

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

15 AUGUST 2019

Meeting Status: **Public**

Purpose of Report: For Information

ACTIVITY REPORT: 1 APRIL TO 30 JUNE 2019

PURPOSE OF REPORT

- 1 This report provides the Operations and Finance Committee with a quarterly performance overview for the fourth quarter of the 2018/19 financial year for each activity published in the 2018-38 Long Term Plan.

DELEGATION

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















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

BACKGROUND

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

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

Activity overview dashboard for 2018/19

Activity	KPIs			Projects		Capital Spend (\$'000)	Operating Spend (\$'000)	Income (\$'000)
	Achieved	Not yet due	Not achieved	On target	Not on target	Favourable	On budget	Unfavourable
INFRASTRUCTURE		7	3	2	4	\$7,316	\$13,523	\$14,403
	Access & Transport							
		2			1	\$1,994	\$1,064	
	Coastal Management							
		4	1			\$345	\$1,288	\$574
	Solid Waste							
	7				\$2,562	\$3,969	\$2,541	
Stormwater								
	5			4	\$823	\$8,079	\$7,494	
Wastewater								
	8	2		2	\$1,496	\$8,012	\$9,102	
Water								
COMMUNITY SERVICES		11				\$1,630	\$6,971	\$637
	Parks & Open Space							
		7	3			\$1,217	\$11,114	\$1,689
	Recreation & Leisure							
	13			2	\$1,382	\$5,083	\$17,058	
Community Facilities & Community Support				2				
				2	\$2,872	\$2,659	\$630	
Economic Development								
PLANNING & REGULATORY		2					\$2,486	\$8
	Districtwide Planning							
	7				\$24	\$7,823	\$3,928	
Regulatory Services								
GOVERNANCE & TĀNGATA WHENUA		3	2			\$91	\$4,461	\$22,929
	Governance & Tangata Whenua							
					\$804	\$4,867	\$3,649	
Corporate								
						\$22,556	\$81,399	\$84,642

CONSIDERATIONS

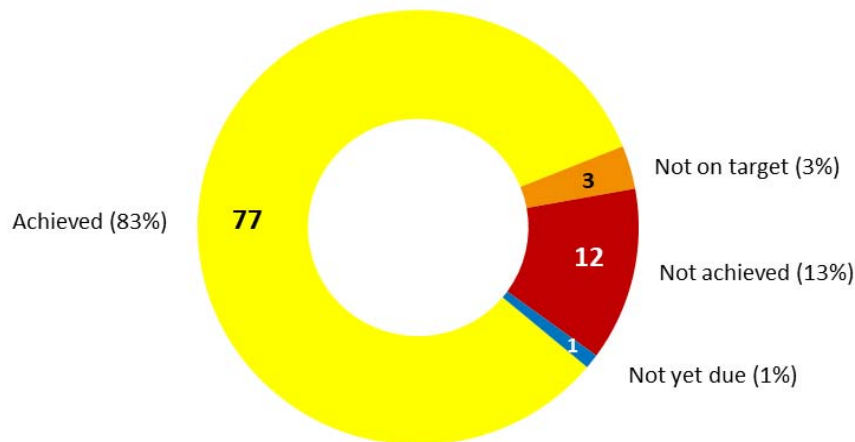
Section 1: Overview of KPIs and Projects

Summary of Key Performance Indicators: Level of Service Measures

- 8 There are 93 KPIs which have targets this year. Figure 1 below reports on KPI results against their targets.
- 9 KPI results are expanded on in the activity sections that follow later in this report.

Figure 1: Key Performance Indicators

as at 30 June 2019



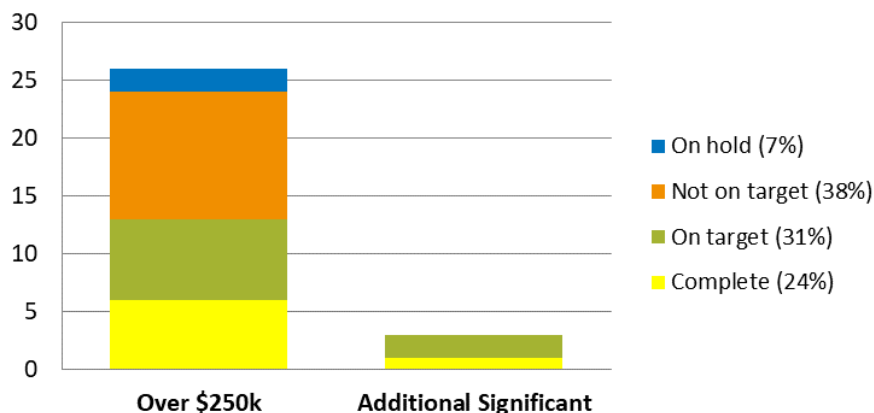
- 10 Seventy-seven KPIs were achieved, there is one we don't have a result for yet, three KPIs are not on target (final results are due later in the year) and 12 KPIs were not achieved. These are discussed in paragraphs 47-48, 67-68, and 87-88 and in the individual activity reports in Appendix B.

Summary of Projects

- 11 There are 29 significant projects being undertaken by Council in 2018/19 (up from 26 last year). Of these, 26 are Capital Expenditure Projects with a value of \$250,000 and above and three are additional significant projects.
- 12 Figure 2 below provides a performance summary of these projects.

Figure 2: Summary of Projects

as at 30 June 2019



- 13 Seven projects were complete and nine on target at the end of 2018/19.
- 14 Two projects were on hold and the remaining 11 projects were not on target for a range of reasons. These are summarised in paras 43-44, 64 and 75 below, and in the individual activity chapters in Appendix B.

Section 2: Across Council Work Programmes

- 15 There are several programmes of work that have been carried across a number of activities. These are the Open for Business – Caring, Dynamic and Effective programme (which includes Business Improvement work), the work developing Provincial Growth Fund applications, the Housing work programme, the Coastal adaptation work programme and the Carbon and Energy Management programme. There are updates for only some of these below.

Provincial Growth Fund

Key developments

- 16 The independent Chair of the District Leaders Group (Rt Hon Jim Bolger) visited a number of PGF applicants and potential future applicants from Kāpiti, to gain a better understanding of their organisations.
- 17 The Council provided ongoing support and advice to organisations developing applications to the Provincial Growth Fund and progressed concept development for priority Council-led opportunities.

Housing work programme

Key developments

- 18 The Council has engaged The Property Group Limited (TPG) to investigate the options Council has to influence housing issues in the district.

Coastal adaptation work programme

Key developments

- 19 The findings of a high-level vulnerability assessment, commissioned by the Wellington Region Climate Change Working Group's coastal adaptation sub-group, were used to develop a cross-region approach with enough flexibility that it can be tailored to each local community as required.
- 20 A report on community-led coastal adaptation in the Kāpiti Coast District was prepared and presented to Council on 27 June 2019. The Council noted the updates in the report and agreed in principle to the possible establishment of a Joint Committee on Community-led Coastal Adaptation in the Wellington region.

Open for Business – Caring, Dynamic and Effective work programme

Key developments

- 21 The Business Improvement Team continued to work on a range of projects including: looking for improvements to the subdivision workflow process; assisting with the upgrade to MagiQ Enterprise; supporting the development of a Business continuity management System; and supporting the building team in preparation for the Building Consent Authority audit by IANZ.



Section 3: Place & Space

Key development highlights

- 22 The BBQ and shelter were installed at Maclean Park, the central path is 70% complete, the terraced steps complete and the basketball court was expected to be completed in time for the July school holidays.
- 23 The Matthews Park playground upgrade and the Pohutakawa Park playground renewal were both completed.
- 24 The Mazengarb Park sports field lighting upgrade and the Rahui Grandstand upgrade were both completed.
- 25 The remediation and fit-out work on the new Waikanae Library and Service Centre was completed in time for the opening on 1 July 2019.
- 26 The result from the annual library users survey undertaken in May 2019, with a total of 460 survey responses received, was 98.5% satisfied with library services.
- 27 There were 60,040 pool visits in the fourth quarter, giving a total of 293,638 for the year and achieving our target of being at or above 290,000 visits.
- 28 The Coastlands Aquatic Centre hosted the Gold Coast regional zone meet (with 117 swimmers competing) and a Soundsplash event for children aged 8-12 years (with 350 children attending).
- 29 This quarter an article was published in *Go Travel* magazine about winter travel tips in Kāpiti, and another in the Chamber of Commerce's magazine on the Arts Trail. This is the Chamber magazines launch issue.
- 30 The Economic Development Strategy drafting group reconvened in mid-June, following the arrival of the new ED Manager. The next steps have been agreed with a target to adopt and implement the strategy in February 2020.
- 31 The Economic Development team have been working with other parts of Council to facilitate a request from the operators of the Paraparaumu Beach market to relocate from their current site to Maclean Street.
- 32 The Kāpiti Pop-Up Business School commenced on 24 June with approximately 45 participants in attendance.
- 33 Morrison Low submitted their final report on the Waikanae Library Mould Review. The report recommends a number of improvements to strengthen our asset management practices, procedures and decision-making processes.
- 34 A second air quality test at the Te Newhanga Community Centre, completed in June 2019, did not identify elevated mould readings and noted that the levels of mould found would be unlikely to result in health issues.
- 35 Council completed full interior renewal on three Housing for Older Persons units in the fourth quarter which have subsequently been re-let. This takes the total to twelve renewals for the financial year. There were twenty two tenancy changes in total for the year.
- 36 A Council-funded community workshop called 'Raising my organisation's profile' was held in June 2019. It provided practical advice on marketing through digital

media and was very popular, attracting 60 subscriptions for the 30 places available. Plans have been made for a second workshop in August.

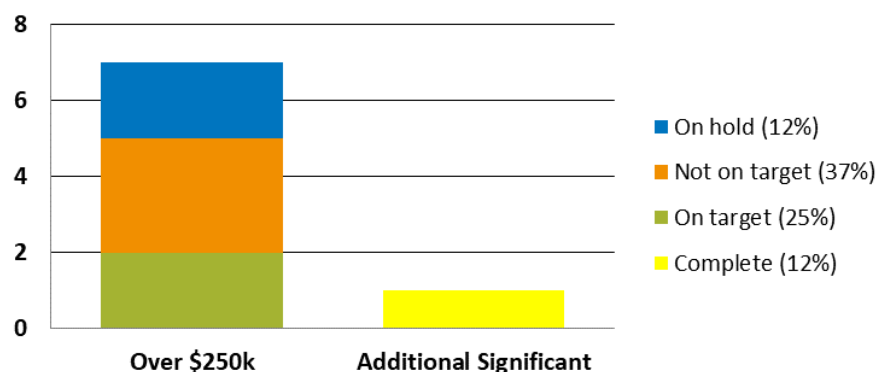
- 37 Council hosted the Electric Vehicle Roadshow at Raumati Beach. The Roadshow aimed to build awareness of the benefits of electric vehicles and showcase the range of vehicles available in New Zealand. It also marked the launch of the Horowhenua and Kāpiti Electric Roads project.
- 38 The Council was announced as a finalist in the 'Excellence in social well-being' category for the youth development centre, in the Local Government Excellence Awards.
- 39 Number 8 Wire week commenced in late June and will run through July 2019. The programme of events and activities aim to build community resilience, resourcefulness and environmental responsibility.

Projects

- 40 There are eight Place and Space projects, seven of which are capital expenditure over \$250,000 projects and one is an additional significant project.

Figure 5: Place & Space Projects

as at 30 June 2019



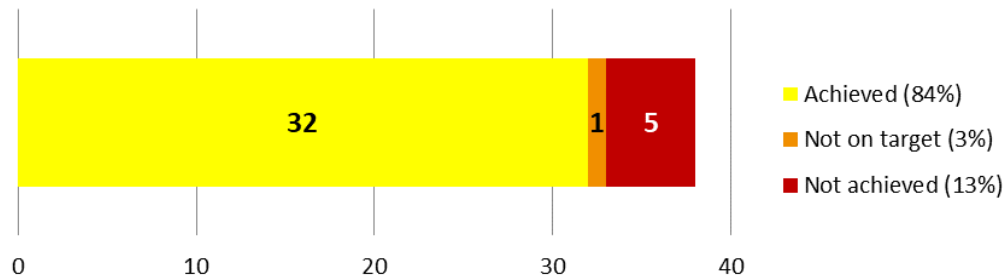
- 41 One project is complete and two projects are on target at the end of 2018/19.
- 42 Two Community facilities projects are on hold:
 - i). The Waikanae Library upgrade project is on hold – it cannot proceed given the condition of the building. An alternative medium term option is being developed.
 - ii). The Paraparaumu Memorial Hall interior renewals has been put on hold pending decisions on the earthquake strengthening project for this hall.
- 43 Three projects are not on target:
 - i). One Parks and Opens space project is not on target. The Maclean Park development project is running over time and will be completed in August 2019. It is also projected to exceed the project budget. The overspend will be offset by underspends elsewhere in the districtwide Parks capital expenditure budgets.
 - ii). Two Community facilities projects are not on target:
 - o Stage 1 of the Earthquake Prone Building upgrade of Paekākāriki Memorial Hall is due to be finished in early July. The upgrade of Paraparaumu Memorial Hall has been put on hold pending a decision on community facilities in the Paraparaumu Ward.

- Renewals of older persons housing units undertaken this year (12) have taken this project over the original budget. Additional budget has been made available to deal with this higher than initially expected level of renewals.

Key performance indicators

44 In this cluster there are 38 KPIs.

Figure 6: Place and Space KPIs
as at 30 June 2019



45 Thirty-three KPIs were achieved in 2018/19.

46 One Economic Development KPI was not on target - *The business leadership forum are satisfied that the economic development strategy implementation plan deliverables are being achieved* is judged as being not on target as although we no longer have a leadership forum, and hence couldn't survey them, anecdotal feedback suggests business leaders are not currently satisfied.

47 Five KPIs were not achieved:

- i). Three Recreation and leisure KPIs were not achieved:
 - *Total visits to libraries* was below target with 253,978 visits this year, compared to the annual target of 300,000. This has been strongly affected by the closure of Waikanae Library in November 2018.
 - *Number of items borrowed* is also below target with 613,390 items borrowed, compared to the target of 650,000. This is principally due to the closure of Waikanae library.
 - We added 331 items per 1,000 of population to the library's collections in 2018/19, a little below the target of 350 items per 1,000. This measure was also affected by the Waikanae Library situation.
- ii). One Economic development KPI was not achieved:
 - *The economic development strategy implementation plan deliverables* were not fully achieved due largely to high staff turnover and significant staff vacancies in the Economic Development team in the past year.
- ii). One Community Facilities KPI was not achieved - *Urgent requests in regard to public toilet facilities that are responded to within four hours*, reported a result of 97.8%, Marginally below the target of 98%.



Section 4: Infrastructure

Key development highlights

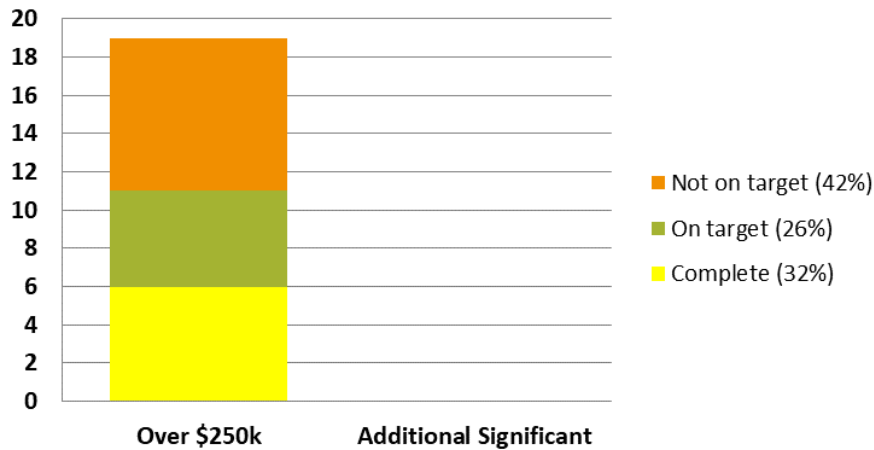
- 48 The chipsealing contract was completed in April 2019. Total asphalt and chipseal renewal was 21.3 km, 5.1% of the network against a target of 5%.
- 49 This year's increased budget for footpaths, which included a 51% subsidy from NZTA for the first time, enabled us to complete 6,586 m² of footpath renewals, up from 3,147 m² in 2017/18.
- 50 The extension of the shared path on Ngaio Road, Waikanae, through Russel Reserve was completed. An additional 165m was constructed outside the Waikanae Market area at Waikanae Park as part of this project.
- 51 The detailed designs for the Paekākāriki seawall have been completed, as have the Wharemauku block wall strengthening works.
- 52 Work has started on exploring options for the replacement of the Raumati seawall.
- 53 The development of expanded wetlands at the Otaihanga landfill was completed in June 2019, including planting of the wetlands and surrounds.
- 54 The Waste Minimisation Taskforce held its first meeting on the 16 May 2019. The taskforce is currently meeting fortnightly.
- 55 Approximately 3.2 km of open waterways were cleaned in the fourth quarter making a total length of 12 km cleaned this year (of the 43.1 km network).
- 56 The development of an application to re-consent the discharges from the Paraparaumu Wastewater Treatment Plant is underway. Ongoing efforts are being made to find mechanisms to meaningfully engage tāngata whenua in the re-consenting of this plant.
- 57 The 2018/19 Professional Services Panel works programme for the wastewater activity was substantively completed.
- 58 The river recharge scheme successfully operated for 10 days on four separate occasions this year ranging from February into early April 2019. The fourth ongoing mitigation plans (OMP) was approved by GWRC in May 2019 completing the full suite of monitoring plan approvals.
- 59 The clarifier at the Waikanae water treatment plant was shut down for a day in April 2019 to allow a detailed inspection. This also enabled mechanical repairs to be undertaken that ensure its ongoing reliability while the new clarifier is built.
- 60 The 2018/19 Water Professional Services Panel (WPSP) works programme was substantively completed including inspections of reservoirs, pipelines and water treatment plants and master planning for the growth projected in the Otaki water supply network.

Projects

- 61 There are 19 Infrastructure projects, all of which are capital expenditure over \$250,000 projects.
- 62 Eleven projects are either complete (6) or on target (5).

Figure 3: Infrastructure Projects

as at 30 June 2019



- 63 Eight projects are not on target: one coastal, one stormwater, four wastewater projects and two water projects.
 - i). The 'Other Coastal Projects' work programme is running on time but has run over budget due to additional urgent projects not originally budgeted for.
 - ii). The 'Minor stormwater projects' work programme is also running on time but over budget. This was covered by underspends elsewhere in this activity.
 - iii). The Waikanae duplicate rising main is behind planned timelines due to delays for NZTA in resolving landowner concerns. Council has engaged with landowners to try to resolve this and next steps are being developed.
 - iv). The Paraparaumu wastewater treatment plant consent project is running behind time. Iwi engagement is being sought to shape the project but securing a mechanism for engagement is proving problematic.
 - v). The Paraparaumu WWTP renewals project will not be fully completed this year as, due to the extended period to secure professional services providers, the full programme of mechanical renewals was not completed. The balance of the works remaining will be undertaken in 2019/20.
 - vi). The Ōtaki WWTP Upgrade project is running behind time, in part due to consent delays and in part because we chose to wait to take advantage of the WPS Panel. It had been expected that we'd be further advanced with upgrading the effluent pumping and reticulation systems. However, the project upgrades were programmed over two years and are still expected to be completed by the end of 2019/20 as programmed.
 - vii). The Drinking Water Safety and Resilience Programme is not on target as commissioning of the consultants for this work was held back until the WPSP was established. A considerable amount of work was put into establishing that panel and the related procurement strategy. Although this has delayed the start of this project, having done that work is expected to save considerable time over the next 5-7 years of the water and wastewater work programme.

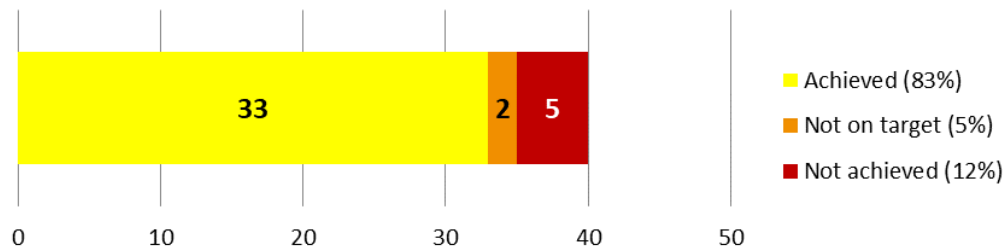
viii). The water pipe renewals and network upgrade project is running on time but went over budget in 2018/19.

Key performance indicators

64 In this cluster there are 40 KPIs with assigned targets to report against this year.

Figure 4: Infrastructure KPIs

as at 30 June 2019



65 Thirty-three KPIs were achieved in 2018/19.

66 Two Water management KPIs are (provisionally) not on target:

- i). There are risks that *'the extent to which the drinking water supply complies with part 4 of the drinking water standards'* may be judged to be less than 100% compliant with the Part 4 (bacteria) standards when the final assessment is completed by the Drinking Water Assessors.
- ii). It is expected that *'the extent to which the drinking water supply complies with part 5 of the drinking water standards'* will be judged to be 'Not achieved' again this year – because work is required on the Ōtaki and Hautere treatment plants to achieve 100% compliance with the Part 5 (protozoal) standards. That work is scheduled for 2019–22 in the LTP.

67 Five KPIs were not achieved:

- i). Three were Access and transport KPIs:
 - o The number of serious and fatal crashes on district roads reported a 5-year average of 10.2 crashes, against a target of 9.8.
 - o *Residents agree that the existing transport system allows easy movement around the district* reports an annual result of 73% against a target of 80%.
 - o Best available data from NZTA's RAMM database suggests we are not meeting the response time target for urgent roading service requests although we are for non-urgent roading requests and both urgent and non-urgent footpath requests.
- ii). One Solid waste KPI was not achieved - *Residents who are satisfied with the waste minimisation education, information and advice available* reported a result of 64%, against a target of 75% for the year.
- iii). One Water management KPI was not achieved - *the total number of complaints received by council about drinking water clarity, taste, odour, pressure or continuity of supply* was 6.34 per 1,000 connections, just over the target of 6.2 per 1,000. The majority of complaints (119 out of 146) were about lack of water pressure (47) or no water supply (72).



Section 5: Regulatory Services

Key development highlights

- 68 In the fourth quarter, one appeal was resolved by consent order issued by the Environment Court. As a result, as at the end of the year: four of the 18 District Plan appeals had been fully resolved; two partially resolved; and four have been withdrawn by the appellants. Ten appeals remain live (including the two that are only partially resolved).
- 69 Progress was made on developing three variations to the Proposed District Plan.
- 70 Regulatory Services received a total of 2,637 service requests in the fourth quarter. Of those, 96% were responded to within time against a target of 95%.
- 71 The building consents team processed and issued 264 building consents in the fourth quarter (357 a year earlier), all were issued with 20 days and the average processing time was 10 days. In addition, 203 code compliance certificates were issued (225 last year) and 1,428 building inspections undertaken (1,720 last year).
- 72 The resource consents team issued 60 consents in the fourth quarter (68 a year earlier). The team also processed 11 permitted boundary activities and 13 certifications for subdivision (14 in the same quarter last year), relating to a total of 29 new allotments (79 in the same quarter last year).

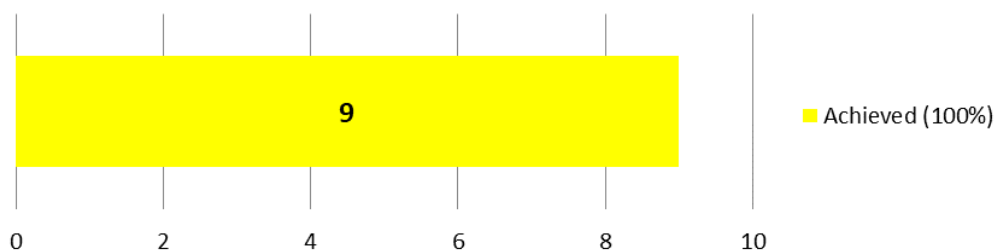
Projects

- 73 There are no capital expenditure projects over \$250,000 in this cluster.
- 74 There are two additional significant projects, the Earthquake-prone building assessments project and the District Plan review project. Both are on target.

Key performance indicators

- 75 In this cluster there are nine KPIs.

Figure 7: Regulatory Services KPIs
as at 30 June 2019



- 76 All nine KPIs have been achieved for 2018/19



Section 6: Governance and tāngata whenua

Key development highlights

- 77 The Council adopted the 2019/20 Annual Plan on 23 May 2019, and approved the setting of rates, due dates and penalties regime for 2019/20 on 27 June 2019.
- 78 The Council declared a climate change emergency and affirmed its commitment to pursue its goal of carbon neutrality by 2025.
- 79 There were two citizenship ceremonies, 1 May 2019 and 12 June 2019, which conferred citizenship upon 78 applicants.
- 80 The Council received 60 official information requests in the fourth quarter, compared to 54 in the same quarter last year.
- 81 Te Whakaminenga o Kāpiti met twice in this quarter.
- 82 Te Whakaminenga o Kāpiti agreed the Maramataka for the 2019/20 years would be led by Te Ātiawa ki Whakarongotai. The theme will be a 'celebration of the interconnectedness of the Ātiawa, Raukawa, Toa (ART) confederation'.

