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Introduction by Jenny Rowan, QSO, JP Mayor, Kapiti Coast District

One of the anomalies of the local government electoral cycle is that elections are held in October nearly four months into the financial year and new councils take time to sort out committees and delegations and to define and refine their directions.

This report covers the period from July 1, 2007 to June 30, 2008, and, with a substantially new Council elected to govern during the 2007/10 triennium, and a diverse range of views represented on it, various policies and programmes quickly came under scrutiny as the new Council worked towards a majority view on what needed to be modified, reduced or expanded to reflect the political climate.

We have had in-depth debates around some of the major projects on which the Council is engaged and which will have major impacts on the district.

The proposed private plan change for the airport inspired considerable public debate during the election; the debate continued afterwards. The form, design and nature of the Western Link Road concerned several new councillors and they argued strongly for change. Resolution of water supply and quality issues are high on the list of priorities for this Council but there is concern about demand management measures such as water meters.

One of the early actions of this Council was the development of portfolios based around each councillor's areas of interest and there is time on each agenda for councillors to report on developments in those areas of interest.

During the first half of calendar year 2008, the new Council prepared, consulted on and adopted the Annual Plan for 2008/09. The key issues and projects the Council determined during 2007/08 they would engage in during the forthcoming year are:

- the development of the 2009 Community Plan;
- a review of the District Plan;
- the introduction of a new kerbside recycling service and resource recovery facility at Otaihanga;
- continuation of the Older Persons' Forum and the development of new initiatives such as the Council of Elders;
- continuation of a number of youth projects, including the establishment of a "Youth Services Support Hub" to link the programmes offered by the various providers and ensure they operate cooperatively as they each deliver their respective youth services;
- assisting community groups to identify and access external agencies for funding
- progressing the Western Link Road;
- maintaining its commitment to the Kapiti Coast Multi-Purpose Aquatic and Recreation Centre;
- continuation of work on climate change impacts and in particular its likely effect on the District's stormwater system and coastal strategies;
- implementation of energy saving programmes, and
- consideration of sustainable water use including water conservation, collection and storage options and funding options such as a rolling fund for retro-fitting houses for water conservation and allocation.

Although not directly related to the 2007/08 reporting year, it is important to note that at its meeting of 21 August 2008 the Council resolved:

- 1 That the Council notes that it does not intend to go forward with compulsory residential water meters as set out in the 2006/2009 LTCCP.
- 2 That the Council establishes preferred water supply and conservation options by the end of December 2008, as the basis for community consultation under the 2009-2012 LTCCP process.
- 3 That once preferred high level long-term water supply options have been identified (early December 2008), the detailed technical work proceeds concurrently with the 2009-2012 LTCCP process.

Because of the requirement to commence the review of the Long Term Council Community Plan and the need to carry out reviews of the rating and the voting systems, the six months of 2008 up to June 30 were very intense with long hours of workshops and briefings to ensure the Council and community board members were fully briefed on the many issues facing our district. And this heavy workload for councillors and staff continues.

I must express my gratitude and that of the Council and Community Boards to the Acting Chief Executive for nine months, Kevin Jefferies. He stepped into the role at the end of December 2007 and supported the Council and myself very ably during the nine months before the arrival of our current Chief Executive Pat Dougherty.

I would also like to thank the very able and extremely hard working staff of the Council who handle everything from civil defence emergencies to repairing footpaths; from working with the Council on high level strategies to providing high quality customer service in the libraries and council offices. And to the staff who work directly with the community in consulting on a wide range of issues at night and during weekends. Your dedication often goes unnoticed but is appreciated and acknowledged by all elected members and many members of the public.

A handwritten signature in black ink, appearing to read 'Jenny R', written in a cursive style.

Jenny Rowan QSO, JP
Mayor, Kapiti Coast District

Message from Pat Dougherty, Chief Executive

This Annual Report for the Council covers the period from July 1 2007 to June 30 2008 and reviews the activities, policies and achievement of the organisation over that period.

During much of that time, Kevin Jefferies held the position of Acting Chief Executive and, supported by an able management team, kept the organisation on track, focused and meeting its objectives and deadlines.

