgrade	694	895
1,309	Total capital items	1,211	1,479
6,021	NET COST OF ACTIVITY	5,182	6,706
	Funding sources		
4,777	Rates	5,138	5,046
343	Borrowings	670	460
933	Depreciation reserve	517	584
(743)	Reserves & special funds	(1,845)	(86)
711	Unfunded depreciation	702	702
6,021	TOTAL SOURCES OF FUNDS	5,182	6,706

Net Operating Costs of \$3.97 million are \$1.26 million favourable to budget mainly due to higher than expected Development Contributions revenue, partially offset by higher depreciation.

Capital expenditure of \$1.21 million is \$268,000 underspent mainly due to projects approved as carryovers in 2018/19 (Awa Tapu cemetery beams, seating and roads) and underspend in the Ōtaki splash pad budget.

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

Recreation and leisure

Hākinakina

Key developments for the 3 months to 30 June 2018

Libraries

Operations

- 157,787 items were issued to Kāpiti and SMART library customers in the final quarter. This compares with 169,396 items issued in the same quarter last year.
- 21,839 items were reserved (21,731 items in same quarter last year).
- 546 new members registered (512 in the same quarter last year).
- 4,418 eBooks were issued (3,960 eBooks issued in the same quarter last year).

Programmes/Activities

- Carpet replacement project in Ōtaki and Paraparaumu Libraries underway.
- Te Reo Māori classes for the public were hosted by the Māori & Heritage Services Coordinator.
- Matariki celebrations commenced, including a Starlab at both the Ōtaki and Paraparaumu Libraries, visited by over 175 local school children.
- *A Murder in the Library* event was held at the Paraparaumu Library on 30 April, to celebrate the annual Ngaio Marsh literary award for crime-writing. Four local crime-writing authors presented to 70+ participants.
- The annual poetry competition – *If You're a Poet, We Want to Know It* - was held during June. The theme was "Food for Thought" and the format required was haiku. 61 entries were received, with each entrant submitting 1-3 haiku. Judging is currently underway.

Arts and Museums

- Over 100 registrations from artists and galleries were received for the 2018 Kāpiti Arts Trail, scheduled for 27/28 October and 3/4 November 2018. The Arts Trail was also selected as a finalist in the LGNZ Excellence Awards for Best Creative Place.

Aquatics

- There were a total of 63,868 pool visits in the fourth quarter compared to 50,820 in the same period last year and the 2014/15 baseline figure of 64,748.

This year's figure is up from the previous year due to Ōtaki Pool closing in the fourth quarter 2016/17. When comparing the attendance of Coastlands Aquatic Centre only there were 50,042 pool visits, down slightly from the 2016/17 figure of 50,820 (and down from the 2014/15 baseline year figure of 51,322).

SP-18-564 Appendix B – Activity report to 30 June 2018

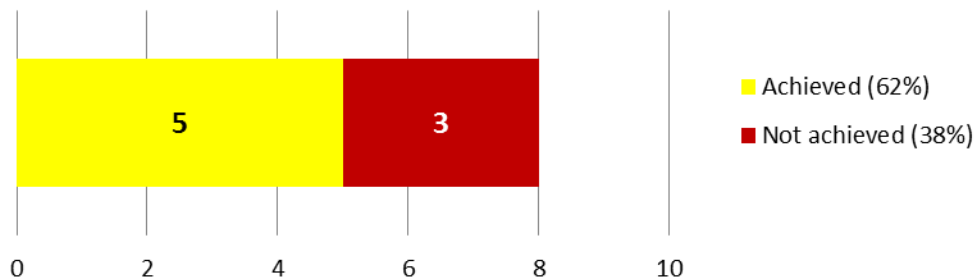
- The Ōtaki Pool attendance numbers continue to be higher than previous years with attendance in the fourth quarter this year of 13,826 compared to attendance figures of 12,516 and 13,426 in the same quarter of 2015/16 and 2014/15, respectively (note: the fourth quarter of 2016/17 was closed for a significant period for the rebuild).
- A total of 613 people were registered for swimming lessons in the fourth quarter; 464 at Coastlands Aquatic Centre and 149 at Ōtaki Pool. In addition, 62 children completed the holiday swimming programme during the fourth quarter.
- A total of 338 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre.
- In term two the Primary School Sports Coordinator delivered the Primary Schools Swim Sports interschool and the Cross Country at Waikanae Park with 971 students participating from sixteen schools across Kāpiti.
- Kāpiti Coast Aquatics hosted and took part in the Regional Lifeguard Champs and came first equal.
- Sound Splash! was held on Saturday 30 June and 314 children attended.

Performance measures summary

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

Recreation and leisure KPIs

1 July 2017 to 30 June 2018



Five KPIs were achieved in 2017/18.

Three KPIs were not achieved:

- i) The swim visits KPI (*Maintain or increase compared to the 2014/15 baseline year*) was not achieved with 298,452 combined swims for the year, against a target of 300,532. This was a very good result given that the Ōtaki Pool was closed for five and a half months of the 2017/18 year. The target would have been exceeded had Ōtaki Pool been open for the full year.
- ii) The learn to swim registrations KPI (*maintain or increase compared 2014/15 baseline year*) was not achieved with 2,936 registrations for the year, compared to 3,168 registrations for the 2014/15 baseline year. It's likely that this target would also have been met if Ōtaki pool had been open for the full year.
- iii) The *total number of visits* to all four of the District's libraries was not achieved. There were 327,909 visits recorded this year against a target of 550,000. As noted that target (from the 2015-35 Long term plan) had been based on faulty historic door counter data. The target has been adjusted in the 2018-38 Long term plan.

Projects – Summary

There is one recreation and leisure project, the Ōtaki Pool rebuild. It is an over \$250,000 capital expenditure project and was completed on target with Annual plan 2017/18 timelines. It was \$188,500 (3.4%) over budget due to variations to the contract.

Performance measures

as at 30 June 2017

Contribution to outcomes	Performance measures	Target	Result	Comment
Aquatics				
We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities	Council will maintain PoolSafe accreditation	Achieve	Achieved	Annual PoolSafe accreditation was retained for all three of the district's pools.
	Users that are satisfied with the pools services and facilities	85%	Achieved (96%)	96% of all users rated Kapiti Coast facilities good or excellent across the categories in the survey (2016/17 result was 98%)
Increasing numbers of residents and visitors are using facilities and the pools swim clubs are satisfying the needs of the community	Visits to swimming pools in the district	Maintain or increase (<i>cf 2014/15 baseline</i>)	Not achieved	298,452 combined swims in the year to date, which is down from the 300,532 2014/15 baseline. This was a very good result given that Ōtaki Pool was closed for 5 ½ months of the year.
	Learn to swim registrations	Maintain or increase (<i>cf 2014/15 baseline</i>)	Not achieved	2,936 registrations for 2017/18 - this is down on the 3,168 registrations for the 2014/15 baseline year. Had Ōtaki pool been open for the full year this target would have been met.
Arts and museums				
We are progressing our public art programme and installing art in appropriate community spaces	The public art panel makes recommendations to council for approval of the public art programme and selects public art work in line with that programme.	Achieve	Achieved	An artwork for the Kāpiti Lights town centre redevelopment was selected at the inaugural meeting on 18 September 2017.. A public art commission for MacLean Park was put on hold while the Park's Development Plan was confirmed as part of the 2018-38 Long Term Plan, and while iwi engagement is undertaken.
Libraries				
Our libraries offer a range of materials and spaces	Users that are satisfied with the library services	85%	Achieved (99%)	99% of respondents to the annual Library Customer Satisfaction Survey indicated that they were 'very satisfied' or 'satisfied' with the library services provided. (2016/17 result was 98%)
	Collections are refreshed in accordance with New Zealand public library standards	17,186 (annually)	Achieved (17,766)	17,766 new items were added to the library collections this year.
Our libraries offer a range of materials and spaces	Total visits to libraries	550,000 (annually)	Not achieved	There were a total of 327,909 visits to the district's four libraries this year (84,255 for Ōtaki, 4,032 for Paekākāriki, 132,646 for Paraparaumu, 106,976 for Waikanae).

Project reports

Ōtaki pool rebuild and SplashPad development					
Description	Otaki Pool rebuild and splash pad development.				
Group	Community services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$📈	
Comments (latest developments/upcoming milestones/critical activities)					
Construction was completed and the pool re-opened on 15 December 2017.					
Developments in the fourth quarter:					
1. All variations were confirmed and the final claim was received from Crowe Construction.					
Risks (to programme, cost, quality, other)					
1. N/A					
Issues (for elected member attention by when)					
1. The budget was overspent by \$188,500 due to variations throughout the contract. This is 3.4% of the overall budget. The over expenditure of this capital budget has been offset by under expenditure on other capital budgets.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	372,304	373,965	373,965	
Last year	2016/17	1,592,000	1,590,340	1,590,340	
This year	2017/18	3,472,192	3,660,694	3,660,694	
Total		5,436,496	5,600,931	5,600,931	

<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 2018

Capital expenditure summary		
	2017/18 YTD Actual (\$'000)	2017/18 F/Y Budget (\$'000)
Total projects under \$250,000	551	945
Total projects over \$250,000	3,637	3,363
Total	4,188	4,308

Cost of activity statement			
2016/17 Actual \$000		2017/18 YTD Actual \$000	2017/18 F/Y Budget \$000
	Expenditure		
7,022	Other operating expense	7,451	7,324
1,557	Depreciation and amortisation	1,657	1,707
1,352	Finance expense	1,168	1,168
9,931	Operating expenditure	10,276	10,199
	Revenue		
1,517	Fees and charges	1,665	1,625
40	Grants and subsidies	40	41
9	Other operating revenue	9	5
1,566	Operating revenue	1,714	1,671
8,365	NET OPERATING COSTS	8,562	8,528
	Capital items		
2,185	Asset renewal	4,061	3,280
76	New assets upgrade	127	1,028
2,261	Total capital items	4,188	4,308
10,626	NET COST OF ACTIVITY	12,750	12,836
	Funding sources		
8,365	Rates	8,562	8,528
76	Borrowings	127	1,028
2,185	Depreciation reserve	4,061	3,280
-	Reserves & special funds	-	-
10,626	TOTAL SOURCES OF FUNDS	12,750	12,836

Capital expenditure of \$4.19 million is \$120,000 underspent due to projects approved as carryovers to 2018/19 (Mahara Gallery, Waikanae Library, Public art acquisitions and Ōtaki Theatre).

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 30 June 2018

Community facilities

- A total of 372 external service requests were processed during the fourth quarter of 2017/18. This compares to 390 for the same period last year.
- The Mahara Gallery Redevelopment Steering Group has sought expressions of interest from architectural designers for the redevelopment of the Gallery based on a total budget of \$5.205m with the bulk of the funding earmarked for 2020/21 or when the Trust raises its 2/3 share of the project cost.
- Following a tender process for the remediation of the foundations at Paekākāriki Memorial Hall Council is now working directly with a contractor to finalise the method of works. These works are being scheduled for completion before 31 October 2018. Temporary works were undertaken in May to ensure the structural integrity of the foundations in the meantime.
- Council commenced the installation of carpet tiles at Paraparaumu and Ōtaki Libraries. The approach applied a consistent flooring theme over both libraries with Waikanae programmed to follow in the 2018/19 financial year. This provides a practical hard-wearing design in high traffic areas and event spaces.
- Five Housing for Older Persons units were vacated with two re-let during the quarter. The two re-let units received targeted minor refurbishment, such as interior painting and flooring replacement. The remaining three are subject to renewals to be completed in early 2018/19.
- Progress continues for a toilet facility to be installed at the Ōtaki River Estuary. Partial funding for the project has been raised by the Friends of the Ōtaki River. Complex technical and consenting issues are being worked through. Ownership will pass to Council on completion with ongoing operating costs being shared between KCDC and GWRC after that.

Community support

- The Kāpiti Accessibility Advisory group is looking to host a national 'Ability' expo in Waikanae in the coming months.
- The Kāpiti Health Advocacy group made a submission on the Local Government Bill to reinstate the four wellbeings and endorsed the inclusion of social wellbeing as a priority for local government.
- The hospital petition with over 23,000 signatures was presented to Parliament on 12 June 2018. The petition is a community-led action initiative to demonstrate the need for better access to essential tertiary health services for Kāpiti residents.

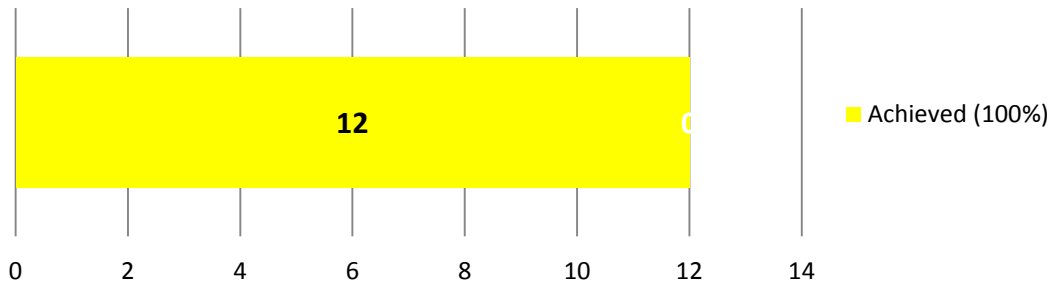
- The Kāpiti Coast Youth Council undertook a consultation as part of its submission to the Long Term Plan 2018. They facilitated a youth based engagement at Coastlands mall using graphic illustrators and talked with young people in Kāpiti, Paraparaumu and Ōtaki colleges to inform the submission and ongoing work to help deliver the Youth Action Plan 2018.
- The Youth Council have engaged young people interested in art to develop a mural series for the District. Designs have been developed and considered by the Public Arts Panel. The final designs will go to Te Whakaminenga o Kāpiti in July and work will begin in the coming weeks.
- Council is working with the New Zealand Federation of Multi Cultural Councils to establish a local Multi Cultural Council in Kāpiti. An inaugural meeting has been held with a multicultural family friendly evening planned in early July 2018 at Te Newhanga Kapiti Community Centre.
- The Youth Development Centre was officially opened with a dawn blessing by local kaumatua on 28 June 2018. A formal launch was also held on June 28 with the support of the Youth Council.
- Zeal Kāpiti continued delivering a range of initiatives as to their contract with Council. These included:
 - The coffee cart satellite service continued to offer a barista gateway at Paraparaumu, Ōtaki and Kāpiti college.
 - An art club, young women's group and 'Phat Chats' group for young men. Photography and graphic design groups are being established. Zeal have employed a new part time youth worker to help coordinate increased programming and ensure that programming is youth-led.
- Social investment funding decisions were made in June 2018 with nine initiatives receiving three year funding. The initiatives contribute to two new social investment priorities: connected communities and a capable sector. Council also agreed to provide a one-off grant of \$2,500 to Ōtaki and Kāpiti Citizen Advice Bureau to support their community work.
- Work continues to support organisations who were recipients of community contracts in 2017/18 in developing income streams and to strengthen organisational capabilities.
- In May 2018, a grant seekers workshop gave training to 25 organisations. Evaluations show that organisations felt the workshop was of high value for future grant seeking.
- Council partnered with Volunteer Kāpiti to host a fundraising and funding forum for the local not for profit sector. Over 100 people attended representing 42 local organisations. Evaluations of the workshop were very positive
- Council facilitated five funding clinics for community groups and organisations to engage directly with sector funders. The clinics have been held with representatives from the Department of Internal Affairs, Wellington Community Trust, Oranga Tamariki, generosity New Zealand and the Ministry of Youth Development
- The Greener Neighbourhoods initiative continues to increase sustainability and resilience through community-led action. Ōtaki Kindergarten has commenced their work on a renewable energy power project while another group is building on their ideas from their Neighbour's Day get-together which includes a community garden.
- The Police, Neighbourhood Support, Kāpiti Impact Trust, Community Patrols and Council have collaborated on a Police-led crime prevention community initiative. The initial focus is on building community pride to increase community safety. A community event held in April 2018 attracted 120 people.

Performance measures

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 2017 to 30 June 2018



All twelve KPIs were achieved in 2017/18.

Projects summary

There is one Community facilities and community support project, the Kāpiti youth development centre. The fit-out of the centre is complete and the centre is now open.

Performance measures

as at 30 June 2018

Contribution to outcomes	Performance measures	Target	Result (ytd)	Comment
Council owned property				
We provide a good standard of comfort, convenience, quality and usability of the library buildings	Users that are satisfied with the standard of the library building facilities	85%	Achieved (99%)	The Library users survey reported that 461 respondents indicated they were 'very satisfied' or 'satisfied' with the standard of the library facilities, from a total of 466 respondents.
Council hall hirers are satisfied that the halls meet their needs	Users that are satisfied with halls	80%	Achieved (96.9%)	Result from the annual Hall Hirers Survey conducted In May 2018. (2016/17 result was 96.6%)
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 (98.7%)	(2016/17 result was 98.6%)
	Housing for older persons tenants that rate services and facilities as good value for money	85%	Achieved (100%)	Results from annual tenant survey in the fourth quarter. (2016/17 result was 99%)
	Housing for older persons tenants that are satisfied with services and facilities	85%	Achieved (96.9%)	Results from annual tenant survey in the fourth quarter. (2016/17 result was 97%)
We ensure that council-owned buildings are fit for purpose	Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	Achieved (100%)	All building warrants of fitness issued on time.
Our toilets are clean, feel safe, and are well maintained	Residents that are satisfied that public toilets are clean, well-maintained and safe	75%	Achieved (85%)	The Resident Opinion Survey full year result showed that 85% were satisfied. (2016/17 result was 88%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	Achieved (98.6%)	151 service requests received in the year to date, with 149 meeting the four hour target.