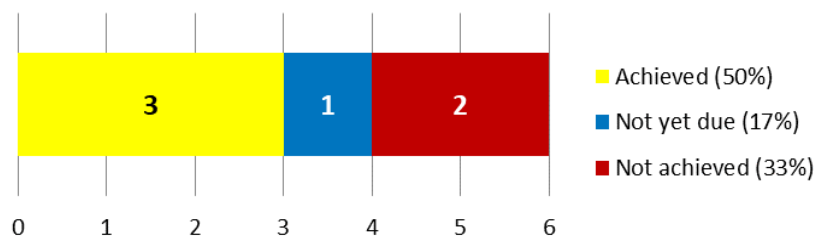
Projects

- 83 There are no significant projects in this activity.

Key performance indicators

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

Figure 8: Governance & Tāngata Whenua KPIs
as at 30 June 2019



- 85 Three KPIs were achieved in 2018/19.
- 86 One KPI result has not yet been received. We are expecting a response in the near future in regard to Te Whakaminenga o Kāpiti's degree of satisfaction with the partnership with Council.
- 87 Two KPIs were not achieved:
- Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting* was not achieved as one report was provided late, giving a result of 99.4% on time against a target of 100%.
 - Percentage of official information requests responded to within 20 working days* did not achieve its 100% target. Two information requests did not go through the Official Information Request process and were responded to in more than 20 working days.

Policy considerations

88 There are no policy issues to consider.

Legal considerations

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

Financial considerations

90 A summary of budget details for each activity (as at 30 June 2019) is provided in the activity reports attached as Appendix B to this Report Corp-19-868.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

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

93 Performance outcomes for the year will be published in the 2018/19 Annual Report.

RECOMMENDATION

94 That the Operations and Finance Committee notes the status of the projects in the Summary List of Projects (Appendix A) and the performance results for the fourth quarter of 2018/19 contained in the Activity Reports attached as Appendix B to this Report Corp-19-868.

Report prepared by **Approved for submission** **Approved for submission**

Terry Creighton

**Corporate
Monitoring Officer**

Mark de Haast

**Group Manager
Corporate Services**























Sean Mallon

**Group Manager
Infrastructure Services**






ATTACHMENTS:

Appendix A – Summary List of Projects














Appendix B – Activity Reports







Appendix A: Table One - Capital Expenditure projects \$250,000 and above		
Activity / Programme	Major Project	Status
Access and Transport 	LED streetlight upgrade)	
	Sealed road resurfacing	
	Stride n' Ride Implementation	
	Footpath renewal	
	Waikanae Emergency Rail access	
	Minor improvements	
Coastal Management 	Coastal Protection Paekākāriki	
	Wharemauku Block wall strengthening	
	Other coastal projects	
Solid Waste 	Otaihanga landfill capping	
Stormwater Management 	Major stormwater projects	
	Minor stormwater projects	
Wastewater Management 	Waikanae duplicate rising main	
	Paraparaumu WWTP renewals	
	Ōtaki WWTP upgrades	
	Reticulation (pipe) renewals	
	Paraparaumu WWTP consent process	

Project Status Key

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






Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.

Appendix A: Table One (continued)		
Water Management 	Pipe renewals & network upgrades	
	Drinking Water Safety & Resilience programme	
Parks and open space 	Macleay Park upgrade	
Community facilities and support 	Waikanae Library Building upgrade	
	EQP Building remedial work (Council owned buildings)	
	Older Person's Housing renewals	
	Paraparaumu Memorial Hall renewals	
Economic Development 	Paraparaumu and Waikanae Town Centres development	
	Strategic land purchase	

Appendix A: Table Two - Additional Significant Projects ²		
Activity / Programme	Project	Status
Parks and open space 	Mazengarb Reserve upgrade	
Districtwide Planning 	District plan review	
Regulatory services 	Earthquake prone buildings assessment	

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

Project Status Key

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

Text within status buttons: LTP = This is a 2015-35 Long term plan Key Initiative or Major Project.

Appendix B

- **Across Council work programme**
- **Place and Space cluster**
- **Infrastructure cluster**
- **Regulatory Services cluster**
- **Governance and Tāngata Whenua**

Across Council Work Programmes



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

These programmes of work are:

- Provincial Growth Fund
- Housing work programme
- Coastal adaptation work programme
- Open for Business – Caring, Dynamic and Effective (including Culture Change and Business Improvement)
- Carbon and Energy Management – this is only reported annually when the audited CEMARS results from the previous year become available. It was reported on at the Operations and Finance Committee meeting on 21 February 2019.
 - A report outlining suggested steps for the Council to pursue the goal of carbon neutrality by 2025 was presented to Council on 27 June 2019. This included a short summary of options for further emissions reductions.

Provincial Growth Fund

Provincial Growth Fund - work programme	
Description	This work programme supports the development and implementation of Provincial Growth Fund applications for the Council and the Kāpiti community.
Lead	Senior Leadership Team
Comments (latest developments/upcoming milestones/critical activities)	
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> 1. Provided PGF update to Te Whakaminenga o Kāpiti on 30 April 2019. 2. District Leaders Group had their first meeting on 30 April 2019 to review PGF applications from Kāpiti. 3. Kāpiti was assigned a new Senior Regional Advisor (SRA) from the Provincial Development Unit, as the previous SRA began supporting a different region. 4. Provided induction support to the new SRA. 5. Independent Chair of the District Leaders Group (Rt Hon Jim Bolger) visited a number of PGF applicants and potential future applicants from Kāpiti, to gain a better understanding of their organisations. 6. Council submitted an Express Application to the Provincial Growth Fund for a PGF Programme manager role in Kāpiti. 7. Supported the Provincial Development Unit to organise a PGF announcement visit from Regional Economic Development Minister Shane Jones. 8. Provided ongoing support and advice to organisations developing applications to the Provincial Growth Fund. 9. Progressed concept development for Council-led opportunities identified as a priority, including discussions with potential partners and stakeholders.. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> 1. National PGF landscape – as the PGF progresses through the second year, significant levels of funding have already been allocated and the overall portfolio of required priority investment is becoming more refined, creating a higher bar for success. 2. Relationship management – a significant amount of mis-information is being circulated through the community, and creating delays to progressing concept development of Council priorities. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> 1. None to report. 	

Housing

Housing work programme	
Description	This work programme defines the implementation strategy for Council to progress housing supply across the District including physical assets and advocacy work streams on behalf of the local community
Lead	People and Partnerships Group (?)
Comments (latest developments/upcoming milestones/critical activities)	
<p><i>Key developments to date:</i></p> <ol style="list-style-type: none"> Council has engaged The Property Group Limited (TPG) to investigate the options Council has to influence housing issues in the district. This will include: <ul style="list-style-type: none"> Confirmation of the district's housing continuum opportunities and constraints, Proposed actions to enable the opportunities and mitigate the constraints, Measurable outcomes to support Council and stakeholders reach consensus on supporting areas of housing in need in the district, The findings of this work will inform the next steps for Council to consider establishing a housing programme. Over 80 stakeholders from the Kapiti district and who are part of the sector were engaged to inform this project. <p><i>Forthcoming milestones:</i></p> <ol style="list-style-type: none"> A draft report outlining the current state and options to consider for the work programme will be consulted with SLT and Councillors in August 2019. Following Councillors' feedback on the draft report, stakeholders engaged for this project will be invited to attend a feedback and next steps forum in September 2019. The report will then be finalised and presented back to Council in early 2020. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> Council's role in the housing sector is not consistently understood. The Council's reputation is eroded by the perceived lack action on addressing housing issues in the district. The proposed options are not supported by Council and there are delays to establish the work programme. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> None to report 	

Coastal adaptation

Coastal adaptation work programme	
Description	This work programme comprises the development of a regional approach to community-led coastal adaptation under the umbrella of the Wellington Region Climate Change Working Group's coastal adaptation sub-group.
Lead	Regulatory Services Group
Comments (latest developments/upcoming milestones/critical activities)	
<p><i>Key developments to date:</i></p> <ol style="list-style-type: none"> 1. The Sub-group agreed that a high level vulnerability assessment was an appropriate first step in order to prioritise efforts across the Wellington region. This assessment and national guidance has helped inform work by Kapiti Coast District Council, and other councils in the region, to develop a cross-region approach for commencing a community-led approach to coastal adaptation with enough flexibility that it can be tailored to each local community as required. 2. A report on community-led coastal adaptation in the Kāpiti Coast District was prepared and presented to Council on 27 June 2019. That report sought to update Council on the current status of the regional approach, provide information on the development of a fit-for-purpose process for the Kāpiti Coast District, update Council on discussions with key community stakeholder groups, and seek agreement in principle for the possible establishment of a Joint Committee on Community-led Coastal Adaptation in the Wellington region. The Council noted the update and agreed in principle to the possible establishment of a Joint Committee. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> 3. From July 2019 to June 2020, Council will engage with the community to build wider awareness of the issues associated with coastal hazards and climate change, increase understanding of potential coastal adaptation pathways, co-design the community-led process, and share information on how the community can participate in these conversations. 4. Towards the end of the community engagement period, Council will be asked to agree to the next steps that come out of this process. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> 1. The coastal adaptation work programme will have a high degree of importance and significance to iwi, affected or interested parties, and the wider community. Therefore, it is important that the community has ample opportunity to provide input during the community engagement period. 2. While Council has sufficient budget to carry out the community engagement over the next 12 months, the total cost for the process beyond this will, in part, be dependent on decisions and consultations of other councils in the Wellington region. It is likely that additional funding will need to be sought through the 2020/21 Annual Plan to meet community expectations of this work. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> 1. None to report 	

Open for Business – Caring, Dynamic and Effective


Open for Business– Caring, Dynamic and Effective work programme	
Description	<p>A key priority for Council is focusing on better understanding what is important to our customers and what our role is in fulfilling their needs and wants. Equally important is that we also want our communities to better understand us as their Council – who we are, and what we do and why.</p> <p>A work programme is underway to better position our organisation for the future and become more agile and more responsive in how we can and are working together across teams to ensure that we interact even more at a community level, and with groups and individuals. This work extends our already established Open for Business Culture Change work programme.</p>
Lead	Senior Leadership Team
Key developments for the 3 months to 31 March 2019	
	<ol style="list-style-type: none"> 1. The Senior Leadership Team is now fully staffed and working on building up the capability that currently exists, providing more effective alignment with work streams and creating opportunities for wider collaboration across all teams. This approach complements our priority focus on better understanding our customers, our communities and their needs. 2. The Business Improvement Team continued to work on a range of projects to place the organisation in a better position to understand our customers, our communities and their needs, be well-positioned for growth, get financially sustainable, and work together more effectively. Key projects include: <ul style="list-style-type: none"> • reviewing the current subdivision workflow process and making recommendations for improvement; • assisting with the upgrade of the MagiQ Enterprise system; • supporting the development of a Business Continuity Management System; and • supporting the BCA with internal audits and external IANZ audit preparation.
Risks (to programme, cost, quality, other)	
	<ol style="list-style-type: none"> 1. Resourcing - regular or other work programme requirements reduce the capacity to complete process improvement work.
Issues (for elected member attention)	
	<ol style="list-style-type: none"> 1. None to report.

Place and Space

- **Parks and open space**
- **Recreation and leisure**
- **Economic development**
- **Community facilities and community support**

Parks and open space

Ngā papa rēhia me ngā waahi māhorahora



Key developments for the 3 months to 30 June 2019

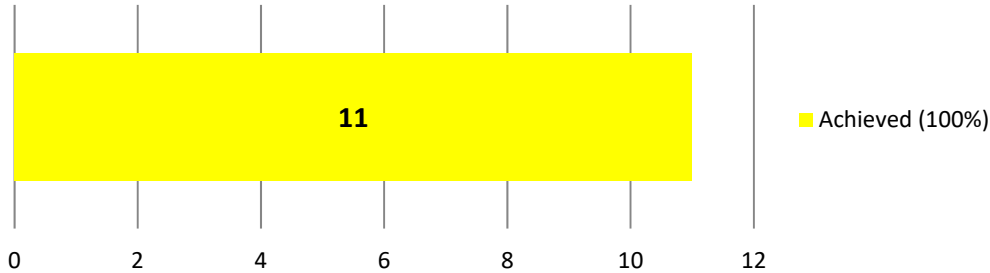
- Matthews Park playground upgrade completed.
- Stage one of development at Maclean Park continued, with the BBQ and shelter installed, the central path is 70% complete, the terraced steps complete and the basketball court expected to be completed in time for the July school holidays.
- Rahui Grandstand upgrade completed.
- The Awa Tapu cemetery access road completed.
- The Mazengarb Park sportsfield lighting completed.
- Otarua Park through road upgraded in partnership with Transpower.
- The school sports co-ordinator delivered a very successful x-country event at Waikanae Park to over 1,000 children.
- Pohutakawa Park playground renewal complete, including a natural play area. A successful opening event was hosted by the parks team.
- Kaitawa Reserve outdoor education signs were installed in partnership with Forest and Bird and the Friends of Kaitawa Reserve.
- A solar operated security boom gate was installed at Pharazyn Reserve.
- The road junction at Ōtaki cemetery has been improved.

Performance measures summary

There are 11 key performance indicators (KPI) in the parks and open space activity.

Parks and open space KPIs

1 July 2018 to 30 June 2019



All KPIs were achieved as at the end of 2018/19.

Projects – Summary

There are two parks and open space projects, the Maclean Park Stage 1 project and the Mazengarb Reserve upgrade. The former is a capex over \$250k project and the latter is an 'additional significant project'¹.

The Mazengarb Reserve sports field drainage and lighting upgrade is complete.

The Maclean Park Stage 1 development will be complete by August 2019. Mills Albert are the contractor. The project is projected to be around \$77,000 overspent following the decision to fund the central path work out of the Stride n' Ride budget. That overspend will be offset by underspends within the Parks districtwide capital expenditure budget.

Parks and open space - Projects

as at 30 June 2019



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

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
Parks and open space				
Our residents in urban areas live reasonably close to a recreation facility and a range of active recreation facilities is available throughout the district	Residential dwellings in urban areas are within 400 metres of a publicly owned open space	85%	Achieved (99.4%)	103ha out of 18,452ha (0.6%) of the total District Plan residential area are not within 400m of a publicly owned open space.
	Sports grounds are open when scheduled	85%	Achieved (97%)	Sports grounds were open 97% of the time in the fourth quarter (97% over the year to date). (2017/18 result was 97%)
	Residents(%) who are satisfied with the current availability of facilities	85%	Achieved (100%)	The annual Park Users' survey in February 2019 reported 100% satisfaction. (2017/18 result was 97%)
	Residents (%) who are satisfied with the quality of Council parks and open space	85%	Achieved (100%)	The annual Park Users' survey in February 2019 reported 100% satisfaction. (2017/18 result was 92%)
	Residents (%) who are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Achieved (100%)	The annual Park Users' survey in February 2019 reported 100% satisfaction. (2017/18 result was 95%)
	Residents (%) that are satisfied with Council playgrounds	85%	Achieved (100%)	The annual Park Users' survey in February 2019 reported 100% satisfaction. (2017/18 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%	Achieved (100%)	The annual Park Users' survey in February 2019, reported 100% satisfaction. (2017/18 result was 87%)
	All available records will be on council's website within four weeks of interment	100%	Achieved (100%)	
We measure burial capacity across the district and anticipate future needs	At least a 10 year burial capacity is maintained across the district	Achieve	Achieved (56 years)	There is a total of 56 years capacity across the three cemeteries (based on 2013 Census data and growth analysis).

SP-18-868 Appendix B – Activity report to 30 June 2019

Contribution to outcomes	Performance measures	Target	Full year outcome	Comment
Cycleways, walkways and bridleways				
A range of cycleway, walkway and bridleway networks including low carbon alternatives are available throughout our district and the quality and range increase over time	Users who are satisfied with Council walkways, cycleways and bridleways	85%	Achieved (94%)	The Residents Opinion Survey reported 94% satisfaction for this measure in 2018/19. (2017/18 result was 96%)
Our beach accessways are maintained and are in a usable condition	Residents (%) who are satisfied with access points to beaches	85%	Achieved (92%)	The Residents Opinion Survey reported 92% satisfaction for 2018/19. (2017/18 result was 91%)

Project reports

Maclean Park development					
Description	Stage 1 of Maclean Park Development, which includes removal of the kiosk and building a new recreational grass space where it used to sit, adding outdoor furniture and BBQ's to the new space, and starting work on a central path to connect the northern end of the Park to the local shops. Stage 1 to be completed by mid-2019.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ▼		💰 ↻	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter were:</i></p> <ol style="list-style-type: none"> The BBQ and shelter were installed, central path is 70% complete, terraced stairs complete, Basketball court ready to use for July school holidays. Pre-fabricated wall partially completed off-site. Will be fully complete and installation commenced mid-July. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Works will be complete by August 2019. 					
Risks (to programme, cost, quality, other)					
1. No known risks.					
Issues (for elected member attention)					
1. There will be an overspend to ensure the project is completed to the required standard. The overspend will be offset by underspends across the Parks CAPEX budgets and a \$70,000 contribution from 'Stride 'n Ride' for the construction of the shared path and associated links .					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	362,000	361,218 ¹	\$438,883	

- The project shows as within budget for the work done to end 2018/19, but it is not yet complete.

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

Mazengarb Reserve upgrade – additional significant project					
Description	Sports field drainage and lighting upgrade at Mazengarb Reserve.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter were:</i>					
1. The project was fully completed this quarter with the completion of the lighting installation (the drainage upgrade part of the project had been completed in the third quarter).					
Risks (to programme, cost, quality, other)					
1. None to report					
Issues (for elected member attention)					
1. None					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	214,587	203,136	203,136	

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

Parks and open space – financial results to 30 June 2019

Capital expenditure summary		
	2018/19 YTD Actual (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	1,269	1,790
Total projects over \$250,000	361	362
Total	1,630	2,152

Cost of activity statement			
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
4,180	Other operating expense	5,080	4,830
1,539	Depreciation and amortisation	1,599	1,540
331	Finance expense	415	485
6,050	Operating expenditure	7,094	6,855
	Revenue		
186	Fees and charges	167	246
9	Grants and subsidies	6	-
1,845	Development and financial contributions	701	522
39	Other operating revenue	(120)	-
2,079	Operating revenue	754	768
3,971	NET OPERATING COSTS	6,339	6,087
	Capital items		
517	Asset renewal	938	1,168
694	New assets upgrade	692	984
1,211	Total capital items	1,630	2,152
5,182	NET COST OF ACTIVITY	7,969	8,239
	Funding sources		
5,138	Rates	6,236	6,047
670	Borrowings	822	727
517	Depreciation reserve	938	1,168
(1,845)	Reserves & special funds	(588)	(264)
702	Unfunded depreciation	561	561
5,182	TOTAL SOURCES OF FUNDS	7,969	8,239

Net Operating Costs of \$6.34 million are \$260,000 unfavourable to budget mainly due to: higher parks maintenance and operations costs in the last quarter than planned; an unbudgeted repayment of an Otaraua Park grant from a previous financial year; and lower lease revenue. This was partially offset by higher than expected financial contribution revenue.

Capital expenditure of \$1.63 million was \$522,000 underspent in the year. Projects underspent being the Paraparaumu Escarpment, Waikanae Memorial Park tennis courts, Otaraua park, and the Otaki Beach Development.

Recreation and leisure

Hākinakina

Key developments for the 3 months to 30 June 2019

Libraries

- The remediation and fit-out work on the medium term option for the Waikanae Library and Service Centre was completed in time for the opening on 1 July 2019.
- The result from the annual library users survey undertaken in May 2019, with a total of 460 survey responses received, was 98.5% satisfied with library services.
- The Library is working with Parks & Recreation to develop a “productive garden” outside Ōtaki Library. This space will also be used to hold events where the community can learn and share gardening skills.
- A Matariki programme has been developed, with a range of activities and events, including stories, entertainment, performance and art.

Arts and Museums

- In June 2019 applications were opened for the next round of Creative Communities Scheme funding grants which support arts activities that celebrate Kāpiti culture, community involvement and our diversity, particularly youth and Toi Māori.
- Applications to participate in the 2019 Arts Trails closed in this quarter with 103 artists, galleries and hubs now confirmed for this year’s Trail.

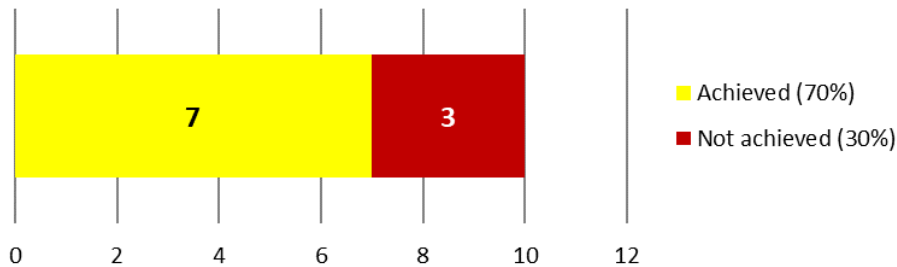
Aquatics

- There were 60,040 pool visits in the fourth quarter, giving a total of 293,638 for the year achieving our target of being at or above 290,000 visits.
- A total of 699 people were registered for swimming lessons in the fourth quarter; 478 at Coastlands Aquatic Centre and 129 at Ōtaki Pool. In addition, 39 children completed the holiday swimming programme during the fourth quarter. The total programme registrations for this year of 3,344 is up 373 (12.5%) compared to the previous year total of 2,971.
- A total of 393 school children participated in schools swimming lessons delivered by council instructors.
- Two events were held during the fourth quarter. Coastlands Aquatic Centre hosted the Gold Coast regional zone meet with 117 swimmers from across the Wellington region competing. Coastlands Aquatic Centre also hosted a Soundsplash event for children aged 8-12 years. This event sold out with 350 children attending.
- Coastlands Aquatic Centre won the Regional Lifeguard Championships.

Performance measures summary

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

Recreation and leisure KPIs
1 July 2018 to 30 June 2019



Seven KPIs were achieved in 2018/19.

Three KPIs were not achieved:

- i) *Total visits to libraries* is below target with 253,978 visits this year, 46,022 visits below the annual target of 300,000. This has been strongly affected by the closure of Waikanae Library in November 2018 and its temporary replacement by a pop-up library three weeks later. This year the Waikanae door count was 50,579, down 56,397 from the 106,976 recorded in 2017/18.
- ii) *Number of items borrowed* is also below target with 613,390 items borrowed, 36,610 below the target of 650,000. This is principally due to the closure of Waikanae library. Number of items borrowed from Waikanae Library this year were 51,990, down 61,385 from the 113,375 items borrowed in 2017/18.
- iii) We added 17,286 new items to the library's collection this year, which translates as 331 per 1,000 population, a little below the target of 350 per 1,000. This measure was also affected by the closure of the Waikanae Library.

Projects – Summary

There is only one significant recreation and leisure project this year, the Kāpiti College Performing Arts Centre. Council is not involved in managing the construction of this facility and will provide its \$1.6 million share of the funding on completion.

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
Aquatics				
We provide safe, clean and inviting swimming pools and our residents and visitors are satisfied with the services and facilities	Council will maintain PoolSafe accreditation	Achieve	Achieved	PoolSafe accreditation achieved in the third quarter for 2018/19 year.
	Users who are satisfied with the pools services and facilities	85%	Achieved (96%)	The Residents Opinion Survey gave a result of 96% for the year. (2017/18 result was 93%)
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	At or above 290,000 annual admissions	Achieved	293,638 combined swims in the year to date. (2017/18 result was 298,452)
	Learn to swim registrations	At or above 3,200 annual registrations	Achieved	3,344 registrations for the year. (2017/18 result was 2,986)
Arts and museums				
We provide the community with funding to support their artistic and cultural initiatives	Total value of applications received relative to the total amount of funding in each allocation round	Ratio is > 1	Achieved (1.58:1)	In the two rounds of the Creative Communities Scheme 2018/19, a total amount of \$70,126 was applied for: \$44,500 was available – a ratio of 1.58 to 1.
Libraries				
We provide the community with a range of library services, materials and spaces to meet their needs and preferences	Users who are satisfied with the library services	85%	Achieved (95%)	The Residents Opinion Survey gave a result of 95% satisfaction for the year. The Library users survey gave a result of 98.5% for this question. (2017/18 ROS result was 99%)
	Users who are satisfied with library spaces and physical environments	85%	Achieved (90%)	The annual library users survey undertaken in May 2019 gave a result of 90% satisfied, from a total of 438 responses received. (2017/18 result was 99%).
	Total visits to libraries	At or above 300,000 annually	Not Achieved	There were 253,978 visits to the district's four libraries in the year to date: 75,647 for Ōtaki, 3,673 for Paekākāriki, 50,579 for Waikanae and 124,080 for Paraparaumu. (2017/18 total visits were 327,909)
	Collections are refreshed in accordance with New Zealand public library standards	Maintain 350 new items (incl renewals) per 1,000	Not achieved (331 per 1,000)	There were 17,286 items added to the library collections in 2018/19. That equates to 331 items per 1,000 given a population of 52,000. (new measure, no prior result)
	Number of items borrowed per annum (including renewals)	650,000	Not Achieved	There were 613,190 items borrowed (including renewals) in 2018/19.

Recreation and leisure – financial results to 30 June 2019

Capital expenditure summary			
		2018/19 F/Y Actual (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000		553	734
Total projects over \$250,000		664	2,950
Total		1,217	3,684

Cost of activity statement			
2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
7,451	Other operating expense	8,592	8,315
1,657	Depreciation and amortisation	1,621	1,520
1,168	Finance expense	901	1,024
10,276	Operating expenditure	11,114	10,859
	Revenue		
1,665	Fees and charges	1,688	1,675
40	Grants and subsidies	42	41
9	Other operating revenue	8	12
1,714	Operating revenue	1,738	1,728
8,562	NET OPERATING COSTS	9,376	9,131
	Capital items		
4,061	Asset renewal	694	777
127	New assets upgrade	523	2,907
4,188	Total capital items	1,217	3,684
12,750	NET COST OF ACTIVITY	10,593	12,815
	Funding sources		
8,562	Rates	9,377	9,131
127	Borrowings	323	2,707
4,061	Depreciation reserve	694	777
-	Reserves & special funds	199	200
12,750	TOTAL SOURCES OF FUNDS	10,593	12,815

Net Operating Costs of \$9.38 million were \$245,000 unfavourable to budget due largely to depreciation and building maintenance costs relating to Waikanae Library.