Since taking up the position of Chief Executive in mid-August I have come to appreciate the dedication and depth of commitment the Kapiti Coast District Council staff bring to their roles.

The report covers the wide range of activities with which Councils are involved under the Local Government Act 2002 and provides detailed financial information on capital expenditure and operating expenditure.

The activities cover:

- Access, Rooding and Transport
- Building Control and Resource Consents
- Coastal Management
- Community Facilities
- District Strategic Development
- Economic Development Projects
- Environmental Protection
- Facilitation, Partnerships and Social Wellbeing
- Governance and Tangata Whenua
- Libraries
- Parks and Reserves
- Solid Waste
- Stormwater Management
- Wastewater Management
- Water Management

This report aims to provide an overview of the Council's operations in light of the 2006 Long Term Council Community Plan.

However, while it was being produced, the Council and staff have already commenced the discussions and consultation required to development the next 10 year plan and to reflect the changing priorities of the community.



Pat Dougherty
Chief Executive

Governance Structure

Governance Structure - 1 July 2007 to October 2007

The Kapiti Coast District Council that was in place through to the October 2007 Local Body Election comprised a Mayor and ten elected Councillors half of which were elected on a districtwide basis and half elected from ward constituencies. They were:

Mayor: Alan Milne

Councillors:

Districtwide

Peter Ellis
Tony Jack
Barry Mansell
Kathy Spiers
Hilary Wooding

Otaki Ward

Ann Chapman

Deputy Mayor

Waikanae Ward

Eric Gregory

Paraparaumu Ward

Diane Ammundsen
Gordon Strachan

Paekakariki-Raumati Ward

Alan Tristram

Council meetings were scheduled six weekly, with extraordinary meetings held when required. Council meetings normally commenced at 9.00am during the year. The meetings were advertised in the local news media. To assist the Council discharge its duties it had Standing Committees which generally met every six weeks, with each committee having its own terms of reference and certain powers delegated to it by the Council.

During the year until the election the Council met four times, and the associated Standing Committees (listed below) met eight times.

The **Community and Strategic Directions Committee** developed policies and strategies for the Council on behalf of the community for the social, economic, environmental and cultural wellbeing of the District, and in particular the development of the Long Term Council Community Plan and associated policies and strategies. The members of this Committee were the full Council with Councillor Strachan appointed as Chairperson.

The **Finance and Audit Committee** managed the financial affairs of the Council including risk management issues within the overall long term financial programme and financial management parameters set out in the Long Term Council Community Plan. It also acted as the owner of all Council assets. The members of this Committee were the full Council with Councillor Mansell appointed as Chairperson.

The **Environment and Regulatory Committee** controlled a range of regulatory activities such as animal control, building control, bylaws, environmental matters, parks and reserves, resource management, District Plan, subdivision, public safety, traffic, and also acted as the District Licensing Agency (liquor) and as Hearing Commissioners. The members of this Committee were the full Council with Councillor Ammundsen appointed as Chairperson.

The **Community Boards** role was to advise Council of local issues and to help determine priorities. They also had some delegated power to deal with some local matters. The Community Boards generally met every six weeks and during the year through until the election a total of nine meetings were held. The Boards and their members were as follows:

Otaki Community Board	Andre Baker Richard Orzecki Ann Chapman Don Moselen Cathy Strong	Chair Deputy Chair
Waikanae Community Board	Tony Lloyd Mark Holland Eric Gregory Jocelyn Prvanov Harold Thomas	Chair Deputy Chair
Paraparaumu/Raumati Community Board	William (Will) Scollay Louella Jensen John Haxton Yurri Hynson Gordon Strachan	Chair until 31 January 2005 Deputy Chair until 31 January 2005 Chair – 31 January 2005 onwards Deputy Chair – 31 January 2005 onwards
Paekakariki Community Board	Adrian Webster Jenny Rowan Betty Perkins Alan Tristram Allison Webber	Chair Deputy Chair

Governance Structure - from October 2007 to 30 June 2008

Following the October 2007 Local Body Election the Kapiti Coast District Council comprised a Mayor and ten elected Councillors half of which were elected on a districtwide basis and half elected from ward constituencies. They were:

Mayor:	Jenny Rowan
Councillors:	
Districtwide	Peter Ellis, Anne Molineux, David Scott, Tony Jack, Hilary Wooding
Otaki Ward	Ann Chapman (Deputy Mayor)
Waikanae Ward	Sandra K Patton
Paraparaumu Ward	Diane Ammundsen, Peter Daniel
Paekakariki-Raumati Ward	Lyndy McIntyre

Council meetings were scheduled six weekly, with extraordinary meetings held when required. Council meetings normally commenced at 9.00am during the year. The meetings were advertised in the local news media. To assist the Council discharge its duties it had Standing Committees which generally met every six weeks, with each committee having its own terms of reference and certain powers delegated to it by the Council.

During the year following the election the Council met 20 times, and the associated Standing Committees (listed below) met 15 times.

The **Environmental and Community Development Committee** developed policies and strategies for the Council on behalf of the community for the social, economic, environmental and cultural wellbeing of the District, and in particular the development of the Long Term Council Community Plan and associated policies and strategies. The members of this Committee were the full Council with Councillor Wooding appointed as Chairperson.

The **Corporate Business Committee** managed the financial affairs of the Council including risk management issues within the overall long term financial programme and financial management parameters set out in the Long Term Council Community Plan. It also acted as the owner of all Council assets. The members of this Committee were the full Council with Councillor Jack appointed as Chairperson.

The **Regulatory Management Committee** controlled a range of regulatory activities such as animal control, building control, bylaws, environmental matters, parks and reserves, resource management, District Plan changes, subdivision and land use consents, public safety, traffic, and also acted as the District Licensing Agency (liquor) and as Hearing Commissioners. The members of this Committee were the full Council with Councillor Ammundsen appointed as Chairperson.

The **Community Boards** role was to advise Council of local issues and to help determine priorities. They also had some delegated power to deal with some local matters. The Community Boards generally met every six weeks and during the year following the election a total of 26 meetings were held. The Boards and their members were as follows:

Otaki Community Board

Andre Baker	Chair
Don Moselen	Deputy Chair
James Cootes	
Penny Gaylor	
Cr Ann Chapman	

Waikanae Community Board

Michael Scott	Chair
Jocelyn Prvanov	Deputy Chair
Eric Gregory	
Harold Thomas	
Cr Sandra Patton	

Paraparaumu/Raumati Community Board

John Haxton	Chair
Dale Evans	Deputy Chair
Louella Jensen	
William (Will) Scollay	
Cr Peter Daniel	

Paekakariki Community Board

Adrian Webster	Chair
Helen Keivom	Deputy Chair
Janet Holborow	
Betty Perkins	
Cr Lyndy McIntyre	

Remuneration of the Elected Members

2004-2007 Triennium - 1 July 2007 to 20 October 2007

Name		Gross \$	Mileage \$
Alan Milne:	Mayor	23,835	-
Councillors			
Diane Ammundsen	Chair, Environmental and Regulatory Committee	9,001	80
Ann Chapman	Deputy Mayor	9,582	844
Peter Ellis		7,782	-
Eric Gregory		8,063	242
Tony Jack		7,971	273
Barry Mansell	Chair, Finance and Audit Committee	8,401	732
Kathryn Spiers		7,404	62
Gordon Strachan	Chair, Community and Strategic Directions Committee	9,220	419
Alan Tristram		7,769	66
Hilary Wooding		8,073	36
Paekakariki Community Board Members			
Adrian Webster	Chair	2,184	321
Betty Perkins		1,114	
Jenny Rowan		1,114	
Allison Webber		1,114	
Paraparaumu/Raumati Community Board			
Louella Jensen	Chair	3,640	
Yurri Hynson		1,857	
John Haxton		1,857	-
William (Will) Scollay		1,857	
Waikanae Community Board Members			
Tony Lloyd	Chair	3,640	34
Mark Holland		1,857	
Jocelyn Prvanov		1,857	44
Harold Thomas		1,857	
Otaki Community Board Members			
André Baker	Chair	3,640	322
Don Moselen		1,857	224
Richard Orzecki		1,857	
Catherine Strong		1,857	
TOTAL		140,260	3,699