Contribution to outcomes	Performance measures	Target	Result	Comment
Community support				
We provide resources to the community for capacity building and service provision focused on community priorities and we provide the youth council, older persons' council and the accessibility advisory group with opportunities to influence the content of council strategies, policies and project planning	Community groups that are satisfied with the advice and support provided by council	85%	Achieved (93.5%)	Feedback from social investment, collaboration and sustainable workshops has been positive with 99% of participants surveyed registering their satisfaction with resources to support development. 88% of groups and organisations surveyed agreed or strongly agreed with the support and advice being relevant to community needs.. (2016/17 result was 94%)
	The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Achieved	78% of the Council's advisory groups surveyed agreed or strongly agreed that they were satisfied with the opportunities Council provided to influence the policies, strategies and plans that were important to them.
	Residents who are satisfied with the council's community support services	85%	Achieved (88%)	The Resident Opinion Survey full year result reported that 88% were satisfied. (2016/17 result was 92%)
We provide support for community measures that promote diversity and connectedness	Community connectedness and diversity projects and initiatives planned for year are progressed or completed	85%	Achieved	An interim multi-cultural Council has been established in Kāpiti. A collaboration project with a range of stakeholders is underway with the aim to develop community connectedness to lower incidences of crime in Paraparaumu East.
We provide opportunities for the community to participate in activities and events that encourage community resilience	Estimated attendance at council-supported events	There is no target as we will use this for monitoring.	Monitor only	Over 1,500 people participated in the 'Over the fence cuppa' Neighbours Day campaign in March 2018. Over 120 people attended a Paraparaumu East event to promote community connectedness in April 2018. The Community Garden Parties aim to build community resilience through environmental sustainability. Over 450 people participated in this campaign. Over 100 people attend a community place making

SP-18-564 Appendix B – Activity report to 30 June 2018

				event in Mahara Place as part of a 'pop up' event to encourage community connectedness encourage business resilience
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Project report

Kāpiti youth development centre					
GL codes	GL13951				
Description	To progress the development of a youth development centre in the Kāpiti district.				
Group	Strategy and planning				
Status	Category	Timeliness	Budget		
		🕒 ▼	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in fourth quarter:</i></p> <p>1. Fit-out of the youth development centre has been completed and the building has had its official launch on 28 June 2018.</p> <p><i>Upcoming milestones</i></p> <p>2. Community open day on 7 July.</p>					
Risks (to programme, cost, quality, other)					
1. None.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	325,023	325,000	325,000	0

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

Community facilities and community support – financial results to 30 June 2018

Capital expenditure summary		
	2017/18 Actual (\$'000)	2017/18 Budget (\$'000)
Total projects under \$250,000	139	370
Total projects over \$250,000	325	325
Total	463	695

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
3,727	Other operating expense	3,863	3,817
881	Depreciation and amortisation	1,153	999
163	Finance expense	49	49
4,771	Operating Expenditure	5,065	4,865
	Revenue		
1,153	Fees and Charges	1,188	1,202
83	Development and Financial Contributions Revenue	320	48
63	Other Operating Revenue	63	43
1,299	Operating Revenue	1,571	1,293
3,472	NET OPERATING COSTS	3,494	3,572
	Capital Items		
231	Asset Renewal	128	362
1	New Assets Upgrade	335	333
232	Total Capital Items	463	695
3,704	NET COST OF ACTIVITY	3,957	4,267
	Funding sources		
2,482	Rates	2,644	2,467
1	Borrowings	335	333
231	Depreciation reserve	128	362
(69)	Movement in other reserves	41	25
(83)	Reserves & Special Funds	(319)	(48)
1,143	Unfunded Depreciation	1,128	1,128
3,722	TOTAL SOURCES OF FUNDS	3,957	4,267

Net Operating Costs of \$3.49 million were \$78,000 favourable to budget, mainly due to higher than expected Development Contributions revenue, partially offset by higher depreciation..

Capital expenditure of \$463,000 was \$232,000 underspent due to EQP building remedial work being undertaken district wide from 18/19 as well as Ōtaki Museum and Waikanae Beach Hall.

Economic development

Whakawhanake umanga

Key developments for the 3 months to 30 June 2018

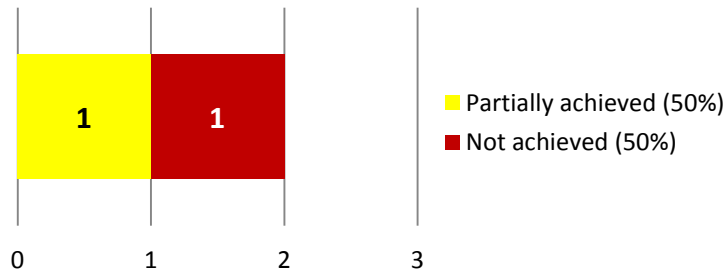
- The new destination website Kapiticoastnz.com went live on 17 April 2018. This website promotes Kāpiti as a destination for visitors, and as a place to do business. It involved major engagement and delivery with Kāpiti based tourism businesses to generate the content. Further development is planned for 2018/19.
- The Kapiti PopUp Business School which was secured and project managed by Council was an outstanding success. 60 local entrepreneurs participated in the two week course and graduated, with 42 participating in a PopUp Exhibition in Coastlands during week two. We delivered the course in partnership with iwi, and attracted sponsorship from WREDA, XERO and Spark.
- Over 2,287 people visited the i-SITE in the fourth quarter. Most visitors to the centre were local people (1545), 191 visitors were from overseas, 551 were from elsewhere in New Zealand. Accommodation, attraction, activities, transport sales were up 6% on the same quarter last year, and retail sales were up 5%.
- Staff had the first engagement with Manaaki Tourism and the Chamber of Commerce around refreshing the Kāpiti Visitor Attraction strategy.
- 'Day Trip to Kāpiti' promotional video for Domestic and International visitor markets developed and delivered in partnership with WREDA.
- A review of the Major Events Fund was undertaken and economic impact reports for the 2017/18 events were prepared ahead of the 2018/19 round of funding applications.

Performance measures

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

Economic development KPIs

1 July 2017 to 30 June 2018



One KPI was partially achieved - *'2015 economic development strategy deliverables were achieved'*. The majority of deliverables for this year were met.

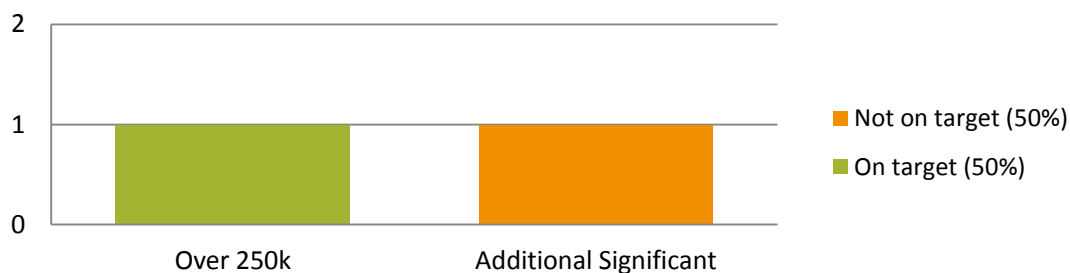
One KPI was not achieved - *'Representatives of the business leadership forum who are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved'*. The business leadership forum was dissolved earlier in the year so cannot directly be surveyed in regard to this KPI. As the current Economic development strategy is refreshed consideration of how oversight of the delivery against timelines will be determined.

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 2018



The Strategic Land Purchase project is an ongoing project and is on target.

The refresh to the existing Strategy for Supporting Economic Development that had been programmed for 2017/18 has been deferred to 2018/19.

Performance measures

as at 30 June 2018

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	The majority of key deliverables have been achieved this year.
	Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved	85%	Not achieved	The business leadership forum was dissolved earlier in the year so cannot be surveyed in regard to this KPI.

Project reports

as at 30 June 2018

Strategy for supporting economic development - additional significant project					
Description	Development and implementation of the economic development strategy.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
<div>1. Kapiticoastnz.com went live on 17 April. At present there are three main strands to the site, explore, do business and meet. The meet page is to promote Kāpiti as a venue for corporate events. The website is hosted by WREDA on their wellingtonNZ.com platform, this not only is a cost effective way to develop a quality website, but means that visitors searching wellingtonNZ.com will be able to access much greater information about Kāpiti.</div> <div>2. Delivery of PopUp Business School Kāpiti (targeting small business, tourism, Māori business and youth employment) in second half of May 2018.</div> <div>3. Review of Major Events Plan and development of criteria for coming funding round.</div> <div>4. Finalise review of iSite operations including business analysis, processes and HR to help guide more efficient and effective delivery of our visitor services in the coming year.</div>					
Upcoming milestones:					
<div>5. Establish a Business StartUp Hub network.</div> <div>6. Delivery of stakeholder engagement around ED strategy refresh and vision/identity workshops.</div> <div>7. Development of the Kapiti Business Attraction and Growth strategy.</div> <div>8. Refresh of Kapiti Visitor Attraction Strategy (including digital strategy).</div>					
Risks (to programme, cost, quality, other)					
<div>1. None at present.</div>					
Issues (for elected member attention)					
<div>1. The refresh of the Economic Development strategy was deliberately deferred to 2018/19.</div> <div>2. 2017/18 budget assigned to the ‘Economic Development strategy refresh’ and ‘Telling the Kāpiti Story’ was unspent, funds need to be allocated out of 2018/19 budget.</div>					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	847,299	618,691	618,691	

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

Strategic land purchase					
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness		Budget	
		N/A		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p>Council has approved the acquisition of a number of properties for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. The individual properties will be reported on when each transaction is completed.</p> <p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none">1. Acquisition of an isolation strip on the corner of Kapiti Road and Milne Drive, Paraparaumu for road purposes;2. Acquisition of part of 99 Te Moana Road, Waikanae for reserve purposes; and3. Acquisition of 7 Tunapo Road, Paekākāriki for car parking purposes.					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none">1. None identified.					
Issues (for elected member attention)					
<ol style="list-style-type: none">1. Nothing to report.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	778,400	697,385	697,385	338,000 ¹

1. Land swap funds received of \$257,000 allow for the additional carry over.

<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 2018

Capital expenditure summary		
	2017/18 Actual \$000	2017/18 Budget \$000
Total projects under \$250,000	913	110
Total projects over \$250,000	3,153	3,052
Total	4,066	3,162

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
1,695	Other Operating Expense	1,706	1,998
62	Depreciation and Amortisation	4	81
510	Finance Expense	561	561
2,267	Operating Expenditure	2,271	2,640
	Revenue		
158	Fees and Charges	146	165
-	Grants and subsidies	167	-
158	Operating Revenue	313	165
2,109	NET OPERATING COSTS	1,958	2,475
	Capital Items		
2,177	New Assets Upgrade	4,066	3,162
2,177	Total Capital Items	4,066	3,162
4,286	NET COST OF ACTIVITY	6,024	5,637
	Funding sources		
2,110	Rates	2,126	2,475
2,176	Borrowings	3,898	3,162
4,286	TOTAL SOURCES OF FUNDS	6,024	5,637

Net operating costs of \$1.958 million are \$517,000 favourable to budget due in part to unplanned income from the joint Kapiti Lights town centres project of \$167,000. Projects such as Kapiti identity & vision will happen in 2018/19.

Capital expenditure of \$4.066 million is \$904,000 over the initial budget as projected underspends on local connectors (in the Access and transport activity) allowed a reallocation of funds to Town Centres work this year. A carryover of \$338,000 has been submitted for Strategic land to ensure we have budget to fund purchases next year.

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

Planning and Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 30 June 2018

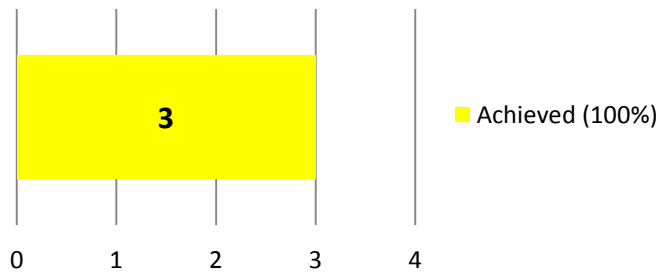
- Formal Environment Court mediation meetings were held during the weeks of 9 April, 30 April and 7 May 2018 in relation to nine of the 18 appeals received on the PDP. As a result of agreements reached in the mediation meetings, seven signed draft consent orders are before the Environment Court judge for approval, potentially fully resolving five appeals and partially resolving two other appeals. In line with agreements from the Environment Court mediation, the Strategy and Policy Committee at its 14 June 2018 meeting approved two draft variations for consultation. The Environment Court has scheduled further mediation meetings for 23 July and 25-27 July 2018 in relation to seven more appeals. The remainder of the appeals are to be scheduled for mediation.
- Private Plan Change 84 Airport Zone became operative on 16 February 2018. Sheffield Properties Ltd, a submitter on Private Plan Change 84, lodged a Notice of Judicial Review with the High Court in relation to Council's plan change decision and served notice on the Council on 5 April 2018. Council filed a statement of defence and an application for strikeout with the High Court on 11 May 2018. Kapiti Coast Airport Holdings Ltd also filed statement of defence and strikeout documents with the Court. A High Court hearing of the matters is set down for 6 August 2018.
- Council is developing the 2018-21 Council Policy Work Programme, in line with the current Long Term Plan.
- The third and fourth quarter monitoring reports on urban development were completed in early April 2018 and late June 2018, respectively. The reports cover market indicators and development activity in line with the National Policy Statement on Urban Development Capacity.
- There were three submissions made by Council in this quarter:
 - to Greater Wellington Regional Council on its draft long term plan 2018–28 on 27 April 2018; and
 - to Ministry of Transport on the Government Policy Statement (GPS) on Land Transport 2018 on 4 May 2018; and
 - to the Governance & Administration Committee (Select Committee Services) on the Local Government (Community Well-Being) Amendment Bill on 22 May 2018.

Performance measures summary

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

Districtwide planning KPIs

1 July 2017 to 30 June 2018



All three KPIs were achieved at the end of the fourth quarter 2017/18.

Projects summary

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

Performance measures

as at 30 June 2018

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 (82%)	The Resident Opinion Survey full year result showed that 82% of residents agreed that the district was developing in a way that takes account of its unique character and natural environment. (2016/17 result was 75%)
	Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings	More than 40%	Achieved (approx. 60%)	All of the Proposed District Plan Hearings were completed last year and approximately 60% of submissions were proposed to be accepted or accepted in part in the S42A reports. The recommendations of the Hearings Panel were adopted by Council in November 2017. Since then eighteen appeals have been received on the Council's Decision version of the PDP. Nine appeals have been mediated; five appeals have so far been successfully resolved with agreed consent orders before the Environment Court Judge for approval.
	A strategic policy framework and research programme are developed	Achieve	Achieved	The strategic policy work programme was agreed in April 2016 and was reviewed in late December 2017. Work continues on the implementation of the programme.

Project report

District plan review – additional significant project

Description	To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA). NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.				
Group	Strategy and Planning				
Status	Category	Timeliness	Budget		
		🕒✓	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Formal Environment Court mediation meetings were held over three weeks during April and May 2018 in relation to nine of the 18 appeals received. Seven signed draft consent orders are before the Environment Court judge for approval, potentially fully resolving five appeals and partially resolving two other appeals. Two draft variations have been approved for consultation.					
Upcoming milestones:					
2. Court mediation will take place on 23 July and 25-27 in relation to a further seven PDP appeals.					
3. Finalising the development of an E-Plan version of the Proposed District Plan and making it publicly accessible.					
4. The fourth quarterly report of the monitoring of market indicators in line with the National Policy Statement-Urban Development Capacity were completed in June 2018.					
Risks (to programme, cost, quality, other)					
1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan.					
2. Sustained workload pressure for staff.					
3. Increased costs and budget pressures.					
Issues (for elected member attention)					
The underspend this year is due to the District Plan work program moving into the next financial year					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	1,458,324	1,720,750	1,720,750	-
Last year	2016/17	1,305,712	1,114,326	1,114,326	
This year	2017/18	1,178,082	873,075	873,075	
Total		3,942,118	3,708,151	3,708,151	

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

Districtwide planning – financial results to 30 June 2018

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
2,767	Other Operating Expense	2,572	3,043
		-	
2,767	Operating Expenditure	2,572	3,043
	Revenue		
157	Fees and Charges	33	
157	Operating Revenue	33	
2,610	NET OPERATING COSTS	2,539	3,043
2,610	NET COST OF ACTIVITY	2,539	3,043
	Funding sources		
2,610	Rates	2,539	3,043
2,610	TOTAL SOURCES OF FUNDS	2,539	3,043

Net operating costs of \$2.539 million were \$504,000 favourable to budget due to savings in vacant posts and consultants.

Regulatory services

Ratonga whakaritenga

Key developments for the three months to 30 June 2018

Regulatory services

- Regulatory services received a total of 2,952 service requests in the fourth quarter of 2017/18 (compared to 3,086 for the same quarter last year). Of the 12,281 service requests received this year 11,679 (95%) were responded to within required times against a target of 95%.
- In the fourth quarter, 222 Land Information Memoranda (LIM) were processed, significantly more than the 163 processed in the same period last year. For the year 794 LIMs were provided with an average processing time of four days. The previous year 725 LIMs were issued.

Building

- In the fourth quarter, 357 building consents were processed and issued compared with 325 for the fourth quarter last year. Of these 355 consents (99.4%) were issued within 20 days with an average processing time of 11 days.
- Over the year, 1,098 of the 1,121 building consents that were processed (98%) were processed within statutory timeframes. The average processing time was 11 days for the last year compared to 14 days for the 2016/17 year.
- 835 code compliance certificates were issued and 6,365 building inspections were undertaken in the year.
- Review and adoption of Dangerous and Insanitary Buildings Policy.

Resource consents

- The Resource Consents team issued 68 consents in the fourth quarter (compared to 78 resource consents in the same quarter last year). All except one consent were processed non-notified. RM170060, an alteration to a designation submitted by Kiwirail Holdings Ltd, was a limited notification to interested parties. Council made a recommendation to Kiwirail on 13 April 2018. Of the non-notified consents issued, 20 had time extensions under section 37 of the Resource Management Act¹.
- For those non-notified consents that did not have their statutory timeframes extended, the average processing time this quarter was 17 days against a target of 17 days. Of the non-notified consents issued, three decisions were issued for minor alterations to a designation and one s226 certification. These applications do not have statutory timeframes under the Resource Management Act 1991.
- The Resource Consents team processed 10 permitted boundary activities within the fourth quarter of this year with an average processing time of three days against a statutory timeframe of 10 working days.

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

- The Resource Consents team has received and processed 14 certifications for subdivisions in the fourth quarter of this year, compared to 15 at the same time last year. These certificates related to a total of over 79 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 expressway project. The team has been working closely with the Fletchers team on approvals, including minor alterations to the designation and alterations to Site Specific Environmental Management Plans. Three of the alteration to designation consents issued this quarter related to the Peka Peka to Ōtaki expressway project.