Capital expenditure of \$1.22 million was \$2.47 million underspent compared to budget, due to projects indicated as carryovers last quarter. This includes the \$1.6 million capital contribution due on completion of the Kapiti College Performing Arts Centre, and underspends on Public art acquisitions and Otaki Theatre. The Waikanae Library building upgrade spent \$262,000 of the \$945,000 budget.

Economic development

Whakawhanake umanga

Key developments for the 3 months to 30 June 2019

Economic Development Strategy Refresh

- The drafting group reconvened in mid-June, following the arrival of the new Economic Development Manager. The next key steps have been agreed as follows:
 - Finalise initial draft strategy for wider consultation and discussion. (Jun – Jul 2019)
 - Commence discussion with business community, key stakeholders and partners. (Aug – Sept 2019)
 - Incorporate feedback into strategy (Oct 2019)
 - Circulate draft strategy and implementation plan for final feedback (Nov 2019)
 - Finalise strategy (Dec – Jan 2020)
 - Adopt and implement strategy (Feb 2020)
- Briefings and updates will be provided to the Strategy and Policy Committee.

I-SITE

- Council continues to provide dedicated support hubs in the district with visitor and booking information. The i-SITE building closure was completed on 30 June, with the final removal of equipment and furniture completed in the last week of June.

Major Events Fund

- A revised Major Event Fund policy was approved by Council on 27 June, with council approving an increase in the Major Event Fund from \$160,000 to \$200,000 per annum, included in this is a \$25,000 allotment of funding for event feasibility studies. A set of new criteria has also been adopted in terms of multi-year funding, reporting guidelines and event management.
- Applications for the fund for the 2019/20 year closed on 24 June 2019 at midday. Recommendations for funding are scheduled to go to Council on 8 August. Meetings are currently underway with existing and new event organisers.

Publications

- This quarter articles and advertisements were placed in three tourism magazines:
 - a two-page spread in Go travel, on winter travel tips in Kāpiti, which is available through 420 hotels, 5 regional airlines and a range of charter operators.
 - a one-page advertisement in Air Chathams in-flight magazine on tourism in Kāpiti, which would be available to 140,000 business and leisure passenger flying with Air Chathams.
 - a two-page article in the Chamber of Commerce' magazine on 'the Arts trail' which is their launch issue.

Filming requests

- Council received two filming requests from Screen Wellington of WellingtonNZ this quarter. One was for a US house relocation programme and involved a couple being shown homes in Wellington and Waikanae. The second request involved filming in Peka Peka for a health and safety video for a Wellington based company.

Kāpiti Destination Story update

- The draft concept has received positive feedback to date. However, further consultation is still underway with a presentation to Te Whakaminega o Kāpiti in June 2019. They have requested a workshop to further discuss the proposed Kāpiti Destination Story and the ED Strategy Refresh and how it relates to the Maori Economic Development and Wellbeing Strategy.

Paraparaumu Beach Market relocation

- We are working with the various departments in Council to facilitate a request from the operators of the Paraparaumu Beach market to relocate from their current site to Maclean Street. Council are working to ensure that all impacts of the relocation are understood, including traffic management, waste management and health and safety.

Pop-up Business School

- The Kāpiti Pop-Up Business School commenced on 24 June with approximately 45 participants in attendance from across the district. There will be a Trade Show at Coastlands on 2 July and the closing ceremony is planned for 5 July.

Startup Weekend

- We supported the Kāpiti Start-up Weekend, which was held on the weekend of 24-26 May as part of the national 'Tech Week' activity. Over 40 participants and 20 mentors were involved in the weekend, with over 75 attendees attending the final pitching session at the council chambers on Sunday night.
- There were a number of attendees who travelled from around New Zealand, Auckland, Hamilton and Christchurch to attend with one intrepid participant traveling from the Philippines to complete Kāpiti Startup Weekend.
- The winning business is continuing to work on their idea and have already submitted a funding grant to MBIE and are in the process of applying to the Electra Business Awards.

Kapiti Youth Employment Foundation

- The monthly meeting was held on Tuesday, 18 June 2019. Progress has been made in setting up the Youth Advisory Group, now with representatives from each of the three local colleges.
- The Work Ready Passport has been updated with new sponsors and will be available for the group this week. The Group is applying for funding of their digital project from the PGF and they are getting additional guidance from within Council for their application.

Town Centres

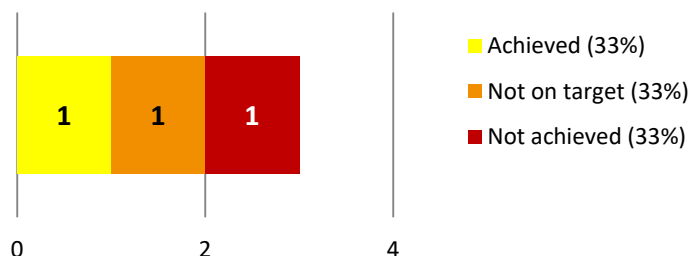
- The Mahara Place Upgrade construction is on programme.
- NZTA have gone out to tender on the SH1 revocation project. Once a contractor is appointed for the works programming of town centres revocation related projects can be confirmed.

Performance measures

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

Economic development KPIs

1 July 2018 to 30 June 2019



One KPI was achieved in 2018/19.

One KPI was not on target - *The business leadership forum are satisfied that the economic development strategy implementation plan deliverables are being achieved* is judged as being not on target as although we no longer have a leadership forum, and hence couldn't check with them, anecdotal feedback suggests business leaders are not currently satisfied.

One KPI was not achieved - *The economic development strategy implementation plan deliverables* are judged to have not been fully achieved this year. Substantial amounts of work have been delivered on visitor attraction, promotion of the district, supporting major events, and support for local business development through the local Business Startup weekend and PopUp Business School. Nevertheless, it is felt not all has been achieved that was intended due largely to high staff turnover and significant staff vacancies in the Economic Development team in the past year.

Projects – Summary

There are two economic development projects reported in this activity report (the Strategic Land Purchase Fund and the Town Centres project). Both are capex over \$250,000 projects.

We have also included a project report from Elevate Ōtaki reporting on developments to date. This is not included as a Council project in the chart below as Council is providing resource and funding support for the project but is not managing it.

Economic development - Projects

as at 30 June 2019



Both projects are regarded as on target from a Council perspective. The Town Centres project is underspent, however, as we've had to hold back on our own SH1 revocation works while we wait for NZTA to make further progress with their Category 1 revocation work.

Note that there is no timeline set for the Strategic Land Purchase Fund as it is dependent on when strategic parcels of land come up for sale and needs to retain flexibility to respond appropriately.

Performance measures

as at 30 June 2019

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 economic development strategy implementation plan deliverables are achieved	Achieve	Not achieved	The ED Strategy deliverables cover a wide range of actions from work to build visitor attraction, promote the district, subsidise major events, strengthen local business growth and retain existing businesses. Good progress was made in all these areas over the past year but not all that had been intended was achieved, largely due to high staff turnover and significant vacancies in the ED team this year. Good progress has been made since new staff were brought on board in May 2019.
	Representatives of the business leadership forum that are satisfied that the economic development strategy implementation plan deliverables are being achieved	85%	Not on target	The business leadership forum was dissolved earlier this calendar year. Work on the governance structure for the new strategy is being undertaken alongside the drafting of the refreshed strategy. We currently have no leadership group to survey although based on anecdotal feedback business leaders are not currently satisfied.
Māori economic development priorities will be articulated in a strategy for Council and iwi to implement	The Māori Economic Development Strategy implementation plan deliverables are achieved	Achieve	Achieved	TWoK reallocated the strategy funding to a grant fund for Māori businesses. Applications were received with funding allocated in June 2019. The ED team presented on the EDS Refresh and the Kāpiti Destination Story to TWoK in late June. TWoK have requested a workshop on these pieces of work which will occur in July.

Project reports

Town Centres project					
Description	This project covers the two town centres, Waikanae and Paraparaumu. The project aim is to implement the adopted blueprint building block projects.				
Group	Strategy and Planning				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter</i>					
<ol style="list-style-type: none"> 1. W3 Mahara Place Upgrade Project Construction is progressing well. 2. Weekly updates to stakeholders, invitation sent directly to affected business to meet with the project team weekly to discuss impact of construction works. 3. Project team implemented several marketing events to support the Mahara Place businesses all of which had good turn outs and positive feedback from business owners. 4. Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects with a focus on Paraparaumu and Waikanae. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 5. Complete construction works in Mahara Place. 6. Progress detailed designs of Paraparaumu transport hub connector projects and the Waikanae Stage 2 projects. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling. 					
Issues (for elected member attention)					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	7,556,438	7,236,199	7,236,199	
This year	2018/19	3,569,574	2,666,360 ¹	2,666,360	904,502 ²
Total		11,126,012	9,902,560	9,902,560	

1. The Town Centres budget is underspent this year because it includes Council's SH1 Revocation works, which have been delayed because NZTA have been late starting their Category 1 Revocation works. Council will make more progress on its revocation works once NZTA has completed its precursor work. Note that the SH1 Revocation work, although captured in this project, comes from the Access and transport budget. As noted last quarter only \$1.79 million of this project's budget is attributed to the CoA table for Economic development – the remaining \$1.78 million shows in Access and transport.
2. The underspend has been carried over into 2019/20. \$750,000 of it will be used in the Access and transport budget to fund the Ratanui Road/Mazengarb Road roundabout, and the balance will be spent on revocation works. The funding for the Ratanui roundabout will be paid back to the Revocation budget in 2020/21.

Strategic land purchase					
Description	To purchase land for strategic purposes as and when it becomes available.				
Group	Community services				
Status	Category	Timeliness		Budget	
		N/A		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p>Council has approved the acquisition of a number of properties for reserve, cycleway and road purposes and these are currently being negotiated with the land owners. The individual properties will be reported on when each transaction is completed.</p> <p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> 1. Council acquired approx. 60m2 of land on Rata Road, Raumati for waste water purposes with a sale price of \$2,500. 2. Council has acquired a small parcel of land in Kapiti Road (a strip alongside Kapiti Road) to enable the completion of the shared path and provide for future road widening. 					
Risks (to programme, cost, quality, other)					
1. None identified.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	762,500	516,945	116,945	245,555

1. This is a discretionary fund to be spent only when appropriate strategic land parcels are available. Underspending the budget and carrying the unspent portion forward is standard practise for this fund, it does not mean the project is failing to meet its objectives.

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

Project report for Elevate Ōtaki

Description

Through the initial consultation of the PP2O project the Ōtaki community requested funding from NZTA to help Ōtaki minimise any impacts and maximise any opportunities from the construction of PP2O. NZTA agreed to contribute \$150,000 and Council matched that for a combined total of \$300,000 to be spent over 5 years. Elevate Ōtaki (EO) was established to identify and communicate to the Council and other stakeholders (including NZTA) the opportunities to invest in and assist Ōtaki and Te Horo, and to work with the stakeholders to realise the potential for local businesses and the community.

Comments (latest developments/upcoming milestones/critical activities)

Developments in the fourth quarter:

1. Otaki Identity work (Flightdec) is underway with a Public Korero held on Wednesday, 19 June.
2. Elevate Ōtaki website went live – www.elevateotaki.nz
3. Cr James Cootes resigned from Chair and remains a member of Elevate Ōtaki.
4. Chair – the role is being shared between Group members, currently appointed monthly. The Group will appoint a permanent Chair in due course.
5. Admin support put in place as per TOR agreement.
6. Monthly meetings changed to first Tuesday of every month.

Upcoming developments

7. Survey of local businesses – scope of works almost complete for a face to face survey of local businesses to understand the preparedness and understanding of opportunities the impacts of the new Expressway presents.
8. Otaki Brochure – distribution of the A4 brochure about living, working and playing in Otaki. The brochure will also be available at www.elevateotaki.nz
9. Standard monthly finance report being implemented for monthly meetings to understand current and forecast spend. This will assist overcome historical procurement issues.
10. Meet and greet with Otaki Community Board scheduled for 2 July 2019.
11. Updating of the Terms of Reference (ToR) that expire in 2019, has begun with a target date of completion September 2019.

Risks (to programme, cost, quality, other)

1. Resourcing the group to deliver projects.
2. Otaki Identity project perception by the community. High potential for varied views on the topic by old and new residents and various sectors or groups.

Issues (for elected member attention)

1. Council process around approval of projects and payment for services.

Current year project costs to 30 June 2019

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	61,782	21,918	21,918	39,864 ¹
Future years	2019-23	260,892	-	260,892	
Total		322,674	21,918	300,756	

1. The unspent budget has been transferred to a reserve fund.

Economic development – financial results to 30 June 2019

Capital expenditure summary

	2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000	-	-
Total projects over \$250,000	2,872	2,553
Total	2,872	2,553

Cost of activity statement

2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
1,706	Other Operating Expense	2,046	2,069
4	Depreciation and Amortisation	3	141
561	Finance Expense	610	673
2,271	Operating Expenditure	2,659	2,883
	Revenue		
146	Fees and Charges	116	168
167	Grants and subsidies	-	-
	Other operating revenue	80	-
313	Operating Revenue	196	168
1,958	NET OPERATING COSTS	2,463	2,715
	Capital Items		
4,066	New Assets Upgrade	2,872	2,553
4,066	Total Capital Items	2,872	2,553
6,024	NET COST OF ACTIVITY	5,335	5,268
	Funding sources		
2,126	Rates	2,514	2,715
3,898	Borrowings	2,872	2,553
-	Reserves and special funds	(51)	-
6,024	TOTAL SOURCES OF FUNDS	5,335	5,268

Net Operating Costs of \$2.46 million were \$252,000 favourable to budget. This is due to the some of the Kapiti Gateway budget unspent and revenue received that was unbudgeted (Air NZ contribution for Air Chathams). Depreciation is less than budget due to Town centres roading projects and the depreciation is reflected in the Access and transport activity.

Capex of \$2.87 million was \$319,000 overspent. This is due to additional Town centres revocation spend of \$565,000 that is reflected in the Roothing activity report offset by a carryover of \$245,555 in Strategic land purchases.

Community facilities and community support

Whakaurunga hapori me ngā hāpai hapori

Key developments for the 3 months to 30 June 2019

Community facilities

- Both the Gallery Trust and Council have approved the concept design plans for the new Mahara Gallery Design and this meant that the Resource Consent was able to be applied for in June 2019. Development of the plans to this stage will assist the Trust to enable its funding strategy to begin.
- Following completion of the lease arrangements for the former Artel Shop in Mahara Place, the medium term Waikanae library option was able to be resolved and the premises fitted out in preparation for opening on 1 July 2019. This interim library arrangement gives Council three years from May 2019 with a further right of renewal for two years.
- Morrison Low submitted their final report on the Waikanae Library Mould Review. The report identified 24 recommendations about asset management practices, service request processes, decision making, risk management and work place environment.
- Following previous advice on moisture related issues at the Te Newhanga Community Centre, staff are developing options for ongoing community centre needs, including contingency options . A second air quality test completed in June did not identify elevated mould readings and noted that the levels of mould found would be unlikely to result in health issues.
- Due to elevated moisture and mould related issues at the Wipata Flats in Paekākāriki, Council awarded a contract to a local firm to remediate a design failure in the flats and at the same time undertake a full interior renewal of the four units. The project is on track for completion in July 2019. For the duration of the works staff sourced alternative accommodation for all four tenants.
- In addition to the Wipata Flats, Council completed full interior renewal on three other Housing for Older Persons units during the fourth quarter which have subsequently been re-let. This takes the total to twelve renewals for the financial year. It is also worth noting that there were twenty two tenancy changes in total for the year.
- In June a unit at the Arnold Grove Complex suffered a burst pipe causing significant interior water damage. The tenant has been temporarily housed in motel accommodation and her unit is currently being fully renewed with completion scheduled for mid-July 2019. The total number of units with completed interior renewals since February 2017 to 30 June 2019 is twenty two this number excludes the four Wipata units and the Arnold Grove unit which are yet to be completed.
- Two partial renewals were completed during the quarter. These were both for full bathroom renewals. These units both have existing tenants. Whilst the work was done, one of the tenants was accommodated in a motel and the other was able to make their own interim arrangements.

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- There has been a higher than usual number of tenants (mostly male) pass away in this quarter. Three occurring late in June 2019. These units will be assessed for renewal in July.
- As at 30 June 2019, the Applicant Register number is 46. The majority have expressed a preference to be, or due to support needs need to be, accommodated south of Waikanae. However, there are 15 on the Register that have advised that Ōtaki would be considered.
- During the quarter all of the remaining rental properties were insulated to at least the minimum standard. This includes ceilings and under floors where accessible.
- Brian Perry Ltd is on track to complete the foundation remediation of the south end of the Paekākāriki Memorial Hall. Handover back to Council is expected in early July 2019.
- The detailed construction design documentation was completed for the Animal Management Centre. The Building Consent application is due to be lodged in July and the Registration of Interest for the construction work to be tendered at or about the same time.
- Work started on Paraparaumu Library to remediate the concrete panels on the western and eastern ends of the building. Water ingress occurred due to the panels not being fully grouted and sealed during construction resulting in leak issues in the basement. Rusted steel beams are being replaced and damaged concrete remediated with the work scheduled for completion in July 2019.
- Due to significant leak issues, a contract was let for the roof replacement and associated remediation at the Waterfront Bar & Restaurant in Raumati. There are some window and doors replacements required which are scheduled for July 2019.
- Detailed design documentation has been completed for the earthquake strengthening and renewal of the Paraparaumu Memorial Hall. This work is on hold while a review is being completed on what the appropriate community facilities are to be provided within the Paraparaumu Ward.

Community support

- The Social Investment programme continues to provide opportunities for training and development for the not-for-profit social and community sector. In June 2019, a Council-funded community workshop called *'Raising my organisation's profile'* was held. This session provided practical advice on marketing through digital media and was very popular, attracting 60 subscriptions for the 30 places available. Plans have been made for a second workshop in August.
- Council hosted the Electric Vehicle Roadshow at Raumati Beach on 31 March. A local celebration was held in Paekākāriki in April 2019 to mark the the opening of their charging station. The Roadshow aimed to build awareness of the benefits of electric vehicles and showcase the range of vehicles available in New Zealand. It also marked the launch of the Horowhenua and Kāpiti Electric Roads project. The project was co funded by Council, Electra, Chargenet NZ and Horowhenua District Council matched with a grant from the Energy Efficiency Conservation Authority..
- The Council was announced as a finalist in the Local Governmnet Excellence Awards in the social well-being category for the youth development centre. The youth development centre initiative was submitted as an innovative youth-led, community engagement project, resulting in a partnership with Zeal to achieve youth participation and youth development in Kāpiti.
- Council staff supported the official launch of the Kāpiti Multi Cultural Council in June 2019 with an event held at Council chambers. Guest speakers included the President of the Multi Cultural Council of New Zealand, Pancha Narayanan, the Under Secretary for Ethnic Communities, Michael

Wood, Deputy Police Commissioner, Wally Haumaha, Mayor Gurunathan and Amelia Longuet, the chair of the Kāpiti Multi Cultural Council.

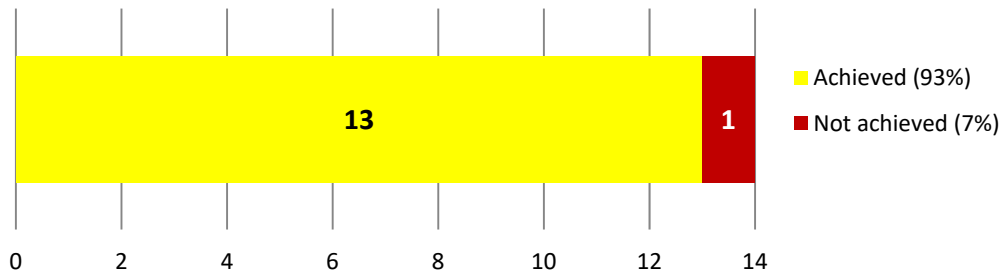
- In April, the Youth Council held a Think Big conference at Te Wananga o Raukawa in Ōtaki. Over 150 young people attended from Colleges around the District. The Conference had a range of inspirational guest speakers and was used to promote the Think Big initiative.
- The Think Big Grants opened in May, with up to \$1,800 available to groups who had a project idea that would; change your school, change your community, change the world. Onsite support sessions were available at each college to help students grow ideas and to navigate the funding application. Nine grants were presented at an awards ceremony, ranging from; care packages for homeless people in partnership with the local foodbank, through to a project called 'Wellbeing Wednesdays' with students hosting wellbeing events at Otaki College.
- Council has been working with the Capital and Coast District Health Board as part of a new suicide prevention initiative to reduce incidences across the region. Council has been invited to participate in a public awareness campaign in September.
- Number 8 Wire week commenced in late June and will run through July 2019. The programme of events and activities aim to build community resilience, resourcefulness and environmental responsibility. Events are held throughout the district and are community lead. For the first time some workshops will be offered in te reo Māori.
- Council continues to support the Kāpiti Settlement Support Network, Kāpiti Health Advocacy Group, Kāpiti Accessibility Advisory Group, Kāpiti Youth Council and Kāpiti Older Persons' Council to encourage community participation and support advocacy for unmet needs.
- The Kāpiti Coast Older Persons' Council, Accessibility Advisory Group and Council are partnering to run an 'Age on the Go' event combined with an Accessibility focused Expo. The date is set for September 2019 and planning is underway.

Performance measures summary

There are 15 key performance indicators (KPI) in the Community facilities and community support activity. Only 14 of these have targets as one is for recording and monitoring purposes only.

Community facilities and support KPIs

1 July 2018 to 30 June 2019



Thirteen KPIs were achieved in 2018/19.

One KPI was not achieved - *Urgent requests in regard to public toilet facilities that are responded to within four hours*, reported a result of 97.8%, Marginally below the target of 98%.

Projects summary

There are four Community facilities and community support projects, they are all over \$250k capital expenditure projects.

Community facilities and community support - Projects

as at 30 June 2019



Two projects were on hold at the end of 2018/19:

- i). The Waikanae Library upgrade project is on hold. An alternative medium term option has been implemented and work on a long term solution will begin in due course.
- ii). The Paraparaumu Memorial Hall interior renewals has been put on hold, pending decisions on the earthquake strengthening project for this hall.

Two projects are not on target:

- i). Stage 1 of the Earthquake Prone Building upgrade of Paekākāriki Memorial Hall is due to be finished in early July. The upgrade of Paraparaumu Memorial Hall has been put on hold pending a decision on Community Facilities in the Paraparaumu Ward.
- ii). Renewals of older persons housing units undertaken this year (12) have taken this project over the original budget. Additional budget has been made available to deal with this higher than initially expected level of renewals.

Performance measures

as at 30 June 2019

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 (%) who are satisfied with the standard of the library building facilities	85%	Achieved (90%)	The Library users survey gave a result of 90% satisfaction with the standard of the library building facilities. The lower result is a reflection on the issues with Waikanae Library (2017/18 result was 99%)
Council hall hirers are satisfied that the halls meet their needs	Users who are satisfied with halls	80%	Achieved (92%)	The annual Hall Hirers Survey gave a result of 92% satisfaction. (2017/18 result was 96.9%)
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 available ¹ housing for older persons units	97%	Achieved (99.3%)	This result excludes those times when units were under renewal and not able to be occupied. (2017/18 result was xxx%)
	Housing for older persons tenants (%) who rate services and facilities as good value for money	85%	Achieved (100%)	The annual tenant survey reported that 100% of tenants rate services and facilities as good value for money. (2017/18 result was 100%)
	Housing for older persons tenants (%) who are satisfied with services and facilities	85%	Achieved (97.4%)	The annual tenant survey reported that 97.4% of tenants were satisfied with services and facilities. (2017/18 result was 96.9%)
We ensure that council-owned buildings are fit for purpose	Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	Achieved (100%)	All Warrant of Fitness were issued on time (2017/18 result was 100%)
Our toilets are clean, feel safe, and are well maintained	Residents (%) who are satisfied that public toilets are clean, well-maintained and safe	75%	Achieved (82%)	The Resident Opinion Survey result was 82% for 2018/19. (2017/18 result was 85%)
	Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	Not achieved (97.8%)	There were 139 service requests received in the year to date, with 136 meeting the four-hour target (97.8%).

1. Where 'available' units excludes those flats that are unavailable due to renewals or maintenance work being carried out.