2007-2010 Triennium - 21 October 2007 to 30 June 2008

Name		Gross \$	Mileage \$
Jenny Rowan:	Mayor	53,333	-
Councillors			
Diane Ammundsen	Chair, Regulatory Management Committee	23,386	714
Ann Chapman	Deputy Mayor	24,278	4,122
Peter Daniel		16,764	358
Peter Ellis		15,268	
Tony Jack	Chair, Corporate Business Committee	18,584	783
Anne Molineux		16,543	81
Lyndy McIntyre		16,764	1,173
Sandra Patton		17,872	2,105
David Scott		16,543	1,787
Hilary Wooding	Chair, Environment and Community Development Committee	21,712	675
Paekakariki Community Board Members			
Adrian Webster	Chair	4,779	1,056
Janet Holborow		2,547	
Helen Keivom		2,547	
Betty Perkins		2,547	
Paraparaumu/Raumati Community Board			
John Haxton	Chair	7,852	
Dale Evans		4,246	
Louella Jensen		4,506	177
William (Will) Scollay		4,246	
Waikanae Community Board Members			
Michael Scott	Chair	7,836	39
Eric Gregory		4,875	45
Jocelyn Prvanov		4,246	209
Harold Thomas		4,246	
Otaki Community Board Members			
André Baker	Chair	8,045	1,463
James Cootes		4,257	
Penny Gaylor		4,246	778
Don Moselen		4,246	1,237
TOTAL		316,314	16,802

Statement of Compliance and Responsibility

Compliance

The Council and management of Kapiti Coast District Council confirm that all statutory requirements of Section 98 of the Local Government Act 2002 have been complied with.

Responsibility

The Council and management of Kapiti Coast District Council accept responsibility for the preparation of the annual Financial Statements and the judgements used in them.

The Council and management of the Kapiti Coast District Council accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the opinion of the Council and management of the Kapiti Coast District Council, the annual financial statements for the year ended 30 June 2008 fairly reflect the financial position and operations of Kapiti Coast District Council.



Jenny Rowan, QSO, JP
Mayor
Kapiti Coast District

23 October 2008



Pat Dougherty
Chief Executive

23 October 2008



Warwick Read
Group Manager
Finance

23 October 2008

Section 1: Context for the Annual Report

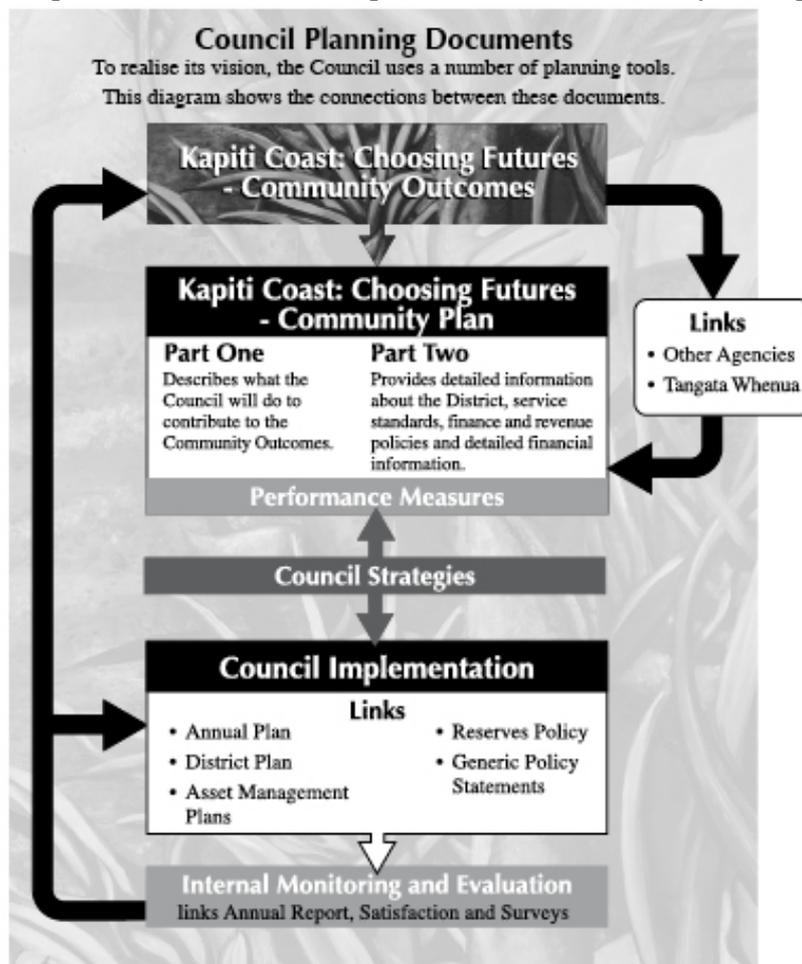
Under the Local Government Act 2002, Council had to publish a fully compliant Community Plan by July 2006. Year One of the 20 year Community Plan was the Annual Plan for 2006/07.