Environmental Health

- As at end of June 2018 approximately 97% of Kapiti Coast Businesses have now transitioned and are operating under the requirements of the Food Act 2014. All businesses will transition by the end of February 2019.
- The team continued to support and assist businesses transitioning to the Food Act 2014. In addition to the required inspections and verifications the team conducted 51 support visits this quarter to help new businesses or existing businesses transitioning to understand and implement their Food Control Plan or National Programme.
- Over this financial year staff provided a total of 125 support visits.
- In addition to the above, the team held a total of five stakeholder events in quarter two and three of this financial year to help people understand the Food Act 2014.
- The alcohol licensing team has continued to build relationships and work collaboratively with the reporting agencies (Police and Medical Officer of Health) and our licensees. A stakeholder event for tavern licensees was held which will be a quarterly event for the new financial year.
- The team continue to work proactively to ensure continuous improvement of systems and processes to ensure effective and efficient delivery of services in accordance with the legislative changes.

Animal management

- The Animal Management team received six service requests for urgent dog attacks or urgent threatening complaints this quarter. All complaints were responded to within the required one hour. Of the six complaints, five were threatening related and two of those were threats towards people. The one dog attack this quarter was to stock.
- Overall, Council received 30 urgent or threatening dog attacks this year. Of those, 19 related to threatening behaviour and ten were people-related. Council received 11 reported urgent attacks, two of these were people related. The reported locations were recorded as: 13 in Paraparaumu; seven in Ōtaki; seven in Waikanae; two in Raumati and one in Paekākāriki.
- A new online dog registration portal was introduced this year. This enables customers to register and pay online. In future the portal will offer other online services for dog owners.
- The Animal Management team will continue to conduct proactive preventative patrols in locations such as the Waikanae River and Estuary.

Management KPIs

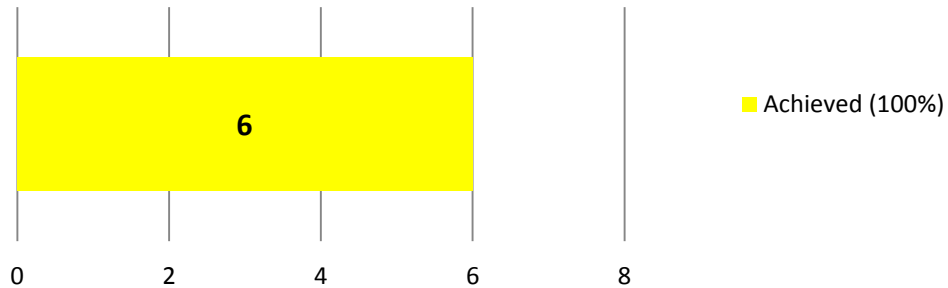
- Attached to this section of the report is a report on the management KPIs relating to Regulatory Services activity.

Performance measures summary

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

Regulatory services KPIs

1 July 2017 to 30 June 2018



All six KPIs were achieved in 2017/18.

Projects

There is one Regulatory Services project, the Earthquake-prone Buildings Assessment Project for which a report is included. It is a multi-year project and is progressing well. New legislation introduced this year significantly changed the scope of the project.

Performance measures

as at 30 June 2018

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%)	11,679 of the 12,281 service requests received this year (95%) were responded to within time.
	Average working days to process building consents will not exceed 17 days	Achieve	Achieved (11 days)	11 working days on average this year
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	Achieved (17 days)	17 working days on average in the year to date (excluding consents deferred under s.37).
	Percentage of survey respondents that agree that the regulatory events are good or very good	85%	Achieved (98%)	The Resource Consents team held a key stakeholder event in May. This related to a project the team is doing in relation to resource consent conditions.
	All dog attacks (classified as urgent) are responded to within 1 hour of notification	100%	Achieved (100%)	There were six service requests for urgent dog attack or threatening for this quarter. 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	Accreditation as a building consent authority has been confirmed.

Project reports

as at 30 June 2018

Earthquake prone building assessments – additional significant project

Description	The Earthquake-prone Building project was to undertake seismic assessments of buildings in the Kapiti Coast District. Legislation changes from 1 July 2017 mean that the project has had to be re-scoped (Council resolution 28/9/17)				
Group	Planning and regulatory services				
Status	Category	Timeliness	Budget		
		✓	\$		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Profiling of buildings using the prescribed methodology has started. 156 buildings have been profiled with 250 properties yet to be profiled.					
2. The Territorial Authority Quality Assurance System has been published incorporating new EQP processes.					
3. The revised Dangerous and Insanitary Buildings Policy 2018 has been adopted. This has removed the policy with regard to Earthquake-prone buildings following the legislative changes.					
Upcoming milestones:					
4. Issue of the first EQP building notice following receipt of an owners assessment confirming Council's evaluation.					
5. Profiling of the remaining building stock to be completed in the 2018-19 year.					
Risks (to programme, cost, quality, other)					
1. The new methodology for identifying potentially earthquake prone buildings					
a. Will not identify buildings that may be earthquake-prone due to parts as the prescribed profiling methodology does not consider parts such as unreinforced masonry chimneys,					
b. May dissatisfy owners who will be asked to provide a more detailed assessment than previously.					
2. May attract public criticism about the lack of consistency of outcomes between the buildings assessed prior to 1 July 2017 and those identified after that date.					
Issues (for elected member attention)					
1. The re-scoping of the project reduced expenditure from the initial budget					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	200,000	169,572	169,572	
Last year	2016/17	407,202	299,759	299,759	
This year	2017/18	508,000	68,420	68,420	
Total		1,115,202	537,751	537,751	

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 2018

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
8,396	Other operating expense	8,856	8,940
64	Depreciation and amortisation	79	46
15	Finance expense	11	11
8,475	Operating expenditure	8,946	8,996
	Revenue		
4,111	Fees and charges	4,409	4,253
4,111	Operating revenue	4,409	4,253
4,364	NET OPERATING COSTS	4,537	4,744
	Capital items		
-	Asset renewal	7	
-	New assets upgrade	57	58
-	Total capital items	64	58
4,364	NET COST OF ACTIVITY	4,601	4,802
	Funding sources		
4,364	Rates	4,537	4,744
-	Borrowings	57	58
-	Depreciation reserve	7	
4,364	TOTAL SOURCES OF FUNDS	4,601	4,802

Net Operating Costs of \$4.54 million are \$207,000 favourable to budget. This is due to both lower operating expenses in EQP Building Assessment as a result of the legislative changes in the Building (Earthquake – Prone Buildings) Amendment Act and higher revenue due to a parking infringement revenue provision release.

Appendix: Regulatory Services– Management KPIs

1 April to 30 June 2018

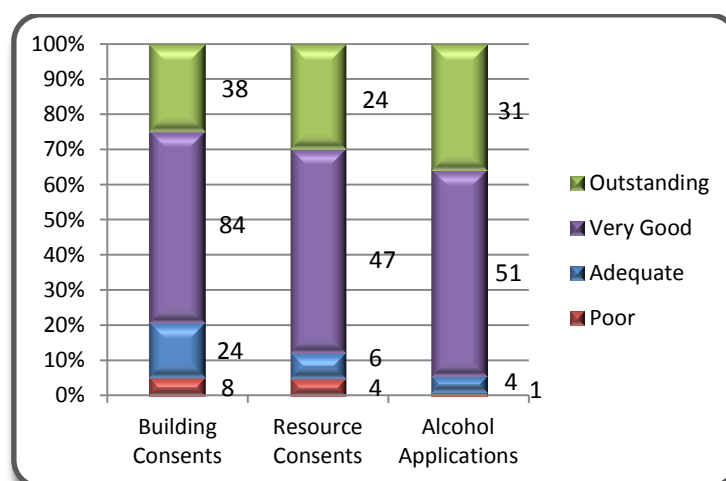
Open for Business (All Teams)

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

Application survey respondents' results

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

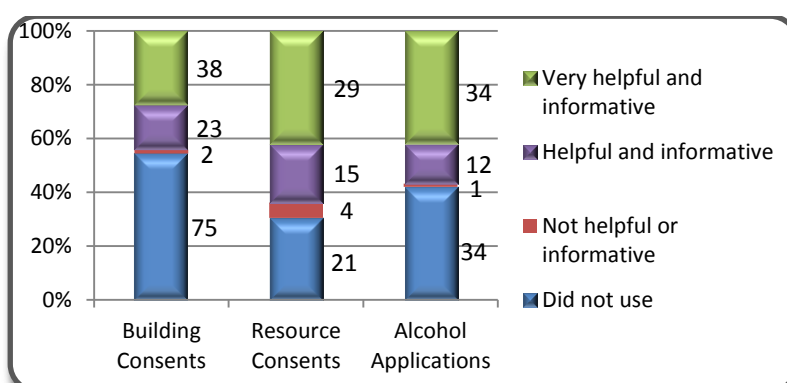
(Note: the survey data below is cumulative for the year)



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

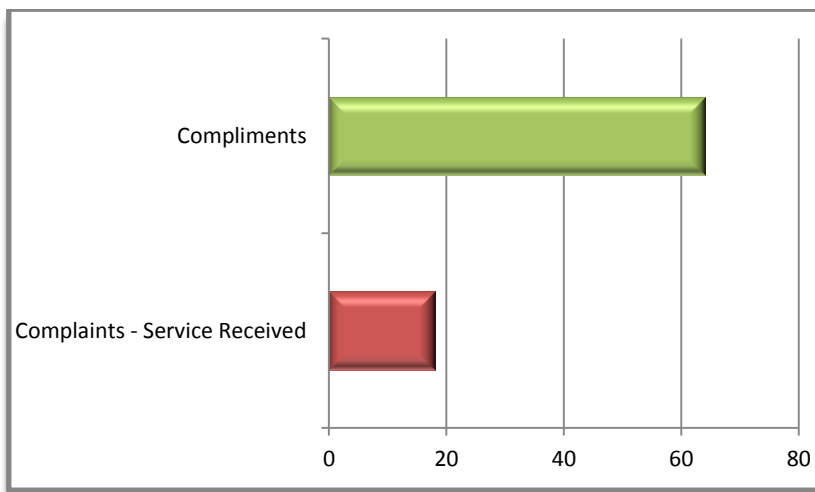
Rating of pre-application services

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



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

Compliments and complaints formally received year to date



Regulatory Services has received 13 compliments and three complaints regarding the service in the fourth quarter. Of the three complaints in the fourth quarter, one is still open and the other two have been resolved. All three complaints were upheld. Year to date, 64 compliments and 18 complaints have been received.

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

Continuous Improvement Summary for year to date			
	Underway	Complete	Total
Building	49	276	325
Animal Control	4	12	16
Alcohol / Environmental Health	26	16	42
Resource Consents	39	47	86
LIMs	8	44	52
Compliance	5	6	11

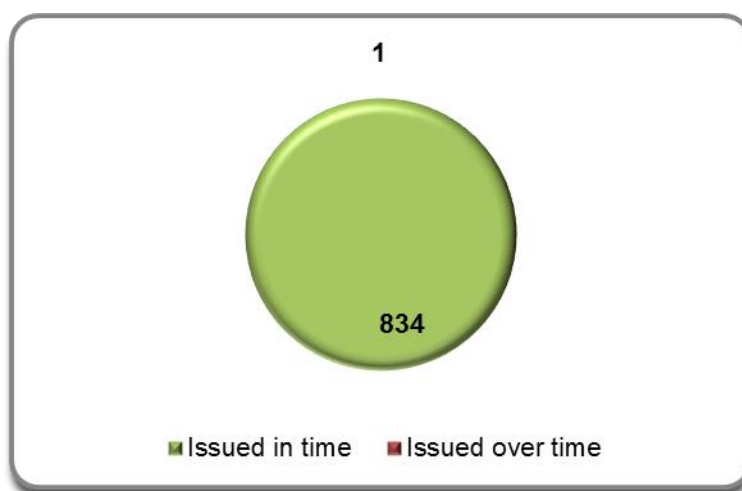
Building

	Level of Service	Measure	Target 2017/18	Result
KPI 5	The Earthquake-prone status of buildings in the Kāpiti district are reliable.	There are no successful challenges to Earthquake-prone building status.	Achieve	Not yet due ¹
KPI 6	The Earthquake-prone status of buildings in the Kāpiti district are reliable.	Buildings are assessed per year to determine whether they are likely to be Earthquake-prone.	250 buildings	Project re-scoped and target no longer relevant ²

1. KPI 5 is not yet due as it relates to challenges to Earthquake-prone building notices. Council has not issued any EPB notices to date.
2. On 28 September 2017 the Council agreed to re-scope the earthquake-prone building project subsequent to legislative changes and cease undertaking assessments. KPI 6 is therefore no longer appropriate. Buildings will be profiled over the next two years by Council staff with engineering advice where appropriate.

	Level of Service	Measure	Target 2017/18	Result
KPI 7	All Code Compliance Certificates are issued in a timely manner.	All code compliance certificates are issued within statutory timeframes.	100%	Not achieved (99.9%)

Code Compliance Certificates Issued (Year to Date)

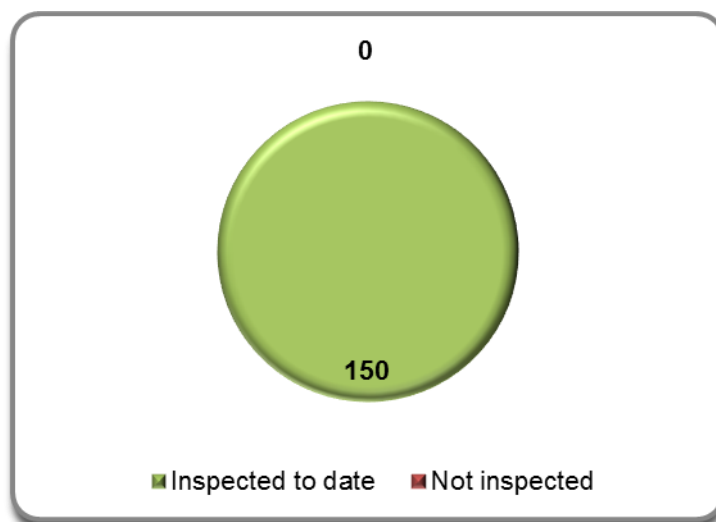


255 Code Compliance Certificates were issued, and a further 42 refused all within statutory times, in the fourth quarter.

835 Code of Compliance Certificates were issued year to date including one issued over time. A further 137 were refused.

There were 1720 building inspections carried out in the fourth quarter and 6365 in the year to date.

	Level of Service	Measure	Target 2017/18	Result
KPI 8	Commercial buildings are safe for users to occupy or visit.	33% of all buildings that are subject to a Building Warrant of Fitness are inspected annually.	33%	Achieved



There are 448 buildings subject to a Building Warrant of Fitness giving a target of 149 audits per year. 61 inspections have been carried out this quarter and 150 inspections carried out year to date (100% of target).

	Level of Service	Measure	Target 2017/18	Result
KPI 9	Illegal or unauthorised building work is identified and prompt action is taken.	Percentage of all notified complaints regarding illegal or unauthorised building work is investigated within three working days.	100%	Not achieved (91%)

There were eight Building Act complaints received in the fourth quarter, with 34 complaints received for the year of which 31 were responded to in the timeframe of three working days. Gaining owner permission to inspect can cause delays.

	Level of Service	Measure	Target 2017/18	Result
KPI 10	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	Achieved (4 days)

222 LIMs were issued in the fourth quarter, with 794 LIMs issued for the year (9.5% increase over last year), with the average days to process a LIM this year being four. All LIMs were processed within the statutory timeframe of 10 working days.

Building Noticeboard

Workloads have been heavier this quarter compared with last year. Numbers for the year are comparative with last year and include 243 new dwellings. New residential building is expected to remain high for the next year with considerable interest shown in new subdivisions.

The support provided by the Business Improvement team has ensured that continuous improvements continue to be made and the QAS remains current (key to maintaining accreditation as a BCA).

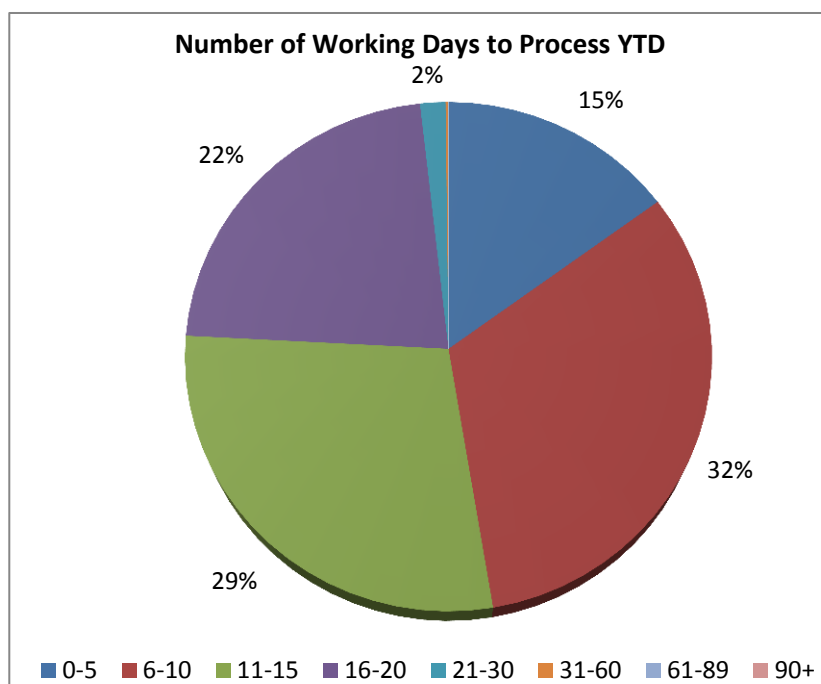
Highlights for the year included:

- Accreditation as a Building Consent Authority confirmed following an IANZ assessment in October.
- Introduction of GoShift (an electronic portal for the lodging of building consents) in March. By the June month uptake is at 70% of building consent applications received.
- Improved performance for the processing of building consents activity. New protocols used to manage workflow have resulted in reduction of the average processing time.
- During the year two further staff completed their qualifications required by the accreditation regulation 18. Three are still progressing with their studies.
- Training is a focus for the team. Team training, sourced and delivered with respect to building code clauses, has proved particularly effective. All staff passed the assessments well.
- Annual assessment of competency for individual staff resulted in an increased range of competency in the team that has allowed more flexibility in work allocation.
- Council adoption of the Dangerous and Insanitary Buildings Policy 2018.
- Responding to new legislation about earthquake-prone buildings, the project has been re-scoped, new procedures developed and implemented, and public consultation undertaken.
- LIM numbers increased and average days to provide decreased. The team provides input to the LIMs and takes overall responsibility for them.
- The Council hosted and staff attended training for Tier 2 rapid assessments post disaster. This training equips officers to lead small groups (usually with an engineer and a welfare person) assessing buildings after an event. The safety of people in and around buildings remains the owner's responsibility (including Council as owner).