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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	Youth Development Centre opens and Youth development programme deliverables are achieved	Achieve	Achieved	Zeal have reported to Council with all Year 3 contract deliverables achieved. The Year 4 – 6 contract with Zeal has been put in place.
	Council's social investment programme enables services to deliver on community priorities	Achieve	Achieved	Contract deliverables have been agreed and will be monitored to assess performance. Report backs due in September 2019
	Participants from the social and community sector are satisfied with the learning opportunities and workshops provided by Council	85%	Achieved (85%)	85% of survey participants agreed that Council's support was relevant to their organisation's needs. Workshop evaluations indicate a high level of satisfaction with Council funded workshops and training opportunities.
	The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Achieved	Council supported groups are have opportunity influence Council's plan through: the Mahara Town centre project; Creative Communities Grants Committee; Road Safety Advisory Group; Accessibility advice on projects
	Residents (%) who are satisfied with the Council's community support services	85%	Achieved (90%)	The Resident Opinion Survey result was 90% for 2018/19. (2017/18 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	Achieve	Achieved	Support provided for the Kāpiti Multi-Cultural Council events. Support for the inaugural Kāpiti Settlement Network meeting and ongoing bimonthly meetings Workshops on applying the Treaty of Waitangi have been held for social investment contract holders and the wider not-for-profit sector The No.8 Wire week will have some sessions in Te reo Māori for the first time.
We provide opportunities for the community to participate in activities and events that encourage community resilience	Estimated attendance at council-supported events	There is no target as we will use this for monitoring.	Monitor only	Over 890 households participated in Neighbour's Day event – over the fence cuppa week. 150 young people attended the Think Big Conference in Ōtaki. Over 350 people attended Community gardens events around Kāpiti

Project report

Waikanae Library					
Description	<p>Original project description: <i>Renewal and upgrade of the building envelope to ensure it is weather tight and structurally sound. Subject to available funding, minor upgrade works to the interior of the building including the replacement of floor coverings, bathroom fixtures and fittings and interior painting.</i></p> <p>The original upgrade project was cancelled following the discovery of the extent of mould issues and the subsequent closure of the library.</p>				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ▼		💰	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> The interim Library and Service Centre fit-out was complete in time for its opening on 1 July 2019. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> Determining and assessing long term options for delivery of library services in Waikanae. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> Nil identified 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> Determination of satisfactory Long term Library solution for re-establishing full library services in Waikanae. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	945,000	262,458	262,458	
Next year	2019/20	100,000	-	100,000	
Total		1,045,000	262,458	362,458	

Earthquake-prone building remedial work					
Description	Remediation of Council owned earthquake prone buildings. The priority buildings identified are Paraparaumu Memorial Hall and Paekākāriki Memorial Hall.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ▼		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in fourth quarter:</i></p> <ol style="list-style-type: none"> 1. Paraparaumu Memorial Hall – Detailed design work completed. This project is now on hold pending a decision on Community Facilities in the Paraparaumu Ward. 2. Remediation of the Foundations for the Paekakariki Memorial Hall were substantially completed as at 30 June 2019. The Hall is expected to be ready for Public use from mid-July 2019. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> 3. Paekākāriki Memorial Hall – Construction period is scheduled to end 12 July 2019. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. The Paraparaumu Memorial Hall building remains earthquake prone. 2. Paekakariki Memorial Hall remains earthquake prone. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. The work completed for Paekakariki Memorial Hall was urgent remediation that formed part of the overall seismic strengthening program. The remediation does not alter the current seismic rating but had to be done ahead as the columns supporting the South end of the hall were showing signs of failure. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	409,366	190,867	190,867	122,578

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

Older person's housing renewals					
Description	Full interior renewal of vacated housing units. The extent of work typically includes, kitchen and bathroom replacement, full interior repaint, new floor coverings, minor building works, electrical and plumbing renewals, heat source installation, insulation and smoke alarm checks.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in fourth quarter:</i></p> <p>Three interior renewals were completed and the units relet in the fourth quarter. This takes the total to twelve renewals for the year.</p> <p>In addition to these, the four Wipata Flats in Paekakariki commenced along with one unit at Arnold Grove. These are scheduled to complete in July 2019.</p> <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> Three further units became vacant in June. Assessments for full interior renewal will be considered before reletting. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> Contractor/component availability may affect completion. Renewals works are undertaken when they become vacant. This means there is no certainty with forecasting. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> A prioritisation plan for managing renewals will be brought to Council after the Building Condition Surveys program has been completed. In the meantime staff will continue to assess units for renewal as and when they become vacant. This will be in addition to <i>ad hoc</i> replacement bathrooms, kitchens or other building elements staff believe necessary. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	276,402	733,024 ¹	733,024	-

- The overspend on housing renewals was funded by underspends elsewhere in the community facilities activity – namely, in earthquake strengthening and the Waikanae Library upgrade.

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

Paraparaumu Memorial Hall renewal					
Description	Repair and upgrade the building exterior to ensure it is weather tight and fit for purpose. Extent of renewals to include but not limited to, cladding, windows and door replacement. This is additional to the earthquake strengthening work.				
Group	Place & Space				
Status	Category	Timeliness		Budget	
		🕒 ▼		💰	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in fourth quarter:</i></p> <p><i>Upcoming milestones</i></p> <p>1. This project has been put on hold pending a decision on Community Facilities within the Paraparaumu Raumati Ward.</p>					
Risks (to programme, cost, quality, other)					
1. The Paraparaumu Memorial Hall building remains in poor condition.					
Issues (for elected member attention)					
1. A paper is shortly to be taken to SLT to consider and scope community needs for Council facilities across the Paraparaumu ward. A likely recommendation of the paper would include a mandate to review not just the Memorial Hall but also other assets such as the Community Centre and other facilities. Outcomes from the completed assignment would assist Council determine and prioritise potentially expensive renewal work as well as determining requirements to ensure our facilities meet the Community's future needs and demands.					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	260,352	65,471	65,471	182,623

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

Community facilities and community support – financial results to 30 June 2019

Capital expenditure summary

	2018/19 F/Y Actual (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	434	588
Total projects over \$250,000	949	913
Total	1,382	1,504

Cost of activity statement

2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
3,863	Other operating expense	3,915	3,974
1,153	Depreciation and amortisation	1,152	1,153
49	Finance expense	16	46
5,065	Operating Expenditure	5,083	5,173
	Revenue		
1,188	Fees and Charges	1,301	1,353
0	Grants and Subsidies	50	0
320	Development and Financial Contributions	182	48
63	Other Operating Revenue	20	43
1,571	Operating Revenue	1,553	1,444
3,494	NET OPERATING COSTS	3,530	3,729
	Capital Items		
128	Asset Renewal	1,150	1,471
335	New Assets Upgrade	232	33
463	Total Capital Items	1,382	1,504
3,957	NET COST OF ACTIVITY	4,912	5,233
	Funding sources		
2,644	Rates	2,785	2,799
335	Borrowings	183	33
128	Depreciation reserve	1,150	1,471
41	Movement in other reserves	74	76
(319)	Reserves & Special Funds	(182)	(48)
1,128	Unfunded Depreciation	902	902
3,957	TOTAL SOURCES OF FUNDS	4,912	5,233

Net Operating Costs of \$3.53 million were \$199,000 favourable to budget. This is due to a combination of Community Support staff vacancies and higher than expected development contributions (Waipunahau, Waikanae, and Millhaven, Ōtaki)

Capex of \$1.38 million was \$122,000 favourable to budget due to underspends in Paraparaumu Memorial Hall, EQP building remedial work, Hall renewals, Access control systems and the Kapiti Community Centre. This was offset to a large extent by higher older person's housing renewals undertaken, and capex costs for Takiri House which weren't accounted for in initial budgets. Otaki river mouth toilet costs were also higher than budgeted.

Infrastructure

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

Access and Transport

Putanga me to ikiiki

Key developments for the 3 months to 30 June 2019

Network Maintenance

- The chipsealing contract was completed in April 2019. Total asphalt and chipseal work was 21.3 km, 5.1% of the network against a target of 5%.
- This year's increased budget for footpaths, which included a 51% subsidy from NZTA for the first time, enabled us to complete 6,586 m² of footpath renewals, up from 3,147 m² in 2017/18.

Network Planning

- In addition to providing advice on resource consents received in the previous quarter 46 new resource consents were received this quarter. Advice has also been provided at a number of pre-application meetings and business start-up meetings and in response to temporary event application forms.

Expressways and old SH1 Revocation

- Physical works continue on PP20 and Fletcher Construction is liaising with Council and residents on temporary traffic management to enable the works.
- Council and the revocation team from NZTA are reviewing NZTA's asset data and working through the agreement on the future take-over of these assets, including Council's requirements for these assets.
- NZTA and staff are working through the SH1 revocation scheme design process and construction programme. Briefings with elected members on the detailed SH1 scheme design, construction programme and timeframes will continue.

Stride 'n' Ride

- Construction of the 700m shared path on the south side of Ngaio Road and through the Russell Reserve is completed. An additional 165m was constructed outside the Waikanae Market area at Waikanae Park as part of this project.
- The Mazengarb Road shared path extension west of Guildford Drive is well underway with over 60 percent completed. We expect this project will be completed by the end of July 2019.
- The Tasman Road shared path has commenced (nearly 700m) and will be completed by the end of July 2019. The remaining 700m of the Tasman Road shared path upgrade will be completed later in 2019/20 for a total length of around 1.4 km.

Travel planning and safety initiatives

- Recent safety education initiatives undertaken in this quarter include:

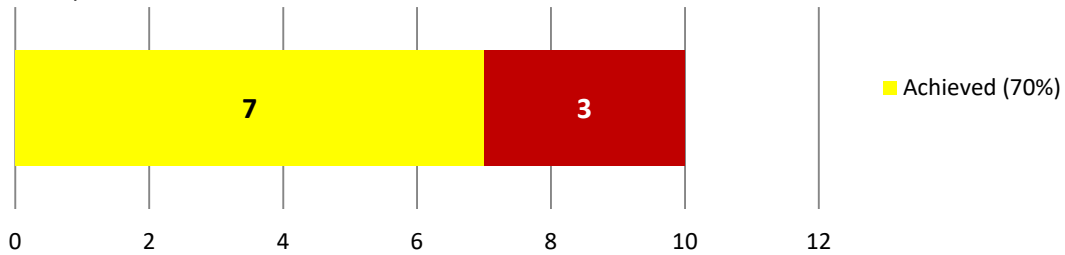
Corp-19-868 Appendix B – Activity report to 30 June 2019

- On the 8-12 April 2019 education and enforcement was undertaken on the Kena Kena School Arnold Grove safety improvements drop off/Pick Up zone restriction during school start and finish times.
- 14 April 2019 Paekakariki Hill Road Summit Motorcycle Safety stop jointly with Porirua City. Coffee cart for motorcyclists a free coffee tea or cold drink and in turn do a motorcycle survey. Fifteen surveys completed and safety packs given out promoting the ACC Ride Forever motorcycle safety courses.
- Raumati South School Matai Road additions to broken yellow lines either side of the pedestrian crossing so people crossing and drivers both have better visibility. Red paint boxes laid on the limit lines at the crossing approaches.
- 15 May 2019 Kapiti Plunket education to new parents group on child restraints and checked their own baby capsules. Five other child restraints checked.
- 21 May 2019 Road Safety Education or RYDA programme. 100 senior year Kapiti College students attended the one day programme rotating through five different topics on road safety. The emphasis is on individual responsibility and consequences of decisions.

Performance measures summary

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

Access and transport KPIs
1 July 2018 to 30 June 2019



Seven KPIs were achieved this year.

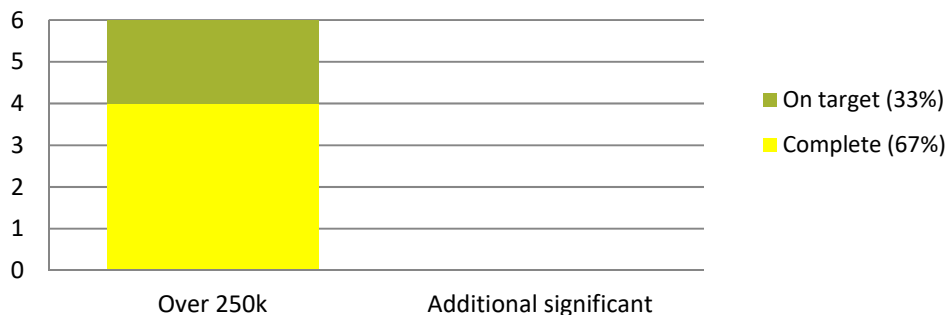
Three KPIs were not achieved:

- i). The average number of serious and fatal crashes for the 5 year period 2015–2019 is 10.2 which is more than the 5 year average of 9.8 for previous five years (2014–2018).
- ii). *Residents agree that the existing transport system allows easy movement around the district* reported an annual result of 74% against a target of 80% (a variety of complaints, including about lack of footpaths, lack of buses, motorhomes using parking spaces, general congestion, specific congestion on Kapiti Road – including too many traffic lights and not enough roundabouts – and one complaint about the road bridge between Waikanae and Otaihangā not having been built yet).
- iii). The best available data from the NZTA RAMM database shows that for most categories of urgent and non-urgent roading and footpath service requests (SRs) the contractors are meeting the response time targets. However, for urgent roading SRs we are only responding within 5 hours 77% of the time, against a target of 85%. There are some challenges with this data as there are gaps and inconsistencies and work needs to be done to improve it. The failure of this KPI may be due to errors in the way the data has been recorded.

Projects summary

There are six Access and Transport projects reported on in this activity report (this now includes the Stride n’ Ride work programme). They are all capital expenditure \$250,000 and above projects.

Access and transport - Projects
as at 30 June 2019



Four projects were completed by the end of June 2019. Two projects are on target as they include sub-projects that were planned to be completed in early 2019/20 (these are the Stride n’ Ride and Minor improvements programmes of work – they include a number of small projects that were planned to be started in late 2018/19 and finished in early 2019/20).

Performance measures

As at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment										
Our transport network allows for the safe and efficient movement of people and goods	Residents (%) who agree that the existing transport system allows easy movement around the district	80%	Not achieved (74%)	The result from the Resident Opinion Survey for year was a satisfaction score of 74%, (2017/18 result was 78%)										
	Number of serious and fatal crashes on district roads is falling <i>(DIA mandatory measure)</i>	5-year rolling average reduces each year (it was 9.8 crashes for the 2014-2018 FY period)	Not achieved	There were 9 serious injury and fatal crashes in 2018/19 (down from 15 the previous year). However the average number of crashes for the 5 year period 2015-2019 is 10.2; which is higher than for the previous period.										
	Residents (%) who are satisfied with street lighting	85%	Achieved (85%)	The result from the Resident Opinion Survey for the year was a satisfaction score of 85%, (2017/18 result was 86%)										
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 <i>(DIA mandatory measure)</i>	5% (expressed as kilometres)	Achieved (5.1%)	21.3km was resurfaced, which is 5.1% of the total network length of 415km.										
	Residents (%) who are satisfied with the condition of roads	70%	Achieved (72%)	The result from the Resident Opinion Survey for the year was a satisfaction score of 72%, (2017/18 result was 80%)										
	Roads that meet smooth roads standards. <i>(DIA mandatory measure)</i>	Overall Smooth Travel Exposure is above 85%	Achieved (87%)	The Smooth Road Travel Exposure result was 87% for the year.										
	Residents (%) who are satisfied with the condition of footpaths	65%	Achieved (66%)	The result from the Resident Opinion Survey for the year was a satisfaction score of 66%, (2017/18 result was 69%)										
	Percentage of footpaths that fall within the service standard for the condition of footpaths as set out in the activity management plan. <i>(DIA mandatory measure)</i>	40% <i>(target increases over the next three years)</i>	Achieved	The recently completed footpath survey for 20% of the network reported that 94% of the network is good or better. The remaining 80% will be surveyed over the next 4 years.										
	Average cost of local roading per kilometre is comparable with similar councils in New Zealand	Achieve	Achieved	ONRC data shows that our 'Overall Network cost' is comparable to our NZTA Peer group										
	Percentage of service requests relating to roads and footpaths responded to within 3-5 hrs (urgent), 15 days (non-urgent). <i>(DIA mandatory measure)</i>	Roads 85% Footpaths 85%	Not achieved	Best available information from RAMM shows that response targets for urgent Roding SRs weren't met - all others were.										
				<table border="1"> <thead> <tr> <th></th> <th>% on time</th> </tr> </thead> <tbody> <tr> <td>Roads - Urgent</td> <td>77%</td> </tr> <tr> <td>Roads - Non-urgent</td> <td>95%</td> </tr> <tr> <td>Footpaths - urgent</td> <td>100%</td> </tr> <tr> <td>Footpaths (non-urgent)</td> <td>87%</td> </tr> </tbody> </table>		% on time	Roads - Urgent	77%	Roads - Non-urgent	95%	Footpaths - urgent	100%	Footpaths (non-urgent)	87%
	% on time													
Roads - Urgent	77%													
Roads - Non-urgent	95%													
Footpaths - urgent	100%													
Footpaths (non-urgent)	87%													

Project reports

LED streetlight upgrade project					
Description	In April 2017 NZTA introduced an opportunity of 85% funding for LED conversion projects and an extension of the 85% funding into the 2018/19 year to enable continuation of Council's LED conversion programme. Additionally NZTA confirmed our funding approval and acceleration of our remaining two year conversion programme into the 2018/19 financial year, which will allow the network to be completed.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰 ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter</i>					
<ol style="list-style-type: none"> All lights have been completed, with approximately 4,440 lights upgraded over the last two financial years, this brings the total amount of lights converted to LED to 4,700. Work completed will equate to a power savings of around \$130k per annum, which will be reinvested back into the network 					
Risks (to programme, cost, quality, other)					
1. No significant risks.					
Issues (for elected member attention)					
1. Nil					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	1,021,000	1,021,022	1,021,022	
This year	2018/19	1,486,587	1,222,252	1,222,252	
Total		2,507,587	2,243,274	2,243,274	

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

Sealed road resurfacing					
Description	To complete the annual reseal programme in accordance with the NZTA requirements.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter</i>					
<ol style="list-style-type: none"> All chipseal resurfacing sites have been fully completed. Asphalt resurfacing sites have been fully completed under the Road Maintenance Contract. A total of 21.3km or 5.1% of the network. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> Start again for 2019/20. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> Risks associated with loose chips after sealing work completed. On-going sweeping of chipseal sites to be monitored. Negative impacts from last season’s chipseal failures on Mazengarb Drive and Guildford Drive. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> Nil. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	1,143,870	1,206,749	1,206,749	

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

Cycleways, walkways and bridleways development – Stride ‘n’ Ride					
Description	Cycleway, Walkway, Bridleway (CWB) new capital and urban cycleway development programme. Implementation of Kapiti Coast District Council’s CWB Network plan is in its final year.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
<ol style="list-style-type: none"> The shared path project on Ngaio Road and through the Russell Reserve is completed. An additional 165m of shared path was also undertaken on Park Avenue outside the Waikanae Market area of Waikanae Park as part of this project. Mazengarb Road shared path extension west of Guildford Drive is well underway. Uplifting of the old footpath has revealed 200m of kerb and channel will also need replacement. 450m of shared path will be completed by 30 June with the remaining 140m completed by the end of July 2019. The Tasman Road, Ōtaki, shared path project has begun with contractors establishing on site in May 2019. The 600m of shared path allocated for in the contract will be completed by the end of July 2019. Kapiti Road shared path upgrade between Brett Ambler Way and Arawhata Road will begin on 1 July 2019. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> The four year Stride and Ride programme of shared path construction from 2015/2016-2018/2019 is now finished. 10km of shared paths have been built on Poplar Avenue, Raumati Road, Kapiti Road, Otaihanga Road, Te Moana Road and Ngaio Road. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> None at present. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> None at present. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	4,590,067	4,510,737	4,510,737	
This year	2018/19	1,349,030	1,076,040	1,076,040	
Total		5,939,097	5,586,777	5,586,777	

- This report is to 31 March 2019, any further developments prior to the 15 May OFC meeting will be presented verbally at that meeting.

Footpath renewals					
Description	NZTA agreed to provide funding subsidies for both new footpaths, and maintenance and renewals of existing footpaths, which was previously 100% funded by Council.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter</i>					
1. The annual footpath renewal programme has been completed with 5.08km of footpaths upgraded (an area of 6,586 m ²), including footpath renewals and new paths.					
<i>Upcoming milestones:</i>					
2. All footpath renewal works have been completed.					
Risks (to programme, cost, quality, other)					
1. Nothing to report.					
Issues (for elected member attention)					
1. Nothing to report.					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	966,700	965,328	965,328	

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

Low Cost Low Risk (Minor improvements programme)					
Description	Low Cost Low Risk are physical works which comprise road and intersection improvements, traffic calming, lighting improvements, footpaths, installation of new traffic signs and road markings that improve safety.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. The Mazengarb Road/Ratanui Road roundabout work tender was awarded and the service location work completed. A pedestrian refuge and improved crossing points were installed at the corner of Beachwater Grove and Gray Avenue. Stage two of the speed limit reviews were completed. A speed hump was installed on Tasman Road after the 50kmh speed threshold into the Otaki Beach area.					
<i>Upcoming milestones:</i>					
2. The application of reduced speed limits when the new limits come into effect at the end of July 2019.					
Risks (to programme, cost, quality, other)					
1. Nil					
Issues (for elected member attention)					
1 Nil.					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	443,135	411,622	411,622	

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

Waikanae Emergency Rail Crossing Access					
Description	To create a diversion route for emergency vehicles if access across the rail crossing in Elizabeth Street, Waikanae is unavailable.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒✓		\$✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. This emergency crossing was substantially completed at the end of June 2019.					
<i>Upcoming milestones:</i>					
2. Nil					
Risks (to programme, cost, quality, other)					
1. Nil					
Issues (for elected member attention)					
1 Nil					
Current year project costs to 31 March 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	354,715	453,841 ¹	453,841	

1. This project was initially 100% funded by Council. A 51% subsidy was subsequently approved by NZTA. The net savings to Council was \$132,333

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

Access and transport – financial results to 30 June 2019

Capital expenditure summary

	2018/19 Actual (\$'000)	2018/19 F/Y Budget (\$'000)
Total projects under \$250,000	1,314	1,191
Total projects over \$250,000	6,002	7,964
Total	7,316	9,155

Cost of activity statement

2017/18 Actual \$000		2018/19 Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
5,450	Other operating expenditure	5,633	5,791
5,506	Depreciation and amortisation	5,934	5,681
1,648	Finance expense	1,957	2,126
12,604	Operating expenditure	13,524	13,598
	Revenue		
107	Fees and charges	108	70
5,420	Grants and subsidies	5,742	5,650
447	Development and financial contributions revenue	222	201
329	Other operating revenue	353	272
6,303	Operating revenue	6,425	6,193
6,301	NET OPERATING COSTS	7,099	7,405
	Capital items		
2,753	Asset renewal	3,095	2,997
4,619	New assets/upgrades	4,221	6,158
7,372	Total capital items	7,316	9,155
13,673	NET COST OF ACTIVITY	14,415	16,560
	Funding sources		
6,739	Rates	7,508	7,940
1,882	Borrowings	1,837	3,627
2,753	Depreciation reserve	3,095	2,997
(448)	Reserves & special funds	(222)	(201)
2,747	Unfunded depreciation	2,197	2,197
13,673	TOTAL SOURCES OF FUNDS	14,415	16,560

Net Operating Costs of \$7.038 million was \$367,000 favourable to budget. This is mainly due to additional NZTA funded projects being approved for subsidy within the year.

Capital expenditure of \$7.31 million was \$1.84 million underspent this year. This is mainly due to the Stride N' Ride program works on Mazengarb & Tasman road being completed in July, together with savings on the LED project (\$264,000) & traffic service renewals (\$133,240).

An overspend on revocation projects in the Economic development activity (Town centre's) is reflected in the underspend on Revocation work in the Roothing activity and the balance of \$904k has been carried over into 2019/20.

Coastal management

Whakahaere takutai



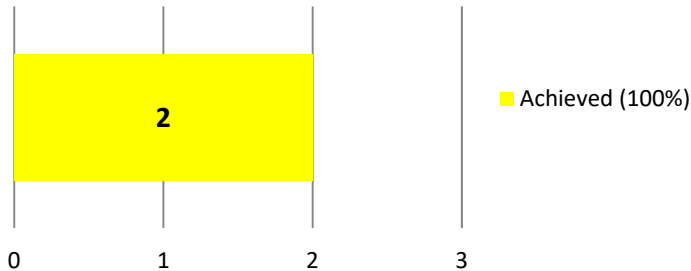
Key developments for the 3 months to 30 June 2019

- The detailed designs for the Paekākāriki seawall have been completed.
- Continued to explore options for resolving the Old Coach Route ownership issue.
- The Wharemauku blockwall strengthening works have been completed.
- Commenced exploring options on replacement of Raumati seawall.

Performance measures summary

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

Coastal management KPIs 1 July 2018 to 30 June 2019



Both KPIs were achieved for 2018/19.

Projects – Summary

There are three significant Coastal management projects, all capex over \$250,000 projects.

Coastal management - Projects as at 30 June 2019



The strengthening of the temporary Wharemauku Block wall is complete. There is more to do to work toward a long term solution but that work will be a new project.

The Paekākāriki sea wall project is on target – the detailed designs were completed on schedule and resource consent will be applied for by December 2019.

The 'Other Coastal Projects' work programme is running on time but has run over budget due to additional urgent projects not originally budgeted for.

