

Chairperson and Committee Members
OPERATIONS AND FINANCE COMMITTEE

1 DECEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 JULY TO 30 SEPTEMBER 2016

PURPOSE OF REPORT

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

DELEGATION

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















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

BACKGROUND

- 3 The dashboard graphic on the following page gives a snapshot of performance across all of council activities and is intended to highlight at a glance where there might be any issues to assess.
- 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 ‘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 the detailed reports which present an overview of the performance for the 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

Activity	KPIs			Projects	Capital Spend (\$000)	Operating Spend (\$000)	Income (\$000)
	On target	Achieved	Not on target		Favourable	On budget	Unfavourable
	Not yet due						
INFRASTRUCTURE	 Coastal Management	<div><div></div></div> 100%		<div><div></div></div> 100%	<div><div></div></div> \$39	<div><div></div></div> \$135	
	 Access & Transport	<div><div></div> 20%</div> <div><div></div> 80%</div>		<div><div></div></div> 100%	<div><div></div></div> \$1,089	<div><div></div></div> \$2,610	<div><div></div></div> \$760
	 Water	<div><div></div> 67%</div> <div><div></div> 33%</div>		<div><div></div></div> 100%	<div><div></div></div> \$509	<div><div></div></div> \$1,968	<div><div></div></div> \$1,858
	 Stormwater	<div><div></div> 86%</div> <div><div></div> 14%</div>		<div><div></div> 50%</div> <div><div></div> 50%</div>	<div><div></div></div> \$630	<div><div></div></div> \$736	<div><div></div></div> \$29
	 Wastewater	<div><div></div></div> 100%		<div><div></div></div> 100%	<div><div></div></div> \$104	<div><div></div></div> \$1,908	<div><div></div></div> \$8
	 Solid Waste	<div><div></div> 50%</div> <div><div></div> 50%</div>		<div><div></div></div> 100%	<div><div></div></div> \$195	<div><div></div></div> \$401	<div><div></div></div> \$133
COMMUNITY SERVICES	 Recreation & Leisure	<div><div></div> 37%</div> <div><div></div> 38%</div> <div><div></div> 25%</div>		<div><div></div> 50%</div> <div><div></div> 50%</div>	<div><div></div></div> \$200	<div><div></div></div> \$2,561	<div><div></div></div> \$404
	 Community Facilities & Community Support	<div><div></div> 33%</div> <div><div></div> 67%</div>		<div><div></div></div> 100%	<div><div></div></div> \$26	<div><div></div></div> \$1,354	<div><div></div></div> \$248
	 Parks & Open Space	<div><div></div> 17%</div> <div><div></div> 16%</div>		<div><div></div></div> 100%	<div><div></div></div> \$39	<div><div></div></div> \$1,296	<div><div></div></div> \$249
	 Economic Development	<div><div></div> 50%</div> <div><div></div> 50%</div>		<div><div></div></div> 100%	<div><div></div></div> \$187	<div><div></div></div> \$546	<div><div></div></div> \$1
PLANNING & REGULATORY	 Regulatory Services	<div><div></div> 50%</div> <div><div></div> 33%</div> <div><div></div> 17%</div>		<div><div></div></div> 100%		<div><div></div></div> \$2,055	<div><div></div></div> \$1,460
	 Districtwide Planning	<div><div></div> 33%</div> <div><div></div> 67%</div>		<div><div></div></div> 100%		<div><div></div></div> \$1,060	<div><div></div></div> \$4
GOVERNANCE & TĀNGATA WHENUA	 Governance & Tāngata Whenua	<div><div></div> 50%</div> <div><div></div> 17%</div>			<div><div></div></div> \$ -	<div><div></div></div> \$1,162	<div><div></div></div> \$363
	 Corporate	<div><div></div> 33%</div>			<div><div></div></div> \$85	<div><div></div></div> \$637	<div><div></div></div> \$12,679
					<div><div></div></div> \$3,103	<div><div></div></div> \$18,432	<div><div></div></div> \$18,198

CONSIDERATIONS

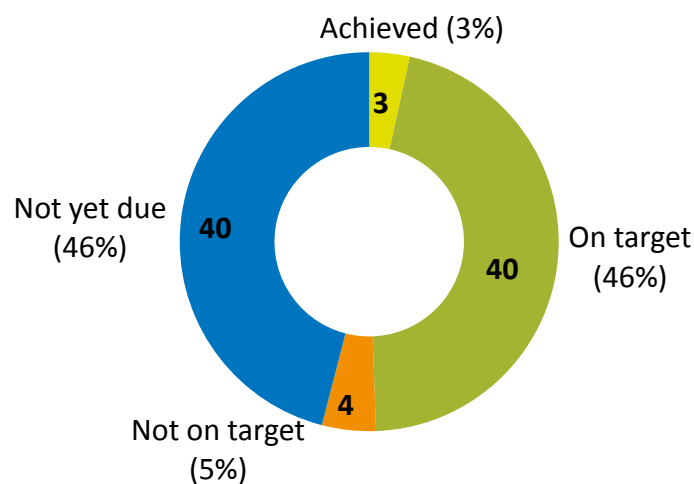
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 87 KPIs for which we have targets this year (three further KPIs are for monitoring only). Figure 1 below reports on KPI results against their targets.
- 9 KPI results are expanded on in the activity sections that follow later in this report.

Figure 1: Key Performance Indicators

As at 30 September 2016

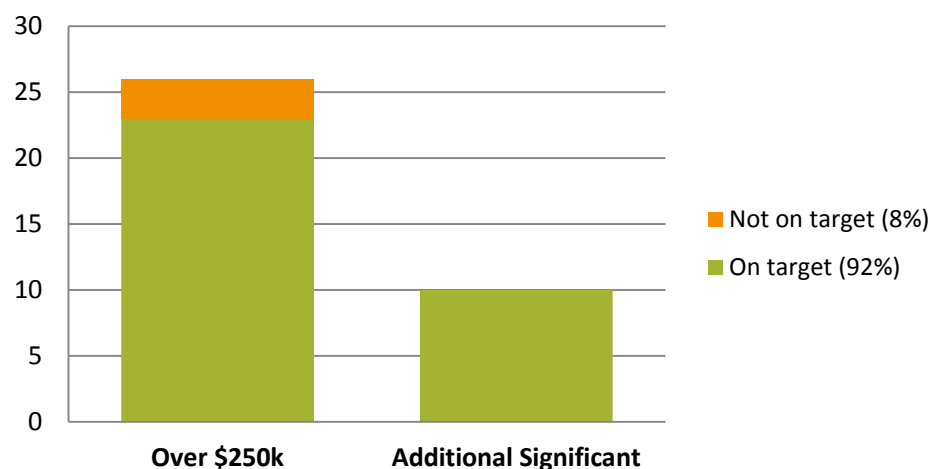


Summary of Projects

- 10 There are 36 significant projects being undertaken by Council in 2016/17. Of these, 26 are Capital Expenditure Projects with a value of \$250,000 and above and 10 are additional significant projects.
- 11 Figure 2 below provides a performance summary of these projects as at 30 September 2016.

Figure 2: Summary of Projects

As at 30 September 2016



- 12 Thirty three of the 36 projects (92%) were on target at the end of the first quarter. Details of progress on each project are included in the reports attached in Appendix B.

- 13 Three Capital Expenditure Projects were not on target at the end of the first quarter: These are discussed in the relevant activity cluster sections below.

Section 2: Across Council Work Programmes

- 14 There are three programmes of work that cross a number of activities. These are the Caring, Dynamic and Effective – Open for Business programme, the Expressway Integration programme, and the Carbon and Energy Management programme. The Carbon and Energy Management programme will be reported on annually when the audited results for the previous year become available.

Open for Business – Caring, Dynamic and Effective work programme

Culture Change programme

- 15 A number of steps have been taken to advance the Open for Business – Caring, Dynamic and Effective Culture Change since this objective was introduced in August 2014. These include: a customer charter, an 'Our Standards' booklet, an 'Employee of the Month' award and incorporation of caring, dynamic and effective outcomes into staff performance requirements. There has been an increase in positive feedback from external customers.

Business improvement programme

Projects

- 16 There are currently two sub-projects in this work programme, both focused on the Regulatory Services Group. The first involves implementing a quality assurance system (QAS) across all of Regulatory Services. The second is a LIMs Improvement Project. Both projects are progressing well.
- 17 Other projects outside the Regulatory Services Group will be initiated as the above projects are completed in the near future.

Key developments

- 18 The programme of drafting processes across the Regulatory Services Group is almost complete. Once they are fully documented the QAS manuals can be published.
- 19 From 1 August Council started to issue LIMs using the new template. Positive feedback has been received on the way LIMs are processed and delivered to our customers.

Expressway Integration work programme

Projects

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

Key developments

- 21 Shared path upgrades on Otaihanga Road and Kapiti Road are underway, as are Realm Drive crossing improvements on Mazengarb Road.

- 22 Shared path upgrade and intersection upgrades on Raumati Road are under design and shared path construction at several places on Poplar Avenue are also in the design phase.
- 23 The Town Centres project is working towards detailed design on its priority projects and has incorporated feedback from the recent round of public consultation in June 2016.
- 24 Contracts have been signed with Electra and Brian Perry Civil for the Kapiti Road upgrade work between the expressway and Rimu Road. Construction has begun with undergrounding of power and private connections on the north side of Kapiti road.



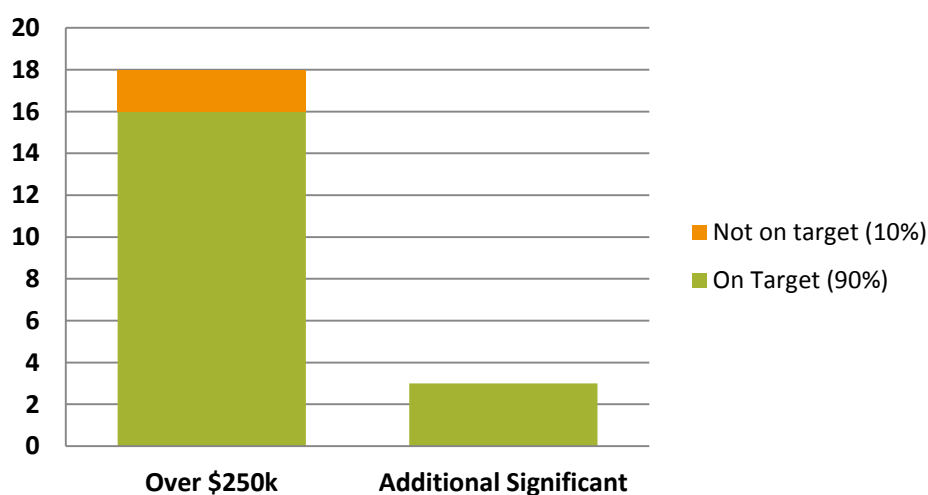
Section 3: Infrastructure

Projects

- 25 There are 21 Infrastructure projects, 18 of which are capital expenditure over \$250,000 projects and three which are additional significant projects.

Figure 4: Infrastructure Projects

As at 30 September 2016



- 26 Nineteen of these 21 projects (90%) are on target at the end of the first quarter.
- 27 Two projects are not on target as revised project forecasts show they will run over initial budgets. These are the Ōtaki Stormwater Pump Station upgrade and the Waikākāriki Stream gravel extraction projects. The projected overspends will be funded out of the Reactive Solutions (stormwater minor improvements) budget.

Key development highlights

- 28 The annual road pavement reseal programme has been finalised and pre-seal repairs will commence in October 2016.
- 29 Physical works at the Arawhata Road/Kapiti Road intersection are nearing completion with the installation of signal lights in progress.

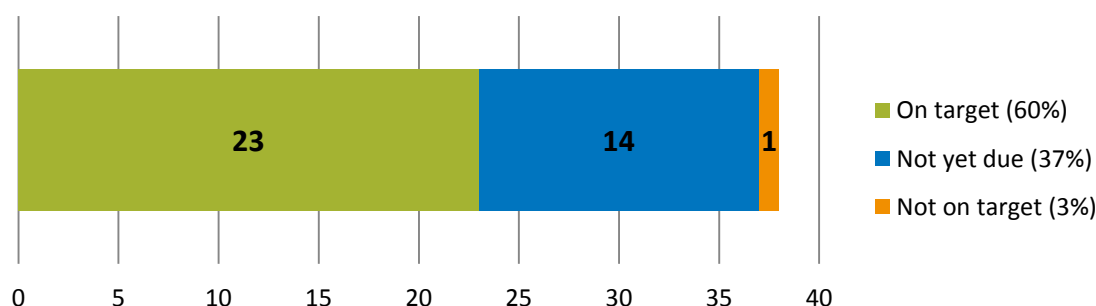
- 30 A one in 30 year storm event on 23-24 July caused significant damage in several locations along the coast. Repairs were made promptly to protect public assets although some of these are only temporary repairs while longer-term solutions are being developed.
- 31 Several waste minimisation education events were undertaken in the quarter, including delivery of a programme to 60 students at Te Horo School and working with youth organisation ZEAL to implement waste minimisation at the food truck event in August 2016.
- 32 The detailed investigation of projects in the re-prioritised Stormwater work programme is progressing well, with investigations completed in 26 of 35 catchments.
- 33 All potentially affected party approvals have now been secured for the Ōtaki wastewater treatment plant consent application and provided to Greater Wellington Regional Council.
- 34 The three 2015/16 annual reports for the river recharge scheme were submitted to Greater Wellington Regional Council in September 2016 in accordance with the consent requirements.
- 35 The replacement filters for the Paekākāriki water treatment plant have been installed and are being prepared for commissioning.

Key performance indicators

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

Figure 5: Infrastructure KPIs

As at 30 September 2016



- 37 Fourteen KPIs are awaiting results not due until later in the year.
- 38 Of the remaining 24 KPIs, 23 were on target at the end of the first quarter 2016/17 (96%, or 60% when including those KPIs that are not yet due).
- 39 One KPI was not on target at the end of the first quarter. This was a Stormwater KPI measuring “*The number of complaints about the performance of the stormwater system.*” It has a target of 10 complaints per 1,000 connections for the year. We have received 6.7 complaints per 1,000 connections in the first quarter which suggests the target won’t be met this year (it was not met last year). There is a significant programme of work underway in this activity following on from the re-prioritisation of the stormwater work programme which is intended to improve performance in this area in future years.



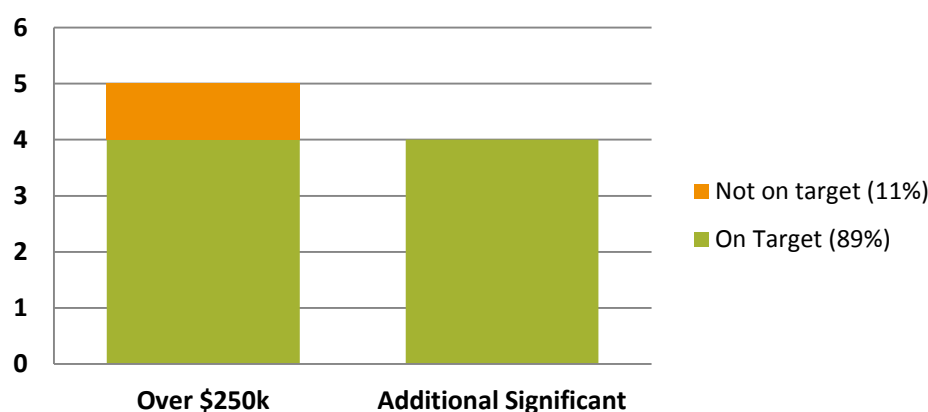
Section 4: Community Services

Projects

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

Figure 6: Community Services Projects

As at 30 September 2016



- 41 Eight of the nine projects (89%) are on target at the end of the first quarter.
- 42 One project, the Ōtaki pool rebuild, was not on target. This project has had to go out to tender for a second time and this has delayed the project. It is now expected to be completed in the 2017/18 year.

Key development highlights

- 43 The Otaki Memorial Hall and Supper Room have been identified as potentially earthquake prone. We have engaged consulting engineers to provide a detailed seismic assessment.
- 44 The agreement supporting Council's \$1.6m contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre has verbally been agreed with the College. Formal acceptance is expected shortly. When that is received the agreement will be taken to Council for approval.
- 45 A free event to celebrate Matariki was held in July 2016 at Nga Purapura facility in Ōtaki. Over 800 people attended the event.
- 46 The Council held the first 'No.8 Wire Week' in July 2016 with a series of family-friendly sustainability workshops, community events and excursions. There were 34 separate fixtures held including bee and chicken keeping, composting, paper making with harakeke (flax) and bike maintenance.
- 47 The Kāpiti i-SITE visitor service centre relocated to its new premises in Coastlands Shopping Centre in September 2016. An opening event was held which showcased local food and beverage.
- 48 Marketing and promotion of the district continues with articles submitted to the Wellington Biking Guide, Your Perfect Weekend campaign in AA Directions Magazine, Air New Zealand Website and NZ Golf Magazine.

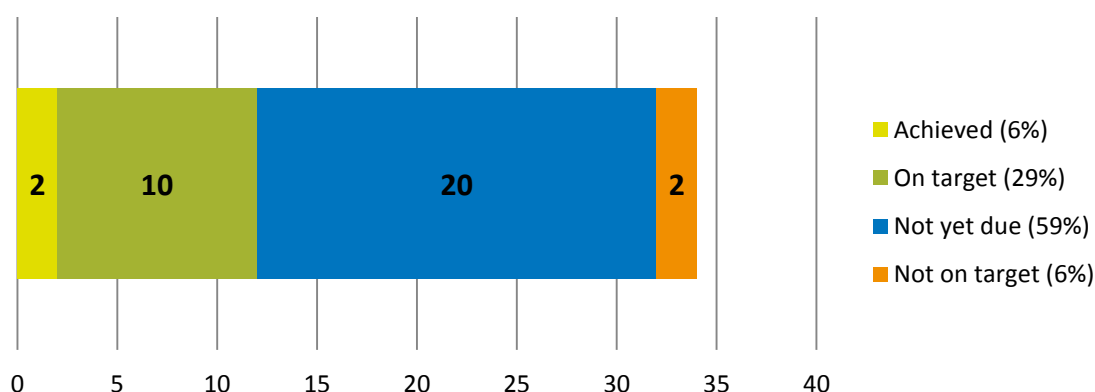
- 49 The surveys of facility managers and owners have been completed. These will inform the development of the Community Facilities Strategy.
- 50 The upgrade of Makarini Reserve funded by M2PP is complete.
- 51 Coastlands Aquatic Centre hosted the successful Capital Coast Surf Life Saving Pool Championships. This is the first time this competition has been run in Kāpiti.

Key performance indicators

- 52 In this cluster there are 34 KPIs.

Figure 7: Community Services KPIs

As at 30 September 2016



- 53 Twelve of the 34 KPIs (35%) were either achieved (2) or on target (10) at the end of the first quarter 2016/17 and 20 KPIs (59%) are awaiting results not due until later in the year.
- 54 Two KPIs (6%) were not on target - these were both Recreation and Leisure KPIs:
- New items added to library collections* was below its pro rata target for the first quarter but is expected to get back on track over the next three quarters.
 - The number of visits to the district's libraries* was below its pro rata target for the first quarter. We reported last year that the target set in the long term plan was too high, based on faulty data from the old door counters at Paraparaumu Library. This only came to light when the door counters were replaced in late 2015. This KPI is not expected to be achieved this year.