BUILDING CONSENTS ISSUED 2017/18

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	313	230	221	357	1121
Total Consents Processed within 20 working days	298	229	216	355	1098
Percentage complete within 20 working days	95.2%	99.6%	97.7%	99.4%	98%
Average processing time	11 days	12 days	11 days	11 days	11 days (target 17 days)

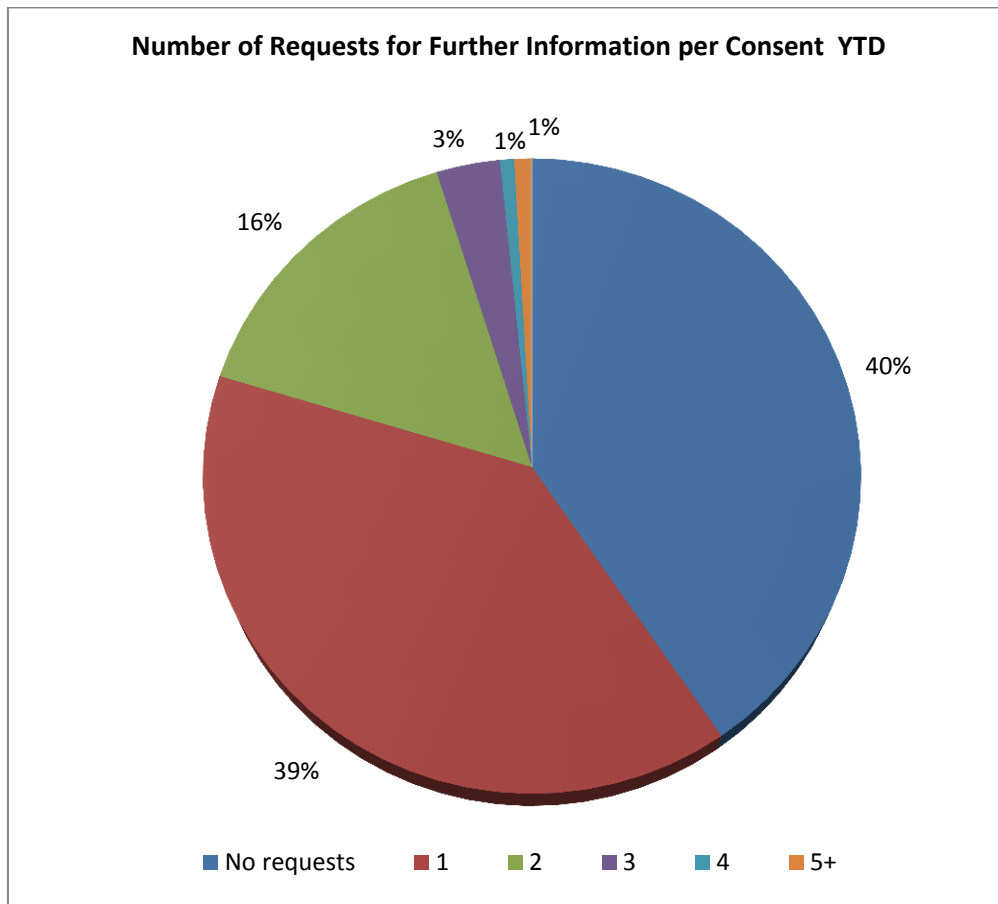
1 April to 30 June 2018		
Number of Days (X)	Number of consents processed within (X) Working Days ²	Number of consents processed within (X) Actual Days ³
0-5	60	53
6-10	112	89
11-15	116	54
16-20	68	52
21-30	1	54
31-60	0	41
61-89	0	12
90+	0	2
TOTAL	357	357



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

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

REQUESTS FOR FURTHER INFORMATION⁴



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	124	78	73	179	454
1	144	90	93	112	439
2	36	48	44	46	174
3	6	7	9	14	36
4	1	4	0	3	8
5+	2	3	2	3	10
TOTAL	313	230	221	357	1121

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

Resource Consents and Compliance

	Level of Service	Measure	Target 2017/18	Result
KPI 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 for processing.

	Level of Service	Measure	Target 2017/18	Result
KPI 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%	Achieved (100%)

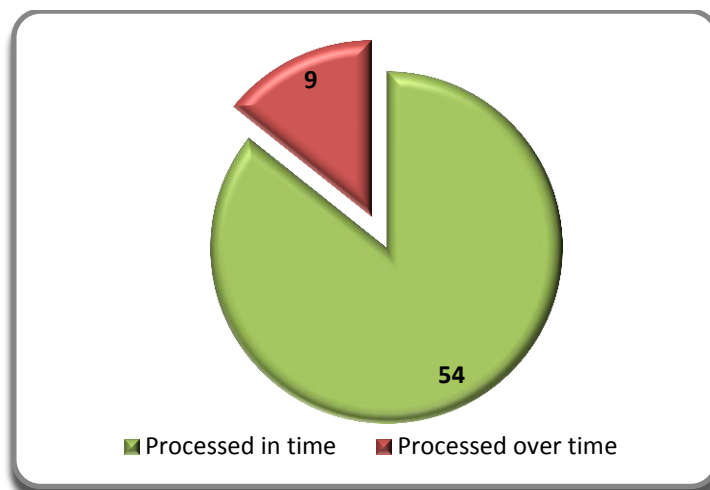
One application, RM170060, an alteration to a designation submitted by Kiwirail Holdings Ltd, was limited notified and a recommendation issued this quarter on 13 April 2018. This is the only notified RMA application issued this year. The statutory time period in which a hearing must be held was extended pursuant to section 37 of the Resource Management Act 1991. This was done with the agreement of the applicant. The delays were a result of the hearing being rescheduled to ensure all parties could attend.

	Level of Service	Measure	Target 2017/18	Result
KPI 13	Process completion certificates promptly to avoid costly delays.	Percentage of all s223 completion certificates are processed within statutory timeframes.	95%	Not Achieved (86%)

This year 63 complete certificates were issued with 54 processed within statutory timeframes. In the first quarter of the year 67% of s223 applications were processed within the statutory timeframes. This increased steadily over each quarter. This last quarter, 100% of s223 certifications were processed within the statutory timeframe. There has been a slight increase in the amount of certifications issued this year compared to last year. Team workloads, including responding to changes in legislation, decisions issued on the Proposed District Plan and an unusually high number of consents received in the first quarter contributed to this result not being achieved.

The certification process was reviewed after the first quarter and the measures implemented saw an increase in the percentage of certifications issued within time as a result.

S223 Applications processed in the year



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

KPI 14 was completed in July 2016.

	Level of Service	Measure	Target 2017/18	Result
KPI 15	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Percentage of application deposits refunded less than 5% of decisions issued per year.	<5%	Achieved (1.8%)

Two partial refunds were issued for resource consents this quarter that exceeded the 20 working-day statutory timeframe. Over the whole year the Resource Consents team has had five consents that were not processed within the statutory timeframes. The main reason for these consents not being processed within the statutory timeframe is that issues relating to traffic and parking took longer than expected to resolve.

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

There were no judicial reviews against Council's decisions upheld this year. This quarter, Council received notification of an appeal to the Environment Court against a Notice of Requirement to alter a designation (Kiwirail Holdings Ltd). The appeal was lodged by a submitter. The hearings Commissioners' recommendation was accepted by Kiwirail, and the appeal lodged is against Kiwirail's decision to accept the recommendation.

	Level of Service	Measure	Target 2017/18	Result
KPI 17	All developments in the community are monitored to ensure they are consistent with District Plan.	Resource consents known to be given effect to are monitored in accordance with Regulatory Services Monitoring Strategy / Procedures Manual.	95%	Achieved (100%)

All consents known to have been given effect to during the quarter have been monitored. For the year to date, 671 inspections of 352 resource consents (including subdivision consents) have been undertaken. 90 inspections of 58 resource consents (including subdivision consents) were recorded during the fourth quarter. No inspections were undertaken in relation to Transmission Gully and four inspections were undertaken of the Peka Peka to Ōtaki Expressway project. This year we had additional resources in this area to lift our inspections and monitoring capacity which has led to good results. The temporary staff finished during this quarter and this impacted on numbers of consents and inspections that occurred.

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

The Development Control team continues to work constructively with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. Five abatement notices were issued in relation to three enforcement cases in this quarter. The Enforcement Decisions Group met once during this quarter in regards to one on-going enforcement case.

Resource Consents and Compliance Noticeboard

District Plan

The Proposed District Plan Decisions Version (PDP) was notified on 22 November 2017. The appeals period for the Proposed District Plan (PDP) closed on 25 January 2018. In March, an Appeals Version of the Proposed Plan was published. This significant development considerably increased the workload of the Resource Consents team this year. In some cases applications were being considered under two Plans with the processing officer making decisions on how much weight is given to each Plan.

Resource Consent Officers also had to come up to speed with provisions that have been appealed to ensure that they are giving accurate advice, and consents are being processed accurately in accordance with the PDP.

New PDP requirements around hydraulic neutrality and geotechnical engineering has required increased attention from Development Engineers when it comes to assessing subdivision and development applications.

Resource Management Act

On 18 October 2017 the Resource Legislation Amendment Act 2017 came into law. The amendments were the most comprehensive reforms to the Resource Management Act 1991 since its inception. The changes involve three new types of applications – Fast-track Consents, Deemed Permitted Boundary Activities, and Marginal and Temporary Exemptions. These new types of applications were reported for the first time in the second quarter this year.

Changes have also been made to Section 106 of the Act when assessing the effects of natural hazards for subdivisions and to the notification process. This has also resulted in an increase in workload for the team and more time is being spent assisting customers to navigate these changes.

Expressways

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 expressway project.

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

The consents team have also processed nine resource consent applications under the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESC), in relation to PP2O this year.

This work is ongoing and within the fourth quarter the consents team has been working with the Fletchers team around certifying outstanding chapters within the Landscape and Urban Design Plan, and consulting with them around the Gateways and Pare-o-Matangi chapters. A fortnightly meeting between Council and Fletchers staff has assisted with this and managing workloads.

Stakeholder Events

The Resource Consents and Compliance team held two stakeholder events this year to provide information and receive feedback from customers. Topics included changes to the Resource Management Act and discussing standard resource consent conditions.

Resource Consents team members also attended stakeholder events organised by the Planning Policy and Building teams. At these sessions officers were able to provide information to designers on what the main changes were between the Operative and Proposed District Plans.

Newsletter

The Resource Consents team, with the assistance of the Planning Policy team, has implemented a newsletter this year which is being sent to designers and planning consultants who regularly make applications. The newsletter provides updates on the Proposed District Plan and identifies issues that are of interest to these stakeholders. Two newsletters have been sent with the third currently being drafted. This newsletter will continue to be sent on a regular basis.

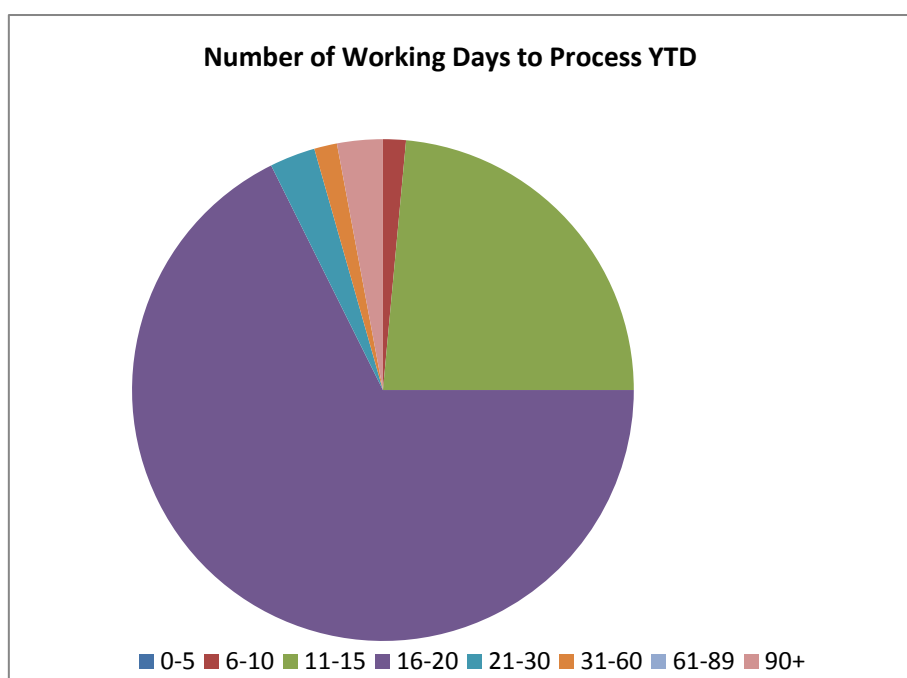
Compliance and Enforcement Policy 2018

The Development Control team led a review of the Compliance and Enforcement Policy which was approved in March this year.

RESOURCE CONSENTS AND DEEMED PERMITTED BOUNDARY ACTIVITIES ISSUED 2017/18

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Deemed Permitted Boundary Activities – decisions issued during period		4	17	10	31
Total Resource Consents – decision issued during period	93	68	46	68	275
Total non-notified issued within statutory timeframes	87	66	45	67	265
Total notified issued within statutory timeframes	N/A	N/A	N/A	1	1
Percentage complete within statutory timeframes	93.5 %	97%	98%	98%	97%
Average processing days for non-notified decision (excl. consents with S37 extensions)	16 days	16 days	18 days	17 days	17 days (target is 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 ¹	48	36	31	33	148

1 April to 30 June 2018		
Number of Days (X)	Number of consents processed within (X) Working Days ²	Number of consents processed within (X) Actual Days ³
0-5		
6-10	1	
11-15	16	6
16-20	46	26
21-30	2	9
31-60	1	18
61-89		2
90+	2	7
TOTAL	68	68



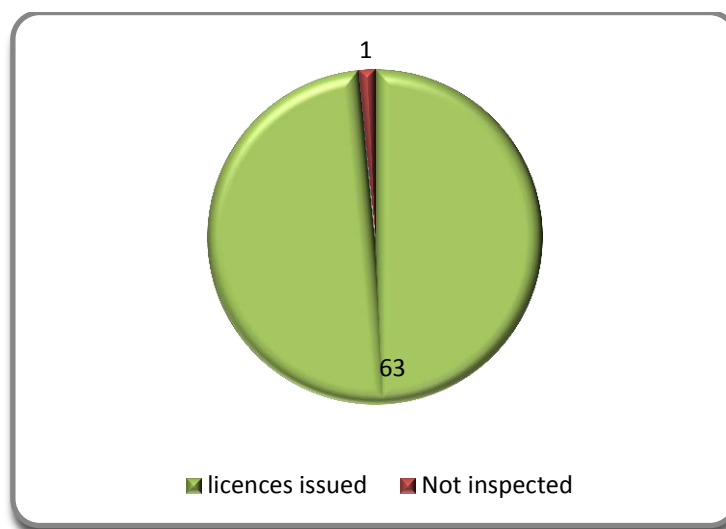
- Further information is requested due to applicants not providing sufficient information in order to understand the impact of the subdivision and/or land use on the environment. This included incomplete information in relation to noise impacts, traffic, visual, earthworks, drawings not to scale, no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

Environmental Health, Compliance, Animal Management

Alcohol Licensing

	Level of Service	Measure	Target 2017/18	Result
KPI 19	Alcohol outlets operate within an environment that is safe and healthy.	Percentage of all alcohol outlets that apply for a new licence or the renewal of a licence will be inspected prior to the issue of the licence.	95%	Achieved (98%)



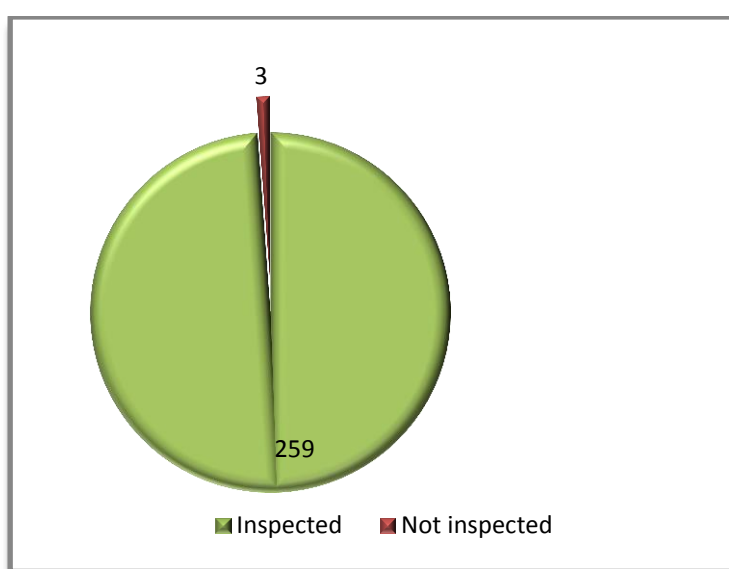
A total of 12 Alcohol licensed premises (new or renewal) had their licences issued and were inspected as part of that process this quarter. This brings the total licences issued for the year to 63 with one premise not being inspected prior to the issue of the licence.

In addition a total of 23 monitoring visits were conducted for alcohol-licensed premises this quarter bringing the total monitoring visits to 66 for the year.

A total of 14 new managers' certificates and 17 renewed certificates were issued this quarter bringing a total of 70 new and 80 renewed certificates for the year.

Food Premises

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



The targets are calculated based on the required number of audits/inspections each premises required at 1 July 2017 using the risk based approach.

The target set at the beginning of the financial was to complete 262 audit/inspections.

Some of these premises may not require an audit/inspection during a financial year, while other premises may require more than one inspection because of the risk based approach. This year all premises required an audit/inspection.

The number audits/inspections required during the financial year can fluctuate because premises close or new premises open, or businesses transition to the new Food Act.