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
We respond promptly to seawall or rock revetment failure and repair where applicable	Respond within 48 hours to urgent requests to repair seawalls or rock revetments	90%	Achieved (100%)	There were 42 requests in total this year. Nine of these were urgent and all were responded to within 24 hours. (2017/18 result was 100%)
We keep our stormwater beach outlets clear to avoid flooding	Stormwater beach outlets are kept clear	80%	Achieved (100%)	All beach outlets cleaned and kept clear. (2017/18 result was 100%)

Project reports

Coastal protection Paekākāriki					
Description	Further development of detailed designs and application for resource consent for the replacement of the seawall along The Parade, Paekākāriki. Construction has been deferred, through the 2018 Long Term Plan, to start in 2021/22.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter were:</i></p> <ol style="list-style-type: none"> 1. Completion of detailed designs <p><i>Upcoming milestones: -</i></p> <ol style="list-style-type: none"> 2. Design peer review – by December 2019 3. Gaining Building Consent - by December 2019 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> 1. Physical works are now programmed in 2021–23 (as per the 2018 LTP) with procurement of physical works programmed for 2020/21. The budgets allocated for physical works may not be sufficient due to various reasons including the rapid increase of construction price index due to market movements (current industry index is inflating at 6% - 7% p.a.) 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. The current wall has exceeded its original 20 years design life and with extreme weather events, certain parts of the wall have failed a few times in the recent past with significant repair costs. This wall is protecting 'The Parade' road and the wall failures will expose 'The Parade' to potential coastal erosion and additional costs. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2016–18	589,250	589,250	589,250	
This year	2018/19	853,996	852,447	852,447	
Total		1,443,246	1,441,697	1,441,697	

Wharemauku block wall strengthening					
Description	A storm event in the Wellington region on the 23/24 July 2016 caused significant damage in several locations in the Kapiti district along the coastline. The Council constructed a 170m long temporary wall in 3 days (called Wharemauku block wall) to protect the sewer which runs parallel to the beach between 49 and 71 Wharemauku Road. This project is to strengthen the block wall until a permanent solution is implemented to protect the Council's sewer and mitigate the end effects from the Marine Parade rock revetment.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter were:</i></p> <ol style="list-style-type: none"> 1. Completion of physical works and hence completion of this phase of the project. 2. Engaging specialists to advise on resolution of the Old Coach Road issue. 3. Continued with detailed designs for the long term solution. <p><i>Upcoming milestones: -</i></p> <ol style="list-style-type: none"> 4. Briefing Council on the most preferred option/ options on resolving Old Coach Road issue – December 2019 5. Completion of detailed designs for the long term solution – December 2019 6. Gaining resource Consent for the long term solution – June 2020 					
Risks (to programme, cost, quality, other)					
1. None at this stage					
Issues (for elected member attention)					
1. Old Coach Route ownership issue is extremely complex and resolution has been attempted a few times in the past, without success.					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	135,322 ¹	135,322	135,322	
This year	2018/19	265,001	267,326	267,326	
Total		400,323	402,648	402,648	

1. The original 2017/18 budget was \$400,202, but resolution of 'Old Coach Route' ownership and resource consent issues caused delays. \$264,880 of that budget was carried forward and is included in 2018/19.

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

Other coastal projects					
Description	In 2015/16 Council compiled an inventory of all coastal assets located on public land from Ōtaki to Paekākāriki and in 2016/17 completed condition assessments of these assets. During the 2018 LTP, it was decided to proceed to renew/replace the assets as appropriate based on the condition and the risk of failure. The groups of assets covered under this project are: beach outlets, rock revetments, seawalls				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter were:</i>					
<ol style="list-style-type: none"> Completed the detailed designs and awarded a physical works contract to carry out Coastal assets renewals and replacements at Raumati Beach Launching Ramp, Willow Grove, and Rosetta Road. Completed the design options for replacement of the retaining wall situated on the left bank at the mouth of Wharemauku Stream. Engaged a professional services provider to advise Council on the responsibilities/liabilities related to the Raumati Seawall. This 3km long seawall was built in the 1970's by central Government and property owners and has been maintained by the Council. The wall has deteriorated and needs replacement/ renewal. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> Identify the critical assets needing renewal/ replacement based on the condition assessments completed in 2016/17 and group them based on the need for a Resource Consent (Group A- assets need a resource consent; Group B- assets do not need a resource consent) – September 2019 Brief the Council on the Raumati Seawall responsibilities/ liabilities and the proposed way forward – December 2019 Completion of construction associated with the 3 locations listed at 1 above – January 2020 Completion of detailed designs, gaining a resource consent and complete construction related to the asset listed under 2 above – June 2020 Group A assets (see Item 4 above) - Complete designs and resource consent applications - June 2020 Group B assets (see Item 4 above) - Complete designs and construction - June 2020 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> None at this stage 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> None at this stage. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	585,156	749,158 ¹	749,158	

- This work programme was overspent due to additional urgent projects, including purchasing rock to protect Paekakariki and Raumati seawalls, designs for Marine Parade Long Term Solution, and designs for Northern access way at The Parade, Paekākāriki.

Coastal management – financial results to 30 June 2019

Capital expenditure summary

	2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000	125	190
Total projects over \$250,000	1,869	1,704
Total	1,994	1,894

Cost of activity statement

2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
409	Other operating expense	485	524
374	Depreciation and amortisation	444	419
323	Finance expense	136	206
1,106	Operating expenditure	1,065	1,149
1,106	NET OPERATING COSTS	1,065	1,149
	Capital items		
395	Asset renewal	926	992
262	New assets upgrade	1,068	902
657	Total capital items	1,994	1,894
1,763	NET COST OF ACTIVITY	3,059	3,043
	Funding sources		
937	Rates	930	1,014
262	Borrowings	1,068	902
395	Depreciation reserve	926	992
169	Unfunded depreciation	135	135
1,763	TOTAL SOURCES OF FUNDS	3,059	3,043

Capital expenditure of \$1.99 million was \$100,000 overspent due to additional urgent projects, including purchasing rock to protect Paekākāriki and Raumati seawalls, designs for Marine Parade Long Term Solution, and designs for Northern access way at The Parade, Paekākāriki.

Solid waste

Para ūtonga

Key developments for the 3 months to 30 June 2019

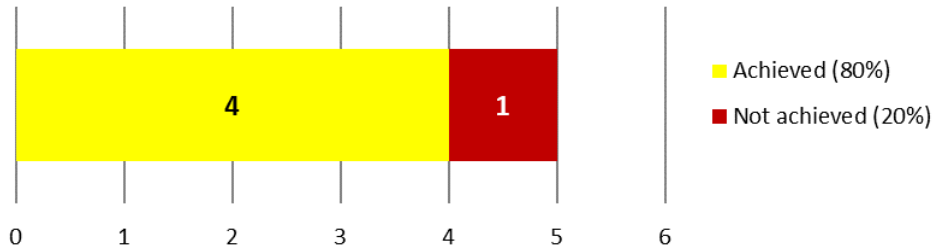
- Work continued on the capping of the Otaihanga landfill. There remains 1.55 Ha (9%) of the landfill area yet to be formally capped and grassed. This will proceed as suitable soils become available.
- The development of expanded wetlands at the Otaihanga landfill was completed in June 2019 including planting of the wetlands and surrounds.
- The Waste Minimisation Taskforce (approved for establishment by the Strategy and Policy Committee on 21 March 2019) held its first meeting on the 16 May 2019. The taskforce is currently meeting fortnightly and has been tasked to report to Council on how actions from the Waste Minimisation and Management Plan may be implemented to achieve the most cost-effective reduction in the volume of waste materials in the district.
- Waste minimisation activities included:
 - Delivery of the Zero Waste Education programme to all students at Paraparaumu School (around 270 students).
 - Allocation of a total of \$47,500 of Waste Levy Fund grants to Nufuels Ltd and Astara Technologies Ltd for waste reduction business feasibility studies.
 - A successful application to the Packaging Forum for a set of public place recycling bins – to be installed at Maclean Park in early 2019/20.
 - Council signing up to the Digital Wings programme, which will see some of our organisation's old IT equipment donated to charities for reuse and the rest recycled.
 - Regular visits to Transfer Stations to inform customers on waste diversion options (e.g. recycling, home composting).

Performance measures summary

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

Solid waste KPIs

1 July 2018 to 30 June 2019



Four KPIs were achieved in 2018/19.

One KPI was not achieved - *Residents who are satisfied with the waste minimisation education, information and advice available* reported a satisfaction result of 64%, against a target of 75% for the year. This measure reported a sharp fall following the cessation of the plastic bag collection service from levels of 71% last year. Verbatim comments from respondents report general dissatisfaction with the Council's approach to waste minimisation when the control of waste collection services, and the range of collection options offered (as well as their cost), is determined by the private sector.

Projects – Summary

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

Performance measures

as at 30 June 2019

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	Number of days disposal facilities are open	357 days per year	Achieved	Facilities met opening targets
	Licensed collectors are compliant with licence requirements	Achieve	Achieved	No official warnings issued
	Residents (%) who are satisfied with the standard of kerbside collections	85%	Achieved (88%)	The Resident Opinion Survey result was 88% satisfied with for 2018/19. (2017/18 result was 88%)
We remove illegally dumped waste	Illegally dumped waste is removed within two working days	85%	Achieved (91%)	There were 76 service requests, of which 69 were resolved within two days.
We encourage waste minimisation and provide education information and advice	Residents (%) who are satisfied with the waste minimisation education, information and advice available	75%	Not achieved (64%)	The Resident Opinion Survey result was 64% satisfied in 2018/19. (2017/18 result was 71%)

Project report

Otaihanga landfill capping					
Description	Managing the collection of materials and construction of a capping layer for the Otaihanga landfill.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> 1. Wetlands works involving the expansion of two existing wetlands and the creation of a new wetlands area was completed in June 2019. 2. There remains 1.55 Ha of landfill to be formally capped as part of the landfill closure project. Progress will be dependent on the availability of suitable material. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 3. No milestones to report. 					
Risks (to programme, cost, quality, other)					
1. No current risks.					
Issues (for elected member attention)					
1. No issues to report.					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	549,351	345,975	345,975	

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

Solid waste – financial results to 30 June 2019

Capital expenditure summary		
	2018/19 F/Y Actual (\$'000)	2018/19 F'Y Budget (\$'000)
Total projects under \$250,000	-	37
Total projects over \$250,000	345	549
Total	345	586

Cost of activity statement			
2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F'Y Budget \$000
	Expenditure		
887	Other operating expense	595	716
672	Depreciation and amortisation	516	673
97	Finance expense	177	196
1,656	Operating expenditure	1,288	1,585
	Revenue		
609	Fees and charges	609	569
609	Operating revenue	609	569
1,047	NET OPERATING COSTS	679	1,016
	Capital items		
509	Landfill Capping	345	586
509	Total capital items	345	586
1,556	NET COST OF ACTIVITY	1,024	1,602
	Funding sources		
1,033	Rates	743	1,018
509	Depreciation reserve	345	586
14	Movement in other reserves	(64)	(2)
1,556	TOTAL SOURCES OF FUNDS	1,024	1,602

Net Operating Costs of \$679,000 were \$337,000 favourable to budget. This is due to lower than expected operational costs and reduced depreciation on the landfill due to the revaluation last year.

Capital expenditure of \$345,000 was \$241,000 underspent due to a change in the way we procured the material to cap the landfill.

Stormwater

Whakahaere wai araha



Key developments for the 3 months to 30 June 2019

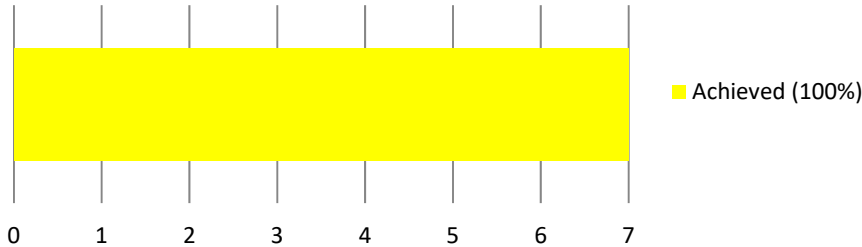
- There were 121 service requests in the fourth quarter of 2018/19, compared to 180 in the same quarter last year. For the year to date there were 488 service requests (332 flooding related complaints) compared to 874 (684 flooding related complaints) last year.
- Minor stormwater projects programme progressed well with 12 of 14 projects completed.
- The major stormwater projects are all still in the design and resource consent application phase. Asset renewals in Kena Kena catchment planned to start in early 2019/20.
- Approximately 3.2 kilometre of open waterways were cleaned in the fourth quarter (manual cleaning as well as machine cleaning and sediment removal) making a total length of 12km cleaned to date in this financial year (of a total network length of 43.1 Km). Under the 12 months drain/stream maintenance contract awarded in 2018/19, it is expected to get more drains cleaned in future years than we've been able to in the past.

Performance measures summary

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

Stormwater KPIs

1 July 2018 to 30 June 2019



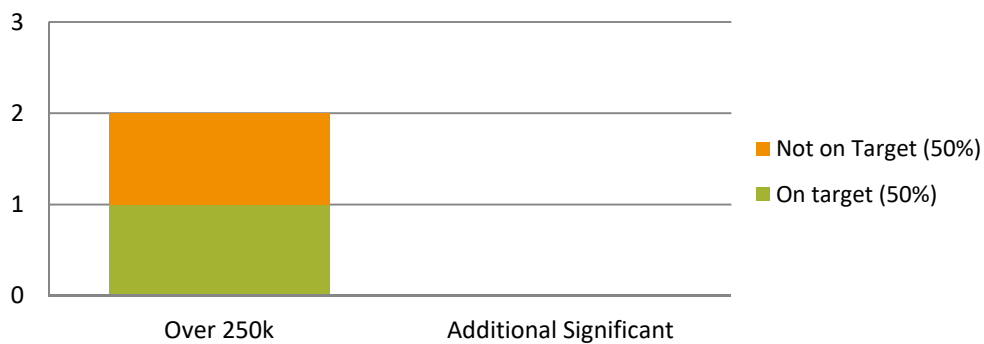
All seven KPIs were achieved in 2018/19.

Projects – Summary

Stormwater projects have been organised into Major and Minor stormwater project categories, with each group treated for reporting purposes as a single project. Both 'projects' are capital expenditure \$250,000 and above projects.

Stormwater - Projects

as at 30 June 2019



The major stormwater projects work programme is on target for the year.

The minor stormwater projects work programme is not on target as it's over budget. There had been weather delays in the second quarter for one of these projects but that work was all caught up. However, the minor stormwater projects work programme has ended the year \$72,000 over the \$730,000 budget.

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
We minimise risks to human life and health from flooding by responding efficiently and effectively to flooding issues and we maintain, repair and renew major flood protection and control works	Median response time to attend a flooding event from notification to attendance on site <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 24 hours	Achieved (median response time was less than 24 hours)	There were 488 service requests this year, 332 were flooding related complaints. Of those 332, 89 were urgent and the median response time was 0 days (less than 24 hours).
		Non-urgent = less than or equal to 5 days	Achieved (median response time was 3 days)	The median response time was 3 days for the 243 non-urgent flooding related complaints.
	Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	Achieved (100%)	There were 3 building (garages) related minor flooding requests this year. All 3 of them were visited within less than 3 days.
	Number of complaints received about the performance of the district's stormwater system <i>(DIA mandatory measure)</i>	Less than 30 per 1000 properties connected to the council's stormwater system <i>(estimated 21,901 connections)</i>	Achieved (15.15 per 1000)	The 332 flooding related complaints this year translate to 15.15 per 1,000 connections. (2017/18 result was 30.2 per 1,000)
	Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the council's activity management plan <i>(DIA mandatory measure)</i>	Achieve	Achieved	Only a few projects have been completed this year and they're all minor projects to maintain/renew existing flood protection and control works. All have been done following the key standards.
	Number of buildings (habitable floors) reported to be flooded as a result of a less than 1-in-50 year rain event <i>(DIA mandatory measure)</i>	Less than 3 per 1000 properties connected to the council's stormwater system	Achieved (no habitable floors flooded)	There were no flooding events in this financial year that affected habitable floors.

Corp-19-868 Appendix B – Activity report to 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
<p>We comply with our resource consent conditions and our stormwater systems do not harm the downstream receiving environment</p>	<p>Measure compliance with council’s resource consents for discharge from its stormwater system, by the number of:</p> <ul style="list-style-type: none"> a) abatement notices; b) infringement notices; c) enforcement orders; and d) successful prosecutions, received by the council in relation those resource consents. <p><i>(DIA mandatory measure)</i></p>	<p>None</p>	<p>Achieved (none)</p>	<p>In 2018/19 there has been no non-compliance with Council’s resource consents for discharge from its stormwater system.</p>

Project reports

Major stormwater projects			
Description	The major stormwater projects cover the design and construction of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events). These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damage due to flooding. The projects covered under this in 2018/19 are mainly focused on alleviating habitable floor flooding and include: stormwater upgrades for Kena Kena, Moa Road, Karaka Grove, Alexander Bridge, Titoki, Riwai, Amohia, Kākāriki, Raumati Road Area 1 and Sunshine Avenue.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		🕒 ✓	💰 ✓
Comments (latest developments/upcoming milestones/critical activities)			
<i>Developments in the fourth quarter:</i>			
<ol style="list-style-type: none"> 1. Kena Kena: Completed detailed investigations on alternative discharge options via the Kena Kena wetland. Liaised with Department of Conservation and GWRC on redrafting the resource consent application. Planning to lodge the resource consent application by 30 December 2019. Also tendered physical works for areas not affected by resource consent and the plan is to complete construction of those by end December 2019. 2. Moa Road: Continued with the detailed designs and more geotechnical investigations. Completed liaison with affected property owners. Unable to commence physical works as planned in June 2019 due to the need for design changes. Next steps are to finalise the design (September 2019), tender and award physical works contract (by December 2019) and start construction in early January 2020. 3. Karaka Grove: Completed the preliminary designs. Detailed designs due for completion by end December 2019. 4. Alexander Bridge: Completed the modelling and preliminary designs. Next step is to complete, resource consent application and tender documents for physical works (by December 2019). 5. Titoki Street: Continued with the resource consent process. Next step is to lodge the resource consent application (by October 2019) and commencement of physical works in April 2020. 6. Riwai Street: Completed the detailed designs. Next step is to lodge the resource consent application (by October 2019) and commencement of physical works in February 2020. 7. Amohia Stage 1 <ul style="list-style-type: none"> – Piping 93 Amohia: Resource consent application is still placed “on hold” by GWRC. Data required by GWRC has been gathered. Next step is to gain approval from downstream land owners. The expected date of lodging resource consent with GWRC is now October 2019. – Te Uruhi Grove: Completed the preliminary designs. Next step is to engage the affected property owners and lodge the resource consent by December 2019. 8. Kākāriki: Completed the preliminary designs. Next step is to commence the detailed designs. Lodge the resource consent application (by December 2019). 			

Major stormwater projects (continued)

9. Raumati Road Area 1: Completed modelling work to check the performance of the proposed design. Commenced the assessment of the current pump station. Next steps are to complete the pump station assessment and prepare a physical works tender. Expected Contract award by End October 2019.
10. Sunshine Avenue: Completed the detailed designs. Next step is to lodge the resource consent application (by October 2019) and commencement of physical works by February 2020.
11. Preparation of concept designs for projects identified for Years 2–5 of the LTP – This work is now completed. Next step is to identify priority projects listed in year 6-10 of the LTP and prepare concept designs. Also to start preliminary and detailed designs for the projects listed in years 2-5 of the LTP.

Risks (to programme, cost, quality, other)

1. Difficulties in gaining GWRC consents and iwi inputs may cause delays to most of the Stormwater major projects.

Issues (for elected member attention)

1. None at present.

Current year project costs to 30 June 2019

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	1,826,055	1,762,086	1,762,086	

Minor stormwater projects

Description The minor stormwater project includes the design and construction of minor drainage systems to accommodate run off from more frequent storms (1 in 5 year or 1 in 10 year events). These projects include renewal of existing assets, construction of overland flow paths, minor stormwater upgrades and extensions including upgrading inlet control devices such as stormwater sumps (cost of each project is in the order of \$10,000 to \$100,000).

Group Infrastructure

Status	Category	Timeliness	Budget
		🕒 ✓	\$🕒

Comments (latest developments/upcoming milestones/critical activities)

Developments in the fourth quarter:

- 2018/19 minor stormwater improvements in 14 locations – work completed in 12 locations.
- 95 to 117 Riwai – work completed.
- Stormwater improvements at William Street – 30% of the physical works completed.

Upcoming milestones:

- 2018/19 minor stormwater improvements – completion of work in 2 remaining locations (Belverdea Ave and Waterstone ponds) by end of September 2019.
- SW Improvements at William Street – physical works completed by September 2019.
- 2019/20 minor stormwater improvement works – Compilation of the tender by October 2019

Risks (to programme, cost, quality, other)

1. None at this stage

Issues (for elected member attention)

1. None at this stage

Current year project costs to 30 June 2019

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2017/18	730,168	802,050 ¹	802,050	

1. The overspend on the Minor stormwater projects was largely covered by the underspend on Major stormwater projects. The remainder was covered by underspends elsewhere in this activity.

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

Stormwater – financial results to 30 June 2019

Cost of activity statement			
2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
1,571	Other operating expense	1,956	1,999
1,163	Depreciation and amortisation	1,146	1,210
942	Finance expense	867	837
3,676	Operating expenditure	3,969	4,046
	Revenue		
-	Fees and charges	-	68
	Development and financial contributions		
122	revenue	74	52
2	Other operating income	-	-
124	Operating revenue	74	120
3,552	NET OPERATING COSTS	3,895	3,926
	Capital Items		
1	Asset renewal	584	512
1,500	New assets upgrade	1,978	2,045
1,501	Total capital items	2,562	2,557
5,053	NET COST OF ACTIVITY	6,457	6,483
	Funding sources		
3,674	Rates	3,969	3,978
1,500	Borrowings	1,978	2,045
1	Depreciation reserve	584	512
(122)	Reserves & special funds	(74)	(52)
5,053	TOTAL SOURCES OF FUNDS	6,457	6,483

Wastewater management

Whakahaere wai

Key developments for the 3 months to 30 June 2019

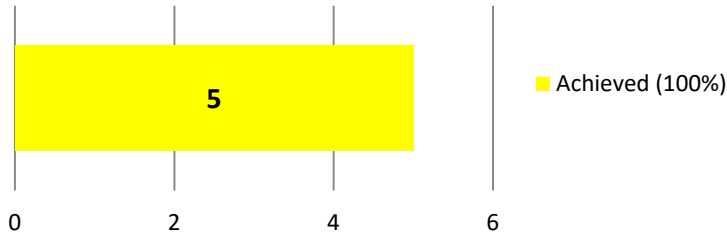
- The development of an application to re-consent the discharges from the Paraparaumu Wastewater Treatment Plant (WWTP) is underway. The existing consent expires in March 2022 and the project will develop the best practicable option for the treatment and discharge of wastewater from our Waikanae, Paraparaumu and Raumati communities for the future.
- Ongoing efforts are being made to find mechanisms to meaningfully engage tāngata whenua in the re-consenting of the Paraparaumu WWTP. Land and water hold particular significance for tāngata whenua and it is considered this project is of significant interest. Some limited initial sampling and analysis of the receiving environment and project planning has been completed. The project is now on a critical path to develop an application and the next phase, long-list optioneering, will commence soon.
- The 2018/19 Water Professional Services Panel (WPSP) works programme was substantively completed including a condition and capacity study for the Otaki WWTP to account for growth, detailed inspection of the centrifuges at the Paraparaumu WWTP and a review of wastewater pumping stations condition assessments and an updating of the Wastewater models. This work will be used to identify any improvements needed and better inform future long term planning of renewals, upgrades and resilience projects.

Performance measures summary

There are five key performance indicators (KPIs) in the wastewater management activity.

Wastewater KPIs

1 July 2018 to to 30 June 2019



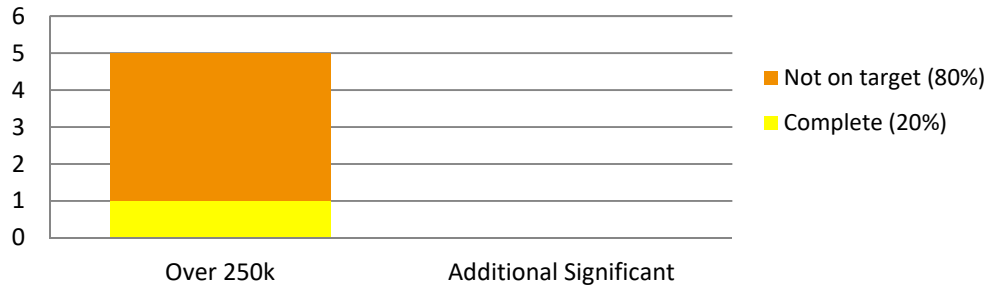
All five KPIs were achieved for 2018/19.

Projects – Summary

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

Wastewater - Projects

as at 30 June 2019



One project was complete at the end of June 2019.

Four projects were not on target:


- i). The Waikanae Duplicate Rising Main project is behind planned timelines given that negotiations have not progressed between NZTA and landowners over one section of the rising main. The Council has engaged directly with landowners to try to resolve this and next steps are being developed.
- ii). The Paraparaumu wastewater treatment plant (WWTP) consent project is running on its critical path. Iwi engagement is being sought to shape the project but securing a mechanism for engagement is proving problematic and the overall programme is now being impacted.
- iii). The Paraparaumu WWTP renewals project will not be fully completed this year due to the extended period to secure professional services providers, through the Water Professional Services Panel. The full programme of mechanical renewals was not completed. The balance of the works remaining will be undertaken in 2019/20.
- iv). The Ōtaki WWTP Upgrade project is also running behind time, in part due to consent delays and in part due to the time taken to establish the WPS Panel. It had been expected that we would be further advanced with upgrading the effluent pumping and reticulation systems. However, the project upgrades were programmed over two years and are still expected to be completed by the end of 2019/20 as programmed.

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
Our wastewater system management practices ensure that we respond efficiently and effectively to wastewater system blockages, faults and overflow issues	Median response times to sewage overflows resulting from a blockage or other fault measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Less than or equal to 1 hour	Achieved (20 minutes)	Median attendance time was 20 minutes, for 88 blockages or faults attended in the year. (2017/18 result was 27 minutes)
	Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Less than or equal to 5 hours	Achieved (2 hrs 7 min)	Median resolution time was 2 hour and 7 minutes, for 88 blockages or faults resolved in the year. (2017/18 result was 2 hrs and 6 mins)
	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>	Less than 7.2 complaints per 1,000 connections to Council's sewerage system.	Achieved (5.14 complaints per 1,000 connections)	102 complaints were received in the year (from a total of 19,856 connections).
We comply with our resource consent conditions and our receiving natural environments are not damaged by effluent discharge and are enhanced where possible	Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i>	At or below 2 per 1000 connections to Council's sewerage system	Achieved (0.10 overflows per 1,000 connections)	There were two dry weather overflows (Notifiable or non-Notifiable) in the year. One overflow was Notifiable (out of a total of 19,856 connections).
	Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	Achieved	No non-compliance actions so far this year.