Section 5: Planning and Regulatory Services

Projects

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

Key development highlights

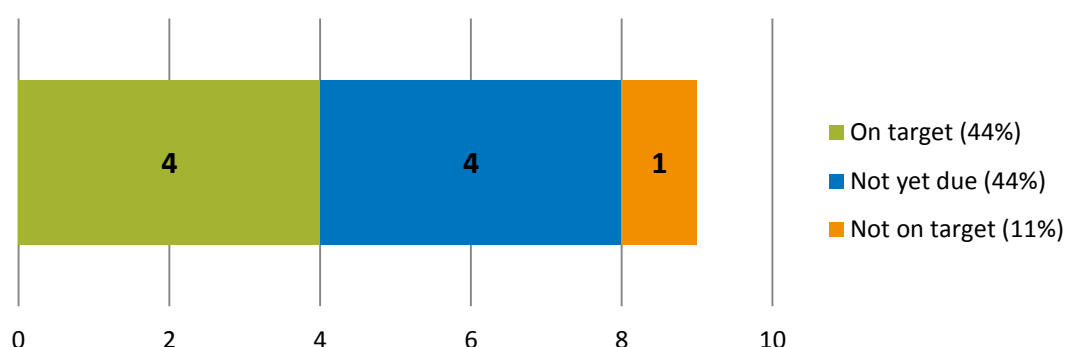
- 57 Ten PDP hearings were held over 22 hearing days in the first quarter of 2016/17. Eighteen PDP hearings (out of a total of 19) had been held by the end of that quarter and more than 200 submitters heard.
- 58 Work continued on Community Futures with the Waikanae Beach community to develop their vision with further work to occur early next calendar year.
- 59 A booklet *Our Business: Your Success* was published to help people navigate their way through the relevant rules and regulations that apply when starting or making changes to an existing business on the Kāpiti Coast.
- 60 There were 168 assessments of earthquake-prone buildings in the first quarter.
- 61 Work is ongoing to document and review our work processes across the group to ensure that our legislative obligations are being met and that they are aligned with our Open for Business initiative. Resource consents are being given priority attention.

Key performance indicators

- 62 In this cluster there are 9 KPIs.

Figure 8: Planning and Regulatory KPIs

As at 30 September 2016



- 63 Four of the nine KPIs (44%) were on target at the end of the first quarter 2016/17.
- 64 Four KPIs (44%) were awaiting results due later in the year.
- 65 One regulatory services KPI was not on target at the end of the first quarter. *"The percentage of service requests responded to within corporate standards"* was 93%, slightly below the target of 95%. This is expected to get back on target over future quarters.



Section 6: Governance and tāngata whenua

Projects

66 There are no significant projects to report on in this activity.

Key development highlights

67 The Council received 78 requests under the Official Information Act in the first quarter of 2016/17. This compares to 65 in the first quarter last year.

68 There was one citizenship ceremony, on 3 August which conferred citizenship upon 39 applicants.

69 Planning for Waitangi Day 2017 is underway. Ngā Hapū o Ōtaki and the Council are co-hosting the signature event which will take place in Ōtaki

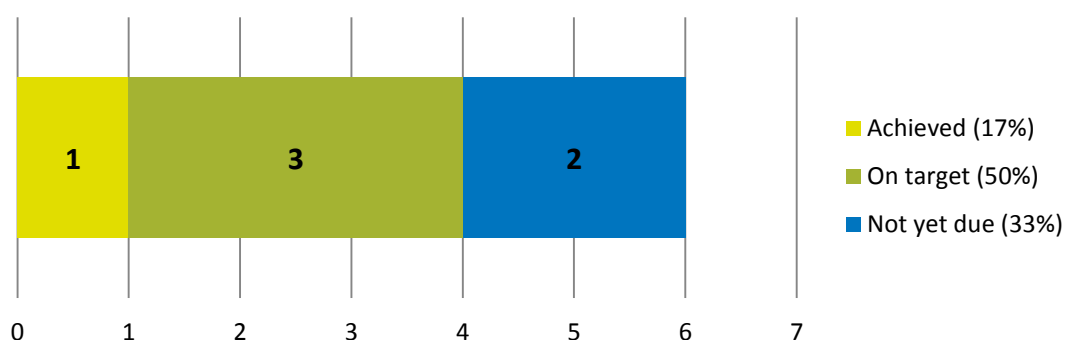
70 Iwi are engaged across the organisation in a range of working parties, including: town centres, water, district plan, bio-solids and development of cultural impact assessments.

Key performance indicators

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

Figure 9: Governance & Tāngata Whenua KPIs

As at 30 September 2016



72 One KPI was achieved (for the 2013-2016 triennium just ended) and three were on target (for the 2016/17 year) as at the end of the first quarter 2016/17.

73 Two KPIs are awaiting results not due until later in the year.

Legal considerations

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

Financial considerations

75 A summary of budget details for each activity (as at 30 September 2016) is provided in the activity reports attached as Appendix B to this Report SP-16-2026.

SIGNIFICANCE AND ENGAGEMENT

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

RECOMMENDATION

77 That the Operations and Finance Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the first quarter of 2016/17 contained in the Activity Reports attached as Appendix B to this Report SP-16-2026.

Report prepared by	Approved for submission	Approved for submission
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Terry Creighton	Sarah Stevenson	Wayne Maxwell
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Corporate Monitoring Officer	Group Manager Strategy and Planning	Group Manager Corporate Services
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ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports











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

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

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

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

Table One: Capital Expenditure projects \$250,000 and above (continued)

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

3. Not included in the activity reports as project hasn't started yet. This is a 2015-35 Long term plan project

4. Not included in the activity reports as our contribution isn't due until 2017/18. This is a 2015-35 Long term plan project.

5. Included in Recreation and leisure activity report as preliminary work is underway even though the project will not start in earnest until results of Mahara Gallery fundraising are known.

Project Status Key

	Complete		On target		Not on target
	Failed		On hold		

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

Table Two: Additional Significant Projects⁶

Activity / Programme	Project	Status
Business Improvement	Business improvement projects	
Access and transport 	Footpath renewal	
Coastal 	Repairs to Storm damage of September 2016	
Wastewater 	Paraparaumu WWTP consent renewal	
Water Management 	RRwG – Post construction compliance monitoring	
Economic Development 	Strategy for supporting economic development	
Parks and open space 	Community facilities strategy	
	Maclean Park	
	Otaraua Park development	
Districtwide Planning 	District plan review	
Regulatory services 	Earthquake prone buildings assessment	

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

Appendix B

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

Across Council Work Programmes



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

These programmes of work are:

- Open for Business – Caring, Dynamic and Effective (including Culture Change and Business Improvement)
- Expressway Integration, and
- Carbon and Energy Management (this programme will be reported annually when the audited results for the previous year become available).

Open for Business – Caring, Dynamic and Effective

Background

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

Two main work streams were identified to focus on achieving a consistent open for business approach across the organisation: Business Improvement and Culture Change. These work streams are joined up to ensure operational functionality does not get out of step with expectations.

Culture Change work programme – Caring, Dynamic and Effective

The culture change programme – “how we do things around here” was designed to achieve better service to all council customers, internal and external.

By May 2016 over 30 staff workshops had been completed and in July 2016 we commenced the second phase of this programme commenced, building on the progress and outcomes from the initial staff workshops. The update below reports key developments in this work programme from August 2014 to end of the first quarter in 2016/17.

Key developments to 30 September 2016

- Development of a Customer Charter and internal logo.
- Development and implementation of ‘Our Standards’, a reference booklet which outlines the minimum customer service level standards that all staff sign up to.
- Development and adoption of an Engagement and Communications Strategy to drive a more consistent approach to working with our communities.
- Introduction of an Employee of the Month Award.
- Incorporation of caring, dynamic and effective outcomes into staff performance requirements.
- Increase in positive feedback from external customers.
- Increase in collaboration and communication across teams within the organisation which provides a more joined-up approach.
- Regular progress reports to the Senior Leadership Team and to Council.


Business Improvement work programme

The business improvement work programme is set by the Senior Leadership Team. The emphasis is on promoting consistency by evaluating and simplifying internal processes and public information, and establishing a Quality Assurance System (manual, controlled documents, continuous improvements and audit).

Our goal is to ensure that we give the customer the best service that can be delivered and that we help them navigate through the rule book.

The current focus for the team is the Regulatory Services Group.

Business Improvement work programme – Current Focus: Regulatory Services

Description	<p>The current work focus is Regulatory Services Group and involves:</p> <ul style="list-style-type: none"> Implementing a Quality Assurance System across all of Regulatory to ensure that systems and processes are progressively reviewed and improved. This will be achieved by documenting all regulatory processes in a consistent format, establishing forms registers for controlled documents, implementing a continuous improvement process and establishing a review/audit process that is appropriate to each area; and A LIM Improvement Project that aims to improve the way that LIMs are processed and delivered to our customers; assure the quality of information included in a LIM against section 44A of the Local Government Official Information and Meetings Act 1987. This includes quality control; operational efficiencies, an 'Open for Business' report format and effective oversight of the LIMs process. 		
Group	Office of the Chief Executive		
Status	Category	Timeliness	Budget
		 ✓	-
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the first quarter:</i></p> <p><u>Quality Assurance Systems – Regulatory Services</u></p> <ol style="list-style-type: none"> Continued to progress work programme to ensure all processes and documents are recorded for Building, Resource Consents, Compliance, Environmental Health, Alcohol Licencing and Animal Control. Programme of completing drafts of processes almost complete across the entire Group. Processes which are complex are being progressively mapped. <p><u>LIMs Improvement Project</u></p> <ol style="list-style-type: none"> Completed review of inputs and established quality controls for each source of LIM information. Reviewed test LIM template and confirmed changes to take forward into the final new look LIM. Started, as from 1 August, to issue LIMs using the new template. Positive feedback has been received on the improvements to the way LIMs are processed and delivered to our customers. Participated in a GNS Science review funded by WREMO on how natural hazard information is represented in LIMs produced in the Wellington Region. <p><i>Upcoming milestones:</i></p> <p><u>Quality Assurance Systems</u></p> <ol style="list-style-type: none"> Complete drafting of processes and publish the QAS manuals. Plan for the Regulatory Services Group to move to Continuous Improvement mode. <p><u>LIMs Project</u></p> <ol style="list-style-type: none"> Close off the project by mid-December 2016 and establish a record of and assign any outstanding matters using the Continuous Improvements System. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> Resourcing - regular work programme requirements impact on staff capacity to complete their process work. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> None to report. 			

Expressway Integration

Expressway Integration work programme

This programme of work includes the following:

- i). Development of a number of cycleways, walkways and bridleways under the Stride n' Ride project.
- ii). The Paraparaumu and Waikanae Town Centres project.
- iii). The category 3 works in regard to the revocation of State highway 1 (the first report back on this work is expected to be included in the second quarter activity reporting).
- iv). The Kāpiti Road upgrade project. Although this work is largely funded out of the Stride n' Ride and Town Centres budgets it is a significant project in its own right and is reported separately here.
- v). It is expected that as progress is made on the Waikanae Library and Mahara gallery upgrade projects these will be aligned with the Expressway Integration programme.

Key developments in the three months to 30 September 2016

Stride 'n Ride

- Otaihangā Road shared path upgrades are underway.
- Realm Drive crossing improvements on Mazengarb Road are underway.
- Kapiti Road shared paths (physical works in conjunction with Kapiti Road corridor upgrade); discussions are underway with landowners and have been positive.
- Raumati Road shared path and intersection upgrades are under design, with physical works to be done in conjunction with the Raumati corridor upgrade (refer to Access and Transport project reports).
- Poplar Avenue shared paths construction at Leinster Avenue and between Matai Road and Glen Road are in the design phase.
- Te Moana Road & Park Avenue cycleway options were presented to the Waikanae Community Board and consultation is on-going.

For further detail refer to the Project Report below.

Town Centres

- The Town Centres project is a major work stream of the Expressway Integration Programme. The Town Centres project is working towards detailed design on its priority projects and has incorporated feedback from the recent round of public consultation in June 2016. Feedback on the Town Centres public consultation was provided to Council in August 2016. All feedback can be accessed via the Council website.

For further detail refer to project report below

Kapiti Road Upgrade

- Contracts have been signed with Electra and Brian Perry Civil.
- Construction has begun with undergrounding of power and private connections on the north side of Kapiti road. One internal safety audit has been undertaken.

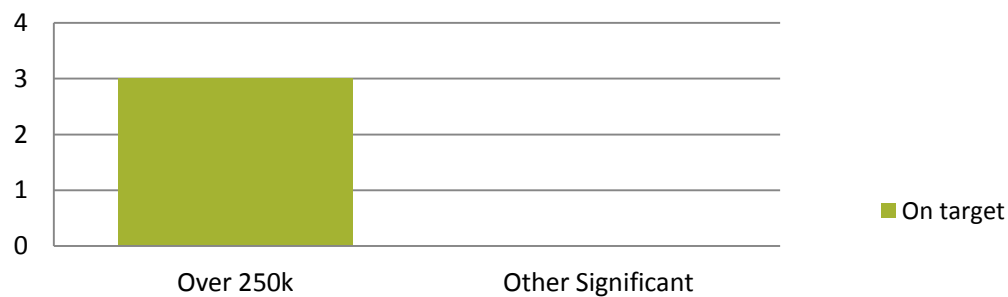
For further detail refer to project report below

Projects – Summary

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


Expressway integration - Projects

as at 30 September 2016



All three projects were on target at the end of the first quarter.

Project reports

Cycleways, walkways and bridleways development – Stride ‘n Ride			
GL codes	Stride ‘n Ride		
Description	Cycleway, Walkway, Bridleway 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)			
<p><i>Developments in the first quarter:</i></p> <ol style="list-style-type: none"> 1. Council has confirmed funding support from the New Zealand Transport Agency (NZTA) for the three-year Stride ‘N Ride works after the acceptance of our Programme Business Case (PBC). The PBC is current for a nine year funding period. 2. The Indicative Business Case for the three-year programme has been lodged with the NZTA, and is awaiting approval. 3. The post construction safety audit of the Poplar Avenue crossing point endorsed the location and safety measures provided. There is still concern about vehicle approach speeds eastbound on Poplar Avenue. Officers are looking at addressing vehicle speeds with further works along Poplar Avenue proposed between Matai Road and Raumati South shops. 4. Construction of the Mazengarb Road, Realm Drive crossing has been challenging as services have been encountered at a shallow depth, adding extra time and cost to the project. This intersection upgrade is expected to be completed in the next quarter. 5. The Kapiti Road shared path construction is underway between Ngahina and Arawhata Roads. Negotiations with Kapiti Coast Airport Holdings Ltd regarding shared path construction adjacent to Kapiti Landing are on-going. 6. Discussions with the Waikanae Golf Club on a possible streamside cycleway/walkway west of the Te Moana Road Expressway Interchange are dependent on the outcome of their desire to acquire land from the NZTA (and Council) for car parking. 7. Raumati Road corridor upgrade project includes a shared path on the north side of Raumati Road between M2PP & Weka Road. Detailed design is underway with construction programmed for the 2016/17 holiday period. 8. Poplar Avenue slow zone designs are under internal peer review prior to consultation with the Paraparaumu–Raumati Community Board. 9. Officers provided the Waikanae Community Board with initial concept designs for a Park Avenue / Ngaio Road cycleway in September 2016. The community board requested further information on a Kohekohe Road option rather than Ngaio Road to be provided in due course. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. The key risk is maintaining on-going public support for any proposed cycle way works that recommend re-allocation of road space in favour of cycle facilities. 2. Procurement of limited contractor resources may also become a risk over the next 12 months. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> 1. Managing stakeholder group member’s expectations with regard to increases in individual project scope which affects overall project affordability. 			

Cycleways, walkways and bridleways development – Stride ‘n Ride (continued)

Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	869,000	795,754	795,754	
This year	2016/17	2,513,275	166,789	2,513,276	
Future years	2017/18	1,980,226		1,980,226	
Total		5,362,501	962,542	5,289,255	

1. The carry forward of \$456,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.

Category	Timeliness	Budget
LIME 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		

Town centre major connectors			
GL codes	Town centres		
Description	This project covers the two town centres, Waikanae and Paraparaumu. The project aims is to implement the adopted blueprint building block projects.		
Group	Strategy and Planning		
Status	Category	Timeliness	Budget
		 ✓	\$ ✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the first quarter:</i></p> <ol style="list-style-type: none"> The town centres open days held last quarter received a wide range of comments on the specific projects presented for feedback and also some wider issues such as the full town centre concept plan. All comments received are being considered either as part of the detailed design phase of those specific projects presented for feedback or through ongoing work to improve the Paraparaumu and Waikanae Town Centres. The town centres design team continue to work with Te Āti Awa Ki Whakarongotai to establish a set of Rohe wide design principles and values that will inform the technical design report being developed. Briefings have been held with Paraparaumu Community Board, Waikanae Community Board, Te Ati Awa Town Centre Working Group, Whakarongotai Marae Trustees, Kapiti Primary School, Probus Club of Paraparaumu, Destination Waikanae, Vision Impaired Waikanae, Rotary Club of Paraparaumu, Coastlands, and Kapiti Lights. A workshop was held with the Kapiti Lights working party in September 2016 where objectives and values were discussed and priority projects agreed. The Town Centre project team is progressing Stage 2 of Kapiti Road Upgrade project (refer to Kapiti Road Upgrade report below). <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Develop detailed designs for priority projects and confirm cost estimates of individual designs. Agree town centres project (Paraparaumu and Waikanae) designs with the SH1 Revocation team where these interface. Further traffic modelling has been developed and is being reviewed to ensure SH1 projects and town centres objectives are aligned, especially in regard to transport hub connections and east-west connections. Coordinate SH1 revocation works and delivery milestones with town centres priority projects. M2PP SH1 Revocation on-going design development with the Town Centre's designers. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> SH1 Revocation works do not align with town centres projects leading to re-prioritisation and re-scheduling. Community expectations regarding town centres projects are managed and met through effective communications and engagement (opportunity risk). 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> Town centres will re-engage with the public in March 2017. Any Kapiti Lights working group funding agreements will require Council review and approval in due course. 			

Town centre major connectors (continued)

Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,328,000	1,320,493	1,320,493	
This year	2016/17	2,555,958	174,485	2,555,957	
Total		3,883,958	1,494,977	3,876,450	

1. The carry forward of \$720,000 from Strategic Land agreed at the end of last year has been added to the 2016/17 revised budget.