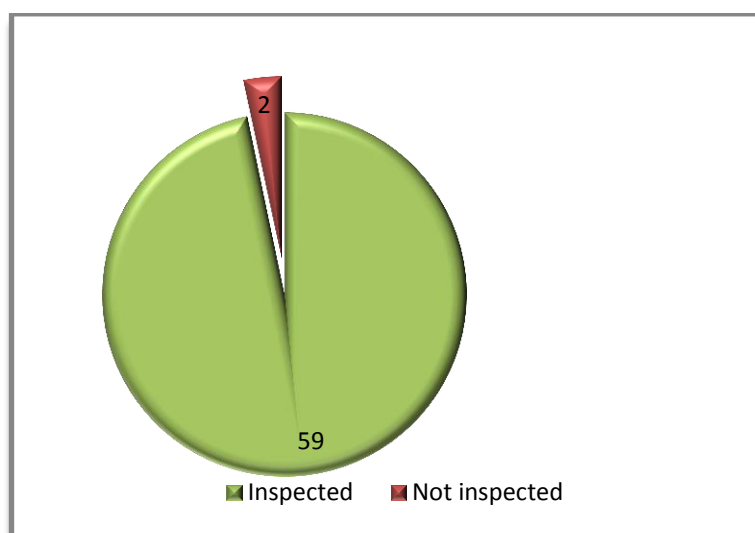
This quarter staff inspected 53 food premises, bringing the total inspections and verifications to 285. The additional audit/inspections related to change of ownership and new premises opening up.

The three inspections that were not completed did relate to the original target set at the start of the financial year.

In keeping with our open for business drivers, the team has continued to provide support visits to newly established businesses and/or to those transitioning into the new Food Act requirements. This quarter we conducted a further 51 support visits, bringing the total support visits for the year to 125.

Other Licensed Premises

	Level of Service	Measure	Target 2017/18	Result
KPI 21	All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy.	A minimum of 80% of all other licensed premises' are inspected for compliance with appropriate regulations.	80%	Achieved (97%)



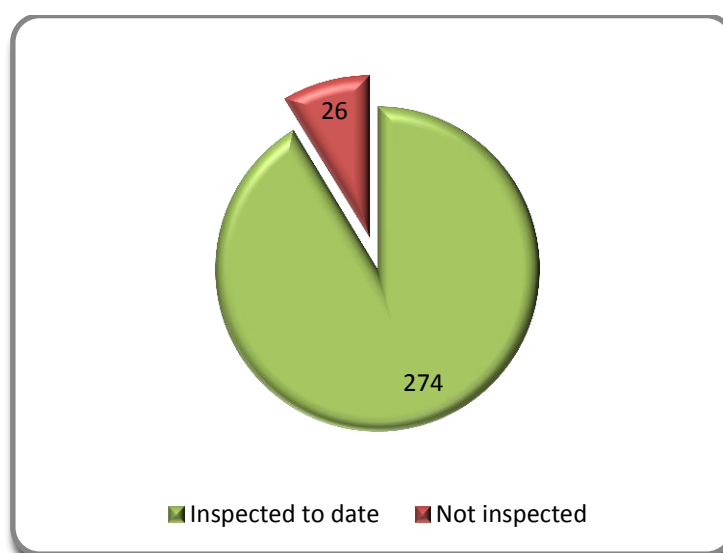
The number of other licensed premises also fluctuates during the financial year but the targets were calculated based on the known number of premises at 1 July 2017.

A total of 14 other licensed premises were inspected this quarter, bringing the total inspections for the year to 59.

The target for the financial year was to inspect 61 premises, two premises were not inspected. Staff are following up in the new financial year with these two premises to ensure compliance.

Private Swimming Pools

	Level of Service	Measure	Target 2017/18	Result
KPI 22	Private swimming pools comply with the legislated requirements.	All pools inspected within six months of three yearly inspection anniversary.	300	Not achieved (274)



This financial quarter Council staff conducted 126 inspections, bringing total pools inspected to 274.

Council must now ensure all pools are compliant with section 162C of the Building Act 2014 as a result of the changes through the Building (Pools) Amendment Act 2016 (2016 Amendment).

The team is managing the increased workload resulting from the change in legislation by averaging the number of active pool files out over three years. It is focussing on the non-compliant pools first and moving towards the lower-risk compliant pools over years two and three.

The number of inspections completed this quarter has significantly increased.

Gains have also been made by further implementing and streamlining the new quality management processes over the last quarter and the inspectors are becoming more proficient with the new legislation.

A proportion of the KPI inspections resulted in closing or excluding files that now fall outside of the continuous inspection requirements of the Act. This includes the pools that staff discovered during inspections that had been removed.

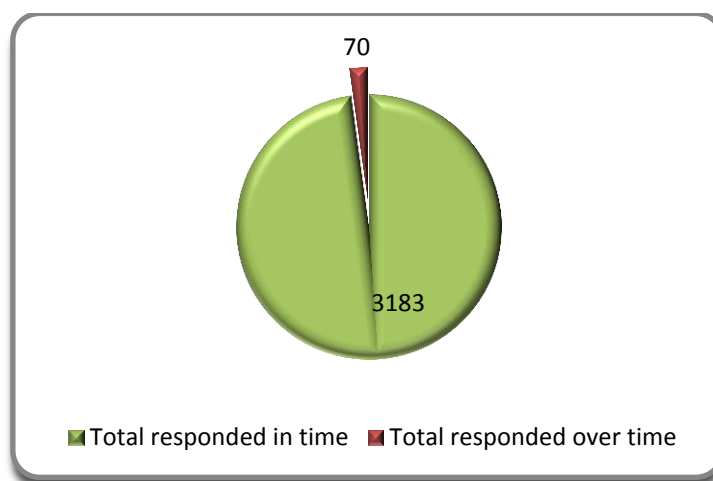
Gaining cooperation from some pool owners can be challenging in certain circumstances, despite the mandatory requirements in the legislation.

The Team has spent time inspecting and updating pool records, and designing quality management processes and forms to accommodate the legislative changes. Invoicing and accurate timesheet records have also significantly increased the administrative workload on the team.

Animal Control

	Level of Service	Measure	Target 2017/18	Result
KPI 23	Dogs are managed effectively to minimise nuisance.	Percentage of all routine calls/complaints about dogs are responded to within 24 hours of receipt.	95%	On target (98%)

Response to routine dog calls/complaints



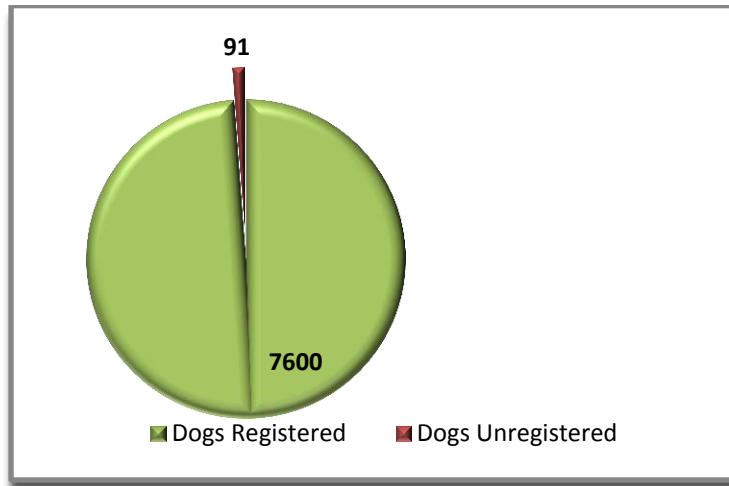
The Animal Management Team responded to 641 service requests this quarter. Of the 641 service request, 14 were not responded to in time.

During this fourth quarter, staff have worked closely with dog owners who have unregistered dogs. The team has issued overdue registration notices with time frames to register dogs. As a result of this focus, the percentage of unregistered dogs has reduced significantly this quarter from 197 to 91. We now have a more accurate number of dogs in our District.

This year the total number of service requests that Animal Management responded to was 3253. This was a slight increase on the previous financial year. However, this is the first financial year that staff have entered service requests for unregistered dogs. In total about 450 service requests related to unregistered dogs.

Registered dogs in District

	Level of Service	Measure	Target 2017/18	Result
KPI 24	All dogs in the District are registered.	95% Percentage of all known dogs are registered.	95%	98%



Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

Key developments for the 3 months to 30 June 2018

Governance

- Council adopted the 2018-38 Long Term Plan on 28 June 2018.
- On 28 June 2018 Council approved the setting of rates, due dates and penalties regime for the financial year commencing on 1 July 2018 and ending on 30 June 2019.
- Council approved a submission to Greater Wellington Regional Council on their Long Term Plan 2018-2028. A team of councillors accompanied the Mayor and spoke to the submission during the submissions process.
- Council resolved not to exercise its right to vote in the Electra Trust election in June 2018.
- There were two citizenship ceremonies on 2 May and 13 June 2018, which conferred citizenship upon 75 applicants. Their countries of origin included America, Australia, Brazil, Britain, Cambodia, Canada, China, Fiji, Holland, India, Pakistan, Philippines, Samoa, South Africa, Uzbekistan and Tajikistan.
- The Council received 54 requests under the Local Government Official Information and Meetings Act in the fourth quarter compared to 61 in the fourth quarter last year. This has contributed to 224 requests for the year to date compared to 246 last year.
- There were five Council meetings, eight Committee meetings and one subcommittee meetings in this quarter. There were sixteen briefings and two public workshops.

Tāngata whenua

- Te Whakaminenga o Kāpiti (TWoK) met twice in this quarter.
- TWoK was represented by Chris Gerretzen at the civic service on ANZAC day, laying a wreath.
- The Māori Economic Development Strategy supported iwi partners and marae within the district with Te Matatini support grants. These one off grants aim to increase iwi and marae capacity in the lead up to Te Matatini Festival in Wellington, in February 2019.
- Ongoing support provided to iwi partners to engage within council activities.
- Support has been provided to members of the public to engage with iwi on various issues.
- Work was advanced with Katihiku Marae, recipients of the 2017/18 Marae Support Grant.
- The exhibition *Te Tiriti* was closed on 5 June 2018, having been on display throughout the districts libraries and Paekākāriki Museum.

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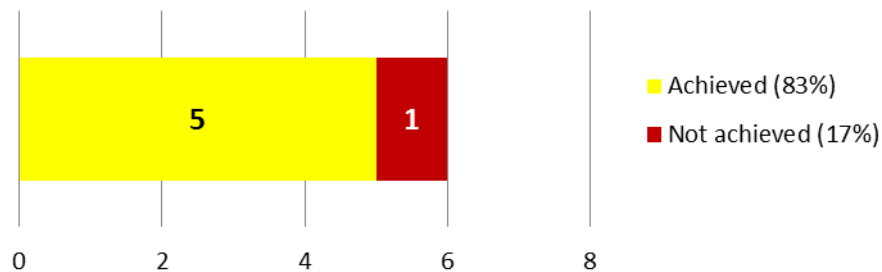
- The first Matariki ART market was held at Ngā Purapura, Ōtaki. This is to become the annual event that celebrates Matariki.
- The annual Maramataka was launched at the first Matariki ART market, completing the 4th year of commemorating WW1.
- TWoK submitted on the Long term plan 2018-38.
- Ongoing support to other internal Council activities to facilitate iwi engagement. This work continues to inform council on the critical values and aspirations that are significant to iwi and works towards meeting the legislative requirements on council in regards to iwi participation.

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July 2017 to 30 June 2018



Five KPI have been achieved in 2017/18

One KPI was not achieved - *"Percentage of official Information requests responded to within 20 days"*. At year end 99.6% of requests had been responded to within 20 days against a target of 100%. This was because one request out of the total of 224 requests was overdue as a result of an administrative error in entering the date received.

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 30 June 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
Civil defence emergency management				
We encourage households to be ready for emergencies	Number of households that have an emergency plan and kit sufficient for three days following an emergency event	Maintain or increase 2014/15 baseline (69%)	Achieved (75%)	The Resident Opinion Surveys full year result was that 75% of respondents see themselves as prepared. (2016/17 result was 76%)
Governance				
Residents will be informed of opportunities to engage and participate in decision-making processes within statutory timeframes	Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting	100%	Achieved (100%)	
Official information requests will be responded to within statutory timeframes	Percentage of official information requests responded to within 20 working days ¹	100%	Not achieved (99.6%)	223 official information requests out of a total of 224 were responded to within 20 working days.
Tāngata whenua				
We value the partnership with tāngata whenua and it is strong	The memorandum of partnership is renewed each triennium	Achieve	Achieved	MoP has been signed by TWoK and Council representatives.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Achieved	Satisfied. Whilst a lot has been achieved through the 24yr partnership, and the commitment to the partnership was made for the current triennium with the signing in 2017, there is a need to look at how the high level partnership becomes more engrained and visible across council outcomes. The opportunity to identify mutual benefits and work towards those also need to be provided and it is suggested that this happens prior to the next signing of the Memorandum of Partnership in the next triennium.

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Contribution to outcomes	Performance measures	Target	Result	Comment
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	At the time of reporting, there was one committee that was yet to have Māori representation, that being the Creative Communities NZ Fund, where one seat per iwi is allocated, with all being empty. This will be addressed at the August or October 2018 Te Whakaminenga o Kāpiti hui

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

Governance and tāngata whenua – financial results to 30 June 2018

Capital expenditure summary		
	2017/18 Actual \$000	2017/18 Budget \$000
Total projects under \$250,000	30	31
Total projects over \$250,000	474	458
Total	504	489

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
4,689	Other operating expense	4,984	4,706
57	Depreciation and amortisation	55	51
69	Finance expense	43	43
4,815	Operating expenditure	5,082	4,800
	Revenue		
616	Fees and charges	667	524
56	Interest income	60	60
672	Operating revenue	727	584
4,143	NET OPERATING COSTS	4,355	4,216
	Capital items		
505	Asset renewal	504	489
7	New assets upgrade	-	-
512	Total capital items	504	489
4,655	NET COST OF ACTIVITY	4,859	4,705
	Funding sources		
4,046	Rates	4,394	4,241
7	Borrowings	-	-
77	Depreciation reserve	29	32
(1)	Movement in other reserves	-	-
526	Reserves & special funds	436	432
4,655	TOTAL SOURCES OF FUNDS	4,859	4,705

Net operating costs of \$4.36 million is \$139,000 unfavourable to budget largely due to unbudgeted costs for Public Relations, Survey, Engineering costs spent on the airport project.

Capital expenditure of \$504,000 is \$15,000 overspent. This is due to purchase of replacement tractors and mowers.

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 2018

Capital projects – road reconstruction.

- Waterfall Road re-opened on 5 May after slip remedial work was completed. A report provided by our geotechnical consultant has confirmed a low risk of any further movement.

Network Maintenance

- The Road Maintenance contract has been awarded to Higgins Kāpiti and commenced on 2 July 2018.

Network Planning

- NZTA have confirmed Council's maintenance and renewals budget for the following three years as \$16,964,000 which includes subsidised funding for footpaths. Our NZTA subsidy for this period is confirmed as 51%. The funding bids for road improvements (LED, minor improvements, stride 'n ride and other projects) are still being reviewed by NZTA and are expected to be confirmed by September 2018.
- Stage one of work looking at signal optimisation on Kapiti Road has been completed and further, more detailed, work will continue in the next quarter.
- In addition to continuing to provide advice on resource consents received in the previous quarter 23 new resource consents were received this quarter. Advice has also been provided at a number of pre-application meetings and business start-up meetings and in response to temporary event application forms.
- 11 road safety audits looking at completed and future minor works projects were undertaken and stage 1 of the district's speed limit review was completed.
- Two sites from the Te Moana Road Corridor Study have been put into the 2018/19 Minor Works Programme.

Expressways and Revocation

- Physical works continue on PP20 alongside the corridor and Fletcher Construction is liaising with Council and residents on temporary traffic management to enable the works.
- Council and the revocation team from NZTA are reviewing the available NZTA asset data and working through the agreement on the future take over of these assets, including Council's requirements for these assets.

Travel planning and safety initiatives

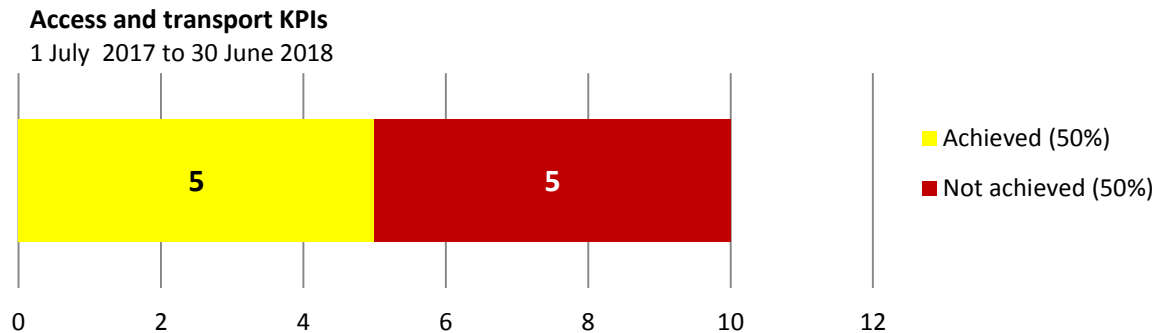
→ Recent safety education initiatives undertaken in this quarter include:

- Regional Road Safety meeting held with discussions topics including speed limit reviews.
- A Sunday motorcycle education stop was jointly held with PCC at the Paekakariki Hill Road summit. 57 motorcyclists stopped, with 39 motorcycle safety surveys completed. 80 motorcyclists rode past and did not stop.
- Road safety education was held as an all-day event held at the Southwards Car Museum for Paraparaumu College senior students. 185 Paraparaumu College Senior students attended this five hour education programme based around teenager's individual responsibility with the privilege of driving a motor vehicle.
- Education of students was undertaken jointly with the Kapiti-Mana Police School Education officers and year 12 students at Paraparaumu College regarding the road safety of college students. This focused on driving safely and not breaching the conditions of their graduated driver's license.
- Radio advertising for road safety on air included in April sunstrike, driver fatigue, bike lights, driver distractions, equestrian. May was sunstrike, schools back for two weeks from 30 April at the beginning of the second term, bike lights, seat belts and distractions. In June sunstrike, equestrian and seat belts.

Stride 'n Ride is a major 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 in the 2017/18 year.

Five KPIs were not achieved.