This Annual Report reports on the delivery through the Annual Plan for 2007/08 of Year Two of the *Kapiti Coast: Choosing Futures-Community Plan* delivered.

Council Planning Documents

The Community Plan describes the Council's responsibilities and contribution to the Community Outcomes developed by the community during 2003/04 and reaffirmed in 2006. It sets out the Council's leadership vision, how it wishes to work with the community and the suggested investment priorities for the next 20 years and how it identifies partners in that work. The Plan also provides a long-term programme and budget and funding choices. These responsibilities were delivered by a Council that is fully committed to the community vision, to taking a sustainable development approach and to the social, cultural, economic and environmental wellbeing of the Kapiti Coast.

The following diagram illustrates the linkages between the Council planning documents:



In accordance with the Local Government Act 2002, this Annual Report includes an audited statement comparing actual service levels for activities against the intended levels of service provision. It also gives the reason for any significant variance between actual and expected service provisions. To the best of its knowledge the Council is unaware of any negative effects of the activities that the Council delivers on any of the four wellbeings.

Delivery of Community Outcomes

The Kapiti Coast District Council developed its Community Outcomes process early in 2003-2004 as part of its work programme to adopt its first Community Plan by 30 June 2004. The results of that process as published in the January 2003 document, *Kapiti Coast Choosing Futures-Community Outcomes*, very clearly sets the future path the Kapiti Coast Community desires. The broad direction for the community's vision can be described as "Reaffirming the Kapiti Coast lifestyle and culture - with a sustainable emphasis".

The Local Government Act 2002 required all Councils in New Zealand to adopt a Community Plan in 2006 and be audited on the associated process to identify Community Outcomes. Given the relatively short time since the Community Outcomes were first identified, the Council decided to use community workshops associated with various activity areas to build onto the original Outcomes information, rather than undertake any additional process to review Community Outcomes. Following that series of workshops those seven outcomes were consulted on through the draft *Kapiti Coast: Choosing Futures – Community Plan* document that was distributed to households throughout the District in early April 2006. The final Community Plan, inclusive of those outcomes was adopted on 22 June 2006.

The summary statements for these seven outcome areas are listed below and the detail for each outcome can be found in the main document *Kapiti Coast Choosing Futures-Community Outcomes*.

- Outcome 1: There are healthy natural systems which people can enjoy
- Outcome 2: Local character is retained within a cohesive District
- Outcome 3: The nature and rate of population growth is appropriate to community goals
- Outcome 4: The District's resources are used wisely
- Outcome 5: There is increased choice to work locally
- Outcome 6: The District is a place that works for young people
- Outcome 7: The District has a strong, healthy and involved community.

Local Outcomes

When the initial consultation was undertaken in 2003-2004 the Council found that, in addition to the full set of seven broadly districtwide Community Outcomes, it also had a number of chosen outcomes focused on specific localities and communities within the District.

Turning the seven principal districtwide outcomes into reality requires the Council to take the vision and develop associated timescales, funding and action plans. Among the action plans was the promise to work with local communities to give shape and form to their local outcomes.

Since then, those outcomes and the detail that supports them have informed the work that has been done in undertaking more detailed local community design processes, and

developing plans and strategies at the local level. During the year, work continued on incorporating the results of those processes into a series of Local Outcome Statements, which take the districtwide outcomes and gives them a local focus. From there the specific local outcomes are presented along with programmes developed in consultation with the community to redefine the outcomes into practical visions and programmes for the future.