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
LIME	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		

Major community connector upgrades - Kapiti Road upgrade

GL codes	GL 1795B				
Description	Removal of the remaining section of power poles in the footpath, widening of shared path and undergrounding of cables on Kapiti Road between expressway and Rimu Road.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the first quarter:</i>					
1. Contracts signed with Electra and Brian Perry Civil.					
2. Construction has begun with undergrounding of power and private connections on the north side of Kapiti road. One internal safety audit undertaken.					
3. Pre-Construction Safety audit undertaken by MWH.					
4. Building consent granted for the moving of the retaining wall subject to resource consent.					
5. Directly affected land owners have agreed access agreements for major works affecting property.					
6. Continued communication with all residents via letter drops and regular updates via Council media releases.					
7. The project is funded from the CWB programme, the Town Centre project and Electra.					
<i>Upcoming milestones:</i>					
8. Conduct second internal safety audit.					
9. Construction is expected to be completed mid December 2016.					
Risks (to programme, cost, quality, other)					
1. Community dissatisfaction associated with on-going construction activities along Kapiti Road.					
2. Additional costs associated with relocating power cable under new retaining wall may impact on budget.					
Issues (for elected member attention)					
1. On-going management of the temporary traffic layout during construction.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,309,413 ¹	103,369	1,309,413	

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

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

Infrastructure

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

Access and transport

Putanga me to ikiiki

Key developments for the 3 months to 30 September 2016

Three capital projects are contributing to a programme of works to get Kapiti Road 'ready for the Expressway'. This programme of works started late August and will carry on for approximately 8 to 10 months.

Both the Stride 'n Ride aspects of the Kapiti Road work and the Kapiti Road upgrade work between Arawhata Road and Rimu Road (including undergrounding of power lines) are described in the 'Across Council Programmes' report under the Expressway Integration Programme. The Kapiti Road/Arawhata Road intersection upgrade project is discussed in the project report below.

Network Maintenance

- The annual reseal programme has been finalised and pre-seal repair markouts have been substantially completed. Pre-seal repairs will commence in October 2016 with resealing to be undertaken between November 2016 and April 2017.
- The annual footpath upgrade programme is in the development stage and will be circulated once completed. Physical work is programmed in the summer months.
- The "no spray" register for weed spraying has been updated with properties on the register confirming whether they wish to remain on the no spray list. Residents on the register are responsible for weed management in the road reserve outside their property boundaries.
- An annual forward works programme for maintenance and renewals is established through the Road Maintenance and Streetlight Maintenance and Renewal contracts

Network Planning

- The Council and NZTA will be developing a Network Operating Framework Plan (NOP) which when complete will provide Council with a management system and suite of tools to optimise network use. This project is likely to focus on the major east – west connections in Paraparaumu and Waikanae and will commence in mid October 2016.
- Transport and Traffic advice was provided on 30 resource consents in the first quarter.
- Access and Transport expert witness advice was provided for a one day resource consent hearing.
- Further expert witness advice was provided during a total of seven days of proposed District Plan hearings on chapters 6, 11, and 12 (Financial Contributions) during September 2016.

Travel planning and safety initiatives

→ Recent safety education initiatives undertaken in this quarter include:

- Mobility Scooter Safety Flags promotion via radio advertising for four weeks – the flags are available free of charge at the Council's Customer Services desks and at Kapiti Cycles at Miro Street.
- A child restraint checkpoint in Paraparaumu and Waikanae where 49 cars stopped to have child restraints fitted and checked over two days in September 2016.
- an Anchor Bolt Installation Day was held on Wednesday 30th September 2015 at the Kapiti Plunket rooms.
- Driving with Confidence courses were held.
- Radio advertising (joint action with the New Zealand Police) was undertaken on key Road Safety messages targeting motorcycle safety, visibility (being seen) and driver fatigue to coincide with the school holidays break.

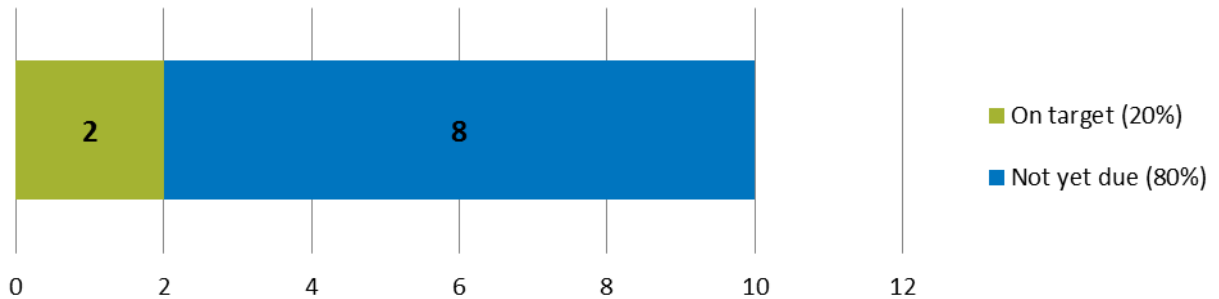
Stride 'n Ride – This is a major Access and Transport piece of work. Key developments and a full project report can be found in the 'Across Council Programmes' report under the Expressway Integration programme.

Performance measures summary

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

Access and transport KPIs

1 July to 30 September 2016



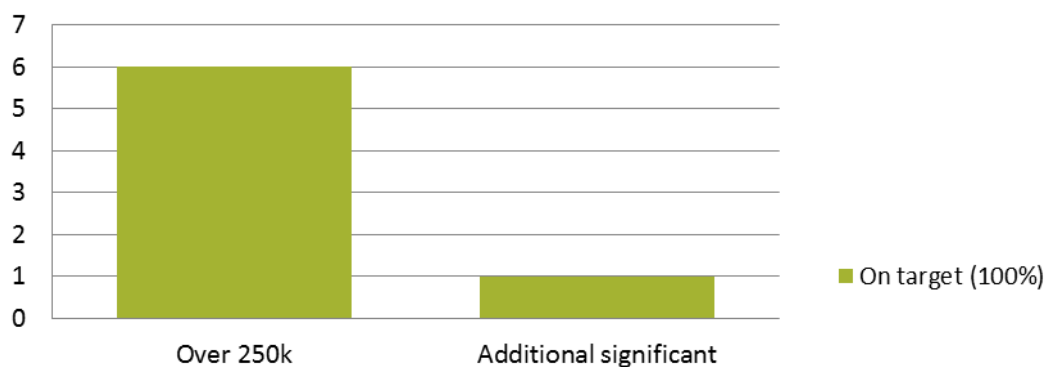
Two of the ten KPIs were on target at the end of the first quarter. Eight KPIs cannot be reported on in the first quarter as data will be available later or at the end of the financial year.

Projects – Summary

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

Access and transport - Projects

as at 30 September 2016



All seven projects are on target at the end of the first quarter.

Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Our transport network allows for the safe and efficient movement of people and goods	Residents that agree that the existing transport system allows easy movement around the district	85%	Not yet due	This measure won't be surveyed until later in the year
	Number of serious and fatal crashes on district roads is falling (<i>excludes SH1</i>) (DIA mandatory measure)	Less than or equal to the 6 serious injury or fatal crashes in 2015/16	On target (1 serious injury or fatal crash) - <i>provisional</i>	One serious injury crash in the first quarter (interim data only as final quarterly NZTA data not available at end September). (2015/16 total was 6 crashes)
	Residents that are satisfied with street lighting	85%	Not yet due	This measure won't be surveyed until later in the year.
Our transport network is affordable and reliable and users can easily get around the district by their preferred means	Percentage of the sealed local road network that is resurfaced (DIA mandatory measure)	5%	Not yet due	Results not due until the fourth quarter.
	Residents that are satisfied with the condition of the road and footpath network	Roads 70%	Not yet due	This measure won't be surveyed until later in the year.
		Footpaths 70%	Not yet due	This measure won't be surveyed until later in the year.
	Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure (STE) is above 85%	Not yet due	Results are not due until the fourth quarter.
	Average cost of local roading per kilometre is comparable with similar sized districts in New Zealand	Achieve	Not yet due	This is only available with a one-year lag and is quite volatile. Data for 2015/16 won't be available until year end. (2014/15 data showed Kapiti was 10% below selected peer group average, having been 14.7% above in 2013/14)
	Percentage of service requests relating to roads and footpaths responded to within 24 hours of notification (DIA mandatory measure)	Roads 85% Footpaths 85%	On target (100%)	All Service Requests were received and acknowledged within 24 hours
	Percentage of footpaths that fall within the level of service or service standard for the condition of footpaths as set out in the activity management plan. (DIA mandatory measure)	Target footpath condition rating (percentage compliant with standards)	Not yet due	A forward works programme is being developed in 2016/17 based on available funding, lifecycle management and condition rating information.


Project reports

Major community connector upgrades - Nga Manu Reserve road

GL codes	GL17950, GL1795A				
Description	Design and construct new access road 0.2 km from Nga Manu Access Road to the east of Smithfield link road. Road provides part of a link for future development between north of Waikanae and the beach.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒✓	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. The Alliance is continuing with the construction programme.					
2. Road formation works are progressing with the construction of stormwater structures and new pavement to follow.					
3. The stream diversion works were completed last financial year. Some minor alterations were required to satisfy GWRC consenting team.					
Upcoming milestones:					
4. Road extension works to be completed late November early December 2016.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. The newly formed road has been named Nga Manu Reserve Road.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,102,924 ¹	1,171,123	1,171,123	
This year	2016/17	636,247	330,849	636,247	
Total		1,739,171	1,501,972	1,807,370	

1. The carry forward of \$432,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.

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

Local area connectors - Kapiti Road / Arawhata Road Intersection upgrade					
GL codes	GL1794P				
Description	Kapiti Road / Arawhata Road Intersection upgrade treatment incorporates installation of traffic signals and improved traffic lane configuration.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the first quarter:</i>					
1. Physical works are near to completion with the installation of lanterns in progress.					
<i>Upcoming milestones</i>					
2. Commissioning traffic signals programmed for late October 2016.					
Risks (to programme, cost, quality, other)					
1. Community dissatisfaction associated with traffic signal treatment.					
Issues (for elected member attention)					
1. On-going adjustments to traffic signal phasing will be required to accommodate the changing traffic movements prior to and following the opening of the Expressway.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
Last year	2015/16	166,500	166,500	166,500	
This year	2016/17	166,504	86,580	163,320	
Total		333,004	253,080	329,080	

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

Local area connectors – Raumati corridor upgrade and road reconstruction					
GL codes	GL1794N, 17929				
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)					
<i>Developments in the first quarter:</i>					
1. Detailed design work is completed for the shared cycle path on the northern side, Raumati / Hillcrest roundabout, traffic calming left turn movement at Matai Road and Weka Road triangle safety improvement.					
<i>Upcoming milestones</i>					
2. Tender documentation final review in progress.					
3. Advertising works as an open tender.					
4. Physical works programmed to happen during the College and school summer close down period.					
Risks (to programme, cost, quality, other)					
1. Risk that tender prices will exceed budget allocation					
2. Disruptions to traffic and pedestrian movements whilst works in progress					
Issues (for elected member attention)					
1. The college one-way internal road system will be operating before the roundabout is built so there will be additional traffic demands on the Raumati / Hillcrest intersection.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
Last year	2015/16	235,601	235,601	235,601	
This year	2016/17	887,087	25,426	887,086	
Total		1,122,688	261,027	1,122,687	

Note: An additional amount of \$406,000 is allocated to the Raumati Corridor upgrade. The budget and forecast for this is reflected in the Stride 'n Ride program.

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
LIME	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		

Waitohu Valley Road upgrade					
GL codes	GL17952				
Description	Waitohu Valley Road pavement widening				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the first quarter:</i>					
1. Prepared a fit for purpose pavement design.					
2. Confirmed the procurement method.					
<i>Upcoming milestones</i>					
3. Physical works programmed for summer period January / February 2017					
Risks (to programme, cost, quality, other)					
1. Community expectations exceed what can be achieved within the budget allocation.					
Issues (for elected member attention)					
1. On-going operational issues for Waitohu Valley Road associated with the supply of quarry material to the PP20 expressway works and future logging.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	305,701	12,414	308,880	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
LIME	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					
GL codes	GL1792B				
Description	To complete the annual reseal programme in accordance with the NZTA requirements.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the first quarter:</i>					
1. The annual sealing programme has been finalised.					
2. Pre-seal repair marking out has been substantially completed.					
<i>Upcoming milestones:</i>					
3. Pre-seal repairs will commence in October 2016.					
4. Sealing will be completed between October 2016 and April 2017.					
Risks (to programme, cost, quality, other)					
1. On-going sweeping of chipseal sites to be monitored.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,017,692	21,563	1,017,6932	

Category	Timeliness	Budget
LIME	🕒 ▲ ahead of schedule	\$📉 budget underspend
GREEN	🕒 ✓ on time	\$✓ on budget
ORANGE	🕒 ▼ behind schedule	\$📈 budget overspend
RED	🕒 🛑 on hold	
BLUE		

Minor improvements programme					
GL codes	GL1793A/G1793M				
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)					
<i>Developments in the first quarter:</i>					
1. An Electronic bend warning sign was installed on Valley Road.					
2. Improvements to the pedestrian ramps and footpath between Langdale Avenue and 188 Kapiti Road have been completed. This includes new pedestrian refuges, resting rails, and a brand new section of footpath.					
3. Road widening at Arko Place to allow for on-street and two way traffic has been completed. This work was carried out in response to issues with traffic congestion and safety.					
4. In response to concerns from cyclists the kerb on the corner east of the school crossing on Ruapehu Street has been modified. The kerb has been angled to make it mountable by a cyclist in an emergency.					
5. Kapiti Road Friendship Place Roundabout (Kapiti Landing) pedestrian and safety improvements commenced.					
<i>Upcoming milestones:</i>					
6. On-going implementation of the programme for the remainder of the year including improvements in Otaki Beach and Waikanae Te Moana Road/Park Avenue and investigations into intersection upgrades and pedestrian and cycle safety works that can be carried out this financial year.					
Risks (to programme, cost, quality, other)					
1. No risks to note					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	396,650	236,663	396,650	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
LIME	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		

Additional significant project

Footpath renewal		GL code	1793F		
<i>Developments in first quarter:</i> 1. Footpath data has been updated in NZTA’s Road Assessment and Maintenance Management database. 2. Footpath forward works programme is being developed through inventory audit, life cycle management practices, and required field validations. <i>Upcoming milestones:</i> 3. A forward works programme to be confirmed with community boards and work programmed for completion.		Status			
		Timeliness	 ✓		
		Budget	\$ ✓		
		Current year project costs to 30 September 2016			
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	223,541	14,607	223,542	

Access and transport – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	420	310	1,501
Total projects over \$250,000	669	1,453	6,888
Total	1,089	1,763	8,389

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
5,054	Other operating expense	1,020	1,180	4,896
4,918	Depreciation and amortisation	1,260	1,280	5,121
1,408	Finance expense	330	407	1,627
11,380	Operating expenditure	2,610	2,867	11,644
	Revenue			
24	Fees and charges	5	16	62
3,246	Grants and subsidies	591	682	4,532
397	Development and financial contributions revenue	102	50	201
251	Other operating revenue	62	66	266
3,918	Operating revenue	760	814	5,061
7,462	NET OPERATING COSTS	1,850	2,053	6,583
	Capital items			
2,033	Asset renewal	114	249	2,068
3,971	New assets upgrade	975	1,512	6,322
-	Additional loan repayment	-	-	-
6,004	Total capital items	1,089	1,761	8,390
13,466	NET COST OF ACTIVITY	2,939	3,814	14,973
5,195	Rates	1,365	1,489	5,940
3,479	Borrowings	866	1,431	4,384
2,033	Depreciation reserve	114	249	2,068
(382)	Reserves & special funds	(102)	(50)	(201)
3,140	Unfunded depreciation	696	696	2,782
13,465	TOTAL SOURCES OF FUNDS	2,939	3,815	14,973

Capital expenditure of \$1.089m was \$672,000 underspent due to;

- Stride & Ride and Town centres project. Please see the Across Council Work Programme report (Expressway Integration Programme) for more detail.

Coastal management

Whakahaere takutai

Key developments for the 3 months to 30 September 2016

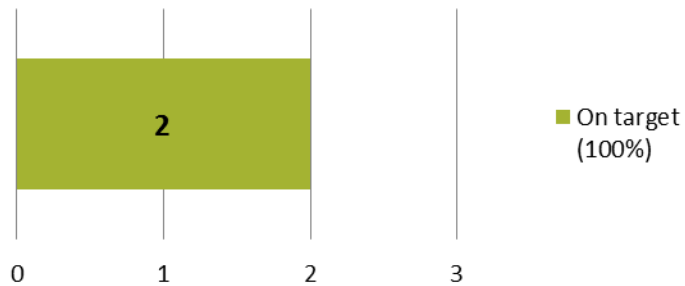
- Paekākāriki Seawall: Commenced the preliminary and detailed design phase in September 2016
- Storm damage in Coastal area: A storm event (1 in 30 year) occurred in the Wellington Region on the 23/24 July 2016 causing significant damage in several locations in the district along the coast line. The damage was repaired as quickly as possible. Permanent solutions were implemented for some locations and for the other locations short term solutions were provided, while work was done to develop long term solutions.
- Marine Parade Revetment: This is one of the locations severely damaged in the storm event that occurred on the 23/24 July 2016. A 170m long temporary protection wall was built with concrete blocks to protect the Council sewer from further damage.
- Inventory of coastal structures and condition assessment of Coastal Assets: Compiled 766 coastal assets in an inventory in 2015/16 and commenced the assessment of the coastal assets (condition assessment as well as assessment of end effects) in July 2016. Findings of this assessment will be used to formulate a 20 – 30 year district wide capital works programme for Coastal assets.

Performance measures summary

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

Coastal management KPIs

1 July to 30 September 2016



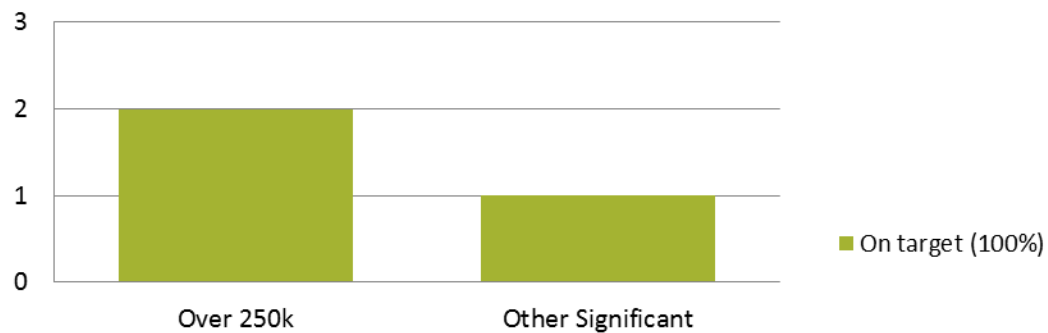
Both KPIs are on target as at the end of the first quarter.

Projects – Summary

There are three Coastal management projects, all three are on target.

Coastal management - Projects

as at 30 September 2016




Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
We respond promptly to seawall or rock revetment failure and repair where applicable	Respond within 48 hours to urgent requests to repair seawalls or rock revetments	90%	On target (95%)	18 of 19 urgent requests in the first quarter (95%) were responded to within 48 hours. 1 request responded to within 72 hours. (There were a total of 32 requests in this quarter, of those 19 were urgent).
We keep our stormwater beach outlets clear to avoid flooding	Stormwater beach outlets are kept clear	80%	On target (100%)	All beach outlets cleaned and kept clear.