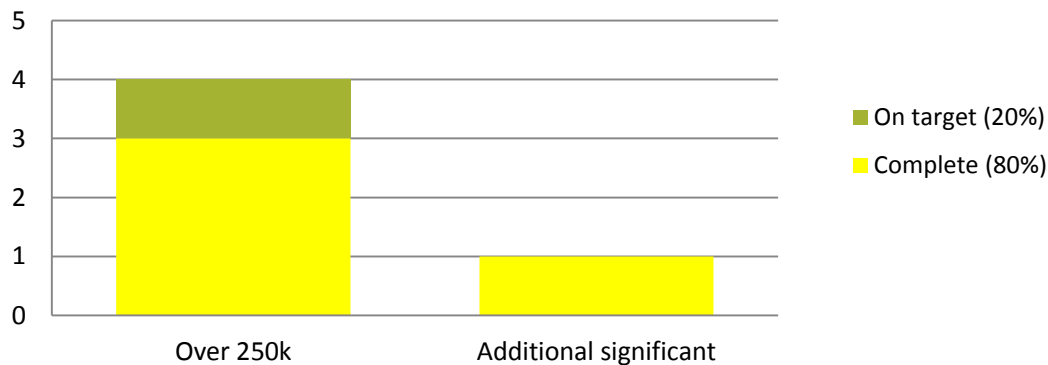
- i). The Resident Opinion Survey full year result was that 78% were satisfied that the existing transport system allows easy movement around the district against a target of 85%. This was up from last year's result of 74% continuing the gradual improvement seen since the low of 61% in 2015/16 when the M2PP expressway construction was underway.
- ii). *"The number of serious injury and fatal crashes on district roads is falling"* was not achieved as there were fourteen such crashes (provisionally) in 2017/18 against 12 crashes in the previous year. The reporting lags in crash data may mean that this number increases.
- iii). The *"Percentage of the sealed local road network that is resurfaced"* was just over 4% this year against a target of 5%. This is due to a higher number of roads with the more expensive asphalt surfacing being resurfaced, as it got too late in the year to complete chipseal resurfacing. This meant there was insufficient budget to resurface 5% of the network.
- iv). The Resident Opinion Survey full year result reported 69% satisfaction with the *'condition of footpaths'*, just under the target of 70%. With NZTA having agreed to subsidise footpath maintenance and renewals we will be able to significantly increase the area of footpath renewals and repairs from 2018/19.
- v). We have not had sufficient systems to enable us to measure 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"* and so could not achieve this performance measure. A plan is now in place to address this from 2018/19.

Projects summary

There are five Access and Transport projects reported on in this activity report (the Stride n' Ride work programme is reported in the Across Council Work programmes report). Five are capital expenditure \$250,000 and above projects and one is an additional significant project¹.

Access and transport - Projects

as at 30 June 2018



Four of the five projects were completed in 2017/18.

The LED streetlight upgrade project is a multi-year project and is on target. The streetlight replacement programme for 2017/18 was fully delivered. The programme will move into Paraparaumu and Raumati in 2018/19.

Performance measures

as at 30 June 2018

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 (78%)	The Resident Opinion Survey gave a full year result of 78% satisfied. This continued the gradual improving trend of the last three years. (2016/17 result was 74%)
	Number of serious and fatal crashes on district roads is falling (<i>excludes both old and new SH1 and private roads and car parks</i>) (<i>DIA mandatory measure</i>)	Less than or equal to the 12 serious injury or fatal crashes in 2016/17	Not achieved	On provisional information there was 4 serious injury crashes in the fourth quarter. For the year as a whole there have been 14 serious injury or fatal crashes (3 fatal and 11 serious). (2016/17 total was 12 crashes)
	Residents that are satisfied with street lighting	85%	Achieved (86%)	The Resident Opinion Survey gave a full year result of 86% satisfied – a significant improvement probably due to the LED streetlight programme. (2016/17 result was 79%)

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

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Contribution to outcomes	Performance measures	Target	Result	Comment
Our transport network is affordable and reliable and users can easily get around the district by their preferred means	Percentage of the sealed local road network that is resurfaced (DIA mandatory measure)	5%	Not Achieved (4%)	A number of roads with the higher cost asphalt surfacing were resurfaced, rather than the lower cost chip seal roads, so 5% was not achieved
	Residents that are satisfied with the condition of the road and footpath network	Roads 70%	Achieved (80%)	The Resident Opinion Survey gave a full year result of 80% satisfied. (2016/17 result was 83%)
		Footpaths 70%	Not achieved (69%)	The Resident Opinion Survey gave a full year result of 69% satisfied, just below target. (2016/17 result was 67%)
	Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure (STE) is above 85%	Achieved (89%)	RAMM asset management database shows average of 89%
	Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand	Achieve	Achieved	Average cost is comparable
	Percentage of service requests relating to roads and footpaths responded to within 24 hours of notification (DIA mandatory measure)	Roads 85% Footpaths 85%	Achieved (100%)	All service requests were received and acknowledged within 24 hours of notification
	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	A refined measure has been established using RAMM data for the 2018/19 year. Proposed is “the % of footpaths that fall within the service standard for footpaths set out in the Activity Management Plan Year 1: 40%, Year 2: 50% and Year 3:60%”


Project reports

Local area connectors – Raumati corridor upgrade and road reconstruction

Description	Raumati Corridor Development Works including intersection improvements and provision of a shared cycle/pedestrian path.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter					
1. The Raumati/Matai intersection upgrade is complete with the exception of the post construction safety audit requirement to replace the existing street light pole at the intersection of Matai and Raumati with a frangible pole.					
Risks (to programme, cost, quality, other)					
1. No further risks.					
Issues (for elected member attention)					
1. None					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	235,601	236,001	236,001	
Last year	2016/17	862,120	862,120	862,120	
This year	2017/18	813,584	810,122	810,122	
Total		1,911,705	1,908,242	1,908,242	

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

LED streetlight upgrade project

Description	In April 2017 NZTA introduced a unique opportunity of 85% funding for LED conversion projects for work completed during the 2017/18 year. In addition, Council could claim 85% for streetlights that had already been converted under the regular streetlight maintenance programme during 2015/16 and 2016/17, resulting in additional revenue in the 2017/18 year (the ‘payback’ referred to below).				
	To maximise this opportunity it was decided that Council use this additional revenue as the Council share (15%) and bring the LED conversion project forward to start in the 2017/18 year.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter					
1. Work was completed on LED streetlight upgrades in Waikanae in the fourth quarter. Over the year the LED upgrade programme was fully delivered with 1,993 streetlights upgraded in Ōtaki, Waikanae and Paekākāriki.					
Upcoming milestones:					
2. The 2018/19 programme has been established and is set to commence					
3. NTZA has indicated a subsidy of 85% for 2018/19 and Council has agreed to accelerate the LED Upgrade work to complete all remaining lights (approximately 2,500) in Paraparaumu and Raumati once confirmed.					
Risks (to programme, cost, quality, other)					
1. None of note.					
Issues (for elected member attention)					
1. Feedback from the community on the different look and feel of LED lights.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	1,021,000	1,021,022	1,021,022	

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

Sealed road resurfacing					
Description	To complete the annual reseal programme in accordance with the NZTA requirements.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the-fourth quarter					
1. The chip sealing and asphalt programme has been completed with 1.1 km of asphalt and 13.3km of chip seal.					
Upcoming milestones:					
2. Sites will continue to be monitored through the maintenance period.					
Risks (to programme, cost, quality, other)					
1. Usual risks associated with loose chips after sealing work completed. On-going sweeping of chipseal sites to be monitored.					
Issues (for elected member attention)					
1. Failure of chipseal sites occurred in Mazengarb Road and Guildford Drive. A report was received that highlighted the following issues: lack of diluents and adhesion agent in the binder, low spray temperature of the binder, dust contaminated chip, and weather. Remedial work has been undertaken at the Contractors expense and sites will be monitored throughout the 12 month maintenance period.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	1,019,690	1,019,910	1,019,910	

Minor improvements programme

Description	Minor improvements are physical works which comprise small, isolated geometric road and intersection improvements, traffic calming, lighting improvements for safety, installation of new traffic signs and road markings. This programme is undertaken every year.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. Higgins Contractors completed the minor improvements programme.					
2. Replacement school flashing signs, upgrade kits, batteries and other spare parts have all been procured to roll out upgrades to four primary schools in the next financial year.					
3. The “Low cost, low risk” roading improvement programme for 2018/2019 year is identified (“Low cost, low risk” is the new NZTA category for minor improvement works).					
Upcoming milestones:					
4. The roading team is going to do most of the design work for the 2018/2019 improvements “in house” this year. These will be completed in July/August to go out to tender in August/September.					
Risks (to programme, cost, quality, other)					
1. Final consultation may result in changes to items in the programme which could result in delays, cancellation, redesign, deferral or replacement of any contentious items.					
Issues (for elected member attention)					
1 The risk matter reported under point 1 above.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	434,447	431,861	431,861	0

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

Emergency works

Description	<p>Emergency works consist of on-going works such as slip and debris removals, drop out repairs (<\$100k) and large works relating to an emergency such as the Blue Bluff in Otaki and Waterfall Road slip removals (\$>100k).</p> <p>Emergency works <\$100k are budgeted and NZTA funding for that budget can be obtained in advance every three years (LTP/RLTP budget).</p> <p>Large emergency works are unpredictable in scale and timing (but becoming more regular) and NZTA only considers a request for funding when the emergency occurs. This means that Council has to find its share (49% this year) in contingency budgets in that particular financial year.</p>
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Group Infrastructure

Comments (latest developments/upcoming milestones/critical activities)

Developments in the fourth quarter:

1. Waterfall Road slip remedial works have been completed, with a total of 12,000m³ removed.
2. The road re-opened on 5 May 2018.

Upcoming milestones:

3. Monitoring of this site will be on-going.

Risks (to programme, cost, quality, other)

1. A report received from our geotechnical consultant has confirmed a low risk of further movement.

Issues (for elected member attention)

1. No issues, noting NZTA funding approval was granted.

Current year project costs to 30 June 2018

	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Opex	2017/18	203,070-	398,432	398,432	
Capex	2017/18	-	633,833	633,833	
TOTAL		203,070	1,032,265	1,032,265	

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

Additional significant project

Footpath renewal

Developments in fourth quarter:

1. The footpath upgrade programme was fully delivered.
2. NZTA have confirmed that footpath maintenance and renewal will now be subsidised, commencing in 2018/19.

Upcoming milestones:

3. A validation survey has commenced to determine 2018/19 footpath upgrade sites.

Status

Timeliness

Budget



\$✓

Current year project costs to 30 June 2018

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	223,981	218,158	218,158	

Access and transport – financial results to 30 June 2018

Capital expenditure summary		
	2017/18 Actual (\$'000)	2017/18 Budget (\$'000)
Total projects under \$250,000	2,248	2,011
Total projects over \$250,000	5,124	6,263
Total	7,372	8,274

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
4,761	Other operating expense	5,450	4,914
5,165	Depreciation and amortisation	5,506	5,770
1,627	Finance expense	1,648	1,648
11,553	Operating expenditure	12,604	12,332
	Revenue		
69	Fees and charges	107	128
4,618	Grants and subsidies	5,420	5,334
491	Development and financial contributions revenue	447	201
248	Other operating revenue	329	266
5,426	Operating revenue	6,303	5,929
6,127	NET OPERATING COSTS	6,301	6,403
	Capital items		
2,844	Asset renewal	2,753	2,445
4,657	New assets upgrade	4,619	5,829
7,501	Total capital items	7,372	8,274
13,628	NET COST OF ACTIVITY	13,673	14,677
	Funding sources		
5,906	Rates	6,739	6,593
2,587	Borrowings	1,882	3,093
2,844	Depreciation reserve	2,753	2,445
(491)	Reserves & special funds	(448)	(201)
2,782	Unfunded depreciation	2,747	2,747
13,628	TOTAL SOURCES OF FUNDS	13,673	14,677

Net operating costs of \$6.3 million are \$100,000 favourable to budget. There was an overspend of \$536,000 due to emergency roading works which was more than offset by lower than budgeted depreciation (\$254,000), increased income from NZTA for the emergency works (\$86,000), and higher than expected developers contributions in Otaki & Waikanae (\$246,000).

Capital expenditure of \$7.37 million is \$0.9 million underspent. The current focus of the Expressway Integration work programme has shifted so that fewer budgets have been spent on local connector projects and more on other town centre projects. These projects are intimately connected but, ultimately, show in different cost of activity statements – hence there is a projected underspend of around \$900,000 on Stride N Ride with an offsetting increased spend on Town Centres projects (in Economic development).

SP-18-564 Appendix B – Activity report to 30 June 2018

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

Coastal management

Whakahaere takutai



Key developments for the 3 months to 30 June 2018

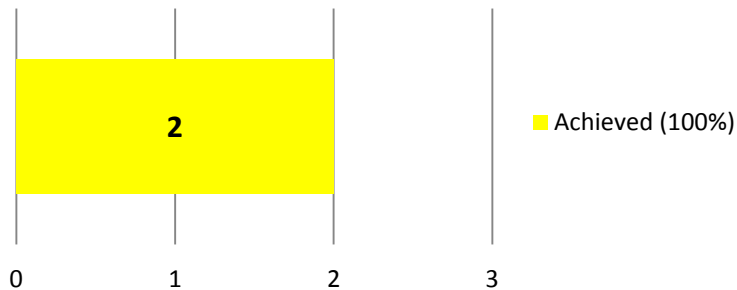
- In February 2018 Cyclone Gita caused significant damage in several locations in the district along the coastline. This was responded to in a timely manner. Repairs to coastal assets commenced immediately after the damage and all the repairs were completed by the end of June 2018.
- Replaced the collapsed beach outlets at Manly Street.
- GWRC granted the Wharemauku Block wall consent subsequent to a hearing process related to Old Coach Route issues.
- Processed and responded to 109 service requests.

Performance measures summary

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

Coastal management KPIs

1 July 2017 to 30 June 2018



Both KPIs were achieved.

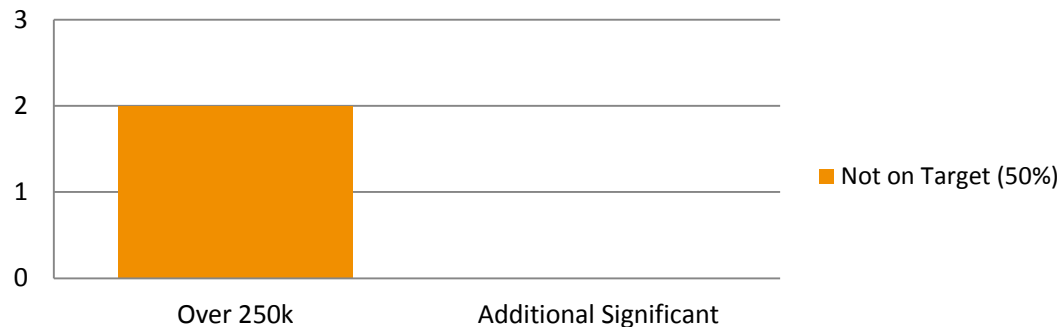
Projects – Summary

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

Neither project is on target. The Paekākāriki seawall was initially experiencing delays due to the need to revisit designs as the affordable option was deemed to carry too much risk. The Wharemauku block wall project has experienced delays due to ownership issues regarding the old coach route. However, it has recently gained resource consent approval from GWRC.

Coastal management - Projects

as at 30 June 2018





Performance measures

as at 30 June 2018

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 (100%)	There were 109 requests in total to date (23 in Q1, 23 in Q2, 38 in Q3 and 25 in Q4) Five of these were urgent and were responded within 24 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					
Description	Options, designs and Physical works for the replacement of the seawall along The Parade, Paekākāriki.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		 ▼		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter were:					
1. Processed a large number of submissions related to the design, implementation programme and funding commitments.					
2. Continued with the wall repair works.					
3. Elected members decided on the design option (to continue as per the resource consent) and the work programme (detailed designs and a tender document in year 1 of the LTP, Procurement of physical works in year 3 of the LTP and Physical works in years 4 and 5 of the LTP).					
Upcoming milestones:					
4. Re commencement of detailed designs.					
Risks (to programme, cost, quality, other)					
1. Major wall failure occurs in a significant weather event requiring additional maintenance expenditure.					
Issues (for elected member attention)					
1. The current wall has exceeded its original 20 years design life and with extreme weather events, certain parts of the wall have failed a few times in the recent past with significant repair costs.					
2. This wall is protecting “The Parade” road and the wall failures will expose “The Parade” road to coastal erosion.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	493,242	493,242	493,242	
This year	2017/18	950,000	96,008	96,008	854,032
Future years		9,283,573		9,283,573	
Total		10,726,815	630,711	9,872,824	854,032

Wharemauku block wall			
Description	A storm event occurred in the Wellington Region on the 23/24 July 2016 causing significant damage in several locations in the Kapiti district along the coastline and KCDC constructed a 170m long temporary wall in 3 days (called Wharemauku block wall) to protect the Council's sewer which runs parallel to the beach between 49 and 71 Wharemauku Road. This project is to strengthen the block wall until a permanent solution is implemented to protect the Council's sewer and mitigate the end effects from the Marine Parade rock revetment.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ▼	\$✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter were:</i></p> <ol style="list-style-type: none"> 1. GWRC held the hearing on the 5 April 2018, with the commissioner granting the consent to proceed with the work on the 9 May 2018. 2. 15 day appeal period passed without any appeals being lodged. 3. Regarding the Old Coach Route – Research Policy and Planning team engaged a property rights consultant to determine how best to address the issues raised by the descendent of the original land owner who has registered an interest on the land. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 4. Once advice is received on Item 3 above, consider compulsory acquisition process to obtain easements for construction and maintenance. Explore alternative acquisition strategies. 5. Commencement of the procurement of physical works. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. Legal ownership issues continue to affect the programme as well as the cost. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> 2. If the proposed block wall strengthening project does not go ahead, this will cause issues due to the following: <ul style="list-style-type: none"> • Properties which were affected by the 'end effect' of the existing Marine Parade rock revetment were supportive of this project as this provides protection to their properties. If the project does not go ahead, Council may have to consider alternative ways of mitigating the 'end effect' until a permanent solution is implemented in future. • Wall failure can occur due to a major storm exposing the Council sewer at high risk. • Old Coach Route ownership issue is extremely complex and resolution has been attempted a few times in the past, without success. • The current block wall will become an illegal structure and Council may have to remove the block wall and consider alternative ways of protecting the sewer which would be expensive and complex. 			