Project reports

Waikanae duplicate rising main			
Description	<p>This project will duplicate the rising main from Waikanae’s terminal wastewater pumping station to the Paraparaumu wastewater treatment works.</p> <p>The project was planned in two stages: the first stage was timed to take advantage of the M2PP Expressway construction programme; the second stage completes final connections at each end of the expressway.</p>		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		 ▼	\$0
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> 1. NZTA discussions with landowners to resolve issues along the northern end of the Expressway alignment had not been progressing. Council has engaged directly to seek to resolve this and attended a Hui with landowners in March 2019. The next steps are being developed to allow the project to be completed in the future. 2. Tender documents for the construction of the remainder of the original rising main route at each end of the expressway to the Paraparaumu Wastewater Treatment Plant and along Te Moana Road to the pumping station are complete and ready to tender, subject to successful conclusion of remaining matters. 3. Advanced procurement of piping components was commenced with market enquiries made. Purchase of pipe has put on hold until the final solution for the project is complete. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> 4. Submission of resource consent applications for the end sections and the remaining section at the northern end of the Expressway alignment will be lodged for approval once discussions with landowners have been completed. 5. Construction works will not be starting this year and funding has been deferred to 2020/21. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> 1. Delay – Resource Consent consultation process: The lengthy period of unresolved landowner consultation experienced to date indicates a risk of further delay 2. Cost/ Budget – scope refinement: Services congestion along Te Moana Road may require changes to design. Services location has been completed. Updated estimates will be developed once the final alignment has been confirmed and consented. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> 1. Parts of the project have been delayed while land owner approval issues are resolved. 			

Waikanae duplicate rising main (continued)					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Last year	2017/18	210,747 ¹	163,536	163,536	
This year	2018/19	971,201	-189,919	-189,919	921,090 ²
Total		1,181,948	-26,383	-26,383	

1. The original budget in 2017/18 was \$1,142,700. The project was significantly delayed by the unresolved resource consent consultation process, so the unspent part of that budget was carried forward into the 2018/19 budget.
2. These funds carry over to 2020/21.

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

Paraparaumu wastewater treatment plant renewals					
Description	Renewal works to ensure compliant and resilient service from our major wastewater treatment plant.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ▼	\$0		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> Further asset planning studies were identified in the condition and capacity review of the plant in 2016. Cardno (Consultant WSPS panel members) have commenced studies on the next highest risk items - Clarifier 1 and the sludge decanting centrifuges. Procurement of replacement sludge feed pumps for the decanting centrifuges commenced in quarter four. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Whilst investigations above ground and plans for intrusive investigation are complete, the investigation team (and those intending to make immediate repairs) may not enter Clarifier 1 until the drier months leading to mechanical upgrades by the end of quarter three of FY2019/20. The study to review the condition and capacity of the sludge decanting centrifuges and the sludge conveyors will develop further, likely to identify an interim asset management solution for the centrifuges. Delivery of replacement sludge pumps in quarter one of FY2019/20. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> None at this stage 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> The full programme of PWWTP mechanical renewal works was not fully completed this year due to the extended period to secure a professional services providers (consultancies) for the clarifier renewal. The balance of the works remaining are now planned to be undertaken in 2019/20. The establishment of Water Professional Services Panel was initiated following an extensive review of three waters procurement needs and the development of a strategic approach to water and wastewater services procurement. The panel provides a seven year framework to streamline and improve the efficiency and effectiveness of project delivery for the Council. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	480,807	323,385 ¹	323,385	-

1. The unspent budget will not be carried forward to 2019/20.

Wastewater reticulation renewals					
Description	The 2018/19 Wastewater Reticulation Renewals programme will replace wastewater reticulation pipework. In the same period the next phase of the wastewater pumping station renewals has been completed.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. The wastewater pipe renewal contract which commenced in 2017/18 is now complete; including the last section of specialist lining.					
2. The contract for wastewater pumping stations was completed in the first quarter.					
<i>Upcoming milestones:</i>					
3. None					
Risks (to programme, cost, quality, other)					
1. None					
Issues (for elected member attention)					
1. None to report.					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	466,763	472,969	472,969	

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

Ōtaki wastewater treatment plant upgrades

Description	Upgrades to the main components of the effluent pumping and field distribution at the Ōtaki wastewater treatment plant, following GWRC’s renewal of the discharge consent.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		🕒 ▼	\$📉

Comments (latest developments/upcoming milestones/critical activities)

Developments in the fourth quarter:

1. The Consultant Service Order (CSO) for professional services (from Design to Commissioning) for the approved Land Treatment Discharge Area (LTDA) at the Ōtaki WWTP was developed with Cardno in the third quarter and is now underway, with drafted design information under review. The scope will cover treated effluent pumping and reticulation systems upgrades, and supporting grounds maintenance work, over the next year.
2. A site-wide condition and capacity study commenced in quarter four to update asset investment planning information.

Upcoming milestones:

3. Tender documentation and market approach for LTDA upgrade works.
4. Reported information on the condition and capacity study.

Risks (to programme, cost, quality, other)

1. None at present.

Issues (for elected member attention)

1. The Otaki WWTP LDTA upgrades were delayed due in part to extended time to secure final approvals from Greater Wellington Regional Council for the works and also to take advantage of the Water Professional Services Panel. A professional services provider has now been commissioned for this work. While this means the full extent of work planned for this year won’t be completed the project upgrades were programmed over two years and are expected to be completed as programmed.

Current year project costs to 30 June 2019

Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
Previous years	2016–18	249,043	158,972	158,972	
This year	2018/19	235,290	81,413	81,413 ¹	
Total		484,333	240,385	240,385	

1. The unspent budget will not be carried forward to 2019/20.

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

Paraparaumu wastewater treatment plant consent renewal					
Description	Consent renewal for the Paraparaumu Wastewater Treatment Plant is due in 2022. There is a substantial program of work required over the next three years to attain renewal including the exploration of options, assessment of environmental effects, public and stakeholder consultation and the preparation and lodgement of the consent application.				
Group	Infrastructure				
Status	Category	Timeliness	Budget		
		🕒 ▼	\$ 0		
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
<ol style="list-style-type: none"> 1. The Preliminary Monitoring Plan was completed in the second quarter, and remote field sampling units installed in the third quarter, along with specialist sampling and analysis regimes for Whole Effluent Toxicity Testing and for Emerging Organic Contaminants. 2. SLT have supported the commencement of the next phase, long-list assessment of options, while an effective Iwi engagement mechanism is identified and secured. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> 3. Secure an engagement mechanism for Iwi in the Paraparaumu WWTP reconstenting 4. Commencement of Long-list Options workstream. 5. The interim Project Governance Group will consider whether or not a Holding Consent shall also be applied for in Quarter 3 of FY2019/20, to allow time to complete the full consenting process. 					
Risks (to programme, cost, quality, other)					
<p>The following two Corporate-wide risk lines are directly influenced by this consents renewal programme.</p> <ul style="list-style-type: none"> • Iwi Relationships - <i>Lack of Iwi capacity to participate in Council processes and decision making.</i> • Paraparaumu Wastewater Treatment Plant Consent – <i>.. poor investigations, assessments and/or iwi engagement result in unsuccessful application.</i> 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> 1. Iwi engagement is being sought to shape the project but securing a mechanism for engagement is proving problematic and the overall programme is now being impacted. The Paraparaumu wastewater treatment plant (WWTP) consent project is running on the critical path, and the development of the long list of options assessment has now been approved by SLT. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget, \$	Project costs to date, \$	Forecast project costs, \$	Carry over, \$
This year	2018/19	215,002	152,998	152,998	194,292
Future years	2019–2022	1,215,000	-	1,215,000	
Totals		1,430,002	152,998	1,367,998	

1. This project is made up of discharge and consenting costs. The consent costs are expected in 2019/20. Overall the Activity is underspent by \$1.65m and therefore the budget for consenting has been approved to carryover

Wastewater management – financial results to 30 June 2019

Capital expenditure summary			
		2018/19 YTD Actual \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000		216	563
Total projects over \$250,000		607	1,919
Total		823	2,482

Cost of activity statement			
2017/18 Actual \$000		2018/19 YTD Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
4,480	Other operating expense	4,167	4,274
3,098	Depreciation and amortisation	3,653	3,420
861	Finance expense	260	329
8,439	Operating expenditure	8,080	8,023
	Revenue		
180	Development and financial contributions	51	150
-	Other operating revenue	15	-
180	Operating revenue	66	150
8,259	NET OPERATING COSTS	8,014	7,873
	Capital items		
1,867	Asset renewal	910	1,199
265	New assets upgrade	(87)	1,283
2,132	Total capital items	823	2,482
10,391	NET COST OF ACTIVITY	8,837	10,355
	Funding sources		
7,769	Rates	7,544	7,487
265	Borrowings	(87)	1,283
1,867	Depreciation reserve	910	1,199
(180)	Reserves & special funds	(66)	(150)
670	Unfunded depreciation	536	536
10,391	TOTAL SOURCES OF FUNDS	8,837	10,355

Net Operating Costs of \$8.02m were \$156,000 unfavourable to budget largely due to depreciation being higher after the three waters revaluation.

Capital expenditure of \$823,000 was \$1.66 million underspent mainly due to delays with the Otaki Waste Water treatment plant upgrade, Paraparaumu Waste water treatment plant renewals taking longer to initiate at the beginning of the year and the Waikanae duplicate rising main project being on hold. The latter is due to be significantly underspent this year with a projected carryover of \$921,090 to 2020/21.

Water management

Whakahaere wai

Key developments for the 3 months to 30 June 2019

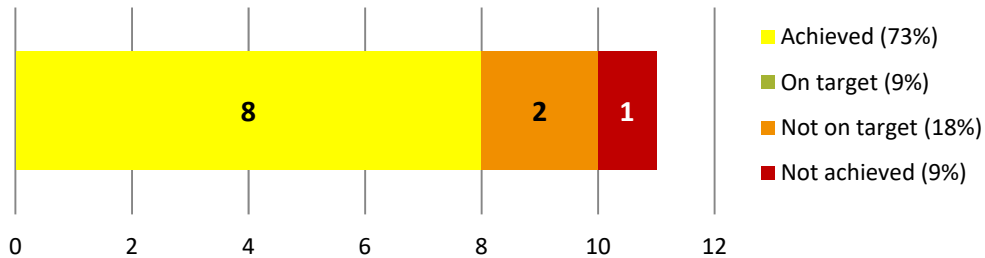
- The river recharge scheme successfully operated for 10 days on four separate occasions this year ranging from February into early April 2019. The fourth ongoing mitigation plans (OMP) was approved by GWRC in May 2019 completing the full suite of monitoring plan approvals. This now means the scheme can be operated for the next eleven years under adaptive management to the full extent of its stage one capacity.
- Changes to the river recharge scheme suite of consents were approved by GWRC in April 2019. These changes included the removal of all references to the earlier baseline monitoring, interim triggers and any now completed works, and implemented a number of ongoing administrative and testing improvements.
- The Drinking Water Safety and Resilience programme is now well underway with an inspection of the clarifier at the Waikanae water treatment plant undertaken in April. This inspection required the plant to be shut down for the day while extensive inspections and surveying were undertaken. In addition to providing an updated condition assessment interim mechanical repairs were also successfully undertaken to reinforce the aging equipment to maintain reliable service while the new clarifier is constructed. Preliminary designs are now underway.
- The 2018/19 Water Professional Services Panel (WPSP) works programme was substantively completed including inspections of reservoirs, pipelines and water treatment plants and master planning for the growth projected in the Otaki water supply network. This work will be used to identify any improvements needed and better inform future long term planning of renewals, upgrades and resilience projects.

Performance measures summary

There are eleven key performance indicators (KPIs) in the water management activity.

Water KPIs

1 July 2018 to 30 June 2019



Eight KPIs were achieved in 2018/19.

Two KPIs are provisionally not on target (the final results depend on the Drinking Water Assessors who are unlikely to finalise their report for 2018/19 until early 2020):

- i). *'the extent to which the drinking water supply complies with part 4 of the drinking water standards'* is provisionally regarded as not on target due to the following risks:
 - o there is a risk that the DWA's may judge us to be non-compliant because of a data corruption issue on 1 September 2018. Our view is that we are compliant as water quality from our plants was continuously monitored during this period and no out-of-compliance alarms were triggered.
 - o there is also a risk that the DWA's may judge the Ōtaki supply to be non-compliant for Part 4 of the standards (*as well as Part 5*) because of the impact of turbidity spikes in inhibiting the effectiveness of UV treatment for bacterial compliance. Note that the final assessment for 2017/18 (*only released in June 2019*) judged the Ōtaki supply to be non-compliant for Part 4 (in previous year's they had always assessed it as compliant).
- ii). *'the extent to which the drinking water supply complies with part 5 of the drinking water standards'* is expected to be 'Not achieved' again this year – largely because work is required on the Ōtaki and Hautere treatment plants to achieve protozoal compliance and that work is scheduled for 2019–22 in the 2018–38 LTP.

One KPI was not achieved - *the total number of complaints received by council* was 6.34 per 1,000 connections, just over the target of 6.2 per 1,000.

Projects – Summary

There are two water management projects. Both are over \$250,000 capex projects.

Water - Projects as at 30 June 2019



Neither project was on target at the end of 2018/19:

- i). The pipe renewals and network upgrade project was over budget.
- ii). The Drinking Water Safety and Resilience programme was running behind schedule because commissioning was held back until the Water Services Professional Panel was established. Although this delayed the start of this project, having done that work is expected to save considerable time over the next 5-7 years of the water and wastewater work programme.

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 1 hour	Achieved	Median attendance time was 15 minutes for 72 urgent water interruptions.
		Non-urgent = less than or equal to 3 days	Achieved	Median attendance time was 3 hours and 27 minutes for 891 non-urgent water faults.
	Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 5 hours	Achieved	Median resolution time was 1 hour and 4 minutes for 72 urgent water interruptions.
		Non-urgent = less than or equal to 4 days	Achieved	Median resolution time was 15 hours and 48 minutes for 891 non-urgent water faults.
	Measure the extent to which the district's drinking water supply complies with: a) part 4 of the drinking-water standards (bacteria compliance criteria); and b) part 5 of the drinking-water standards (protozoal compliance criteria) <i>(DIA mandatory measure)</i>	a) Achieve 100%	Not on target	Confirmed compliance results are not due until later in 2019 from the Drinking Water Assessors (DWAs). The provisional result is 'Not on target' as there are risks that the DWAs may judge us to be non-compliant, either because of the corrupt data block causing a loss of compliance data on 1 September 2018, or because they regard turbidity spikes as compromising compliance at the Ōtaki plant. A programme of remedial measures is underway to avoid a similar data corruption reoccurrence. The work planned over 2019-22 through the LTP will resolve any issues with turbidity spikes causing non-compliance.
		b) Achieve 100%	Not on target	Confirmed compliance results are not due until later in 2019. The replacement compliant micro-filters at Paekākāriki WTP are now fully operational from quarter one. The Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which is programmed in the 2018 LTP for 2019–2022.

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide a continuous potable water supply that meets NZ drinking water standards	Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	Achieved (85%)	The Resident Opinion Survey reported 85% satisfaction for 2018/19. (2017/18 result was 80%)
	Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following: a) drinking water clarity; b) drinking water taste; c) drinking water odour; d) drinking water pressure or flow; e) continuity of supply; and f) council's response to any of these issues. <i>(DIA mandatory measure)</i>	At or below 6.2 complaints per 1,000 connections	Not Achieved (6.34 per 1,000)	A total of 146 'complaints' were logged this year (27 water quality, 47 water pressure complaints, and 72 service requests for no water supply). With a total of 23,020 connections, 146 complaints translate to 6.34 complaints per 1,000 connections.
We encourage the sustainable use of potable water and aim to reduce water loss from our water network	Peak water consumption in litres per person per day (l/p/d)	At or below 490 l/p/d	Achieved	Peak day water use for the year was 399 l/p/d (2017/18 result was 417 l/p/d)
	Average water consumption in litres per person per day <i>(DIA mandatory measure)</i>	At or below 325 l/p/d	Achieved	Average use was 302 l/p/d in the year 2018/19. (2017/18 result was 311 l/p/d)
	Percentage of real water loss from the Council's networked reticulation system. <i>(DIA mandatory measure¹)</i>	At or below 23.6%	Achieved	The water loss from the council's network for 2018/19 was 18% (2,699 m ³ /day). (2017/18 result was 20.5%, 3,089 m ³ /day)

¹ DIA real water loss measure includes estimated meter under-registration and theft. The industry standard definition of real water losses does not include those additional factors.

Project reports

Drinking Water Safety and Resilience Programme			
Description	The Drinking Water Safety and Resilience (DWSR) programme of work includes the following schemes to cement Kāpiti's water supply resilience and legislative compliance: Waikanae WTP Stage 2, Otaki WTP and Hautere/ Te Horo WTP upgrades.		
Group	Infrastructure		
Status	Category	Timeliness	Budget
		🕒 ▼	\$✓
Comments (latest developments/upcoming milestones/critical activities)			
<p><i>Developments in the fourth quarter:</i></p> <ol style="list-style-type: none"> The existing clarifier at the Waikanae WTP was drained to enable an updated asset condition assessment (last inspection 2016). A number of prioritised repairs/reinforcements of some declining mechanical components were completed at the same time. Remaining refurbishment work will be part of the broader procurement for the DWSR programme, and will likely be undertaken after the new clarifier is constructed and operational. The complete replacement assembly for the main drive mechanism was purchased in the fourth quarter and planning was started for that to be installed in early the second quarter of 2019/20. A decision to proactively replace the drive has been endorsed by the condition and risk assessment report derived from the recent draining and inspection work. Preliminary design of the Waikanae WTP stage 2 upgrades commenced, including 3D scanning of the existing WTP and completion of geotechnical investigations on site. Commenced the strategic review of the source and treatment options for the Ōtaki and Hautere water supply schemes. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none"> Completion of the design basis for the Waikanae WTP stage 2 upgrades. Replacement of the clarifier drive mechanism in the second quarter of 2019/20. The replacement will be planned to avoid removing the clarifier from service for any extended period of time. No disruption to the water supply is expected. Complete the strategic review for the Otaki and Hautere water supply schemes. Procurement workshop to develop strategy for the procurement of future physical works. Develop a detailed communications strategy for the project. 			
Risks (to programme, cost, quality, other)			
<ol style="list-style-type: none"> Nothing to report at this stage. 			
Issues (for elected member attention)			
<ol style="list-style-type: none"> The commission for the professional services contract for the Drinking Water Safety and Resilience programme was on hold while the Water Professional Services Panel was established in late 2018. The establishment of the Panel was initiated following an extensive review of Three-Waters procurement needs and the development of a strategic approach to water and wastewater services procurement. This commission was released to the market as the first Consultancy Services Order under the Panel. Tender evaluation was completed early in the third quarter, and Beca were awarded the contract in January 2019. This delay has resulted in an underspend in allocated LTP budgets for 2018/19. 			

Drinking Water Safety and Resilience Programme (contd)

Current year project costs to 30 June 2019

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2018/19	1,250,000	513,898	513,898	403,549 ¹

1. Unable to carry over the full unspent budget as this activity is overspent as a whole. The budget will be carried over to 2020/21.

Network renewals & upgrades					
Description	This project covers the reticulated network pipe renewals and upgrades for 2018/19 in Ōtaki, Waikanae, Paraparaumu/Raumati, and Paekākāriki; works planned for two main areas based on condition assessment. This work includes reactive and planned network renewals activities.				
Group	Infrastructure				
Status	Category	Timeliness		Budget	
		🕒 ✓		💰	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
<ol style="list-style-type: none"> The pipe renewal contract for Ames Street in Paekākāriki had been deferred from 2017/18 financial year. Construction work was completed in January 2019. Work on reactive lateral replacements is an ongoing project – based on pipe failure information as it arises. A review of planned and unplanned works budgets indicates that unplanned works will overspend budget allowances for this year. A contractor installed the new Zone Meter for Ngaio Road, including electrical and signal connection points, but the utility company still has not offered a mains power supply. 					
<i>Upcoming milestones:</i>					
<ol style="list-style-type: none"> None. 					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none"> None to report at this stage. 					
Issues (for elected member attention)					
<ol style="list-style-type: none"> Nothing to report. 					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget	Project costs to date	Forecast project costs	Carry over
		\$	\$	\$	\$
This year	2018/19	504,600	649,551 ¹	649,551	-

- Unplanned renewals were \$155,000 overspent on their \$204,600 portion of this budget as we are progressing a reactive replacement strategy for leaking laterals across the district and aging water mains and valves in Paekākāriki and Ōtaki. This overspend is covered by the part of the underspend on the Drinking Water Safety and Resilience programme that is not being carried forward.

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

Water management – financial results to 30 June 2019

Capital expenditure summary

	2018/19 F/Y Actual (\$'000)	2018/19 F/Y Budget \$000
Total projects under \$250,000	332	141
Total projects over \$250,000	1,164	1,755
Total	1,496	1,896

Cost of activity statement

2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
3,842	Other operating expense	4,033	4,343
2,686	Depreciation and amortisation	3,023	2,938
1,859	Finance expense	956	1,114
8,387	Operating expenditure	8,012	8,395
	Revenue		
37	Fees and charges	36	40
87	Grants and subsidies	20	-
858	Development and financial contributions	306	103
-	Other operating revenue	22	-
982	Operating revenue	384	143
7,405	NET OPERATING COSTS	7,628	8,252
	Capital items		
758	Asset renewal	861	396
-	New assets upgrade	635	1,500
758	Total capital items	1,496	1,896
8,163	NET COST OF ACTIVITY	9,124	10,148
	Funding sources		
8,222	Rates	7,874	8,252
(87)	Borrowings	614	1,500
758	Depreciation reserve	861	396
(858)	Reserves & special funds	(328)	(103)
128	Unfunded depreciation	103	103
8,163	TOTAL SOURCES OF FUNDS	9,124	10,148

Net operating costs of \$7.628 million were \$624,000 favourable to budget due to i) savings in maintenance across the network and on investigations on the Ōtaki WTP, asset planning and technical advice and ii) Increased development contribution revenue of \$203,000 from a larger number of subdivisions completing this year than planned.

Capital expenditure of \$1.496 million was \$400,000 underspent, due to an underspend on the Waikanae Water treatment plant Stage 2 upgrade works.

Regulatory Services

- Districtwide planning
- Regulatory services

Districtwide planning

Ngā kaupapa takiwa

Key developments for the 3 months to 30 June 2019

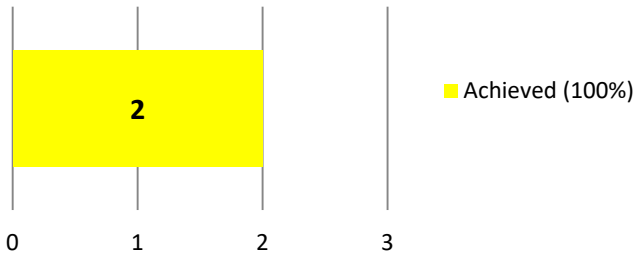
- In the fourth quarter, one appeal was fully resolved by a consent order issued by the Environment Court.
- Summarising the progress in the year to date with finalising appeals to the District Plan, as at 30 June 2019:
 - Four of the 18 appeals against the Proposed District Plan (PDP) have been fully resolved
 - Two appeals have been partially resolved
 - Four appeals have been withdrawn by the applicants
 - 10 appeals remain live (this includes the two that have only been partially resolved)
 - Eight consent orders have been issued by the Environment Court with immediate legal effect (<https://www.kapiticoast.govt.nz/Your-Council/Planning/District-Plan-Review/appeals-on-the-pdp/>).
- Progress was made on developing three variations to the Proposed District Plan.
- Council adopted the Class 4 Gambling Policy 2019 and the TAB Venue Gambling Policy 2019 on 11 April.
- There were three submissions made by Council in this quarter:
 - Ministry of Education's Reform on Vocational Education - sent 5 April 2019.
 - Greater Wellington Regional Council draft Annual Plan 2019/20 - sent 24 May 2019.
 - Ministry of Business, Innovation and Employment's Building System Legislative Reform Programme - sent 14 June 2019.

Performance measures summary

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

Districtwide planning KPIs

1 July 2018 to 30 June 2019



Both KPIs were achieved for 2018/19.

Projects summary

There is one significant project in this activity, the District Plan Review. It is an additional significant project, as although it has a budget of \$959,000 for this year that is all operational expenditure.

This project is currently showing as overspent but there is additional income of \$70,000 from the Sheffield settlement that should have been put against this project, but has instead been recorded centrally. The project is, therefore, on target both in regards to timeline and budget.

Performance measures

as at 30 June 2019

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 (%) who agree that the district is developing in a way that takes into account its unique character and natural environment	75%	Achieved (77%)	The Resident Opinion Survey result for the year 77%. (2017/18 result was 82%).
	Develop and monitor a strategic policy framework and research programme to underpin the district plan and long term plan	Achieve	Achieved	The 2018-21 policy work programme was adopted by Council on 24 January 2019. Work is progressing on the research and policy work scheduled in that programme.