Project reports

Coastal protection Paekākāriki			
GL codes	GL18775		
Description	Options and design for the replacement of the seawall along The Parade, Paekākāriki. Stage Two consultation and consenting: section of seawall from north of the Sand Track to balance of seawall with no rock protection.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ✓	\$ ✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the first quarter were:</i></p> <ol style="list-style-type: none"> 1. Engaging a professional services provider for preliminary and detailed designs and construction monitoring. 2. Preparation of a Project Plan for the entire project duration. 3. Meeting with the community in early September 2016 to: <ul style="list-style-type: none"> • introduce the professional services provider • present the project governance arrangements • present the updated project programme. 4. Commencement of preliminary designs. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 5. Work associated with the sea wall: <ul style="list-style-type: none"> • Completion of preliminary designs – 31 October 2016 • Completion of detailed designs – 31 December 2016 • Physical works tender and award – End February 2017 • Construction – March 2017 to June 2019 (or sooner). 6. Work associated with ancillary elements such as landscaping and planting, artwork, rubbish bins, street furniture etc: <ul style="list-style-type: none"> • Completion of preliminary designs – 31 December 2016 • Completion of detailed designs – 30 April 2017 • Contractor involvement – May 2017 • Construction completion – By June 2019. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. Challenge of identifying a suitably experienced and skilled physical works contractor and sourcing rock (large volume) in the light of other major construction works happening in the Wellington Region. 2. Incorporating community inputs into the detailed design process may affect the work programme. 			


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

1. None

Current year project costs to 30 September 2016

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	1,249,996	60,515	1,249,998	
Next year	2017/18	6,000,000		6,000,000	
Final year	2018/19	3,422,327		3,422,327	
Total		10,672,323	60,515	10,672,325	

<u>Category</u>		<u>Timeliness</u>	<u>Budget</u>
LIME	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		

Marine Parade revetment			
GL codes	GL1877D		
Description	The rock revetment at Paraparaumu beach which has been built under emergency works provisions is currently resulting in some end effects causing erosion at the southern end. This project is to identify the most appropriate option for mitigating the end effect while providing protection to the Marine Parade, Paraparaumu.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ✓	\$ ✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the first quarter were:</i></p> <ol style="list-style-type: none"> 1. During the financial year 2015/16, 10 options were assessed for this project. Part of the community suggested an 11th option (similar to Adelaide beach nourishment) and in the first quarter of 2016/17 assessment of this option was completed. 2. The storm event which occurred in Wellington Region (1 in 30 year event) on the 23/24 July 2016 caused significant damage in the project location. A 170m long temporary protection wall was built with concrete blocks to protect against further damage. 3. The storm event and installation of temporary protection now requires a decision on the preferred long term option as many of the previous options under consideration are no longer viable. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 4. Communicating the changes in scope to the community affected by this project – October 2016. 5. Gather more information about the legal status of “Old Coach Road” as the ownership of Old Coach Road affects some of the options referred to under 3 above. 6. Engagement of a professional services provider to work on this project. 7. Finalisation of the preferred option and cost estimates. 8. Advise the affected community of the preferred option and the project programme. 9. Resource Consents and detailed designs for the preferred option. 10. Resource Consent for the existing rock revetment. 11. Procurement of physical works and construction on site. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. Boundary encroachments by residents towards seaside may cause issues. 2. Some residents may not be pleased with the preferred option. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> 1. Resolution of the matters associated with Old Coach Road may affect the work programme and the budget. 2. Potential budget shortfall for this project depending on final preferred solution decided on. 			

Marine Parade revetment (continued)

Current year project costs to 30 September 2016

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	254,994	5,100	Under review	

Category	Timeliness	Budget
LIME 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		

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

GL codes	GL18764076				
Description	A storm event occurred in the Wellington Region (1 in 30 year event) on the 23/24 July 2016 causing significant damage to the Kapiti coastline. This project is to carry out the repairs and replacements of the assets damaged by the storm.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter were:					
1. Identification of the locations damaged by the storm requiring capital works (6 locations).					
2. Assessment of damage in each location.					
3. Implementation of permanent solutions (major repairs or replacement of damaged assets) at following 4 locations:					
<ul style="list-style-type: none">• Marine Garden , Raumati• 32-48 The Parade , Paekākāriki• 165 Rosetta Road• Takitimu Road stormwater outlet.					
4. Implementation of temporary solutions at following 2 locations until a permanent solution is provided:					
<ul style="list-style-type: none">• 71-49 Wharemauku Road• 18 and 21-24 Arawa Street.					
Upcoming milestones:					
5. Implementation of a permanent solution for 71-49 Wharemauku Road location (this will be completed under Marine Parade Project).					
6. Implementation of a permanent solution for 18 and 21-24 Arawa Street location (detailed designs, Building Consents , Physical works) - by March 2017.					
Risks (to programme, cost, quality, other)					
1. None at this stage.					
Issues (for elected member attention)					
1. There is no budget allocated for this emergency project. A report will be prepared for Council early in the new calendar year to address this funding issue.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	-	179,181	250,000	

Coastal management – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	-	32	130
Total projects over \$250,000	216	376	1,505
Total	216	408	1,635

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
341	Other operating expense	48	85	340
490	Depreciation and amortisation	43	107	430
187	Finance expense	44	58	231
1,018	Operating expenditure	135	250	1,001
1,018	NET OPERATING COSTS	135	250	1,001
	Capital items			
371	Asset renewal	225	402	1,609
127	New assets upgrade	(9)	6	26
-	Additional loan repayment	-	-	-
498	Total capital items	216	408	1,635
1,516	NET COST OF ACTIVITY	351	658	2,636
826	Rates	93	207	830
127	Borrowings	167	6	26
371	Depreciation reserve	48	402	1,609
192	Unfunded depreciation	43	43	171
1,516	TOTAL SOURCES OF FUNDS	351	658	2,636

Net Operating Costs of \$135,000 was \$115,000 favourable to budget due to the following factors;

- Depreciation & interest and Coastal planting and monitoring. The planting costs are seasonal and will be completed later in the year

Capital expenditure of \$216,000 was \$192,000 underspent due to;

- Majority of the works for Marine Parade & Paekākāriki Seawall are programmed for later in the year
- Emergency Stormwater costs of \$179,000 to date partially offset the underspend on the above two capital projects.

Solid waste

Para ūtonga

Key developments for the 3 months to 30 September 2016

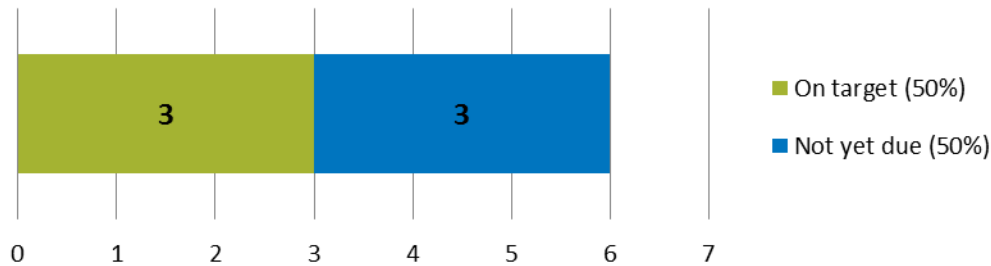
- Clay deliveries for the final capping of Otaihanga landfill continued in September 2016. Around 6,000m³ of the planned 24,000m³ for the 2016/17 year has been delivered and spread. Peat secured from the M2PP project, that had been stockpiled on site, was spread over further clay capped areas. Around two hectares of grass was sown on these areas.
- The extended biosolids trial on the Otaihanga landfill has been completed. The final report from the grant recipient has been received. The vermicomposting of biosolids trial in Ōtaki (funded with waste levy money) continues. Testing of the composted material later in the year will confirm the results of this trial.
- Waste Collectors and Operators Licenses were reviewed and reissued for the 2016-17 year.
- Promotion of 2016/17 Waste Levy Grants was undertaken via newspapers, social media, website, flyers, email. Applications for these grants closed on the 30th September 2016.
- Two of the District's waste collectors, Low Cost Bins and EnviroWaste, implemented a new two stream recycling service for their wheelie bin customers. This two stream service involves residents putting out a 240L wheelie bin with all non-glass recycling one week, and then the current green 55L with glass only, the following week. This new system will cut down on wind blown material from the open crates, whilst the larger 240L recycling bin will increase the volume available for recycling.
- The formulation of the draft Regional Waste Minimisation and Management Plan continued.
- A range of waste education and waste minimisation activities were conducted, including:
 - The Zero Waste Education Programme was delivered to 60 year four to six students at Te Horo School in July/August 2016.
 - Staff worked with youth organisation ZEAL to implement waste minimisation at the food truck event in August 2016.
 - A waste audit was conducted at Whitireia Polytechnic to gather baseline information for a recycling system at the Kāpiti campus.
- The national Love Food Hate Waste programme continued with the following events:
 - Two events were organised as part of No8 wire week in July: A cooking demonstration on uses for stale bread (NZ's No1 most wasted food) held by a local chef, and the screening of food waste documentary "Just Eat It" at Kāpiti College.
 - "Just Eat It" shown to a group of cookery students at Whitireia Polytechnic in August 2016.
 - A "Love Food Hate Waste" information stall at Food Truck Event in August 2016.

Performance measures summary

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

Solid waste KPIs

1 July to 30 September 2016



Three KPIs were on target at the end of the first quarter. The remaining three are not yet due.

Projects – Summary

There is one solid waste project, the Otaihangā Landfill Capping project. It is a capex over \$250,000 project. It is on target. A decision to purchase additional peat and clay in 2015/16 at significantly reduced prices has contributed to significant savings over the life of the project.

Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Otaihanga, Ōtaki and Waikanae facilities are open seven days a week and we licence kerbside collection services for our urban areas	Disposal facilities are open 357 days	357 days per year	On target	No un-expected closures in the year to date
	Licensed collectors are compliant with licence requirements	Achieve	On target	
	Residents who are satisfied with the standard of kerbside collections	85%	Not yet due	The Resident Opinion Survey is due later this year. (2015/16 result was 92%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	On target (89%)	57 of 64 service requests (89%) responded to on time in the year to date
We encourage waste minimisation and provide education information and advice	Residents who are satisfied with the waste minimisation education, information and advice available	75%	Not yet due	The Resident Opinion Survey is due later this year. (2015/16 result was 81%)
	Waste minimisation community projects are successfully implemented	80%	Not yet due	Will be measured at the end of the fourth quarter.

Project reports

Otaihanga landfill capping					
GL codes	GL18049				
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
First quarter developments:					
1. The first 6,000m3 of clay has been placed for the 2016/17 year, with further deliveries currently underway. Spreading of peat and grass seeding of completed cap areas continues.					
Upcoming milestones:					
2. No milestones to report.					
Risks (to programme, cost, quality, other)					
1. Key risk is not securing the remaining clay volumes required from a local source. Increased costs may be incurred if this clay has to be sourced from other quarries or from outside the district.					
Issues (for elected member attention)					
1. No issues to report					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	510,000	194,558	510,000	

Category	Timeliness	Budget
LIME	🕒 ▲ ahead of schedule	\$ 🕒 budget underspend
GREEN	🕒 ✓ on time	\$ ✓ on budget
ORANGE	🕒 ▼ behind schedule	\$ 🕒 budget overspend
RED	🕒 🛑 on hold	
BLUE		

Solid waste – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	0	3	12
Total projects over \$250,000	195	128	510
Total	195	131	522

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
601	Other operating expense	178	189	755
404	Depreciation and amortisation	183	83	331
173	Finance expense	40	46	186
1,178	Operating expenditure	401	318	1,272
	Revenue			
509	Fees and charges	133	134	538
509	Operating revenue	133	134	538
669	NET OPERATING COSTS	268	184	734
	Capital items			
-	Asset renewal	195	131	522
-	Additional loan repayment	-	-	-
-	Total capital items	195	131	522
669	NET COST OF ACTIVITY	463	315	1,256
647	Rates	286	183	734
-	Depreciation reserve	195	131	522
22	Movement in other reserves	(18)	-	-
669	TOTAL SOURCES OF FUNDS	463	314	1,256

Net Operating Costs of \$268,000 was \$84,000 unfavourable to budget due to the following factors;

- Depreciation has increased due to the year-end restatement of the landfill aftercare asset.

Capital expenditure of \$195,000 was \$64,000 overspent due to;

- Materials purchased earlier than planned for the capping project.

Stormwater

Whakahaere wai araha



Key developments for the 3 months to 30 September 2016

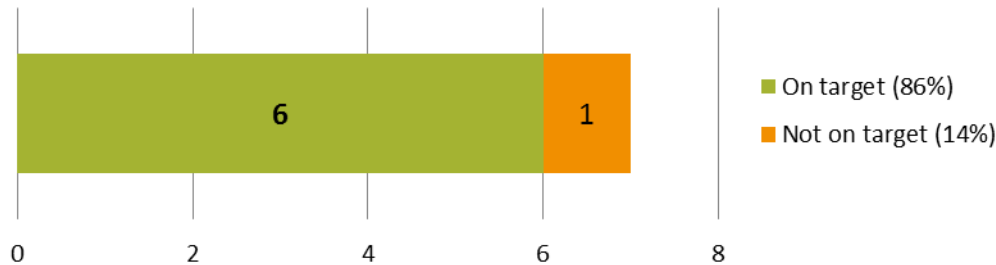
- Detailed investigations of the re-prioritised Stormwater work programme is progressing well. Work in 26 out of 34 catchments was completed by end of September 2016.
- Commenced gravel extraction and minor capital works at Wharemauku stream.
- Responded to 150 Service requests related to stormwater and flooding.

Performance measures summary

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

Stormwater KPIs

1 July to 30 September 2016



Six of the seven KPIs (71%) were on target at the end of the first quarter.

One KPI was not on target:

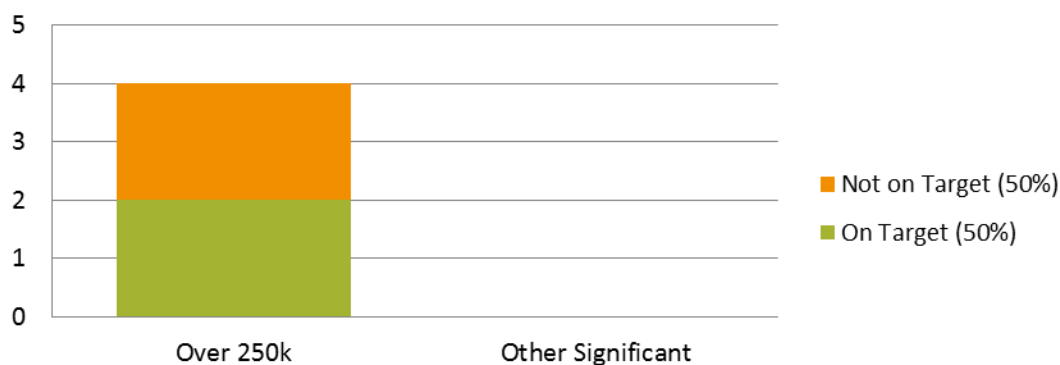
- *The number of complaints about the performance of the stormwater system* has a target of 10 complaints per 1,000 connections for the year. We have received 6.7 complaints per 1,000 connections in the first quarter which suggests the target won't be met this year. There is a significant programme of work underway in this activity following on from the re-prioritisation of the stormwater work programme which is intended to improve performance in this area in future years.

Projects – Summary

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

Stormwater - Projects

as at 30 September 2016



Two of the four projects were on target at the end of the first quarter.

Two projects were not on target as revised project forecasts show they will run over initial budgets. These are the Ōtaki Stormwater Pump Station upgrade and the Waikākāriki Stream gravel extraction projects.

Performance measures



as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
We minimise risks to human life and health from flooding by responding efficiently and effectively to flooding issues and we maintain, repair and renew major flood protection and control works	Median response time to attend a flooding event from notification to attendance on site <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 24 hours	On target (Median response time was less than 24 hours)	There were 147 complaints related to flooding among the 150 requests received during the first quarter. 80 of them were urgent and the median response time was 0 days (less than 24 hours).
		Non-urgent = less than or equal to 5 days	On target (Median response time was 2 days)	The median response time was 2 days for the 67 non-urgent requests in the year to date.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (100%)	There were 6 building related requests (1 dwelling and 5 garages) and all of them were visited within 4 weeks.
	Number of complaints received about the performance of the district's stormwater system <i>(DIA mandatory measure)</i>	Less than 10 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i>	Not on target (6.7 complaints per 1,000 connections)	Of the 150 requests during the first quarter, 147 can be regarded as complaints (= 6.7 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	On target	Two projects had work carried out in this category during the first quarter. Both are on-going and being implemented to the accepted standards. (Ōtaki Pump Station upgrade and Wharemauku Stream works).
	Number of buildings (habitable floors) reported to be flooded as a result of a less than 1-in-50 year rain event <i>(DIA mandatory measure)</i>	Less than 3 per 1000 properties connected to the council's stormwater system	On target (0.05 per 1,000)	Flooding reported for 6 buildings in the first quarter. Only one was a habitable floor, the other 5 were garages. (= 0.05 per 1,000 connections)

SP-16-2026 Appendix B – Activity report to 30 September 2016

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 d) successful prosecutions, received by the council in relation those resource consents <p><i>(DIA mandatory measure)</i></p>	None	On target (none)	No non-compliance with council's resource consents for discharge from its stormwater system.

Project reports

Ōtaki Beach pump station upgrade				
GL codes	GL58133			
Description	Major upgrade to Ōtaki Beach stormwater system with the construction of a replacement pump station and upgraded gravity system			
Group	Infrastructure			
Status	Category	Timeliness	Budget	
		 ✓	\$ 	
Comments (latest developments/upcoming milestones/critical activities)				
<i>Developments in first quarter:</i>				
1. Continued with installation of large diameter pipes and manholes and pump station construction.				
<i>Upcoming milestones:</i>				
2. Completion of pipe installation and pump station construction – mid November 2016.				
3. Installation of pumps and testing – mid November 2016.				
4. Contract completion – end November 2016.				
5. Post completion inspections of properties adjacent to the pump station- December 2016.				
6. Planting in the dune area – June 2017 (aligned with the planting season).				
7. Finalisation of sub division at 37 Moana street where the pump station is located – by end June 2017.				
Risks (to programme, cost, quality, other)				
1. Public complaints / concerns related to the discharge mechanism (conventional outlet Vs discharging to a dune area).				
2. Increased public complaints due to extended construction period (original completion date was June 2016 and estimated completion is in end November 2016).				
Issues (for elected member attention)				
1. Council approved use of funds (up to \$401,000) from the storm water reactive solutions budget to complete this project. This will result in slowing down the delivery of other reactive solutions capital expenditure projects.				
Current year project costs to 30 September 2016				
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$
Last year	2015/16	3,073,799 ¹	3,152,937	3,152,937
This year	2016/17	526,999	161,457	928,000 ²
Total		3,600,798	3,314,394	4,080,937

- The carry forward of \$527,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
- The forecast project cost is \$401,000 above the initial budget. These funds will be drawn from the Reactive Solutions budget to complete this work.