Wharemauku block wall (continued)					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	400,202	135,322	135,322	264,880

<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		

Emergency works					
Description	In February 2018, Cyclone Gita caused significant damage to the Kapiti coastline. This project is to carry out the repairs and replacements of the Council owned assets damaged by the cyclone.				
Group	Infrastructure				
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter were:					
1. Completed Paekākāriki Seawall repair works.					
2. Rock stockpile at the Council depot has been replenished for use of future emergencies.					
Risks (to programme, cost, quality, other)					
1. None at this stage					
Issues (for elected member attention)					
2. There is no budget allocated for this project.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	-	230,376	230,376	

Coastal management – financial results to 30 June 2018

Capital expenditure summary		
	2017/18 Actual \$000	2016/17 Budget \$000
Total projects under \$250,000	426	240
Total projects over \$250,000	231	1,350
Total	657	1,590

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
455	Other operating expense	409	356
373	Depreciation and amortisation	374	361
231	Finance expense	323	323
1,059	Operating expenditure	1,106	1,040
1,059	NET OPERATING COSTS	1,106	1,040
-	Capital items		-
941	Asset renewal	395	1,059
19	New assets upgrade	262	531
960	Total capital items	657	1,590
2,019	NET COST OF ACTIVITY	1,763	2,630
	Funding sources		
888	Rates	937	871
19	Borrowings	262	531
941	Depreciation reserve	395	1,059
171	Unfunded depreciation	169	169
2,019	TOTAL SOURCES OF FUNDS	1,763	2,630

Capital expenditure of \$657,000 is \$933,000 underspent due to delays with the Paekākāriki seawall and Wharemauku block wall. Draft Carry forwards of \$1.1m have been logged for the Paekākāriki seawall and Wharemauku block wall. Coastal Emergency works has caused an overall overspend in Coastal.

Solid waste

Para ūtonga

Key developments for the 3 months to 30 June 2018

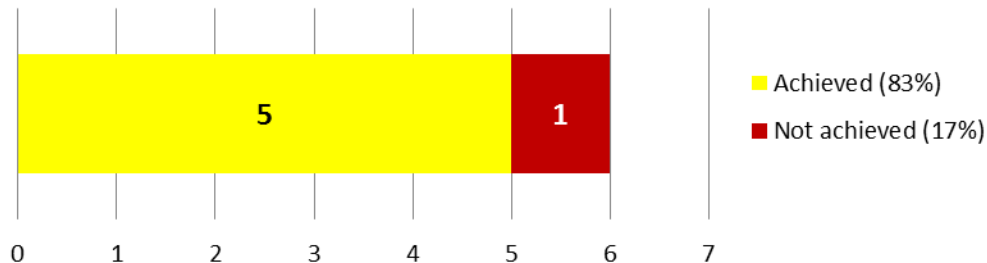
- Work continued on the capping of the Otaihanga landfill. Around 90% of the landfill has now been capped with clay and top soil. Grass has been established on these areas.
- Waste minimisation activities included;
 - A 'Love Food Hate Waste' stall was held at the Kāpiti Farmers Market to promote this campaign which focuses on educating people about food waste reduction.
 - The Zero Waste Education programme was delivered to 220 students at Ōtaki and Raumati Beach Schools. 12 students visited the Ōtaki Transfer Station.
 - Presentations were given on the importance of recycling and waste minimisation to two scout groups and the Transition Town Ōtaki group.
 - A waste levy grant applicant, Nufuels Ltd, delivered a successful demonstration of the system they have been developing to convert soft plastics to fuel sources.
 - Waste Free Parenting Workshops were held that 26 people attended.
 - A number of event organisers were supported in their zero waste efforts through advice and loan of waste station bin hoods and other equipment, including the Paekākāriki School Gala and Matariki A.R.T Market at Ngā Purapura.
 - The Waste Advisor started in a part time role delivering waste minimisation advice targeting elderly and lower income communities.

Performance measures summary

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

Solid waste KPIs

1 July 2017 to 30 June 2018



Five KPIs were achieved in 2017/18.

One KPI, '*Residents who are satisfied with the waste minimisation education, information and advice available*' was not achieved. The Residents' Opinion Survey reported that 71% of respondents were satisfied against a target of 75%. This is a significant drop from last year's result of 82% and is probably related to the strong dissatisfaction expressed during the long term plan consultation about Envirowaste's cancellation of the plastic rubbish bag option. This was seen by many submitters as removing a strong incentive for waste minimisation as the remaining rubbish collection options do not financially benefit residents who generate little waste.

Having said that the verbatim comments about why people were dissatisfied reported a mix of reasons, including dissatisfaction with the number of trucks collecting from the same streets and that some did not believe it was Council's role to advocate on waste minimisation. Interestingly the opinion survey reported that *Residents who are satisfied with the standard of kerbside collections* showed a negligible fall from 89% last year to 88% in 2017/18.

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 2018

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	No unplanned closures
	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 (88%)	The Resident Opinion Survey full year result was 88% satisfied. (2016/17 result was 89%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	Achieved (85%)	196 of 231 service requests were responded to within two working days
We encourage waste minimisation and provide education information and advice	Residents who are satisfied with the waste minimisation education, information and advice available	75%	Not achieved (71%)	The Resident Opinion Survey full year result was 71% satisfied. (2016/17 result was 82%)
	Waste minimisation community projects are successfully implemented	80%	Achieved	Some multiyear projects are on-going.

Project report

Otaihanga landfill capping					
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> Landfill capping progressed with all programmed work completed with 90% (15 hectares) capped and grassed. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> No milestones to report. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> No current risks. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> No issues to report. 					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	511,504	502,239	502,239	

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		

Solid waste – financial results to 30 June 2018


Capital expenditure summary		
	2017/18 Actual (\$'000)	2017/18 Budget (\$'000)
Total projects under \$250,000	7	7
Total projects over \$250,000	502	511
Total	509	518

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
722	Other operating expense	887	799
420	Depreciation and amortisation	672	438
186	Finance expense	97	97
1,328	Operating expenditure	1,656	1,334
	Revenue		
528	Fees and charges	609	489
528	Operating revenue	609	489
800	NET OPERATING COSTS	1,047	845
	Capital items		
500	Landfill Capping	509	518
500	Total capital items	509	518
1,300	NET COST OF ACTIVITY	1,556	1,363
	Funding sources		
800	Rates	1,033	795
500	Depreciation reserve	509	518
-	Movement in other reserves	14	50
1,300	TOTAL SOURCES OF FUNDS	1,556	1,363

Net operating costs of \$1.047 million were \$200,000 unfavourable to budget due largely to depreciation higher by \$234,000 due to an audit request last year.

Stormwater

Whakahaere wai araha



Key developments for the 3 months to 30 June 2018

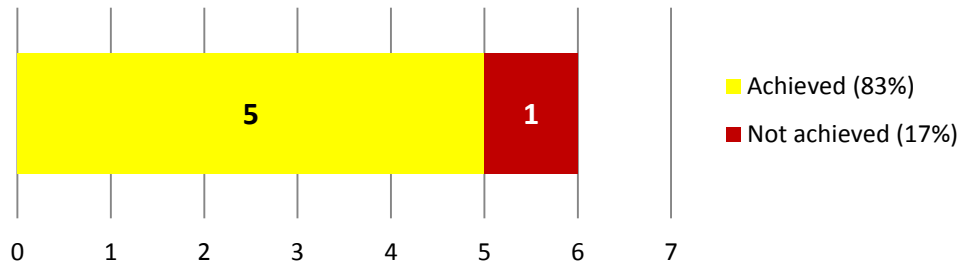
- There were 149 service requests in the fourth quarter of 2017/18, compared to 138 in the same quarter last year. This contributed to 660 service requests for the year compared to 715 in 2016/17.
- Greater Wellington Regional Council granted the Districtwide stormwater discharge consent (to be used over the next 5 years) on the 11 May 2018.
- Cleaned 12.5 km of open drains in 2017/18 , including gravel/ sediment extraction from Mazengarb stream and Wharemauku Stream tributaries.

Performance measures summary

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

Stormwater KPIs

1 July to 30 June 2018



Five of the six KPIs (83%) were achieved in 2017/18

One KPI was not achieved:

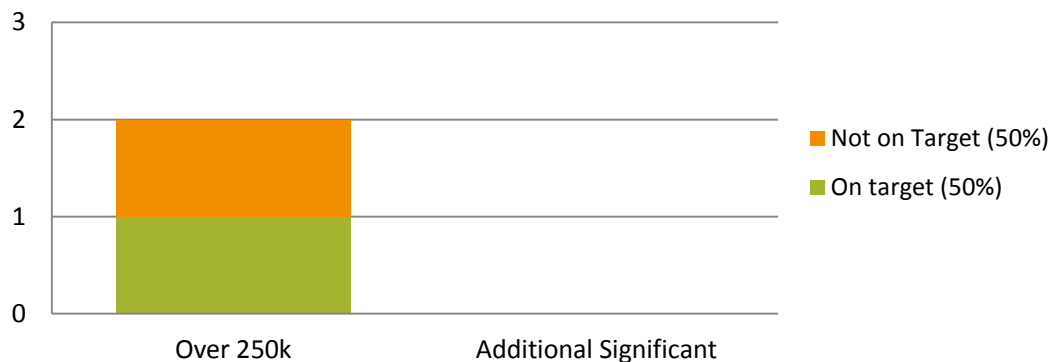
- The number of complaints about the performance of the stormwater system was a reported 534 this year (this is the number of flooding-related service requests which can be seen as complaints). This translates to 24.4 complaints per 1,000 connections against a target of 10 complaints per 1,000.*

Projects – Summary

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

Stormwater - Projects

as at 30 June 2017



The major stormwater projects are on target, the minor stormwater projects are over budget by \$124,000.

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

Performance measures

as at 30 June 2018

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)	Year to-date, there were 660 service requests. 534 were flooding related complaints. Of the 534 flooding requests 180 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 1 day)	The median response time was 1 day for the 354 non-urgent requests.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	Achieved (93%)	Year to-date, there were 16 building related requests. 15 of them were visited within 2 days. The building which wasn't visited (100 Matatua Road) has been previously visited and provided with advice.
	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 (24.4 per 1000)	Of the 660 requests, year to-date, 534 can be regarded as complaints. (= 24.4 per 1,000 connections).
	Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the council's activity management plan <i>(DIA mandatory measure)</i>	Achieve	N/A	Due to budget limitations no major flood protection construction works were planned in 2017/18 financial year. All the work being done in this area in 2017/18 is designing of future projects.
	Number of buildings (habitable floors) reported to be flooded as a result of a less than 1-in-50 year rain event <i>(DIA mandatory measure)</i>	Less than 3 per 1000 properties connected to the council's stormwater system	Achieved (0.09 per 1000 properties)	There was only one flooding event this year that affected habitable floors. On that occasion two dwellings were affected.



SP-18-564 Appendix B – Activity report to 31 March 2018

Contribution to outcomes	Performance measures	Target	Result	Comment
We comply with our resource consent conditions and our stormwater systems do not harm the downstream receiving environment	<p>Measure compliance with council's resource consents for discharge from its stormwater system, by the number of:</p> <ul style="list-style-type: none"> a) abatement notices; b) infringement notices; c) enforcement orders; and d) successful prosecutions, received by the council in relation those resource consents. <p><i>(DIA mandatory measure)</i></p>	None	Achieved (none)	Year to-date, no non-compliance with council's resource consents for discharge from its stormwater system.

Project reports

Major stormwater projects					
Description	The major stormwater project covers the design of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events) These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damage due to flooding. The projects covered under this category are: Stormwater upgrades for Kena Kena, Moa Road, Alexander Bridge, Titoki, Riwai, Amohia, Kākāriki and Karaka Grove.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the third quarter:					
1. Continued working on the resource consent application, geotechnical work, detailed designs, CCTV investigations for the Kena Kena project.					
2. Continued working on concept designs for Moa Road and, Karaka Grove projects.					
3. Continued working on concept designs and resource consent application for Amohia project (phase 1).					
4. Concept designs for Alexander Bridge completed.					
Upcoming milestones:					
5. Lodgement of Resource Consent application with GWRC for the Kena Kena project – August 2018					
6. Completion of concept design and planning assessments to support the Resource Consent application for Moa/ Karaka projects – October 2018					
7. Detailed investigations including modelling and geotechnical work for Alexander Bridge – September 2018.					
8. Lodgement of Resource Consent applications with GWRC for Kakariki, Titoki and Riwai projects – December 2018					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. Charnwood Grove and Makora Road stormwater upgrade projects were part of the major projects category, but due to budget limitations these projects have been removed from this year’s programme.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	610,958	544,617	544,617	

Minor stormwater projects

Description	The minor stormwater project includes the design and construction of minor drainage systems to accommodate run off from more frequent storms (1 in 5 year or 1 in 10 year events). These projects include renewal of existing assets, construction of overland flow paths, minor stormwater upgrades and extensions including upgrading inlet control devices such as stormwater sumps (cost of each project is in the order of \$10,000 to \$100,000).				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		 ✓		\$ 	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i> 1. Completed the 2017/18 minor stormwater improvements physical works contract in various locations. Original contract was for 12 locations, but due to complaints from residents two more locations were added to this contract. 2. Physical works of 95-117 Riwai Street stormwater extension project, partly completed (50%) 3. Completed 80% of the physical works related to Phase 2 of the minor stormwater improvements at Charnwood Grove. <i>Upcoming milestones:</i> 4. Completion of physical works related to 95-117 Riwai Street stormwater extension project 5. Completion of physical works related to Phase 2 of the minor stormwater improvements at Charnwood Grove – June 2018					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. 2017/18 minor capital works project was originally planned for 20 locations. 8 locations out of 20 were deferred to next financial year due to budget limitations.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2017/18	820,828	944,721	944,721	

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

Stormwater – financial results to 30 June 2018

Capital expenditure summary		
	2017/18 Actual \$000	2017/18 Budget \$000
Total projects under \$250,000	11	20
Total projects over \$250,000	1,490	1,432
Total	1,501	1,452

Cost of activity statement			
2015/16 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
1,405	Other operating expense	1,571	1,535
1,084	Depreciation and amortisation	1,163	1,250
1,024	Finance expense	942	942
3,513	Operating expenditure	3,676	3,727
	Revenue		
45	Fees and charges	-	-
152	Development and financial contributions revenue	122	52
-	Other operating income	2	-
197	Operating revenue	124	52
3,316	NET OPERATING COSTS	3,552	3,675
	Capital Items		
844	Asset renewal	1	-
2,041	New assets upgrade	1,500	1,452
2,885	Total capital items	1,501	1,452
6,201	NET COST OF ACTIVITY	5,053	5,127
	Funding sources		
3,468	Rates	3,674	3,727
1,055	Borrowings	1,500	1,452
404	Depreciation reserve	1	-
1,426	Development and financial contributions	-	-
(152)	Reserves & special funds	(122)	(52)
6,201	TOTAL SOURCES OF FUNDS	5,053	5,127

Net Operating Costs of \$3.55 million are \$123,000 favourable to budget, mainly due to a reduction in depreciation.

Wastewater management

Whakahaere wai

Key developments for the 3 months to 30 June 2018

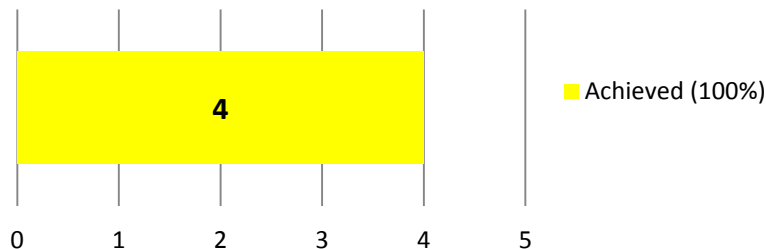
- The testing phase of the dissolved air flotation (DAF) plant at the Paraparaumu Wastewater Treatment Plant has failed to demonstrate satisfactory performance of the new DAF equipment. Council and the Engineer to the Contract have reviewed the options for pursuing a satisfactory outcome under the contract terms. An imminent meeting is to be held with the contractor to confirm the next step.
- The development and design of the current wastewater reticulation renewals programme is complete. Contracts have been awarded for the wastewater pumping station upgrades and wastewater pipe renewals, and those works covered by the 2017/18 budgets have been mostly completed. The remaining works fall in the 2018/19 budget and are underway.
- The professional services contract for the consenting of discharges from the Paraparaumu Wastewater Treatment Plant was awarded. The project will consider the best practicable option for the treatment and discharge of wastewater from our Waikanae, Paraparaumu and Raumati communities through technical and consultation processes. The early stages of the project will look to work closely with iwi partners in project setup and initiation.
- The concept design and procurement planning for the Paraparaumu Wastewater Treatment Plant inlet works is advanced. The next phases have been put on hold until 2020/21 in line with the 2018 Long Term Plan.

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 2017 to 30 June 2018



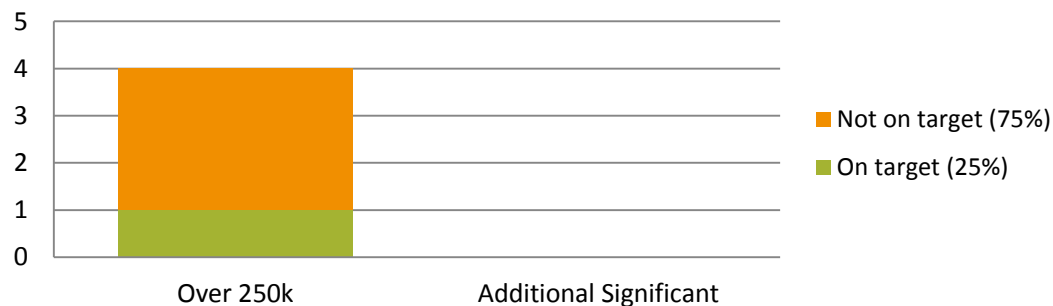
All four KPIs were achieved in 2017/18.

Projects – Summary

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

Wastewater - Projects

as at 30 June 2018



One project, the multi-year Ōtaki WW treatment plant consent upgrades project, is on target.

The other three projects are not on target:



- i). The Waikanae duplicate rising main is not on target as negotiations between landowners and NZTA over one section of the rising main in the expressway alignment continue to delay progress.
- ii). The DAF installation is complete but the project has run over budget and the new plant does not perform to contract specifications. It is only processing wastewater flows at about 1/3 of the volume specified in the contract. A meeting is planned with the contractor to discuss how completion and compensation might be achieved.
- iii). The wastewater pipe renewals project is not on target. After the market had been approached regarding the 2017/18 renewals programme it became apparent the scope of works exceeded the available budget and so it was decided to spread the contract works over 2017/18 and 2018/19. However, the share of works planned for 2017/18 were then not completed due to the late availability of the key subcontractor.