Project report

District plan review – additional significant project					
Description	To undertake the 10-yearly review of the 1999 District Plan as required by the Resource Management Act (RMA). NB: to notify a new District Plan for formal submissions by 30 November 2012, followed by submissions and hearings prior to decisions and appeals.				
Group	Regulatory Services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ ✓	
Comments (latest developments/upcoming milestones/critical activities)					
<i>Developments in the fourth quarter:</i>					
1. Court mediation took place on 30 May 2019 in relation to a further PDP appeal (this follows mediation for 7 of the 18 appeals in the 2018/19 year).					
2. One appeal was fully resolved this quarter by consent order (ENV-2018-WLG-010 – Coastal Ratepayers United).					
<i>Upcoming milestones:</i>					
3. Two draft consent orders have been prepared for the Court to consider. The issuing of consent orders is in the hands of the Court.					
4. Work is progressing on three variations to the PDP to be notified in 2019.					
Risks (to programme, cost, quality, other)					
1. Need for robust project planning and management that is adaptive, to implement the recommendations from the independent review of the Proposed District Plan.					
2. Sustained workload pressure for staff (with 2 staff vacancies).					
3. Increased costs and budget pressures.					
Issues (for elected member attention)					
1. The forecast project cost shows a \$132,000 overspend due entirely to Legal/Appeals costs.					
Current year project costs to 30 June 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–18	3,942,118	3,708,151	3,708,151	
This year	2018/19	584,348	629,463 ¹	629,463	
Total		4,526,466	4,337,614	4,337,614	

1. There is additional revenue of \$61,000 that has been recorded centrally that should have been recorded against this GL. This would have left this project within budget.

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

Districtwide planning – financial results to 30 June 2019

Cost of activity statement			
2017/18		2018/19	2018/19
Actual		F/Y Actual	F/Y Budget
\$000		\$000	\$000
	Expenditure		
2,572	Other Operating Expense	2,486	2,639
2,572	Operating Expenditure	2,486	2,639
	Revenue		
33	Fees and Charges	8	-
33	Operating Revenue	8	-
2,539	NET OPERATING COSTS	2,478	2,639
2,539	NET COST OF ACTIVITY	2,478	2,639
	Funding sources		
2,539	Rates	2,478	2,639
2,539	TOTAL SOURCES OF FUNDS	2,478	2,639

Net Operating Costs of \$2.478m was \$161,000 favourable to budget due staff vacancies.

Regulatory services

Ratonga whakaritenga

Key developments for the three months to 30 June 2019

Regulatory services

- Regulatory Services received a total of 2,637 service requests in the fourth quarter of 2018/19. Of those, 2,530 (96%) were responded to within required times against a target of 95%.
- This quarter Regulatory Services received 11 compliments and two complaints about service received. The complaints were investigated and not upheld.
- In the fourth quarter, 164 Land Information Memoranda (LIM) were issued with an average of 4 days to issue. The volumes have been significantly down for each month in this past quarter. Overall, there was a decrease of 26% from the same quarter last year (comparison 222 issued) and 4% decrease from the 794 issued for the previous full year. All LIMs were issued within the statutory timeframes.

Building

- In the fourth quarter, 264 building consents were processed and issued compared with 357 for the fourth quarter last year. All of these 264 consents were issued within 20 days with an average processing time of 10 days. For the year to date there were 1,050 consents issued compared to 1,121 for the same period last year. No particular trends have been identified.
- 203 code compliance certificates were issued (255 for the same period last year). 1,428 building inspections were undertaken in the fourth quarter (1,720 in the same quarter last year). Inspections appear to be lighter as many building consents have delayed starts due to shortage of available contractors.
- 765 LIMs were issued for the year. The numbers of LIMs have been particularly low the last quarter.

Resource consents

- The Resource Consents team issued 60 consents in the fourth quarter (compared to 68 resource consents in the same quarter last year). All were processed non-notified and 17 had time extensions under section 37 of the Resource Management Act¹. For those non-notified consents that did not have their statutory timeframes extended, the average processing time was 17 days against a target of 17 days.
- The Resource Consents team processed 11 permitted boundary activities, two certificate of compliance and three outline plan waivers. The average processing time for permitted boundary activities was 7 days against a statutory timeframe of 10 working days.

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

- The Resource Consents team has received and processed 13 certifications for subdivisions in the fourth quarter of this year, compared to 14 at the same time last year. These certifications related to a total of 29 new allotments (79 last year).
- The team continues to work closely with the CPB/HEB Joint Venture and the NZ Transport Agency to ensure compliance is maintained for the Transmission Gully motorway project, and with the Fletchers' team and NZTA for the Peka Peka to Ōtaki expressway project. The team has been working closely with the Fletchers' team on approvals, including minor alterations to the designation, alterations to Site Specific Environmental Management Plans, and resource consents relating to earthworks and contaminated land consents.

Environmental Health

- In the fourth quarter, 92 food businesses were registered (new or renewed) under a risk-based measure and 58 businesses operating under a food control plan were verified. In addition, 12 support or follow-up visits were undertaken, for new businesses owners or to investigate complaints from members of the public.
- No health licensed premises were due for inspection in the fourth quarter due to the number of inspections undertaken in the previous quarter.
- Inspections were carried out of all 15 premises for which an alcohol licence was granted or renewed. A further 16 monitoring or compliance visits were undertaken; 20 special licences were issued, and 43 managers' certificates were issued or renewed.

Animal management

- The Animal Management team received three urgent service requests for dog attacks. Two of the reported attacks were people related. The team received one urgent 'dog threatening' request that was towards another dog. All urgent requests were responded to within the required one hour.
- The team continued to follow up with owners who had unregistered dogs with the objective of getting all dogs registered by the end of the financial year.
- The Animal Management team continues to support the Compliance Team doing regular freedom camping and beach patrols.

Management KPIs

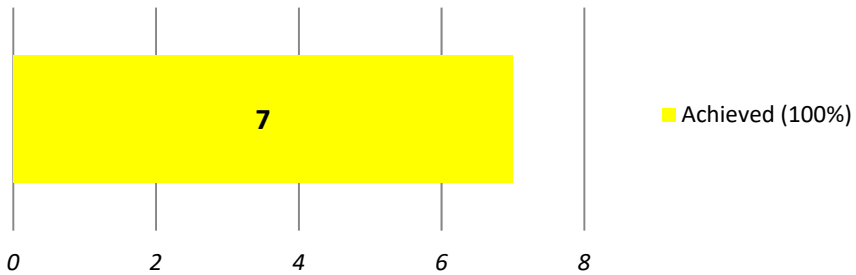
- Attached to this section of the report is an appendix on the management KPIs relating to Regulatory Services' activity.

Performance measures summary

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

Regulatory services KPIs

1 July 2018 to 30 June 2019



All seven KPIs were achieved for the 2018/19 year.

Projects

There is one Regulatory Services project, the Earthquake-prone Buildings Assessment Project for which a report is included. The project is essentially complete and residual activity has been now transferred to the building team (see project report).

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
We provide efficient and effective regulatory services	Percentage of service requests that are responded to within corporate standards and closed off	95%	Achieved (95%)	2,530 of the 2,637 service requests received in the fourth quarter (95.9%) were responded to within time. In the full year 10,986 of 11,569 SRs were responded to on time (95%).
	Average working days to process building consents will not exceed 17 days	Achieve	Achieved	1,050 BCs were issued in the full year. All but 1 were completed within 20 working days. Average processing time is 10 days.
	Average working days to process non-notified resource consents will not exceed 17 days	Achieve	Achieved (15 days)	For this year the average excluding consents deferred under s.37 was 15 working days. For this quarter the average was 17 working days.
	Percentage of survey respondents that agree that the regulatory events are good or very good	93%	Achieved (97.7%)	Ten stakeholder events were held this year. There were no stakeholder events held in the last quarter. The GM presented on Open for Business at a Chamber of Commerce function.
	All dog attack and threatening behaviour requests for service (classified as urgent) are responded to within 1 hour of notification	100%	Achieved (100%)	There were four service requests for urgent dog attacks or threatening dogs for this quarter. Year to date there were 21 requests. All complaints were responded to within one hour of receipt of call.
We are responsive to customer feedback	Ratio of compliments to complaints greater than 3:1	Achieve	Achieved (4.3:1)	Received 11 compliments and two complaints in the quarter. The complaints were not upheld. For the full year there have been 65 compliments and 15 complaints.
We will retain Building Consent Authority (BCA) accreditation and substantively comply with statutory timeframes	Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	Achieved BCA accreditation in October 2017. Next assessment audit is due in October 2019.

Project reports

Earthquake prone building assessments – additional significant project

Description	The Earthquake-prone Building project was to undertake profiling of buildings in the Kapiti Coast District using prescribed methodology to identify potentially earthquake-prone buildings. After consideration of assessments provided by building owners, decisions are made and notified for all earthquake-prone buildings.		
Group	Regulatory services		
Status	Category	Timeliness	Budget
		🕒 ✓	\$ ✓

Comments (latest developments/upcoming milestones/critical activities)

Developments in the fourth quarter:

1. The management of the remaining few potentially earthquake-prone buildings (EPBs) has transferred to the Building team as a TA function.

Upcoming milestones:

2. Eight potentially EPBs will need decisions to be made as to whether or not they are EPB over the next few months (or longer if the owners seek an extension).
3. An assessment of a building, profiled as unlikely to be earthquake prone, has been provided to Council for further consideration. The outcome is that this building is likely to be issued with a EPB notice.

Risks (to programme, cost, quality, other)

1. The new methodology for identifying potentially earthquake prone buildings:
 - a. Will not identify some buildings similar to those identified as EPB under the earlier legislation/process.
 - b. May dissatisfy owners who have been issued EPB notices when other similar buildings in the district are considered unlikely to be earthquake-prone.
2. May attract public criticism about the lack of consistency of outcomes between the buildings assessed prior to 1 July 2017 and those identified after that date.

Issues (for elected member attention)

1. Budget was reduced to reflect changed project scope following the legislative change.
2. There have been further savings due to the administration position not being filled for the fourth quarter.

Current year project costs to 30 June 2019

Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
Previous years	2015–17	607,202	469,331	469,331	
Last year	2017/18	508,000	68,420	68,420	
This year	2018/19	80,003	54,172	54,172	
Total		1,195,205	591,923	591,923	

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

Regulatory services – financial results to 30 June 2019

Cost of activity statement			
2017/18		2018/19	2018/19
Actual		F/Y Actual	F/Y Budget
\$000		\$000	\$000
	Expenditure		
8,856	Other operating expense	7,728	8,896
79	Depreciation and amortisation	87	75
11	Finance expense	8	3
8,946	Operating expenditure	7,823	8,974
	Revenue		
4,409	Fees and charges	3,926	4,417
-	Other operating revenue	4	-
4,409	Operating revenue	3,930	4,417
4,537	NET OPERATING COSTS	3,893	4,557
	Capital items		
7	Asset renewal	24	20
57	New assets upgrade	-	-
64	Total capital items	24	20
4,601	NET COST OF ACTIVITY	3,917	4,577
	Funding sources		
4,537	Rates	3,902	4,557
57	Borrowings	-	-
7	Depreciation reserve	24	20
-	Reserve & Special funds	(9)	-
4,601	TOTAL SOURCES OF FUNDS	3,917	4,577

Net Operating Costs of \$3.89 million was \$664,000 favourable to budget. This is due to a provision made in 2017/18 of \$300,000 that was released back into Building control in 2018/19, savings across the group in personnel, environmental protection (on legal costs), the district licensing committee, noise control, bylaws, water control and accreditation.

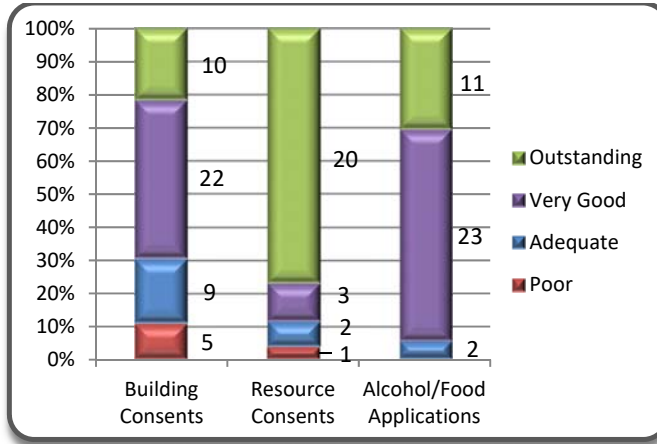
Appendix: Regulatory Services– Management KPIs Fourth Quarter 2018/19

Open for Business (All Teams)

	Level of Service	Measure	Target 2018/19	Result
KPI 1	Consenting and licensing applicants receive good service.	Percentage of alcohol, food, resource consent, and building consent application survey respondents agree that they have received good or better service.	75%	Achieved (94%)

Application survey respondents' results

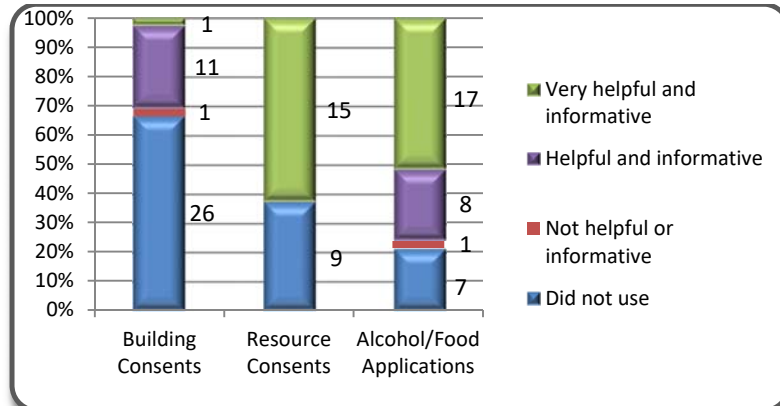
"How would you rate the performance of staff involved in processing your application?"
(Note: the survey data below is cumulative for the year)



	Level of Service	Measure	Target 2018/19	Result
KPI 2	Pre-application services are informative and helpful.	Percentage of users / respondents agree that pre-application processes are useful and informative.	75%	Achieved (96%)

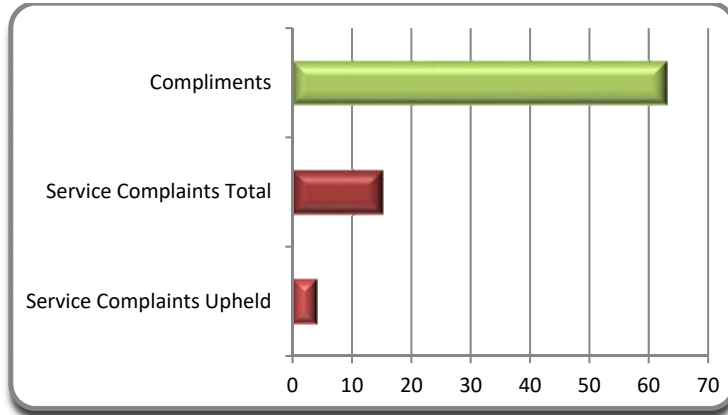
Rating of pre-application services

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

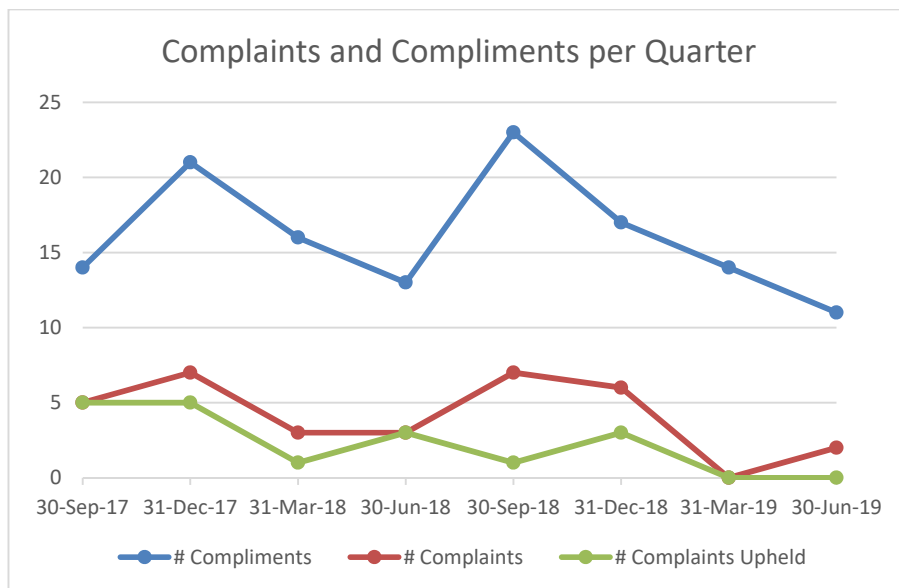


	Level of Service	Measure	Target 2018/19	Result
KPI 3	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Compliments and upheld complaints are recorded, evaluated, and potential improvements are entered into the Continuous Improvement process.	Achieve	Achieved

Compliments and complaints formally received year to date



Regulatory Services received 11 compliments and 2 complaints regarding service received in the fourth quarter contributing to 65 compliments and 15 complaints for the full year. 4 complaints have been upheld this year with none upheld in the fourth quarter.



Corp-19-868 Appendix B – Activity report to 30 June 2019

	Level of Service	Measure	Target 2018/19	Result
KPI 4	Regulatory teams will actively seek opportunities to enhance the way they work and the experience of their customers.	Continuous Improvements are recorded and actioned using the process described in the relevant Quality Assurance System.	Achieve	Achieved

Continuous Improvement Summary for this quarter			
	Underway	Complete	Total
Animal Management	3	1	4
Building	4	64	68
Development Control	1	0	1
Environmental Health	2	0	2
Environmental Standards	1	0	1
Resource Consents	10	2	12
LIMs	0	1	1

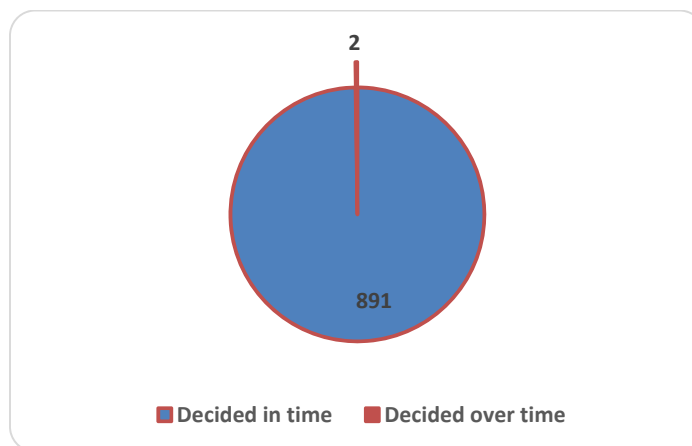
Building

	Level of Service	Measure	Target 2018/19	Result
KPI 5	The Earthquake-prone status of buildings in the Kāpiti district is reliable.	Potentially earthquake-prone buildings are identified using the prescribed methodology. Profiling exercise completed and owners of potentially earthquake-prone buildings notified.	100%	Complete

20 EPB notices have been issued this year with no new notices issued this quarter. There are 8 potentially Earthquake-prone buildings still to be assessed by the building owners and an additional building likely to be issued an EPB notice.

	Level of Service	Measure	Target 2018/19	Result
KPI 6	All Code Compliance Certificates are issued in a timely manner.	All code compliance certificates are decided within statutory timeframes.	100%	Not achieved (99.8%)

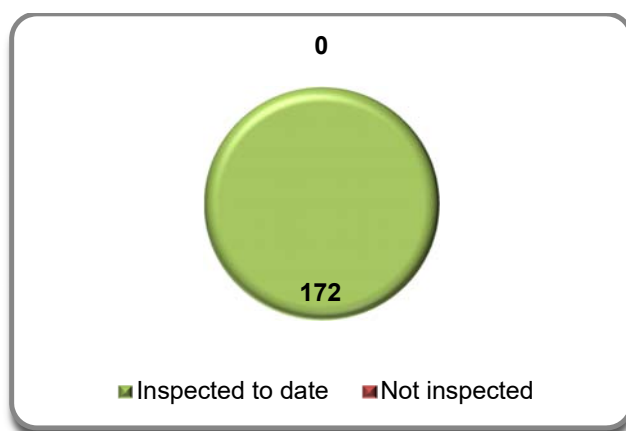
Code Compliance Certificates Decided (Year to Date)



203 Code Compliance Certificates (CCCs) were issued and 21 refused, 100% within statutory times, this quarter. 893 Code Compliance Certificates were issued and 105 refused in the full year, with 2 CCCs issued over time due to administrative error. This compares with 835 CCCs issued and 137 refused last year, including 1 issued over time.

1,428 building consent inspections were undertaken this quarter, with 5,957 undertaken for the full year. This compares with 1,720 building inspections in the same quarter last year and 6,365 inspections for the full year.

	Level of Service	Measure	Target 2018/19	Result
KPI 7	Commercial buildings are safe for users to occupy or visit.	Percentage of all buildings that are subject to a Building Warrant of Fitness are inspected annually.	33%	Achieved (36%)



There are 483 buildings subject to a Building Warrant of Fitness giving a target of 161 audits per year (three-yearly cycle). 38 inspections have been carried out this quarter with 172 inspections carried out year to date (107% of target (161), 36% of total (483)).

	Level of Service	Measure	Target 2018/19	Result
KPI 8	Illegal or unauthorised building work is identified and prompt action is taken.	Percentage of all notified complaints regarding illegal or unauthorised building work is investigated within three working days.	95%	Achieved (97%)

14 notified Building Act complaints about illegal building work were received this quarter and all were responded to in time. Of the 33 complaints received for the year, only one was not responded to in time.

	Level of Service	Measure	Target 2018/19	Result
KPI 9	Substantive compliance with statutory timeframes for LIMs issued.	The average days to process a LIM will not exceed 7 days.	Achieve	Achieved (4 days)

164 LIMs were issued this quarter and 765 LIMs were issued year to date with the average days to process a LIM being 4 days for the full year. 100% of LIMs were processed within statutory timeframes again this quarter.

Building Noticeboard

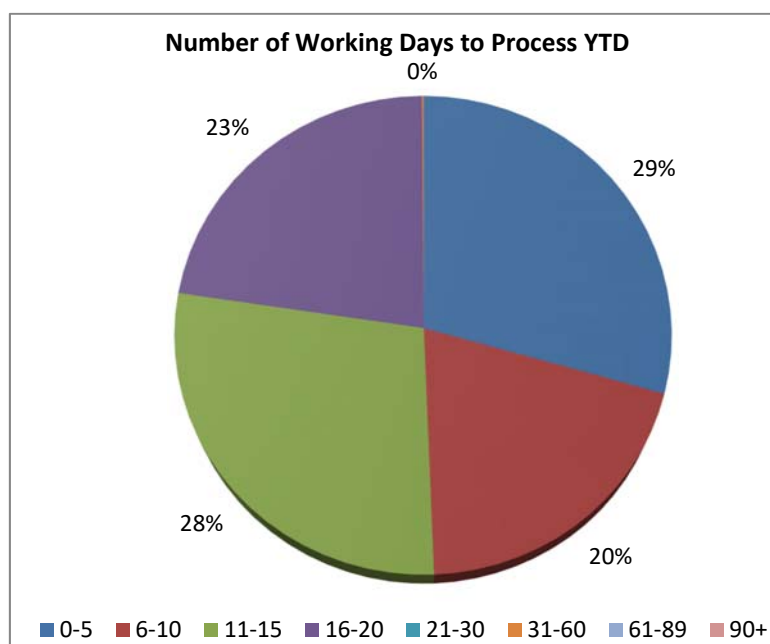
Progress made by the team this quarter includes:

- An updated version of GoGet (v 5.15) has enabled recording of inspections for individual buildings (where several buildings are included in a building consent) and parts of buildings (e.g. per unit for a multi-unit building).
- A time-sheeting system has been introduced to capture data to confirm the basis for our fees and charges.
- Building staff attended at a Mitre 10 builders' breakfast to build relationships and answer questions.
- Building staff presented at a Master Builders' breakfast meeting to give insights into timeframes for various Building Act services.