Waikākāriki Stream gravel extraction

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

Comments (latest developments/upcoming milestones/critical activities)

Developments in the first quarter:

1. Gained resource consent.

Upcoming milestones are:

2. Procurement of light vehicle bridge and construction on site – February to July 2017.

Risks (to programme, cost, quality, other)

1. Cost of the light vehicle bridge may be more expensive than estimated at the budget stage and may affect the expected completion date.
2. Delays on site due to access and land owner approvals.

Issues (for elected member attention)

1. Initial budget insufficient due to additional legal and easement costs. The shortfall (\$100,000) is to be provided from the reactive solutions budget.

Current year project costs to 30 September 2016

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$
Last year	2015/16	101,000 ¹	105,305	105,305
This year	2016/17	298,999	-	398,999 ²
Total		399,999	105,305	504,304

1. The carry forward of \$299,000 agreed at the end of last year has been removed from the 2015/16 budget as it now appears in the 2016/17 revised budget.
2. The forecast project cost for 2016/17 is now \$100,000 higher than initially expected –this will be funded from the Stormwater Reactive Solutions budget.

<u>Category</u>	<u>Timeliness</u>	<u>Budget</u>
LIME 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		

Charnwood Grove stormwater upgrade					
GL codes	GL481C1				
Description	Major upgrade to stormwater system at Charnwood Grove and Nimmo Avenue with the construction of a pump station and upgrade 5 existing stormwater outfalls and installation of a new stormwater outfall that traverse the proposed foot print of the Jim Cooke Park stop bank. (The stop bank is planned to be constructed by Greater Wellington Regional Council in the current financial year).				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. Commenced the preliminary designs.					
2. Completed sizing of the storm water outfalls underneath the stop bank and incorporated them in the Greater Wellington Regional Council’s tender documents for the proposed stop bank construction.					
Upcoming milestones:					
3. Completion of preliminary designs – by February 2017.					
4. Geotechnical and Survey work – by December 2016.					
5. Earthwork consent – by June 2017.					
Risks (to programme, cost, quality, other)					
1. None.					
Issues (for elected member attention)					
1. None.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	100,000	83,218	83,218	
This year	2016/17	459,002	69,252	459,000	
Total		559,002	152,470	542,218	

<u>Category</u>		<u>Timeliness</u>		<u>Budget</u>	
LIME	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				

Reactive solutions (stormwater minor improvements)					
GL codes	GL18415 and GL3817D				
Description	Detailed investigations of 140 projects (in 34 catchments district wide), design and construction of selected minor improvement works.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. Detailed investigations completed in 14 catchments making the total number completed 26 (completed 12 catchments in the fourth quarter of 2015/16).					
2. Completed a district wide stormwater soakage study.					
Upcoming milestones:					
3. Completion of detailed investigations in the remaining 12 catchments – by December 2016.					
4. Completion of Wharemauku detention dam assessment - by December 2016.					
5. Completion of detailed designs of minor improvement works - by December 2016.					
6. Completion of preparation of a prioritised work programme to replace the current LTP and present to Council through the Annual plan process – by February 2017.					
7. Construction of minor improvement works – by June 2017.					
Risks (to programme, cost, quality, other)					
1. None.					
Issues (for elected member attention)					
1. Allocated up to \$401,000 from this budget to cover the budget deficit for the Otaki stormwater upgrade project and \$100,000 to cover the budget deficit for the Waikākāriki stream project.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,478,997	256,205	978,000 ¹	

1. The Reactive Solutions forecast project cost has been adjusted to a lower cap to allow for the re-allocation of \$401,000 to the Ōtaki stormwater upgrade project and \$100,000 to the Waikākāriki Stream gravel extraction project.

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

Stormwater – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	186	75	302
Total projects over \$250,000	267	794	2,560
Total	453	869	2,862

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
1,169	Other operating expense	282	328	1,362
1,095	Depreciation and amortisation	259	291	1,163
841	Finance expense	195	256	1,024
3,105	Operating expenditure	736	875	3,549
	Revenue			
48	Fees and charges	13	17	66
129	Development and financial contributions revenue	16	13	52
177	Operating revenue	29	30	118
2,928	NET OPERATING COSTS	707	845	3,431
	Capital Items			
189	Asset renewal	69	335	758
3,840	New assets upgrade	384	534	2,104
-	Additional loan repayment	-	-	-
4,029	Total capital items	453	869	2,862
6,957	NET COST OF ACTIVITY	1,160	1,714	6,293
3,057	Rates	724	858	3,483
3,840	Borrowings	383	534	2,104
189	Depreciation reserve	69	335	758
(129)	Reserves & special funds	(16)	(13)	(52)
6,957	TOTAL SOURCES OF FUNDS	1,160	1,714	6,293

Net Operating Costs of \$707,000 was \$138,000 favourable to budget due to the following factors;

- Depreciation & interest and drain maintenance works including gravel extraction has to be rescheduled to match with the GWRC resource consent conditions.

Capital expenditure of \$453,000 was \$413,000 underspent due to;

- Waikakariki stream works and minor capital works projects are programmed from mid – end of the financial year.

Wastewater management

Whakahaere wai

Key developments for the 3 months to 30 September 2016

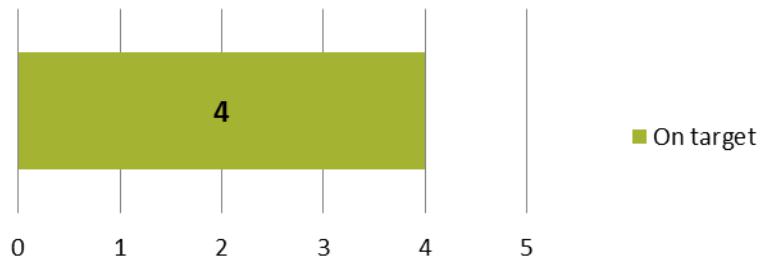
- All potentially affected party approvals have now been secured for the Ōtaki wastewater treatment plant consent application and provided to Greater Wellington Regional Council (GWRC). GWRC will now proceed to complete the consideration of the consent application and consent processing.
- Council has given approval for the acquisition of additional land for the upgrading of the Rata Road wastewater pumping station. The land procurement process is underway and designs for the new control building and equipment will then be completed.
- The Paraparaumu Wastewater Treatment Plant (WWTP) consent renewal strategy scoping and the condition and capacity studies have been completed. These studies are being used to plan the consent (expiring in March 2022) application process and forward works programme for the renewal and upgrades of the Paraparaumu Wastewater Treatment Plant.
- Final negotiations with the preferred tenderer for the Paraparaumu Wastewater Treatment Plant dissolved air flotation package plant contract are near completion. Contract award is planned for early in the second quarter to allow completion of the project this year.

Performance measures summary

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

Wastewater KPIs

1 July to 30 September 2016



All four KPIs with prescribed targets were on target in the first quarter.

Projects – Summary

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

Wastewater - Projects

as at 30 September 2016



All four projects are on target.

Performance measures


as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Our wastewater system management practices ensure that we respond efficiently and effectively to wastewater system blockages, faults and overflow issues	Median response times to sewage overflows resulting from a blockage or other fault measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Less than or equal to 1 hour	On target (30 minutes)	Median attendance time was 30 minutes, for 36 blockages or faults attended in the first quarter.
	Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Less than or equal to 5 hours	On target (2 hours and 5 minutes)	Median resolution time was 2 hours and 5 minutes for 36 blockages or faults resolved in the first quarter.
	Number of complaints received by council about any of the following: a) sewage odour b) sewerage system faults c) sewerage system blockages, and d) council's response to issues with the sewerage system <i>(DIA mandatory measure)</i>	Monitor against 2015/16 base line of 7.2 or less complaints per 1,000 connections.	Monitor only (1.8 complaints per 1,000 connections)	37 complaints were received this quarter (from a total of 19,856 connections). This measure is being monitored against the 2015/16 baseline to assess performance over time.
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i>	Less than 5 per 1000 connections to council's sewerage system	On target (0.15 overflows per 1000 connections)	Three overflows from the wastewater system were recorded this quarter (total of 19,856 connections).
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents <i>(DIA mandatory measure)</i>	None	On target (none)	No non-compliance actions in the first quarter.

Project reports


Waikanae duplicate rising main					
GL codes	GL4773R				
Description	<p>This project will duplicate the rising main from Waikanae’s terminal wastewater pumping station to the Paraparaumu wastewater treatment works. The existing rising main is a critical wastewater lifeline asset in the transfer of wastewater from Waikanae to the treatment plant. The existing rising main is nearing its rated design capacity and further capacity will be needed to meet future growth.</p> <p>The project was planned in two stages. The first stage was timed to take advantage of any cost savings from installing limited lengths at road crossings in conjunction with the construction of the M2PP expressway. The second completes final lengths.</p>				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the first quarter:</i></p> <ol style="list-style-type: none">1. Construction of the Waikanae duplicate rising main (WDRM) in conjunction with the construction of the expressway.2. To date significant lengths of the rising main have been completed along the utilities corridor adjacent to the expressway. The Waikanae bridge crossing and the closing lengths north of the Waikanae River Bridge are yet to be completed through to Te Moana Road.3. The design of sections of the rising main that were outside of the designation, along Te Moana Road to the pumping station and to the Paraparaumu Wastewater Treatment Plant (WWTP), has commenced. These, in conjunction with the power supply upgrade, are programmed to be completed within the current four year LTP programme. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none">4. Completion of remaining detailed designs.5. Construction of the WDRM Waikanae River Bridge crossing, connection of the Te Moana interchange and final sections along the utilities corridor in the expressway designation.					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none">1. Dependent on M2PP Alliance programme and market responses to tenders.					
Issues (for elected member attention)					
<ol style="list-style-type: none">1. Nothing to report.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	250,000	1,924,007 ¹	1,924,007	
This year	2016/17	2,089,720	50,388	2,076,552	
Total		2,339,720	1,974,395	4,000,559 ¹	

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

Wastewater treatment plant dissolved air flotation					
GL codes	GL47745				
Description	This project is to replace the aging existing Dissolved Air Floatation (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 the operational efficiencies and provide flexibility and additional capacity to meet any future growth improving the operational performance and surety of this key process.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. This project was deferred from last year to allow a reallocation of funding to the Waikanae rising main project. The DAF package plant contract was retendered in June 2016 in preparation for construction works in 2016/17. Tenders were evaluated and a preferred contractor selected.					
2. Final contract negotiations are near completion.					
3. Site investigations are underway to confirm final installation design					
Upcoming milestones:					
4. Contract award planned for early in the second quarter.					
5. Ancillary works design can commence once the contract is awarded and design drawings are approved.					
Risks (to programme, cost, quality, other)					
1. Package plant delivery from overseas due in March 2017. Any delay in delivery will impact on the project.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	699,997	14,000	694,450	

Category		Timeliness		Budget	
LIME	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				GL code	5881E, 5882B
Progress	<i>Developments in first quarter:</i> <ul style="list-style-type: none">All potentially affected party approvals have now been securedGreater Wellington Regional Council will now proceed to complete the consideration of the consent application and consent processing.Preparations to undertake the Planted Treatment and Disposal Area optimisation study contract have started in readiness for issuing of the consent. <i>Upcoming milestones:</i> <ul style="list-style-type: none">Initiate study once consent issued.			Status	
				Timeliness-	 ▼
				Budget	\$✓
Current year project costs to 30 June 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	306,000	452	170,000	

Paraparaumu small Wastewater Pumping station wastewater rising main reconfiguration				GL code	3883M
Progress	<i>Developments in first quarter:</i> <ul style="list-style-type: none">The contract for the design of the network re-configurations has been awarded. <i>Upcoming milestones:</i> <ul style="list-style-type: none">Completion of the design and development of tender documents.			Status	
				Timeliness-	🕒✓
				Budget	\$✓
Current year project costs to 30 June 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	303,589	6,072	284,287	

Category	Timeliness	Budget
LIME	🕒 ▲ ahead of schedule	\$🕒 budget underspend
GREEN	🕒 ✓ on time	\$✓ on budget
ORANGE	🕒 ▼ behind schedule	\$🕒 budget overspend
RED	🕒 🛑 on hold	
BLUE		

Wastewater management – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	32	221	881
Total projects over \$250,000	72	875	3,400
Total	104	1,096	4,281

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
4,194	Other operating expense	1,021	1,103	4,348
2,547	Depreciation and amortisation	734	779	3,116
700	Finance expense	157	234	938
7,441	Operating expenditure	1,912	2,116	8,402
	Revenue			
79	Development and financial contributions revenue	8	37	150
79	Operating revenue	8	37	150
7,362	NET OPERATING COSTS	1,904	2,079	8,252
	Capital items			
657	Asset renewal	48	370	1,481
2,119	New assets upgrade	56	725	2,799
-	Additional loan repayment	-	-	-
2,776	Total capital items	104	1,095	4,280
10,138	NET COST OF ACTIVITY	2,008	3,174	12,532
6,681	Rates	1,743	1,947	7,723
195	Borrowings	5	190	659
464	Depreciation reserve	92	184	737
(5)	Internal balances	(1)	-	-
2,117	Movement in other reserves	7	721	2,885
(79)	Reserves & special funds	(8)	(37)	(150)
766	Unfunded depreciation	170	170	678
10,139	TOTAL SOURCES OF FUNDS	2,008	3,175	12,532

Capital expenditure of \$104,000 was \$991,000 underspent as the phasing of the budget, for the Waikanae Duplicate Rising main and Treatment plant projects, doesn't match the timeline for those projects.

Water management

Whakahaere wai

Key developments for the 3 months to 30 September 2016

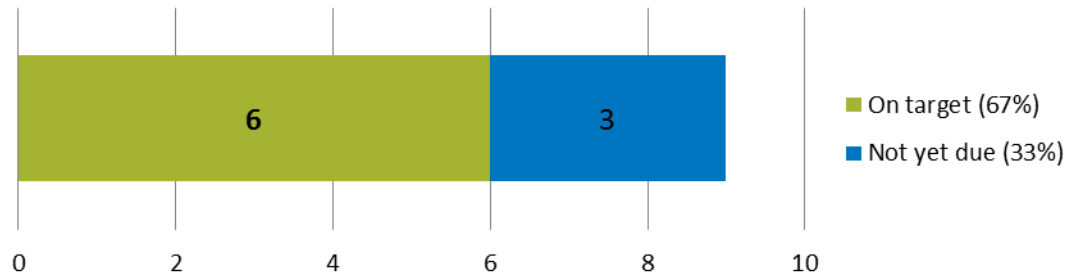
- The three 2015/16 annual reports for the river recharge scheme were submitted to Greater Wellington Regional Council in September 2016 in accordance with the consent requirements. These reports are on river recharge, the borefield and water conservation. Environmental monitoring for 2016/17 continues in accordance with Council's consent obligations. This summer is the third and final year of baseline monitoring and the restriction on ground water discharge of 20% of the river flows remains in place again this summer.
- The replacement filters for the Paekākāriki water treatment plant have been installed and are being prepared for commissioning. Once commissioned these will replace the existing filters that need to be demolished to make way for the transmission gully expressway road construction. The work is being undertaken in conjunction with and financed by the Leighton Heb Joint Venture.

Performance measures summary

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

Water KPIs

1 July to 30 September 2016



Six of the nine KPIs with prescribed targets (67%) were on target at the end of the first quarter.

Three KPIs are not yet due.

Projects – Summary

There are two water management projects. Both are on target.

Water - Projects



Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 1 hour	On target (10 minutes)	Median attendance time was 10 minutes for 10 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	On target	100% of the 196 non urgent water faults were attended in less than 3 days.
	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 (54 minutes)	Median resolution time was 54 minutes for 10 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	On target	96% of the 196 non urgent water faults were resolved in less than 4 working days
	Measure the extent to which the district's drinking water supply complies with: a) part 4 of the drinking-water standards (bacteria compliance criteria); and b) part 5 of the drinking-water standards (protozoal compliance criteria) <i>(DIA mandatory measure)</i>	a) Achieve	Not yet due	Compliance results not due until the end of the year. (2015/16 result was 100% compliance)
		b) Achieve	Not yet due	Compliance results not due until end of the year. Work is planned for this year to achieve compliance with part 5 of the drinking water standards for the Paekākāriki and Hautere supplies. (2015/16 result was less than 100% for the Ōtaki, Hautere and Paekākāriki supplies.)
	Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	Not yet due	Resident Opinion Survey due later this year. (2015/16 result was 68%)

SP-16-2026 Appendix B – Activity report to 30 September 2016


Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	<p>Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following:</p> <ul style="list-style-type: none"> 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 <p><i>(DIA mandatory measure)</i></p>	<p>Maintain or reduce 2014/15 baseline (4.7 per 1,000 connections)</p>	<p>On target (0.9 per 1,000)</p>	<p>A total of 22 'complaints' were logged in the first quarter</p> <p>With a total 22,973 connections this results in 0.9 complaints per 1,000 connections.</p>
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	<p>Peak water consumption per person declines to 400 litres per person per day (plus 90 litres per person for water loss) by 2016/17</p>	<p>490 litres per person per day by 2016/17 and maintained thereafter</p>	<p>On target (336 l/p/d)</p>	<p>Peak day water use to date this year was 336 l/p/d. Water use is expected to rise as we move into summer and is currently tracking similar to last year.</p> <p>(2015/16 result was 420 l/p/d)</p>
	<p>Percentage of real water loss from the council's networked reticulation system</p> <p><i>(DIA mandatory measure)</i></p>	<p>Establish a baseline in 2015/16 that is no greater than 2014/15 and monitor</p>	<p>Monitor only</p>	<p>The overall real water loss from the council's network in 2015/16 was calculated at 3,584 m3/day.</p> <p>Data for 2016/17 will be available at year end.</p>

Project reports

Pipe renewals					
GL codes	GL28349, 38318, 48320, 58355, 58742				
Description	Network pipe renewals in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki. This works includes reactive and planned networks renewals works.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. The planned water main renewals construction programme for 2015/16 has been scoped and draft contract documents have been prepared for tendering in the second quarter.					
2. Ongoing reactive renewals by Council’s operations depot continues as required. This work will be supported by a programme of proactive laterals renewals incorporated into the water main renewals construction contract.					
3. A 161 metre section of water main along Kapiti Road was renewed between the expressway and Arawhata Road ahead of new road and footpath construction in this location.					
Upcoming milestones:					
4. Award of the water main renewals construction contract for 2016/17.					
Risks (to programme, cost, quality, other)					
1. None at present					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	509,997	90,134	517,918	-

<u>Category</u>	<u>Timeliness</u>	<u>Budget</u>
LIME 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		GL code	48424		
Progress	<i>Developments in first quarter:</i> <ul style="list-style-type: none">The 2015/16 annual compliance reports for the river recharge scheme were submitted to Greater Wellington Regional Council in September 2016. <i>Upcoming milestones:</i> <ul style="list-style-type: none">Summer monitoring commences in December 2016 for the third and final year of baseline monitoring. The 20% restrictions on ground water discharge remains in place again this summer.	Status			
		Timeliness-	 ✓		
		Budget	\$✓		
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	255,004	32	255,004	

Water management – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	455	184	729
Total projects over \$250,000	55	68	275
Total	510	252	1,004

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
3,280	Other operating expense	849	1,019	3,922
2,865	Depreciation and amortisation	673	685	2,738
1,915	Finance expense	446	450	1,798
8,060	Operating expenditure	1,968	2,154	8,458
	Revenue			
36	Fees and charges	13	10	39
299	Development and financial contributions revenue	59	26	103
335	Operating revenue	72	36	142
7,725	NET OPERATING COSTS	1,896	2,118	8,316
	Capital items			
731	Asset renewal	465	212	847
474	New assets upgrade	45	40	158
1,205	Total capital items	510	252	1,005
8,930	NET COST OF ACTIVITY	2,406	2,370	9,321
7,854	Rates	1,916	2,112	8,289
474	Borrowings	45	40	158
731	Depreciation reserve	465	212	847
24	Internal balances	6	-	-
(299)	Reserves & special funds	(59)	(26)	(103)
147	Unfunded depreciation	32	32	130
8,931	TOTAL SOURCES OF FUNDS	2,405	2,370	9,321

Net Operating Costs of \$1.896m was \$222,000 favourable to budget due to lower maintenance and operations costs.