Performance measures

as at 30 June 2018

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 (27 minutes)	Median attendance time was 27 minutes, for 122 blockages or faults attended in the year to date. (2016/17 result was 22 minutes for 122 events)
	Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Less than or equal to 5 hours	Achieved (2 hour and 2 minutes)	Median resolution time was 2 hour and 2 minutes for 122 blockages or faults resolved in the year to date. (2016/17 result was 2 hours, 7 minutes for 122 events)
	Number of complaints received by council about any of the following: a) sewage odour; b) sewerage system faults; c) sewerage system blockages, and d) council's response to issues with the sewerage system. <i>(DIA mandatory measure)</i>	Monitor against 2015/16 base line of 7.2 or less complaints per 1,000 connections.	Monitor only (6.8 complaints per 1,000 connections)	135 complaints were received this year (from a total of 19,856 connections). This measure is being monitored to assess performance over time. (2016/17 result was 6.5 complaints per 1,000 connections)
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i>	Less than 5 per 1000 connections to council's sewerage system	Achieved (0.65 overflows per 1,000 connections)	13 overflows from the wastewater system in the year to date (total of 19,856 connections). (2016/17 result was 0.30 overflows per 1,000 connections)
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	Achieved (none)	No non-compliance actions this year.

Project reports

Waikanae duplicate rising main			
Description	This project will duplicate the rising main from Waikanae's terminal wastewater pumping station to the Paraparaumu wastewater treatment works.		
	The project was planned in two stages: the first stage was timed to take advantage of the M2PP Expressway construction programme and any cost savings from installing the pipeline along the full length of the expressway; the second stage completes final connections at each end of the expressway.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ▼	\$ 
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> 1. NZTA discussions with landowners to resolve issues along the northern end of the Expressway alignment are progressing slowly which is impacting our project timeline. 2. Tender documents for the construction of the remainder of the rising main at each end of the expressway to the Paraparaumu Wastewater Treatment Plant and along Te Moana Road to the pumping station are complete and ready to tender, subject to resource consent approvals. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 3. Approval of the final section of the rising main in the expressway alignment from north of the Waikanae bridge through to Te Moana Road – this section was never completed due to landowner consultation issues. 4. Submission of resource consent applications will be lodged for approval once discussions with landowners have been completed. 5. Tendering of the construction works is now expected in financial year 2018/19. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. Delay – Resource Consent consultation process: The lengthy period of unresolved landowner consultation experienced to date indicates a risk of further delay; without imminent resolution the project will extend further into next year. This is outside of our control and the further delay to approval and resource consents lodgement have required the deferral of construction into 2018/19 and a respective carryover is proposed for these works 2. Cost/ Budget – scope refinement: Services congestion along Te Moana Road may require changes to design. Services location, to establish if any changes will be required, has been completed. The current Engineer's Estimate forecasts a budget increase of around \$200,000, which can be accommodated in budgeting for 2018/19. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> 1. Parts of the project have been delayed while NZTA resolves some land owner approval issues. It did not complete in this financial year as intended. 			



Waikanae duplicate rising main (continued)**Current year project costs to 30 June 2018**

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous year	2015/16	250,000	1,924,007 ¹	1,924,007	
Last year	2016/17	947,020	819,091	819,091	
This year	2017/18	1,142,700	163,536	163,536	979,164
Total		2,339,720	2,906,634	2,906,634¹	971,204


1. Overall this project has been brought forward with additional funds from re-prioritisation of budgets within Wastewater (in the first two years) and advanced funding from NZTA.

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

Wastewater treatment plant dissolved air flotation package

Description	This project is to replace the aging existing Dissolved Air Flotation (DAF) process unit at the Paraparaumu wastewater treatment plant (WWTP). Dissolved Air Flotation is a key process in the efficient management and disposal of waste activated sludge and production of biosolids from the plant. The renewal/upgrade is being procured through two construction contracts, the first a replacement DAF plant 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:					
<div>1. Site works to facilitate installation of the DAF equipment are complete.</div> <div>2. Further refinements to DAF equipment operation and additional proving tests, by the main contractor, have failed to demonstrate performance levels that meet the Specification (its not producing at the required flow rate and capacity). Council has discussed with the Engineer to the Contract (Cardno) the options available to attain the best outcome by deploying the contract terms. An imminent meeting is planned with the contractor to discuss how the preferred approach to completion and compensation might be fulfilled.</div>					
Upcoming milestones:					
<div>3. Council to discuss completion and closure of the contract under the current terms with the supplier.</div>					
Risks (to programme, cost, quality, other)					
<div>1. Quality/ Performance: Further commissioning work in the third quarter failed to ascertain the solution to the current reduced performance levels, with existing equipment.</div> <div>2. Time/ cost: delay/ possibly overhead and professional services cost increase, whilst ongoing performance issues are resolved.</div>					
Issues (for elected member attention)					
<div>1. The below specification performance of the new DAF plant.</div> <div>2. Unplanned resources required to complete the scheme of work.</div>					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	391,282	391,282	391,282	
This year	2017/18	315,159	532,914	532,914	
Total		706,441	924,196	924,196	


This project is overspent because tenders for ancillary works were higher than budgeted, and delays to construction have resulted in additional costs to manage the two contracts.

Wastewater reticulation renewals					
Description	The 2017/18 Wastewater Reticulation Renewals programme will replace wastewater reticulation pipework. This scheme will address asset renewal and growth issues in the region, based on risk and condition assessment criteria.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ▼	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. The 2017/18 wastewater pipe renewal tenders were received, the contract was awarded and construction was commenced.					
2. After the tenders were received it became apparent the scope of works exceeded the available budget (tenders came in around \$800,000). Consquently, it was decided to spread the contract works over 2017/18 and 2018/19.					
3. The works programmed for 2017/18 have been substantively completed but, whilst proposed works were investigated, scoped and tendered earlier in the year, the late availability of the key subcontractor left insufficient time to complete all the works expected in this year – hence the underspend.					
4. The contract continues and the balance of the works scheduled is planned to be completed in the first half of 2018/19 using that years budget.					
<i>Upcoming milestones:</i>					
5. Completion of mains replacement in four streets.					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. Nothing to add to above.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	687,142	557,060	557,060	

<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 major capital expenditure projects

Ōtaki Wastewater Treatment Plant consent upgrades

Progress	<i>Developments in fourth quarter:</i> <ul style="list-style-type: none">• The final workshop has been completed and a draft report has been submitted to GWRC on the proposed works, for comment and approval.• The proposed upgrade works have been included in the 2018 LTP.• The scope of work to be completed in 2017/18 was reduced and is programmed for years 1-2 of the 2018 LTP to allow for approvals to be secured from GWRC. <i>Upcoming milestones 2018/19:</i> <ul style="list-style-type: none">• Approval of proposed works• Design and tender of works	Status			
		Timeliness	 ✓		
		Budget	\$ ✓		
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	63,000 ¹	62,615	62,615	
This year	2017/18	186,043	96,357	96,357	
Total		249,043	158,972	158,972	

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

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

Wastewater management – financial results to 30 June 2018

Capital expenditure summary		
	2017/18 Actual \$000	2017/18 Budget \$000
Total projects under \$250,000	580	821
Total projects over \$250,000	1,552	2,335
Total	2,132	3,156

Cost of activity statement			
2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
3,711	Other operating expense	4,480	4,326
3,472	Depreciation and amortisation	3,098	3,104
938	Finance expense	861	861
8,121	Operating expenditure	8,439	8,291
	Revenue		
99	Development and financial contributions revenue	180	150
99	Operating revenue	180	150
8,022	NET OPERATING COSTS	8,259	8,141
	Capital items		
791	Asset renewal	1,867	1,827
1,216	New assets upgrade	265	1,329
2,007	Total capital items	2,132	3,156
10,029	NET COST OF ACTIVITY	10,391	11,297
	Funding sources		
7,444	Rates	7,769	7,621
396	Borrowings	265	1,329
336	Depreciation reserve	1,867	1,827
1,210	Development and financial contributions	-	-
64	Movement in other reserves	-	-
(99)	Reserves & special funds	(180)	(150)
678	Unfunded depreciation	670	670
10,029	TOTAL SOURCES OF FUNDS	10,391	11,297

Net operating costs of \$8.259 million were \$118,000 unfavourable to budget. This is mainly due to Sludge costs, compliance and monitoring in the treatment plants, and wastewater pumping station maintenance.

Capital expenditure of \$2.132 million was \$1.024 million underspent mainly due to delays in the Waikanae duplicate rising main.

Water management

Whakahaere wai

Key developments for the 3 months to 30 June 2018

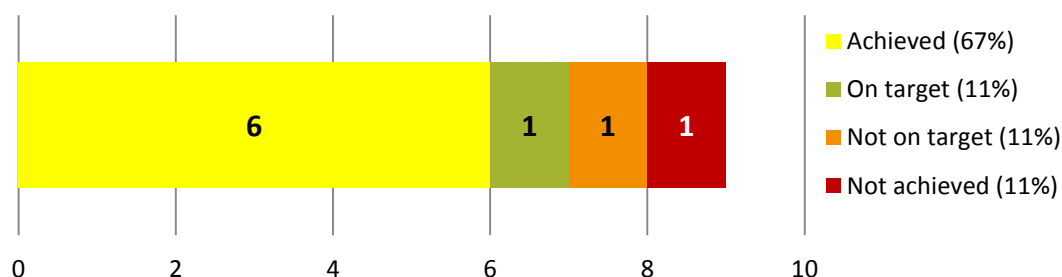
- Two of the four Ongoing Mitigation Plans for the ongoing operation of the river recharge scheme were approved in this quarter with the remaining two plans now being the focus of efforts to secure approval from GWRC. An interim contract for managing the transition of systems and processes from baseline monitoring to ongoing mitigation is in place and work is underway to put the new agreed measures in place for use of the river recharge scheme in the summer of 2018/19 if needed.
- The procurement strategy for professional services has been completed for the 2018 LTP Capital Programme, including the Drinking Water Safety and Resilience programme of work (Waikanae WTP Stage 2, Otaki WTP upgrades, and Hautere/ Te Horo WTP upgrades). The professional services contract is being prepared. This contract will also allow operational projects such as condition and capacity studies to be delivered efficiently and effectively.
- A number of initiatives to maintain confidence in the safety of our drinking water have been progressed; these include: advising residents on the Hautere/ Te Horo scheme of the precautionary approach to Boil Water notices, a trial bore on the Hautere scheme to seek improved raw water quality, contracts are in place to complete the Paekakariki WTP filter replacement project in 2018/19, and the use of the regional joint working group to coordinate drinking water emergency response plans for Kapiti.
- One of the benefits of installing water meters and our water conservation programme has been the improved accuracy of water use data. This has enabled us to better target and repair losses in the system. A consistent focus over recent years on identifying and repairing leaks in the network is continuing to pay off. End of year data shows that water losses from the council's network for 2017/18 was 3,089m³/day, a significant improvement on the previous years 3,489 m³/day.

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 2017 to 30 June 2018



Six KPIs were achieved in 2017/18.

One KPI is on target at the end of the fourth quarter - *'the extent to which the drinking water supply complies with part 4 of the drinking water standards'* is expected to be achieved when confirmed results are received from the drinking water assessors in late August.

One KPI is not on target at the end of the fourth quarter - *'the extent to which the drinking water supply complies with part 5 of the drinking water standards'* is expected to be 'Not achieved' when confirmed results are received from the drinking water assessors in late August.

One KPI was not achieved at the end of the fourth quarter – *the number of complaints received about the council reticulation network*, was 7.25 per 1000 connections for the year against a target of 4.7 complaints per 1000 connections. There were 167 complaints in total, 97 of which were service requests for no water supply and 70 were water quality complaints.

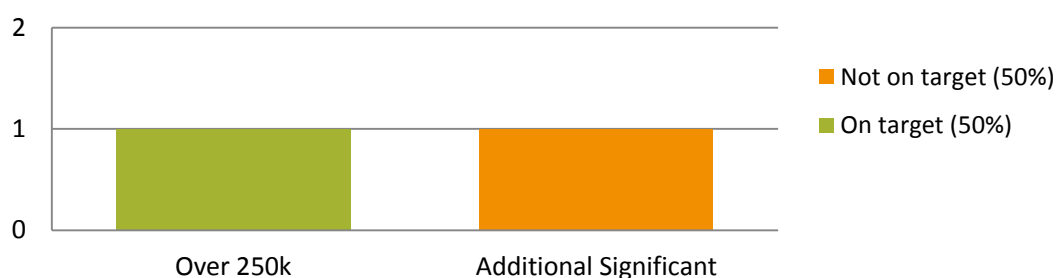
Projects – Summary

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

The latter project is not on target as it is projected to be \$62,000 over its \$255,750 budget this year. This is largely due to additional compliance monitoring work and Ongoing Mitigation Plan discussions with GWRC.

Water - Projects

as at 30 June 2018



Performance measures





as at 30 June 2018

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 (10 mins)	Median attendance time was 10 minutes for 97 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target	Median attendance time was 2 hours and 3 minutes for 991 non urgent water faults.
	Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 5 hours	On target	Median resolution time was 1 hour and 6 minutes for 97 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target	Median resolution time was 5 hours 19 minutes for 991 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	Confirmed compliance results are not due until shortly after year end. (2016/17 result was 100% compliance with part 4 of the drinking water standards)
		b) Achieve	Not on target	Confirmed compliance results are not due until shortly after year end. The contract for the installation of the new micro-filters at Paekākāriki WTP has been awarded, which will bring this WTP into full compliance by the end of Q1 2018/19. The Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which is programmed in the 2018 LTP. (The 2016/17 result was 'not achieved' for compliance of the Ōtaki, Hautere and Paekākāriki supplies.)

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	Achieved (80%)	The Resident Opinion Survey full year result was 80% satisfied. (2016/17 result was 81%)
	Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following: a) drinking water clarity; b) drinking water taste; c) drinking water odour; d) drinking water pressure or flow; e) continuity of supply; and f) council's response to any of these issues. (DIA mandatory measure)	Maintain or reduce 2014/15 baseline (4.7 per 1,000 connections)	Not achieved (7.25 per 1,000)	A total of 167 'complaints' were logged this year to the end of this third quarter (70 water quality complaints and 97 service requests for no water supply). With a total of 23,020 connections, 167 complaints translate to 7.25 complaints per 1,000 connections. (Note: a further 45 water pressure complaints were logged, but are excluded for consideration against the target as there was no data on water pressure complaints in the 2014/15 baseline).
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	Peak water consumption per person declines to 400 litres per person per day (plus 90 litres per person for water loss) by 2016/17	490 litres per person per day by 2016/17 and maintained thereafter	Achieved (417 l/p/d)	Peak day water use at the end of the fourth quarter was 417 l/p/d. The 2016/17 result was 369 l/p/d. (Average use was 311 l/p/d at end of fourth quarter. The 2016/17 result was 315 l/p/d)
	Percentage of real water loss from the council's networked reticulation system. (DIA mandatory measure ¹)	Establish a baseline in 2015/16 (23.6%) that is no greater than 2014/15 and monitor	Monitor only	The water loss from the council's network for 2017/18 was 20.5% (3,089m ³ /day), a significant improvement on the previous year. In 2016/17 the percentage of water losses was calculated at 23.5% (3,489 m3/day).

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



Project reports

Pipe renewals					
Description	This project covers the reticulated network pipe renewals for 2017/18 in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki; works planned for two main areas based on condition assessment.				
	This work includes reactive and planned network renewals activities.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		  		\$ 	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the fourth quarter:					
1. The planned pipe renewal contract for Ames Street in Paekākāriki was tendered and is being evaluated currently. These works are proposed to be put on HOLD to balance total activity CAPEX costs.					
2. Work on reactive lateral replacements has been progressing in a consistent fashion. A pipe burst in Raumati Road and repairs to the bulk water main to Paraparaumu have also contributed to reactive works costs.					
Upcoming milestones:					
3. A review of planned and unplanned works budgets indicates that unplanned works remain on track for the spend profile estimated for the financial year.					
4. The Ames Street pipework renewal contract is on HOLD until 2018/19 financial year.					
Risks (to programme, cost, quality, other)					
1. Deferral of the Ames Street pipework renewal leaves a residual risk that the pipe may fail in the coming year. The most vulnerable section of the main was replaced last year and a programme of pipe condition surveys is planned for Paekākāriki next year. This will further inform future renewals planning and risk management in Paekākāriki.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2018					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	510,050	363,657	363,657	-

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		

Additional significant project

River Recharge with Groundwater scheme – Post construction compliance monitoring

Progress	<p><i>Developments in fourth quarter:</i></p> <ul style="list-style-type: none"> Further compliance monitoring work and OMP discussions with GWRC have meant additional costs have been incurred this financial year as the project transitions to ongoing operations. Two of the four Ongoing Mitigation Plans, for 'Borefields' and 'Wetlands' have been approved. Work is ongoing to gain approval for the remaining two OMGs for 'River' and 'Small Coastal Streams'. A contract for the transition of consent management to Council as been awarded and work on this is underway. <p><i>Upcoming milestones</i></p> <ul style="list-style-type: none"> Approval of the remaining two ongoing mitigations plans by GWRC. Finalisation and submission of consent change proposals to reflect the completion baseline monitoring for Greater Wellington Regional Council approval. Completion of transition works for 2018/19 summer monitoring period. 	Status	
		Timeliness-	 ✓
		Budget	\$ 

Current year project costs to 30 June 2018

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2016/17	255,004	291,682	291,682	
This year	2017/18	255,750	317,309	317,309	
Total		510,754	608,991	608,991	

Water management – financial results to 30 June 2018**Capital expenditure summary**

	2017/18 Actual (\$'000)	2017/18 Budget \$000
Total projects under \$250,000	392	352
Total projects over \$250,000	366	416
Total	758	768

Cost of activity statement

2016/17 Actual \$000		2017/18 Actual \$000	2017/18 Budget \$000
	Expenditure		
4,059	Other operating expense	3,842	3,874
2,696	Depreciation and amortisation	2,686	2,703
1,798	Finance expense	1,859	1,859
8,553	Operating expenditure	8,387	8,436
	Revenue		
37	Fees and charges	37	39
-	Grants and subsidies	87	103
422	Development and financial contributions revenue	858	-
459	Operating revenue	982	142
8,094	NET OPERATING COSTS	7,405	8,294
	Capital items		
870	Asset renewal	758	768
68	New assets upgrade	-	-
938	Total capital items	758	768
9,032	NET COST OF ACTIVITY	8,163	9,062
	Funding sources		
8,387	Rates	8,222	8,269
68	Borrowings	(87)	-
813	Depreciation reserve	758	768
56	Development and financial contributions	-	-
(422)	Reserves & special funds	(858)	(103)
130	Unfunded depreciation	128	128
9,032	TOTAL SOURCES OF FUNDS	8,163	9,062

Net operating costs of \$7.405 million are \$889,000 favourable to budget due largely to substantially higher than expected development and financial contributions revenue.