BUILDING CONSENTS ISSUED 2018/19

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
Total Building Consents Issued	279	282	225	264	1,050
Total Consents Processed within 20 working days	279	281	225	264	1,049
Percentage complete within 20 working days	100%	99.65%	100%	100%	99.90%
Average processing time (target 17 days)	11 days	11 days	9 Days	10 Days	10 days

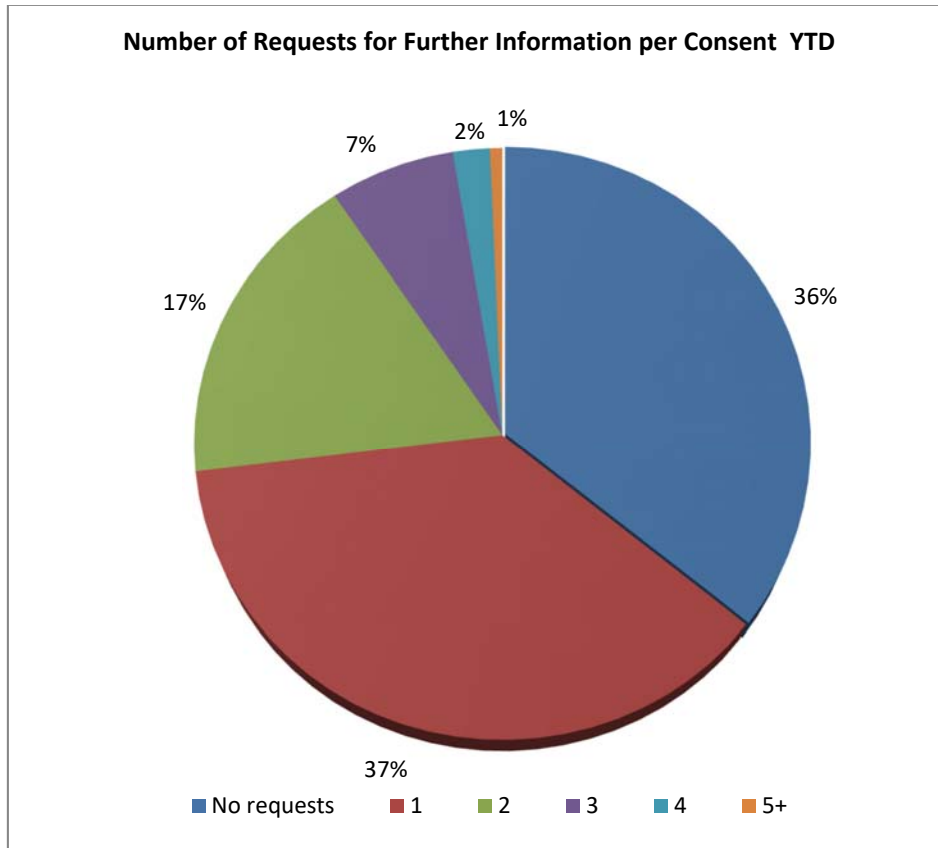
Year to date		
Number of Days (X)	Number of consents processed within (X) Working Days ¹	Number of consents processed within (X) Actual Days ²
0-5	302	278
6-10	213	116
11-15	293	120
16-20	241	144
21-30	0	190
31-60	1	149
61-89	0	31
90+	0	22
TOTAL	1,050	1,050



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

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

REQUESTS FOR FURTHER INFORMATION³



Requests for Information	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year
No requests	106	100	92	78	376
1	110	110	80	91	391
2	46	47	29	62	184
3	11	18	16	26	71
4	6	6	5	4	21
5+	0	1	3	3	7
TOTAL	279	282	225	264	1,050

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

Resource Consents and Compliance

	Level of Service	Measure	Target 2018/19	Result
KPI 10	Co-management opportunities are endorsed through Te Whakaminenga o Kāpiti.	Tāngata whenua have the opportunity to review all resource consent applications.	Achieve	Achieved

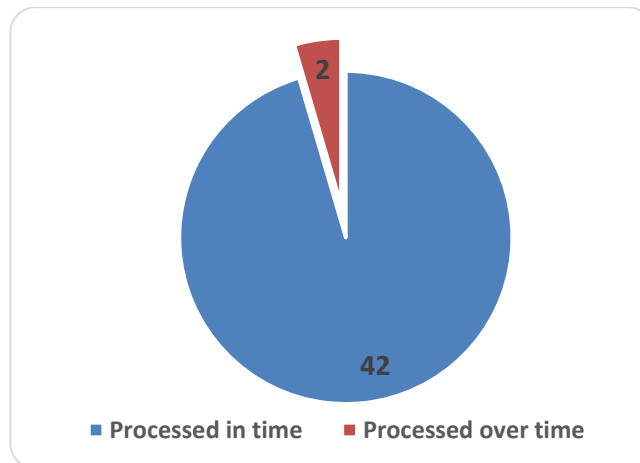
A list of all consents formally received by Council is sent out to all iwi representatives with copies available on request. Those applications identified to be of interest are sent out when the consent is allocated for processing.

	Level of Service	Measure	Target 2017/18	Result
KPI 11	Process completion certificates promptly to avoid costly delays.	Percentage of all s223 completion certificates are processed within statutory timeframes.	95%	Achieved (95.5%)

This quarter, 13 s223 certifications have been issued with all but one being issued within the statutory timeframe of 10 working days. This is compared to 14 in the fourth quarter last year. For this year two s223 certifications were not processed within the statutory timeframes of 10 working days.

The one application that was not processed within the statutory timeframes this quarter was as a result of the application being sent to a different department and not being forwarded to the Resource Consents team until after working day 10. Once this was discovered a decision was issued within a day. A newsletter to the Resource Consents team's regular customers will be sent in July which will remind applicants to send s223 applications to the Resource Consents team inbox.

S223 Applications processed in year to date



	Level of Service	Measure	Target 2018/19	Result
KPI 12	Continuous improvement in the provision of services that enhance efficiency and lower the cost of processes.	Percentage of resource consent fees refunded under Section 36AA of Resource Management Act 1991 less than 5% of decisions issued per year.	<5%	Achieved (0.4%)

No resource consent fees were refunded under s36AA of the Resource Management Act 1991 in the fourth quarter of this year with only one refund being processed this year.

One resource consent application RM150177A had fees discounted under section 36AA this year. The application was for a change in resource consent conditions with a refusal being issued on working day 26.

	Level of Service	Measure	Target 2018/19	Result
KPI 13	Ensure resource consent decision making is robust and legally defensible.	Applications for judicial review or appeal of decision result in Council's decision being upheld.	Achieve	N/A

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

	Level of Service	Measure	Target 2018/19	Result
KPI 14	All developments in the community are monitored to ensure they are consistent with District Plan or resource consents.	Total number of resource consents monitored for compliance	95%	Achieved (100%)

All consents known to have been given effect to during the quarter have been monitored. For the fourth quarter, 332 inspections of 158 resource consents (including subdivision consents) were undertaken. For the year 1,125 inspections of 343 resource consents have occurred. In the fourth quarter 2 inspections and 7 monitoring actions were undertaken in relation to Transmission Gully, 11 monitoring actions in relation to Mackays to Peka Peka and 6 inspections and 78 monitoring actions were undertaken of the Peka Peka to Ōtaki Expressway project. [Note monitoring actions can include such things as dealing with complaints, actioning noise management plans and auditing consent conditions].

	Level of Service	Measure	Target 2017/18	Result
KPI 15	Provision of a responsive and efficient process for ensuring compliance obligations are fairly and appropriately enforced.	Quarterly audit review shows that procedures are followed in accordance with the Enforcement Policy.	Achieve	Achieved

The Development Control team continues to work constructively with complainants and offenders to achieve voluntary compliance in accordance with the Enforcement Policy. No formal enforcement action was taken in this quarter. The Enforcement Decisions Group met once during this quarter in regards to an on-going enforcement case.

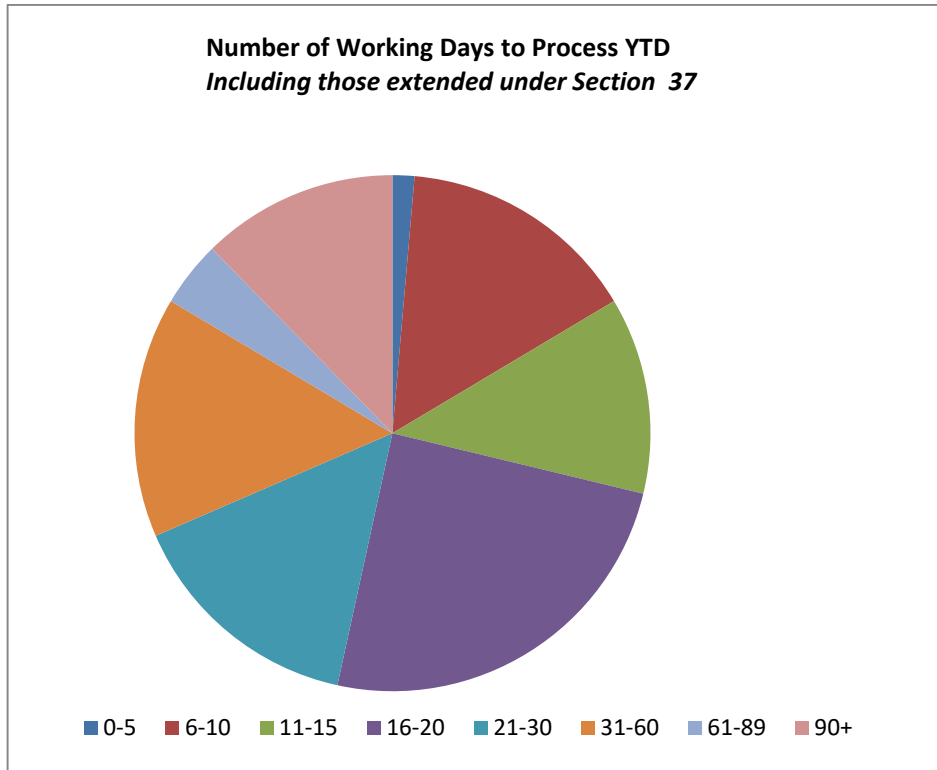
Resource Consents and Compliance Noticeboard

- This quarter the Resource Consents team continued to work closely with the District Planning team on the implementation of the Proposed District Plan (PDP). The teams met on a weekly basis to discuss interpretations with the Consents team providing feedback on the provisions of the PDP. The District Planning team also provided updates on how the appeals against the PDP are progressing.
- The objection previously received regarding financial contributions to be paid for a new dwelling at 10 Magrath Avenue, Paraparaumu (RM180250) has been resolved through discussions with the applicant. An objection was also lodged pursuant to Section 198 of the Local Government Act 2002 relating to the requirement to pay development contributions for the dwelling which was also resolved. A decision was issued on 30 April 2019.
- This year the Resource Consents and Compliance team has formulated a set of standard conditions. Discussions were held with key external stakeholders and the document was reviewed by an expert planning consultant. The development of standard conditions is anticipated to result in greater consistency across resource consents.
- The RCC team are working closely with the Business Improvement team to update and improve Council's internal subdivision process. This is a corporate-wide project that involves a number of different teams. This year has seen new processes and templates introduced which has made the subdivision process more efficient and consistent.
- The PDP has placed a large emphasis on providing suitably qualified geotechnical engineering advice with resource consent applications, particularly with new requirements in relation to land stability and liquefaction. The Development Control team has recently been proactive in providing information to the development community on who is considered suitably qualified and who Council will accept this advice from. This information is in line with the Council's Subdivision Development Principles and Requirements, and NZS4404.
- Major input has continued this year into the three major roading projects within the Kapiti District. Compliance staff have been ensuring that Mackays to Peka Peka is meeting its consent requirements post opening and that the construction of Peka Peka to Ōtaki and those parts of Transmission Gully that are within the Kapiti District are meeting their obligations to the environment and the community.
- Two RMA Compliance staff have completed NZQA qualifications to level 3 and one staff member has completed to level 4 during this year.

RESOURCE CONSENTS ISSUED 2018/19

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Year to Date
Total Deemed Permitted Boundary Activities – decisions issued during period	17	11	10	11	49
Total number decisions issued on Resource Consents	73	51	48	60	232
Total non-notified issued within statutory timeframes including those with S37 extensions	71	51	44	60	226
Total notified issued within statutory timeframes	2	0	0	0	2
Percentage completed within statutory timeframes	100%	100%	98%	100%	98%
Average working days ² for non-notified decision excluding consents with s37 extensions	14	15	14	17	15
Average working days ² for notified decision excluding consents with S37 timeframe extensions	N/A	N/A	N/A	N/A	N/A
Consents where further information requested ¹	39	25	34	38	136
Consent determined to be incomplete and returned	4	2	5	12	23

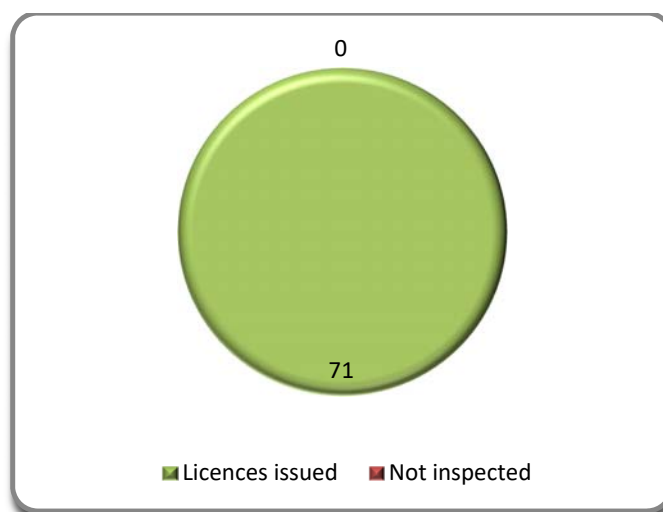
1 April to 30 June 2019		
Number of Days (X)	Number of resource consents processed within (X) Working Days ²	Number of resource consents processed within (X) Actual Days ³
0-5	2	
6-10	3	
11-15	13	7
16-20	41	20
21-30	1	13
31-60		4
61-89		7
90+		9
TOTAL	60	60



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

Environmental Standards

	Level of Service	Measure	Target 2018/19	Result
KPI 16	Alcohol outlets operate within an environment that is safe and healthy.	Percentage of all alcohol outlets that apply for a new licence or the renewal of a licence will be inspected prior to the issue of the licence.	95%	Achieved (100%)



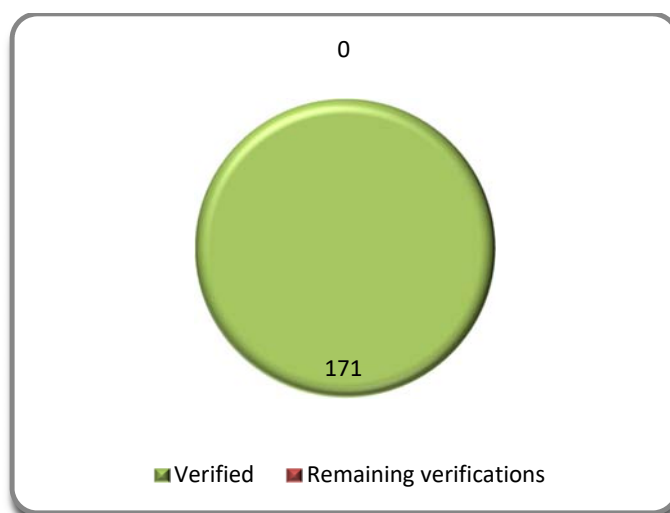
A total of 15 alcohol licensed premises had their licences issued (new or renewal) and were inspected this quarter. This brings the total number of new or renewed licences issued and premises inspected to 71.

A further 16 monitoring or compliance inspections were undertaken during this quarter.

19 new managers' certificates and 24 renewed certificates were issued this quarter.

20 special licences were issued this quarter.

	Level of Service	Measure	Target 2018/19	Result
KPI 17	All food premises operate within an environment that is safe and healthy.	Percentage of all food premises are verified using a risk based approach in accordance with government acts or regulations each year.	80%	Achieved (100%)



At the start of this financial year 273 food businesses were registered with Council. The Council is responsible for verifying 206 businesses that are on Food Control Plans (FCP). The remaining 67 businesses are on National Programmes (NP) and verified by third party auditors.

The criterion for determining frequency of verification of an FCP depends on the competence of the operator managing the activities of their food business, and the effectiveness of their processes and controls.

There are 35 businesses this financial year that require verification at 18-month frequencies so they are not part of our current annual target. Having made all necessary adjustments, the verification target on 1 July 2018 was 171.

During the year the number of verifications can fluctuate. This is based on the establishment of new businesses or current businesses ceasing to trade. Targets can also fluctuate because some business verification frequencies can increase within a financial year.

The verification target for this quarter was 43; we completed 58 verifications and exceeded the annual target. 181 verifications were completed for the year.

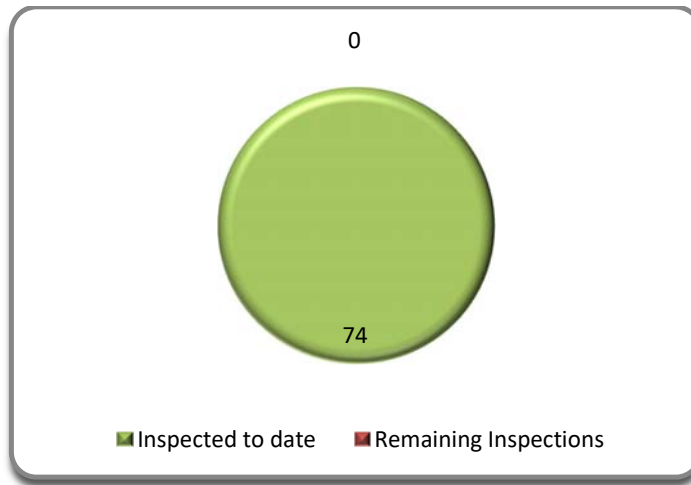
The team continues to support new food business operators to comply with the requirements of the Food Act 2014. Staff conducted an additional 12 support or investigation visits this quarter.

	Level of Service	Measure	Target 2018/19	Result
KPI 18	All other licensed premises, e.g. hairdressers, operate within an environment that is safe and healthy.	Percentage of all other licensed premises are inspected for compliance with appropriate regulations.	80%	Achieved (100%)

On 1 July 2018 there were 60 registered health premises requiring inspection during this financial year.

The number of premises can fluctuate based on businesses ceasing to trade, change of ownership or new businesses opening. As a result, the number of business requiring inspection has now increased to 74.

All required inspections were carried out before the end of the third quarter and our annual target was achieved in the third quarter. This provided more opportunity for staff to work on improving their food control plan verification processes with training and mentoring provided by an industry expert.



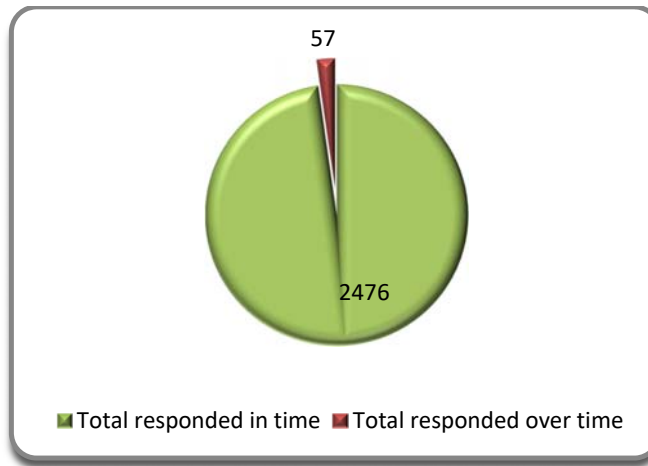
KPI	Level of Service	Measure	Target 2018/19	Result
19	Private swimming pools comply with the legislated requirements.	Percentage of pools are compliant or under action within six months of three yearly inspection anniversary.	90%	Achieved (100%)

This financial quarter staff conducted 104 KPI inspections of residential pools to ensure pool barriers meet the new legislative requirements.

The target for this quarter was 75 inspections. The full year target was exceeded. Staff managed to inspect all 307 pools.



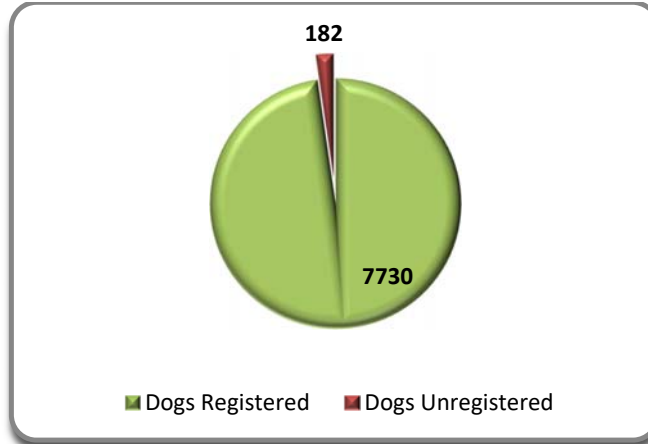
KPI	Level of Service	Measure	Target 2018/19	Result
20	Animals are managed effectively to minimise nuisance.	Percentage of all routine calls/complaints about animals are responded to within set service standard timeframes.	95%	Achieved (98%)



The Animal Management Team responded to 662 Service Requests this quarter and 652 were responded to within the required time frame.

	Level of Service	Measure	Target 2018/19	Result
KPI 21	All dogs in the District are registered.	Percentage of all known dogs are registered.	95%	Achieved (98%)

Registered dogs in district



There are 7,912 known dogs in our District. 182 dogs remain unregistered. Of the unregistered dogs, 57 are with rehome agencies and not required to register until they are permanently rehomed. Therefore, the proportion of dogs that remain unregistered is under 2%. The Animal Management Team has worked hard to ensure all known dogs are registered throughout this financial year.

Governance and Tāngata Whenua

Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

Key developments for the 3 months to 30 June 2019

Governance

- Council adopted the 2019/20 Annual Plan on 23 May 2019. It then approved the setting of rates, due dates and penalties regime on 27 June 2019, for the financial year commencing on 1 July 2019 and ending on 30 June 2020.
- Council declared a climate change emergency, affirmed its commitment to pursue its goal of carbon neutrality by 2025 and approved a submission to the Environment Select Committee on the Climate Change Response (Zero Carbon) Amendment Bill.
- Council approved the commencement of an independent organisational review .
- Council approved a submission to Greater Wellington Regional Council on the Annual Plan 2019/20 and draft Revenue and Financing Policy.
- Council approved the appointment of Bryan Jackson as an independent member of the Audit and Risk Committee, with full voting rights, with effect from 1 July 2019 to 1 July 2022.
- There were two citizenship ceremonies, 1 May 2019 and 12 June 2019, which conferred citizenship upon 78 applicants. Their countries of origin included Britain, America, South Africa, Philippines, Korea, Romania, Portugal, Samoa, Australia, Tonga, Ireland, Finland, China, Holland, Russia, Chile, Germany and India.
- The Council received 60 requests under the Local Government Official Information and Meetings Act in the fourth quarter, compared to 54 in the same quarter last year.
- There were four Council meetings, nine Committee meetings and no subcommittee meetings in this quarter. There were fifteen briefings and no public workshops.

Tāngata whenua

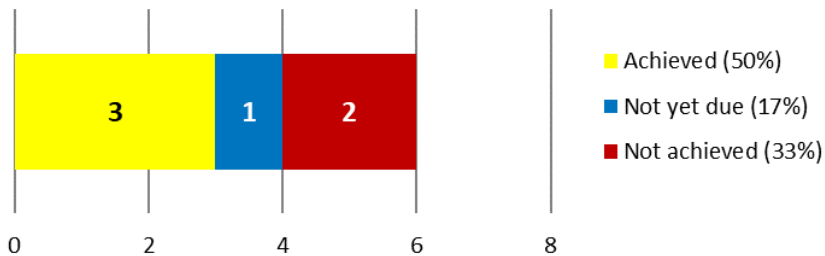
- Te Whakaminenga o Kāpiti (TWok) met twice in this quarter.
- Te Whakaminenga o Kāpiti agreed the Maramataka for the 2019/20 years would be led by Te Ātiawa ki Whakarongotai. The theme will be a 'celebration of the interconnectedness of the Ātiawa, Raukawa, Toa (ART) confederation'. The shared whakapapa of the three iwi will be represented using historical images and contemporary photographs and the vision is to highlight the three iwi and its shared experiences in Manaakitanga, Hauora, Kotahanga and Wairuatanga. The Maramataka will be launched on 2 August at Whakarongotai Marae.
- Ongoing support was provided to iwi partners to engage within council activities.
- Ongoing support to other internal Council activities to facilitate iwi engagement. This work continues to inform council on the critical values and aspirations that are significant to iwi and works towards meeting the legislative requirements on council in regards to iwi participation.

Performance measures summary

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

Governance and tāngata whenua KPIs

1 July 2018 to 30 June 2019



Three KPIs were achieved in 2018/19.

One KPI does not have a result yet - we are expecting to hear back in the next few weeks whether *Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership* (with Council)

Two KPIs were not achieved:

- i) *Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting* was not achieved as one report was provided late, giving a result of 99.4% on time against a target of 100%.
- ii) *Percentage of official information requests responded to within 20 working days* did not achieve its 100% target. Two information requests did not go through the Official Information Request process and were responded to in more than 20 working days.

Projects – Summary

There are no significant projects to report on in this activity

Performance measures

as at 30 June 2019

Contribution to outcomes	Performance measures	Target	Result	Comment
Civil defence emergency management				
We encourage households to be ready for emergencies	Number of households that have an emergency plan and kit sufficient for three days following an emergency event	70%	Achieved (70%)	The Residents Opinion Survey gave a result of 70.5% for 2018/19. (2017/18 result was 75%)
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%	Not achieved (99.4%)	There was one late report this year which missed the target of two working days prior to the meeting.
Official information requests will be responded to within statutory timeframes	Percentage of official information requests responded to within 20 working days ¹	100%	Achieved	All 232 official information requests were responded to within 20 working days. Two requests did not go through the OIR process and were not responded to within 20 working days. These were escalated to the ombudsman.
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 signed for this triennium by TWoK and Council representatives in December 2017.
	Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	We are still seeking a response from Te Whakaminenga o Kāpiti on their degree of satisfaction with the partnership with Council. We expect to have that response in time for the annual report.
We provide for the active participation of tāngata whenua and Māori in decision-making processes	Māori have representation on standing committees of Council and tāngata whenua working parties contribute to significant Council work programmes	Achieve	Achieved	We have iwi representation on all the committees we have sought it for. We also gained representatives recently for the Waste Minimisation Taskforce.

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

Governance and tāngata whenua – financial results to 30 June 2019

Capital expenditure summary

	2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
Total projects under \$250,000	91	116
Total projects over \$250,000	-	-
Total	91	116

Cost of activity statement

2017/18 Actual \$000		2018/19 F/Y Actual \$000	2018/19 F/Y Budget \$000
	Expenditure		
4,984	Other operating expense	4,421	4,546
55	Depreciation and amortisation	57	54
43	Finance expense	(17)	(11)
5,082	Operating expenditure	4,461	4,589
	Revenue		
667	Fees and charges	641	532
60	Interest income	-	-
727	Operating revenue	641	532
4,355	NET OPERATING COSTS	3,820	4,057
	Capital items		
504	Asset renewal	91	85
-	New assets upgrade	-	31
504	Total capital items	91	116
4,859	NET COST OF ACTIVITY	3,911	4,173
	Funding sources		
4,394	Rates	3,797	4,012
-	Borrowings	-	31
29	Depreciation reserve	37	35
436	Reserves & special funds	77	95
4,859	TOTAL SOURCES OF FUNDS	3,911	4,173

Net Operating Costs of \$3.77 million are \$227,000 favorable to budget mainly due to staff vacancies.