Capital expenditure of \$510,000 was \$258,000 over budget. This will be offset by a cost recovery for the Paekākāriki water treatment plant filter replacement from Leighton Heb Joint Venture as part of the Transmission Gully work.

Community Services

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

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 30 September 2016

Property

- A total of 650 service maintenance requests were received during the first quarter of 2016/17 (679 were received during the same period last year).
- The Otaki Theatre detailed seismic assessment has been received and identified the building as not earthquake prone. All signs relating to the building being potentially earthquake prone have been removed and key stakeholders Otaki Players and Maoriland Film Festival organisers notified.
- The Otaki Memorial Hall and Supper Room have also been identified as potentially earthquake prone. We have engaged consulting engineers Spencer Holmes to provide a detailed seismic assessment and mounted signs on the building to advise users of the potential seismic status of the building. We also notify prospective hirers of the potential seismic status when they book either of these halls.
- The Funding Contribution and Access Agreement supporting Council's \$1.6m contribution and ongoing access arrangements for the Kapiti College Performing Arts Centre has verbally been agreed with the Kapiti College Board of Trustees. We are advised that the College's formal acceptance is due shortly. Once that is received the Agreement will be taken to Council for acceptance.
- Agreement on a sub lease arrangement for Units 2 and 3 at the Cleantech premises in Ōtaki has been agreed with Fletchers but remains subject to final approval from the landlord, Riverbank Estates Ltd. The term is for 3 years and 4 months but with an ability for Fletchers to terminate the lease should they be unsuccessful with their bid for the PekaPeka to Otaki Expressway project.

Community support

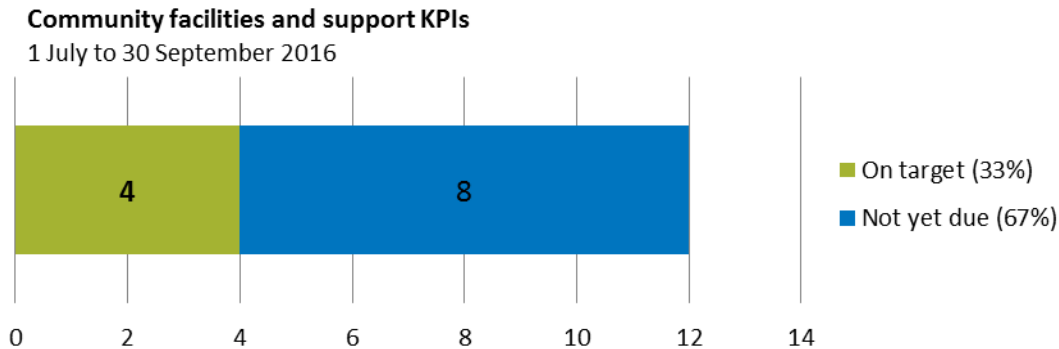
- The Council continues to support the Tu Rangatira initiative which connects Māori secondary school students across the three colleges to explore cultural identity. A session was held in July 2016 at the Kāpiti College marae with around 80 students in attendance.
- A free event to celebrate Matariki was held in July 2016 at Nga Purapura with live music and twelve different matariki and māori cultural activities. Over 800 people attended, with 97% of people surveyed satisfied or very satisfied with the event. The event was fully funded by Council and, rangatahi-led by Ngā Kākano young people.
- The Council in conjunction with the Kāpiti Coast Youth Council launched a youth voting project to increase young people's awareness of the local body elections. The project focused on

encouraging young people to enrol to vote with an online video information series reaching over 15,000 people with over 4,000 views.

- Zeal Education Trust, contracted to deliver the youth development centre is now in Year Two of their contract and are on track for the establishment of a satellite service in Ōtaki by February 2017 (part-funded by philanthropic funding). Fit out and build work in their Paraparaumu facility is due to commence in February 2017 pending outcome of the Lotteries Community Facilities Fund application. The application to Lotteries for \$695,000 was submitted in August 2016.
- The Older Persons' Council have established a work plan for 2016-2017 which includes a number of community initiatives including an Age on the Go Expo, Elder Person of the Year Awards and support for the Age Friendly group.
- The Council's Eco Design advisory service provided 46 full 2 hour home consultations, nearly 70 short appointments and events and 3 presentations.
- The Council held the first 'No.8 Wire Week' in July 2016. There were 34 workshops or events on topics including composting, bee and chicken keeping, DIY, cooking, bike maintenance, and paper-making with harakeke (flax). The events attracted 250 individuals, many of whom attended several different sessions.
- Enviroschools is a Council supported initiative in local primary schools. The Enviroschools co-ordinator shared the 'Drains are for Rain' resource at the professional learning and development day for teachers organised by the Council's water team.
- Three civil defence workshops were arranged with the Greener Neighbourhood groups in Ōtaki, Waikanae and Raumati in September in co-operation with WREMO. These were open to the wider community. Emergency plans and the importance of building relationships with neighbours prior to disasters happening were emphasised.
- The Council continues to support the Neighbourhoods Impact Forums (NIF's) with a particular focus on Makarini Street and Puriri Street NIF's. The Makarini Street NIF, the Council and M2PP Alliance have worked together to upgrade the Makarini Street Reserve, this includes a \$24,000 contribution from the M2PP Alliance.
- The Grants Allocation Committee allocated funding to 29 community groups to support community based projects, programmes and events that contribute to achieving positive social outcomes for people living on the Kāpiti Coast District. A total of \$40,000 was allocated.
- The Kāpiti Coast Youth Council held a Youth2U Dollars Grants Ceremony. Just over \$4,000 was granted to 14 individual young people and 5 groups of young people aged between 13-24. Grant recipients included; a young woman going to the World Karate Champs, a group of local secondary school students undertaking a conservation project in Mexico and a young person delivering a local volunteer programme with vulnerable children.
- In September 2016, two workshops were held with an international leader in community building to reinvigorate the community sector with community-led development examples and best practice. Thirty nine people representing over 20 different community organisations attended. The workshops had an average rating of 4.61 (with 4 being very good and 5 being excellent).

Performance measures summary

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



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

The remaining eight KPIs cannot be reported on yet as they are dependent on the outcome of surveys to be conducted later this year.

Projects – Summary

There is one Community facilities and community support project, the Kāpiti youth development centre. It is a capex over \$250,000 project and it is on target although Council's contribution is dependent on the outcome of Zeal's application to the Lotteries Commission for funding.

Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Council owned property				
We provide a good standard of comfort, convenience, quality and usability of the library buildings	Users that are satisfied with the standard of the library building facilities	85%	Not yet due	Library Users Survey due in fourth quarter (2015/16 result was 92%)
Council hall hirers are satisfied that the halls meet their needs	Users that are satisfied with halls	80%	Not yet due	Hall Hirers Survey due in fourth quarter. (2015/16 result was 89%)
Our housing for the older persons' rents are fair and reasonable, the service and facilities are of a good standard and our high occupancy rates are maintained	Occupancy rate of housing for older persons units	97%	On target (99.7%)	
	Housing for older persons tenants that rate services and facilities as good value for money	85%	Not yet due	Housing for Older Persons Survey due in fourth quarter. (2015/16 result was 100%)
	Housing for older persons tenants that are satisfied with services and facilities	85%	Not yet due	Housing for Older Persons Survey due in fourth quarter. (2015/16 result was 98%)
We ensure that council-owned buildings are fit for purpose	Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	On target (100%)	All building warrants of fitness issued
Our toilets are clean, feel safe, and are well maintained	Residents that are satisfied that public toilets are clean, well-maintained and safe	60%	Not yet due	Resident Opinion Survey due later in the year. (2015/16 result was 78%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	On target (100%)	

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Contribution to outcomes	Performance measures	Target	Result	Comment
Community support				
We provide resources to the community for capacity building and service provision focused on community priorities and we provide the youth council, older persons' council and the accessibility advisory group with opportunities to influence the content of council strategies, policies and project planning	Community groups that are satisfied with the advice and support provided by council	85%	Not yet due	To be surveyed in fourth quarter. (2015/16 result was 92%)
	The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Not yet due	To be surveyed in fourth quarter. (2015/16 result was 87% satisfied)
	Residents who are satisfied with the council's community support services	85%	Not yet due	Resident Opinion Survey due later in the year. (2015/16 result was 88%)
We provide support for community measures that promote diversity and connectedness	Community connectedness and diversity projects and initiatives planned for year are progressed or completed	85%	On target	Achievements in the first quarter: Support for an event at Nga Purapura in Ōtaki for the community to celebrate Matariki. Support for Tu Rangatira initiative held at Kāpiti College.
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	Matariki Event at Nga Purapura with approx. 800 attendees. 250 people attended and participated in the first No.8 Wire week series of events aimed at promoting resilience and community connectedness.

Project reports

Kāpiti youth development centre					
GL codes	GL13951				
Description	To progress the development of a youth development centre in the Kāpiti district.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in first quarter:</i>					
1. Council’s capex contribution of \$250,000 to support the Youth Development Centre is dependent on the outcome of Zeal’s application to the Lotteries Commission for funding.					
<i>Upcoming milestones:</i>					
2. Application to the Lottery Community facilities fund fit out build was submitted in August 2016, with a decision expected in December 2016.					
Risks (to programme, cost, quality, other)					
1. None at present.					
Issues (for elected member attention)					
1. None identified.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	254,500	-	254,500	

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

Community facilities and community support – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	26	145	962
Total projects over \$250,000	0	0	0
Total	26	145	962

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
3,876	Other Operating Expense	1,115	1,248	3,691
891	Depreciation and Amortisation	219	228	913
84	Finance Expense	20	41	163
4,851	Operating Expenditure	1,354	1,517	4,767
	Revenue			
1,096	Fees and Charges	261	289	1,155
94	Development and Financial Contributions Revenue	(33)	12	48
113	Other Operating Revenue	20	-	-
1,303	Operating Revenue	248	301	1,203
3,548	NET OPERATING COSTS	1,106	1,216	3,564
	Capital Items			
207	Asset Renewal	23	121	792
134	New Assets Upgrade LOS	3	24	172
-	Additional Loan Repayment	-	-	-
341	Total Capital Items	26	145	964
3,889	NET COST OF ACTIVITY	1,132	1,361	4,528
2,354	Rates	787	943	2,470
134	Borrowings	3	24	172
207	Depreciation Reserve	23	121	791
(93)	Reserves & Special Funds	33	(12)	(48)
1,290	Unfunded Depreciation	286	286	1,143
3,892	TOTAL SOURCES OF FUNDS	1,132	1,362	4,528

Net Operating Costs of \$1.1 million were \$110,000 favourable to budget due to Community contracts and grants being paid over September and October instead of September only.

Capital expenditure of \$26,000 was \$119,000 underspent due to;

- Earthquake prone building remedial works not yet undertaken due to Council yet to develop an earthquake prone strategy for its own properties.
- Timing of Housing renewals due to condition assessment work to be completed.
- Timing of new toilet facilities at Waikanae - Budget provision was made on the expectation that the current facilities at Mahara Place would be demolished as part of the Library / Gallery project.

Economic development

Whakawhanake umanga

Key developments for the 3 months to 30 September 2016

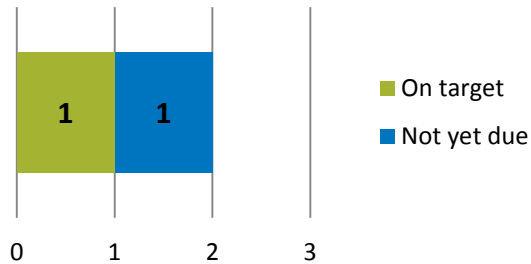
- In September the Kāpiti i-SITE visitor service centre relocated to its new premises in Coastlands Shopping Centre, and is now co-located with the Mediterranean Food Warehouse. The new location has increased visibility and accessibility from public transport and State Highway 1. The new location was opened with an event showcasing local food and beverage.
- The lower north island regional i-SITE services meeting was hosted at the new Kāpiti i-SITE visitor centre along with visits to local attractions, showcasing the districts attributes and boutique shopping district.
- On 22 September, the Environment and Community Development Committee allocated funding to four major Kāpiti events in accordance with the Kāpiti Events plan. A robust process was run with four events receiving funds over a period of three years, the events were the Māoriland Film Festival, the Ōtaki Kite Festival, the Coastella Music Festival and the Kāpiti Food Fair.
- The Council have supported the development of a work ready passport as part of a community-led youth pathways to employment project. The 13 page passport was launched with an opening event with the district's business community at the Council Chambers.
- Marketing and promotion of the district continues with articles submitted to the Wellington Biking Guide, Your Perfect Weekend campaign in AA Directions Magazine, Air New Zealand Website and NZ Golf Magazine.
- The Leadership function of the Economic Development Strategy has been reviewed with a new governance structure endorsed by the Environment and Community Development Committee in July 2016. The new structure requires an appointment of an independent Chair, reduced elected member representation and skills and attributes based membership. A priority for action will be to develop a business attraction, growth and retention plan for the District. The appointment of the new Chair is expected to occur in the second quarter of the 2016/17 financial year.

Performance measures summary

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

Economic development KPIs

1 July to 30 September 2016



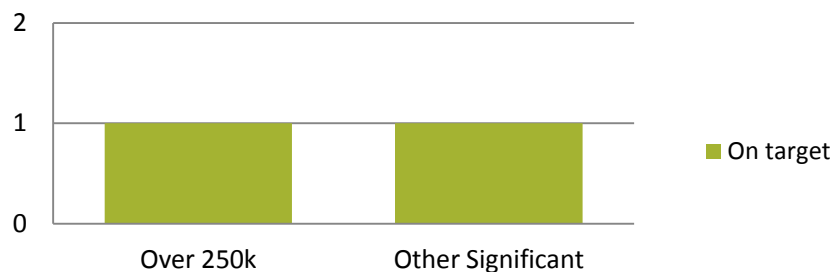
One KPI is on target at the end of the first quarter. Results for the other are not due until the fourth quarter.

Projects – Summary

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

Economic development - Projects

as at 30 September 2016



Both projects are on target at the end of the first quarter.

Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
We deliver the 2015 economic development strategy (implementation plan) and we involve partners and the business community at appropriate points in the decision making process	The 2015 economic development strategy implementation plan deliverables are achieved	Achieve	On target	<p>Major Events funding allocated for 2015/16.</p> <p>New Governance Structure endorsed and selection process underway.</p> <p>Youth Pathways Passport launched</p> <p>Visitor attraction work is carried out according to the Visitor Plan, including the relocation of the Kāpiti i-SITE service</p>
	Representatives of the business leadership forum that are satisfied that the 2015 economic development strategy implementation plan deliverables are being achieved	85%	Not yet due	<p>Business leaders will be surveyed in the fourth quarter.</p> <p>(2015/16 result was 100%)</p>

Project reports

Strategy for supporting economic development - additional significant project					
GL codes	GL13336, 13316,13320, 13337, 13338, 13339, 13340,129XXX				
Description	Development and implementation of the economic development strategy.				
Group	Strategy and planning				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the first quarter:</i>					
1. Major Events funding allocated for 2015/16.					
2. New Governance Structure endorsed and selection process underway.					
3. Youth Pathways Passport launched.					
4. Regular meetings with Wellington Regional Economic Development Agency have been established to work in a collaborative way.					
<i>Upcoming milestones:</i>					
1. Appointment of an Elected Member to the Economic Development Leadership Group.					
2. Report to the Strategy and Policy Committee on the appointment of independent Chair of the Economic Development Leadership Group, in the second quarter of 2016/17.					
3. Ministry of Business, Innovation and Employment decision on Ultra Fast Broadband roll out is now expected later in 2016.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	859,125	225,211	859,125	

Strategic land purchase					
GL codes	GL13170				
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness	Budget		
		N/A	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. A number of properties had been identified as having a potential public work requirement. Further work has been undertaken by officers to assess these requirements and this was reported to the Property Subcommittee on 8 September 2016.					
2. The Property Subcommittee approved the acquisition of a number of properties for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. When each transaction is complete we will report on the individual properties.					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2016/17	1,480,440	12,484	1,480,440	-

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

Economic development – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	-	-	-
Total projects over \$250,000	187	1,128	3,316
Total	187	1,128	3,316

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
1,506	Other Operating Expense	431	440	1,758
62	Depreciation and Amortisation	15	28	110
429	Finance Expense	100	128	510
1,997	Operating Expenditure	546	596	2,378
	Revenue			
-	Fees and Charges	-	12	50
-	Other operating revenue	1	-	-
-	Operating Revenue	1	12	50
1,997	NET OPERATING COSTS	545	584	2,328
	Capital Items			
789	New Assets Upgrade LOS	187	1,128	3,316
-	Additional Loan Repayment	-	-	-
789	Total Capital Items	187	1,128	3,316
2,786	NET COST OF ACTIVITY	732	1,712	5,644
1,997	Rates	563	582	2,328
789	Borrowings	187	1,128	3,316
-	Internal balances	(19)	-	-
2,786	TOTAL SOURCES OF FUNDS	731	1,710	5,644

Capital expenditure of \$187,000 was \$941,000 underspent due to lower Town centres spending. See the Across Council Work Programme report (Expressway Integration programme) for more details.

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

Key developments for the 3 months to 30 September 2016

- The Community Facilities Strategy facility manager and owner surveys have been completed and the user surveys are underway. Planning is underway for the workshops with stakeholders that will be held in early November 2016.
- Lumin has been appointed as the consultant for the Maclean Park development plan.
- The planned upgrade of Makarini Reserve, funded by M2PP, is complete.
- Playground upgrade concept designs were received back from suppliers based on feedback from the community input process.
- Memoranda of Understanding with the volunteer friends groups have been introduced and are well underway to all being signed by mid February 2017.
- The surface for the Te Ātiawa courts has been agreed with the Te Ātiawa Trust on behalf of both Netball and Tennis. The resurfacing work is scheduled to take place between mid-November and early January 2017. Arrangements have been made to accommodate tennis at other courts around the area during this time.

Cemeteries

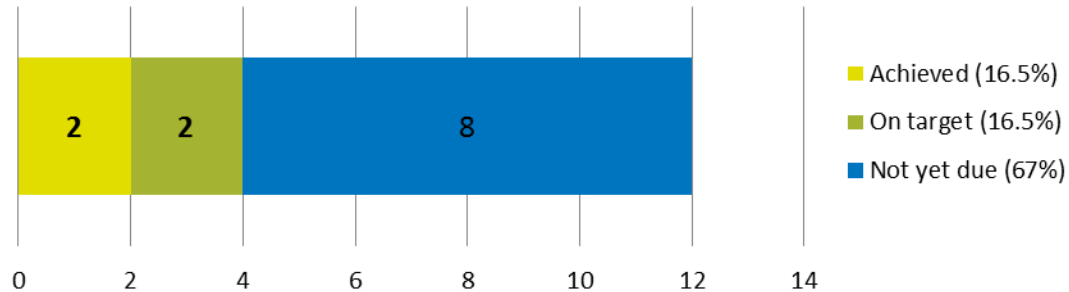
- There was a total of 44 interments across all four cemeteries in the three months to 30 September, including 28 ashes interments and 16 burials.

Performance measures summary.

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

Parks and open space KPIs

1 July to 30 September 2016



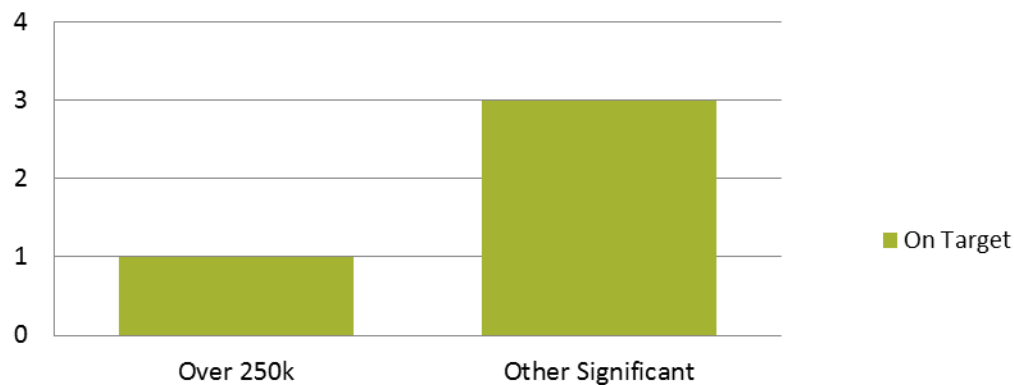
Four of the twelve KPIs are either achieved or on target at the end of the first quarter. The remaining eight are not yet due as they depend on surveys that won't be undertaken until later in the year.

Projects – Summary

There are four parks and open space projects. One is a capital expenditure \$250,000 and above project (Te Ātiawa Park) and the other three are additional significant projects. They are all currently on target with agreed timelines for 2016/17.

Parks and open space - Projects

as at 30 September 2016



Performance measures

as at 30 September 2016

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%)	103ha out of 18,452ha of the total District Plan residential area are not within 400m of a publicly owned open space. This is a provisional result only and work is planned to source information based on residential dwellings.
	Sports grounds are open (scheduled hours and weather dependent)	85%	On target (94%)	
	Residents that are satisfied with the current availability of facilities	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 90%)
	Residents that are satisfied with the quality of council parks and open space	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 88%)
	Residents that are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 88%)
	Residents that are satisfied with council playgrounds	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 90%)
Cemeteries				
We provide well maintained cemeteries and we want to ensure that most family members can access the interment site and records are available online	Users who are satisfied with the cemeteries appearance and accessibility	85%	Not yet due	User survey results due in fourth quarter. (2015/16 result was 92%)
	All available records will be on council's website within four weeks of interment	100%	On target	
We measure burial capacity across the district and anticipate future needs	At least a 10 year burial capacity is maintained across the district	Achieve	Achieved	Current capacity is approximately 34 years

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Contribution to outcomes	Performance measures	Target	Full year outcome	Comment
Cycleways, walkways and bridleways				
A range of cycleway, walkway and bridleway networks including low carbon alternatives are available throughout our district and the quality and range increase over time	Users who are satisfied with council walkways, cycleways and bridleways	85%	Not yet due	Resident Opinion Survey due later this year. (2015/16 result was 93%)
	Users who are satisfied with the safety and availability of the on road cycleway network	85%	Not yet due	Resident Opinion Survey due later this year. (2015/16 result was 54%)
Our beach accessways are maintained and are in a usable condition	Residents who are satisfied with access points to beaches	85%	Not yet due	Resident Opinion Survey due later this year. (2015/16 result was 94%)

Project reports

Te Ātiawa Park netball/tennis courts rebuild					
GL Code	GL1218C				
Description	Rebuild the netball and tennis courts at Te Ātiawa Park.				
Group	Community Services				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. The tender for the agreed surface option for Te Ātiawa Courts (Synpave) was undertaken during the first quarter. Work is underway to confirm the contract in time to start the resurfacing in mid-November 2016.					
2. The final price for resurfacing is significantly under budget.					
Upcoming milestones:					
3. The work will commence in mid-November 2016 and be completed by early January 2017.					
Risks (to programme, cost, quality, other)					
1. None					
Issues (for elected member attention)					
1. None					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	975,000	780,889	780,889	
This year	2016/17	305,400	11,156	305,400	
Total		1,280,400	792,045	1,086,289	

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

Other significant projects

Community Facilities Strategy – additional significant project		GL code	01716		
Progress	<i>Developments in first quarter:</i> <ul style="list-style-type: none">• Analysis of facility managers / owners survey returns.• Online user survey sent out.• Ongoing research and analysis. <i>Upcoming milestones:</i> <ul style="list-style-type: none">• Targeted workshops with facility managers / users / stakeholders and partners in early November.• Development of draft strategy based on research, analysis and key findings from engagement stage.• Briefing to Council in early December.	Status			
		Timeliness-	✓		
		Budget	\$✓		
		Current year project costs to 30 September 2016			
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	50,900	5,000	50,900	

Otaraua Park development plan – additional significant project			GL code	1219Y	
Progress	<i>Developments in first quarter:</i> <ul style="list-style-type: none">• The Request for Proposal (RFP) process has been completed for the external consultant to undertake the development plan, working alongside the Parks and Recreation team. Visitor Solutions was awarded the contract.• Timeline developed to align with the Community Facilities Strategy.		Status		
			Timeliness-	✓	
			Budget	\$✓	
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	50,900	1,099	50,900	

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Maclean Park – additional significant project		GL code	121A9		
Progress	<i>Developments in first quarter:</i> <ul style="list-style-type: none">The RFP process has been completed for the external consultant to undertake the development plan, working alongside the Parks and Recreation team. Lumin was awarded the contract. <i>Upcoming milestones:</i> <ul style="list-style-type: none">The Paraparaumu-Raumati Community Board will be leading the community consultation process which is due to start in the second quarter.	Status			
		Timeliness-	✓		
		Budget	\$✓		
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	25,450	2,187	25,450	

Category		Timeliness	Budget
LIME	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 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	28	62	854
Total projects over \$250,000	11	529	895
Total	39	591	1,749

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
3,971	Other operating expense	963	1,018	4,068
1,187	Depreciation and amortisation	281	270	1,079
209	Finance expense	47	70	281
5,367	Operating expenditure	1,291	1,358	5,428
	Revenue			
147	Fees and charges	10	40	158
384	Development and financial contributions revenue	239	130	521
531	Operating revenue	249	170	679
4,836	NET OPERATING COSTS	1,042¹	1,188	4,749
	Capital items			
1,071	Asset renewal	25	330	756
573	New assets upgrade LOS	14	261	996
-	Additional loan repayment	-	-	-
1,644	Total capital items	39²	591	1,752
6,480	NET COST OF ACTIVITY	1,081	1,779	6,501
4,360	Rates	1,026	1,140	4,559
275	Borrowings	14	37	710
1,003	Depreciation reserve	25	330	746
366	Development and financial contributions	-	225	296
56	Internal balances	77	-	-
(384)	Reserves & special funds	(239)	(130)	(521)
802	Unfunded depreciation	178	178	711
6,481	TOTAL SOURCES OF FUNDS	1,081	1,780	6,501

1. Net Operating Costs of \$1.04 million were \$146,000 favourable to budget due to more Development and financial contributions revenue than expected.

2. Capital expenditure of \$39,000 was \$552,000 underspent due to;

- Te Atiawa Park – Timing of resurfacing work to planned budget.
- Otaki splash pad – Unspent to planned budget as development has been delayed.

Recreation and leisure

Hākinakina

Key developments for the 3 months to 30 September 2016

Libraries

Operations

- A total of 178,228 items issued in the first quarter (181,190 items in same quarter last year).
- A total of 21,349 items reserved in the first quarter (21,498 items in same quarter last year).
- A total of 540 new members in the first quarter (578 in the same quarter last year).
- A total of 4,758 eBooks issued in the first quarter (3,406 eBooks issued in the same quarter last year).
- There were a total of 504 active eBook users in the first quarter (406 active eBook users in the same quarter last year).

Programmes/Activities

- Successful joint holiday programme with Digital Services Team/Youth Services Team – Minecraft. Full registration at all libraries.
- Finalised Electronic Data Integration workflows with James Bennett and began development with Baker & Taylor, who are both major suppliers of library books.
- Ran a comprehensive Self-Publishing Course.
- Launched Spydus Events, an online Event Management solution to enable the community to view and register for library events.
- Matariki and Te Wiki o Te Reo events, including kapa haka, displays, and matariki cloak workshops at Kapiti schools for 150 students with local artist JoAnna Mere.
- Mau Mahara – 3,000-plus page views this month.
- Memory Monday sessions at Ōtaki and Paraparaumu libraries – approximately 40 participants.
- Mastermind competition – 35 teams and over 180 students participating across Kapiti.
- National Poetry Day open mic night and poetry competition winners announced, eBook anthology made available.
- Adult/teen reading challenge launched.

Arts and Museums

- Planning for the 2016 Kāpiti Arts Trail is well underway. This year there will be: 61 studio artists, 19 artists in 4 hubs, and 13 galleries (with a further 80 Kāpiti Artists represented in the galleries). A number of new artists will be participating this year.

- Work with the Public Arts Panel and Paraparaumu/Raumati Community Board is underway. Community engagement was undertaken in July 2016 regarding an art installation at Paraparaumu Beach.
- The September 2016 round of Creative Communities funding allocation was completed.

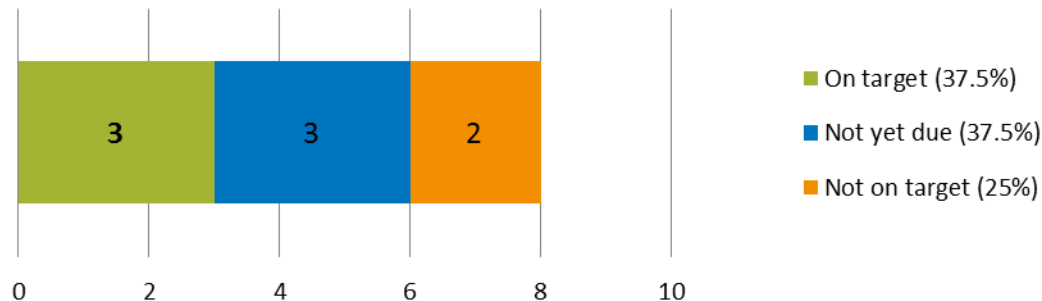
Aquatics

- There were a total of 61,891 visits to the district's pools in the first quarter compared to 52,186 in the same period of last year (and 57,219 for 2014/15, which was the strongest year in terms of attendance since the Coastlands Aquatic Centre opened).
- A total of 547 people were registered for swimming lessons in the first quarter; 436 at Coastlands Aquatic Centre and 111 at Ōtaki Pool. In addition, 86 children completed the holiday swimming programme during the first quarter.
- A total of 307 private lessons were delivered.
- A total of 240 school children participated in KiwiSport swimming lessons delivered by council instructors at Coastlands Aquatic Centre
- Coastlands Aquatic Centre hosted a SoundSplash pool party. A total of 208 children attended and 124 purchased entry and café meal deal passes.
- Coastlands Aquatic Centre hosted the successful Capital Coast Surf Life Saving Pool Championships. This is the first time this competition has been run in Kāpiti.
- Ōtaki Pool had a pool party on the 10 September which 67 children attended.
- The management team and some senior staff attended the annual Just add Water Seminar (JAWS) in Wellington in August. The Recreation Services Manager gave a presentation on Coastlands Aquatic Centre and the programmes and services that are offered.
- Work commenced to prepare Waikanae Pool for the opening on 7 November 2016. Storage sheds have been removed and a fit for purpose garage will be erected prior to opening. The pool is being repainted and resealed and new chemical controllers have been installed.
- Delivery of the primary School Regional Cross Country championships at Waikanae Park. This event attracted 800 students from around the Wellington Region.
- Delivery of the interschool orienteering champs at Queen Elizabeth Park. Approximately 200 school children took part.

Performance measures summary

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

Recreation and leisure KPIs
1 July to 30 September 2016



Three of the eight KPIs are on target at the end of the first quarter and three are not yet due.

Two of the Libraries KPIs are not on target at the end of the first quarter.

- i) There were 2,851 new items added to the library collections in the first quarter against a target of 17,186 for the year (a pro rata target of 4,296 per quarter). The 'new items added' KPI is still expected to reach its target by the end of the year.
- ii) The number of visits to libraries was 93,664 in the first quarter against a target of 550,000 for the year. We reported last year that the target set in the Long term plan was too high, based on faulty data from the old door counters at Paraparaumu Library. This only came to light when the door counters were replaced in late 2015. This KPI is not expected to be achieved this year.

Projects – Summary

There are two recreation and leisure projects, the Ōtaki Pool rebuild and the Mahara Gallery/ Waikanae Library upgrade. The Mahara Gallery Trust has been given additional time to meet its fundraising target. The Ōtaki Pool rebuild has had to go out to tender for a second time and this has delayed the project. It is now expected to be completed in the 2017/18 year.

Recreation and leisure - Projects
as at 30 September 2016



Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result	Comment
Aquatics				
We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities	Council will maintain PoolSafe accreditation	Achieve	Not yet due	Audit will be in the 3 rd quarter
	Users that are satisfied with the pools services and facilities	85%	Not yet due	Pool user survey in 3rd quarter. (2015/16 result was 96% or better for the three pools)
Increasing numbers of residents and visitors are using facilities and the pools swim clubs are satisfying the needs of the community	Visits to swimming pools in the district	Maintain or increase (<i>cf 2014/15 baseline</i>)	On target	61,891 combined swims (compared to 52,186 and 57,219 in the first quarters of 2015/16 and 2014/15, respectively).
	Learn to swim registrations	Maintain or increase (<i>cf 2014/15 baseline</i>)	On target	547 registrations (compared to 479 and 484 for the first quarters of 2015/16 and 2014/15, respectively).
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 on all public art commissions	Achieve	On target	There were delays with this project in 2015/16. Community engagement took place in July 2016 led by the Paraparaumu/Raumati Community Board.
Libraries				
Our libraries offer a range of materials and spaces	Users that are satisfied with the library services	85%	Not yet due	Resident Opinion Survey report due later in the year. (2015/16 result was 98%)
	Collections are refreshed in accordance with New Zealand public library standards	17,186 (annually)	Not on target	2,851 new items added to the library collections in the first quarter.
	Total visits to libraries	550,000 (annually)	Not on target	93,664 visits to the district's three libraries in the first quarter. (NB: expect this will be 'Not achieved' this year given that the annual target set in the Long term plan was based on faulty data.)

Project reports

Ōtaki pool rebuild and SplashPad development					
GL codes	GL 11241, 11243 and 123C7				
Description	Otaki Pool rebuild and SplashPad development.				
Group	Community services				
Status	Category	Timeliness		Budget	
		🕒 ▼		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. A second tender process through invited tenders only was commenced in mid-September and will close mid-October 2016. Three companies indicated they would be submitting a tender.					
2. Communications with pool users and the wider community advised of the delay in the programme, depending on a successful tender process.					
3. Resource and Building consents have been confirmed.					
Upcoming milestones:					
4. Review of tenders received and confirmation of overall contractor.					
5. Community engagement for SplashPad equipment					
Risks (to programme, cost, quality, other)					
1. The one tender received in the original tender process may be reflective of the market and therefore the current budget would be inadequate.					
Issues (for elected member attention by when)					
1. Nothing to report at present.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	4,981,200	108,814	4,981,200	

<u>Category</u>		<u>Timeliness</u>		<u>Budget</u>	
LIME	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				

Waikanae Library and Mahara Gallery upgrade					
GL codes	GL 13452, 13454, 1483W				
Description	Planned upgrade of the Waikanae Library and Mahara Gallery as part of the Waikanae Town Centre development.				
Group	Community services				
Status	Category	Timeliness	Budget		
		🕒✓	\$✓		
Comments (latest developments/upcoming milestones/critical activities)					
Developments in the first quarter:					
1. The council has renewed the MOU with the Mahara Gallery Trust and the Field Collection Trust giving the gallery until 30 June 2018 to complete fundraising targets.					
2. An expression of interest to the Ministry of Culture and Heritage has been submitted by the Trust.					
Risks (to programme, cost, quality, other)					
1. That the Mahara Gallery Trust is not able to meet its funding requirements for the Mahara Gallery Upgrade.					
Issues (for elected member attention)					
1. Not applicable.					
Current year project costs to 30 June 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2016/17	522, 234	3,025	261,118	
Next year	2017/18	3,508,809		3,508,809	
Final year	2018/19	5,150,248		5,150,248	
Total		9,181,292	3,025	8,920,176	

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

Recreation and leisure – financial results to 30 September 2016

Capital expenditure summary

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	12	59	604
Total projects over \$250,000	188	1,131	5,403
Total	200	1,190	6,007

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
7,201	Other operating expense	1,893	1,798	6,883
1,455	Depreciation and amortisation	372	377	1,509
1,276	Finance expense	295	338	1,352
9,932	Operating expenditure	2,560	2,513	9,744
	Revenue			
1,586	Fees and charges	380	343	1,543
42	Grants and subsidies	20	17	35
7	Other operating revenue	4	-	-
1,635	Operating revenue	404	360	1,578
8,297	NET OPERATING COSTS	2,156	2,153	8,166
	Capital items			
502	Asset renewal	114	929	4,363
582	New assets upgrade	86	261	1,645
-	Additional loan repayment	-	-	-
1,084	Total capital items	200	1,190	6,008
9,381	NET COST OF ACTIVITY	2,356	3,343	14,174
8,298	Rates	2,156	2,153	8,165
582	Borrowings	83	261	1,474
502	Depreciation reserve	114	929	4,280
(2)	Reserves & special funds	3	-	255
9,380	TOTAL SOURCES OF FUNDS	2,356	3,343	14,174

Net Operating Costs of \$2.2 million were on budget overall.

Capital expenditure of \$200,000 was \$990,000 underspent due to;

- Otaki Pool Rebuild – Project has been delayed due to a second tender process. The filtration upgrade is also delayed to align with the rebuild project compared to planned budget spend.

Planning and Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 30 September 2016

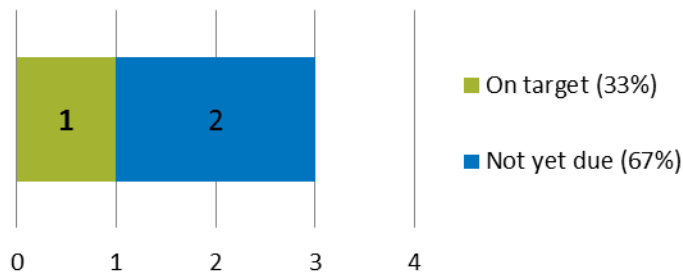
- Ten PDP hearings were held over 22 hearing days. Eighteen PDP hearings (out of a total of nineteen) have now been completed, over a total of 37 hearing days. More than 200 submitters have been heard. The Hearings Panel has issued fifteen 'Minutes' – which can be found on the council website, along with other communication to and from submitters.
- Eight section 42A reports (recommendations to the Hearings Panel) were drafted. Eighteen out of a total 19 section 42A reports have now been completed. Work continues on the remaining report which will support the Whole of Plan Integration hearing in December 2016.
- On 5 July 2016 Coastal Ratepayers United lodged Declaration Applications with the Environment Court. Buddle Findlay has been engaged to act for the Council on these matters. At a Pre-Hearing Conference on 5 October 2016, Judge Dwyer noted potential hearing dates in late November/early December 2016.
- On 22 July 2016 the Environment Court decision was received on Kapiti Coast Airport Holdings Limited's (KCAHL) Application for Declarations. The Court did not strike out Coastlands submission/s on Plan Change 84, as KCAHL had sought, but they were amended slightly. A section 42A report will now be prepared, with a hearing anticipated in December 2016.
- Work continued on Community Futures with the Waikanae Beach community to develop their vision. Two very productive sessions were held with Kapanui Primary School children, and a survey readied to roll out through Kāpiti and Paraparaumu Colleges for Waikanae Beach students at the beginning of the term. Consultation will take place with Waikanae Beach businesses in late October 2016. A final document will be prepared for more formal consultation during the period February to April 2017.
- Implementation of the Policy Work Programme continues. Preparations are being made for stakeholder workshops to support the development of the Community Facilities Strategy. Work continues on the Public Places Bylaw and Sustainable Transport Strategy. The Council will review the programme at the beginning of the new triennium.
- On 11 August 2016 Iain Dawe from Greater Wellington Regional Council briefed councillors on GWRC's Natural Hazards Management Strategy. The Strategy has now been completed in draft, and was notified for consultation in early October 2016.
- The company **.id profile** has been contracted to provide an updated population forecast for the Kāpiti District. The forecast will provide information on how population, age structure and household types will change over the period 2013 to 2043. This forecast will be used across council to underpin our various planning processes. The forecast is expected to be completed in early November 2016. Additional data work is occurring to gather a wider range of social and demographic data on the Kāpiti District.
- On 21 September 2016, a submission was made to the Local Government Commission on the draft Wellington Region Transport Indicative Business Case.

Performance measures summary

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

Districtwide planning KPIs

1 July to 30 September 2016



One of the three KPIs is on target. Two KPIs are not yet due as results for one won't be available until the PDP hearings are completed and results for the other depend on a survey that is being undertaken later this year.

Projects – Summary

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


Substantive hearings started on 4 April 2016 and are due to conclude in December 2016. The project is expected to be completed in this financial year within the allocated budget for 2016/17. Initial higher than planned expenditure is expected to significantly reduce following the completion of the section 42A reports and the completion of the hearings in the second quarter of the 2016/17 financial year.

Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Full year result	Comment
We efficiently and effectively develop policies and plans to encourage economic development and preserve the unique character and natural environment of our district	Residents that agree that the district is developing in a way that takes into account its unique character and natural environment	75%	Not yet due	Resident Opinion survey due later in the year (2015/16 result was 68%)
	Percentage of submissions to the proposed district plan that are settled prior to plan hearings or Environment Court proceedings	More than 40%	Not yet due	Result for 2016/17 will be reported after conclusion of the hearings. (2015/16 result was 66%)
	A strategic policy framework and research programme are developed	Achieve	On target	The strategic policy work programme was agreed in April 2016. Work continues on the research programme and the programme is expected to be completed later in 2016.

Project reports

District plan review – additional significant project			
Description	To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA). NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.		
Group	Strategy and Planning		
Status	Category	Timeliness	Budget
		 ✓	\$ ✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the first quarter:</i></p> <p>On 24 July 2014, the Council chose Option 4 recommended by the Independent Review of the Proposed District Plan (PDP), which was to continue with a modified PDP process using the 'basket of tools' available to the Council. Current activities include</p> <ol style="list-style-type: none"> Supporting the Hearings Panel in its continuing detailed submission analysis, working toward recommendations to Council in March 2017, in respect of the Proposed District Plan and Urban Tree Variation. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Proposed District Plan Hearings opened 4 April 2016 and will continue through to December 2016. Eighteen section 42A reports have now been loaded onto the PDP website, with one more to be completed. Submissions and further submissions on the proposed Urban Tree Variation have been heard, with recommendations expected in March 2017. 			
Budget comment			
<p>The PDP project is currently within budget for this financial year (see financial table overleaf). Although expenditure is relatively high in the first quarter due to the focus on s42A reporting during that quarter, it is expected to level off in the second quarter and beyond and remain within budget for the year.</p>			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan. Sustained workload pressure for staff. Increased costs and budget pressures. 			

District plan review (continued)

Issues (for elected member attention)

Updates for elected members will be provided through progress briefings by the Chairman of the Hearings Panel. The Hearings Panel is responsible for managing the hearings process. Following the completion of the hearings the Council will consider recommended decisions from the Hearings Panel and make a final decision.

Current year project costs to 30 September 2016

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	1,458,324	1,720,750	1,720,750	-
This year	2016/17	1,305,712	645,908	1,305,712	
Total		2,764,036	2,366,658	3,026,462	

Category

LIME	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 September 2016

Cost of activity statement				
2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Actual \$000
	Expenditure			
3,925	Other Operating Expense	1,060	1,086	3,141
3,925	Operating Expenditure	1,060	1,086	3,141
	Revenue			
52	Fees and Charges	4	-	-
52	Operating Revenue	4	-	-
3,873	NET OPERATING COSTS	1,056	1,086	3,141
3,873	NET COST OF ACTIVITY	1,056	1,086	3,141
3,873	Rates	1,056	1,086	3,141
-				
3,873	TOTAL SOURCES OF FUNDS	1,056	1,086	3,141

Regulatory services

Ratonga whakaritenga

Key developments for the 3 months to 30 September 2016

Regulatory Services

- 2,663 of the 2,863 service requests (93%) for regulatory services received in the first quarter were responded to within required times.
- There were 122 Land Information Memoranda (LIMs) issued in September due to 60 LIMs being issued for Housing New Zealand properties in Ōtaki which the government is considering selling later this year. This was a significant piece of work for the team.
- A booklet 'Our Business: Your Success' was published to help people navigate their way through the relevant rules and regulations that apply when starting or making changes to an existing business on the Kāpiti Coast. This is available from Council service centres and can be downloaded from the Council's website. It has also been distributed to key organisations in the business community.
- Work is ongoing to document and review our work processes across the group to ensure that our legislative obligations are being met and that they are aligned with our Open for Business initiative. Resource consents are being given priority attention and good progress has been made.

Building control

- In the first quarter, 313 building consents were processed. Those issued during this period had an average processing time of 15 days.
- The Building Control team has continued to receive significant growth in consents, particularly in new houses. While the timeliness for the quarter slipped to 73%, with additional resources brought on board the timeliness in September was 92%.

Resource consents

- The resource consents team processed 78 consents in the first quarter. Of those, one required limited notification and one had time extensions requested under section 37 of the Resource Management Act¹. For those non-notified consents that did not have their statutory timeframes extended, the average processing time was 15 days against a target of 17 days.
- The team continues to work closely with the M2PP Alliance, Leighton HEB Joint Venture and the NZ Transport Agency to ensure compliance is maintained in relation to the MacKays to Peka Peka, Transmission Gully, and Peka Peka to Ōtaki expressway projects.

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.

Animal management

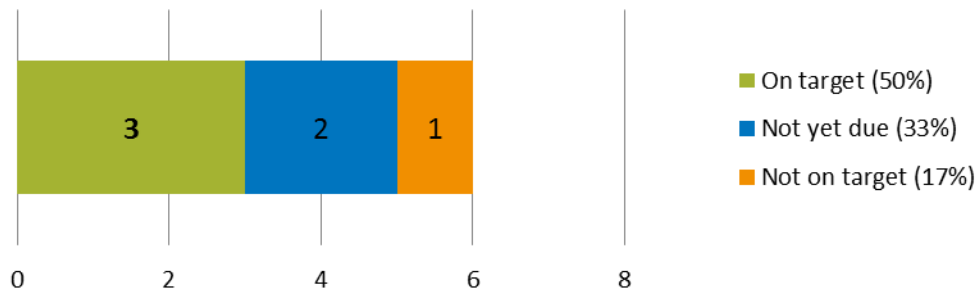
- The KPI for responding to dog attacks was achieved for the first quarter. The Animal Management team and external contractor responded to 15 urgent dog attack complaints this quarter within one hour of request. The Animal Management Team continues to work on the service requests to ensure quick response times with no overdue items.

Performance measures summary

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

Regulatory services KPIs

1 July to 30 September 2016



Three of the six KPIs are on target at the end of the first quarter. Two KPIs are classified as not yet due (one of these because no regulatory events were held in the quarter).

One KPI is not on target, with the percentage of service requests responded to within corporate standards at 93%, slightly below the target of 95%. This is expected to get back on target over future quarters.

Projects

There is one regulatory services project, the earthquake-prone buildings assessment project. It is an additional significant project and is on target.

Performance measures

as at 30 September 2016

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%	Not on target (93%)	2,663 of the 2,863 service requests received in the year to date (93%) were responded to within time.
	Average working days to process building consents will not exceed 17 days	Achieve	On target	15 working days on average for the year to date.
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	On target	15 working days on average (excluding consents deferred under s.37) for the year to date.
	Percentage of survey respondents that agree that the regulatory events are good or very good	85%	N/A	No events have been held this quarter.
	All dog attacks (classified as urgent) are responded to within 1 hour of notification	100%	On target (100%)	There were 15 reports of urgent dog attacks in the first quarter. They were all responded to within the time frame.
We will retain Building Consent authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Not yet due	Two yearly IANZ audit took place in October 2015 with accreditation approved. The next accreditation audit is programmed for October 2017

Project reports

Earthquake prone building assessments – additional significant project					
GL codes	17150 (opex)				
Description	The earthquake prone building project is to undertake seismic assessments of buildings in the Kapiti Coast District. Buildings that require assessment are those that are used for commercial or industrial purposes, schools and residential buildings which are two or more storeys and have three or more household units. Council is required to undertake this work under the Building Act 2004.				
Group	Planning and regulatory services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the first quarter:</i>					
1. There were 168 assessments of buildings undertaken during the first quarter.					
<i>Upcoming milestones:</i>					
2. The assessments in Ōtaki are nearing completion, when those are done the project will be moving on to Paekākāriki.					
3. All buildings defined as priority buildings apart from state schools have been assessed. In the second quarter staff will be talking to the Ministry of Education regarding accessing its assessments for state schools.					
Risks (to programme, cost, quality, other)					
1. The Building (Earthquake-prone Building) Amendment Act 2016 is now in place and is likely to come into effect in July 2017. Regulations associated with this are currently being consulted on with responses due by 15 December 2016.					
Issues (for elected member attention)					
1. No issues currently with this project.					
Current year project costs to 30 September 2016					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2015/16	200,000	169,572	169,572	
This year	2016/17	407,202	95,589	407,200	
Future years	2017/20	2,007,377		2,007,377	
Total		2,614,579	265,161	2,584,149	

<u>Category</u>	<u>Timeliness</u>	<u>Budget</u>
LIME 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		

Regulatory services – financial results to 30 September 2016

Cost of activity statement				
2015/16		2016/17	2016/17	2016/17
Actual		YTD Actual	YTD Budget	F/Y Budget
\$000		\$000	\$000	\$000
	Expenditure			
8,174	Other operating expense	2,044	2,014	8,026
63	Depreciation and amortisation	7	2	7
17	Finance expense	4	4	15
8,254	Operating expenditure	2,055	2,020	8,048
	Revenue			
3,839	Fees and charges	1,460	1,315	3,400
3,839	Operating revenue	1,460	1,315	3,400
4,415	NET OPERATING COSTS	595	705	4,648
	Capital items			
5	Asset renewal	-	-	-
49	New assets upgrade	-	-	-
54	Total capital items	-	-	-
4,469	NET COST OF ACTIVITY	595	705	4,648
4,415	Rates	595	705	4,648
49	Borrowings	-	-	-
5	Depreciation reserve	-	-	-
4,469	TOTAL SOURCES OF FUNDS	595	705	4,648

Net Operating Costs of \$595,000 were \$110,000 favourable to budget due to higher building consent fee revenue than expected.

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me to tāngata whenua

Key developments for the 3 months 1 July to 30 September 2016

Governance

- Council adopted the Annual Report 2015/16.
- There was one citizenship ceremony, on 3 August which conferred citizenship upon 39 applicants. Their countries of origin included Argentina, Australia , Britain, Bulgaria , Israel, Philippines, South Africa , Sweden, The Netherlands, Tonga , Venezuela and Vietnam.
- The Council received 78 requests under the Official Information Act in the first quarter. This compares to 65 in the first quarter last year.
- There were 2 Council meetings, 10 Committee and three Subcommittee meetings in the first quarter as well as 17 briefings.
- Council approved a process for the renaming of State Highway 1.
- Council approved a new governance structure for the Economic Development Leadership Group.
- A range of legal provisions were put in place by Council to ensure that council business could continue through the election period.

Tāngata whenua

- Planning for Waitangi Day 2017 is underway. Ngā Hapū o Ōtaki and the Council are co-hosting the signature event which will take place in Ōtaki.
- The beginners Māori language Reo Class for council staff continues to run for six weeks with 12 participants attending weekly classes. The class was filled in two days, with a waiting list of interested participants
- A Noho Marae experience and Waahi Tapu Bus Tour Corporate Training Package is currently being developed.
- Council and Te Āti Awa are actively involved in planning for the upcoming community and civic award and inauguration ceremonies.
- The annual contestable marae grants process was completed. This process provides financial grants to hapū and iwi marae in the district for maintenance of these significant historic buildings. This year, the full amount was awarded to Raukawa marae to address some significant maintenance works. Work to assess the maintenance works required and align with town centres planning has progressed this quarter. Planning to seek further funding through Te Puni Kokiri's community facilities fund is underway.

SP-16-2026 Appendix B – Activity report to 30 September 2016

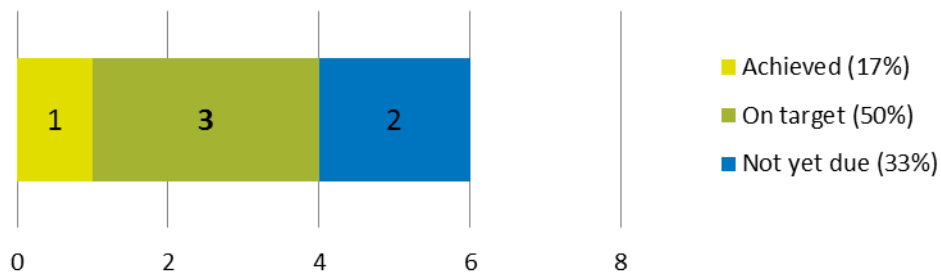
- Work across the organisation continues with iwi engaged in Working Parties including: town centres, water, district plan, bio-solids and development of Cultural Impact Assessments. This work continues to inform council on the critical values and aspirations that are significant to iwi.
- Te Whakaminenga o Kāpiti, the council partnership committee has met twice in this quarter.

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July to 30 September 2016



One of the six KPIs is achieved (for the 2013-2016 triennium just ended) and three are on target (for the 2016/17 year) as at the end of the first quarter.

Two KPIs are not yet due

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 30 September 2016

Contribution to outcomes	Performance measures	Target	Result (ytd)	Comment
Civil defence emergency management				
We encourage households to be ready for emergencies	Number of households that have an emergency plan and kit sufficient for three days following an emergency event	Maintain or increase 2014/15 baseline (69%)	Not yet due	Resident Opinion Survey due later in the year. (2015/16 result was 74%)
Governance				
Residents will be informed of opportunities to engage and participate in decision-making processes within statutory timeframes	Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting	100%	On target	
Official information requests will be responded to within statutory timeframes	Percentage of official information requests responded to within 20 working days ¹	100%	On target	All 78 official information requests in the first quarter 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 was renewed for this triennium in 2014/15.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	Feedback to be sought in the fourth quarter.
We provide for the active participation of tāngata whenua and Māori in decision-making processes	Māori have representation on standing committees of council and tāngata whenua working parties contribute to significant council work programmes	Achieve	On target	Representation is established and working parties are actively involved in significant programmes

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

Governance and tāngata whenua – financial results to 30 September 2016**Capital expenditure summary**

	YTD Actual 2016/17 (\$'000)	YTD Budget 2016/17 (\$'000)	Full year Budget 2016/17 (\$'000)
Total projects under \$250,000	0	19	97
Total projects over \$250,000	0	117	458
Total	0	136	555

Cost of activity statement

2015/16 Actual \$000		2016/17 YTD Actual \$000	2016/17 YTD Budget \$000	2016/17 F/Y Budget \$000
	Expenditure			
4,601	Other operating expense	1,135	1,190	4,797
61	Depreciation and amortisation	12	12	48
65	Finance expense	15	17	69
4,727	Operating expenditure	1,162	1,219	4,914
	Revenue			
593	Fees and charges	295	132	611
37	Interest income	1	16	-
-	Other revenue	67	-	64
630	Operating revenue	363	148	675
4,097	NET OPERATING COSTS	799	1,071	4,239
	Capital items			
395	Asset renewal	-	126	523
6	New assets upgrade LOS	-	8	31
-	Additional loan repayment	-	2	9
401	Total capital items	-	136	563
4,498	NET COST OF ACTIVITY	799	1,207	4,802
3,620	Rates	847	1,080	4,277
6	Borrowings	-	8	31
25	Depreciation reserve	-	12	65
(8)	Movement in other reserves	10	-	-
855	Reserves & special funds	(58)	107	429
4,498	TOTAL SOURCES OF FUNDS	799	1,207	4,802

Budget underspend

Net Operating Costs of \$799,000, were \$272,000 favourable to budget due to the following factors:

- \$154k favourable to budget in Rate Penalty Revenue - \$147k Rates in arrears received in July against an evenly phased budget.
- \$67k favourable to budget in Other Revenue – gain on sale of Depot House in Waikanae.
- \$55k favourable to budget in Other Expense – mainly due to timing of spending e.g. Council Ceremonies and Functions, Residents Survey, and Annual Plan.

No spending of Capital expenditure in the first quarter. Budget is mainly for Plant purchases.