The aim is to provide a framework, or touchstone, for options and actions for the future as local communities and the wider district evolve over time. As at 30 June 2008 Local Outcomes documents were in place for the following areas: Paekakariki; Raumati South; Raumati Beach; Paraparaumu Town Centre; Paraparaumu Beach; Waikanae North and the Greater Otaki area.

Cross-Outcome Links

As well as the particular focus of each Community Outcome area, there are a number of common themes interwoven with them. For example, improved access is a cross-outcome thread: walkways, local footpaths, beach access, road linkages, extended bus and train links contribute to enjoyment of the environment, health, local character, cohesiveness, the local economy, and choice for young people and so on. The common threads that the community focuses on are:

- district form;
- quality of public and civic space - including parks and landscapes;
- access;
- design - quality, flexibility and innovation;
- the quality and flexibility of infrastructure: public health, community and civic facilities;
- people: democracy, decision-making, community and the individual.

This weaving together of Community Outcomes and cross-outcome links reinforces the fact that people do not see things in separate categories or with equal significance.

Achieving the Community Vision: Measuring Progress

The Kapiti Coast District Council takes the view that a whole range of people, organisations, groups and agencies contribute to the community vision. The Council has been working with some central government agencies to obtain clear partnership statements about those parts of the community vision they will support.

The Local Government Act 2002 requires regular reporting on what progress has been made by either the Council and/or its community partners towards achieving the Community Outcomes and vision. This rate of progress is measured in two ways:

1 With a Genuine Progress Index

This is a way of measuring cumulative performance or “quality of life” across all areas of wellbeing. It is an important measure, as it does not make sense, for example, to have major economic growth if the environment is harmed in the process. In accordance with the Local Government Act 2002, this three-yearly report will be prepared ahead of the 2009 Community Plan.

2 Measuring Achievement in Each Outcome Area

Long-term measures and key milestones for each of the seven community outcomes are listed on pages 13, 14 and 15 of Part One of the 2006 Community Plan. They have two parts, each focussed on results to mark progress:

- Measuring whether the possible long-term measures of progress (key indicators) have improved. For example, are there more local jobs? (Outcome 5 refers)
- Measuring whether the key milestones have been achieved. For example, a milestone may be that the rail system is electrified as far as Otaki. (All seven outcomes refer).

This Annual Report comments on the Year Two, that is 2007/08, performance measures detailed in the 2006 Community Plan.

Making the Connections: Outcomes to the Council's Activities

When reporting every three years on progress towards the community's vision and outcomes, it will be important to show who contributes to a particular outcome and how their contribution affects the whole. No one part of the vision will be achieved by the actions of just one person or one agency.

The broader Community Outcomes and Local Outcomes documents do not bind a government department or community agency to a future direction or a particular level of investment, especially as these issues need to be balanced against needs and requirements in other areas and across the District as a whole. However, together they become the basis against which the performance of agencies in supporting the community's wellbeing can be assessed. They also form a more concrete basis for engagement between communities, agencies and institutions and discussion of particular issues. Ultimately, the Community Plan will show how all the different players contribute to the community vision. A start to achieving this connection has been made through Council's participation in the Wellington Regional Strategy.

The Local Government Act 2002 requires a local authority to show how its actions contribute to the achievement of community outcomes. It also requires that the Council's actions be divided into a series of formal activities, or groups of activities. These activities must be capable of showing the detail of what the Council does, its service standards and expenditure while having a logic and rationale as they link to the Council's strategic direction and the community's outcomes or aspirations. This activity category provides for the fundamental unit for measuring the relationship between the Council's action, expenditure and Community and Local Outcomes.

The Council uses traditional delivery areas as its activity categories. However, the Council has spent considerable effort in identifying strategies for action to guide those activities. These strategies become the filter through which action by all agencies and organisations involved can happen. The strategies place each activity within a decision-framework that requires consideration about overall priorities, risk management, the total affordability of services, timing, standards and the way the Council will work with the community. It combines these processes and links programmes and activities to the achievement of required outcomes.

Reporting on Service Levels

The basic building blocks of a Community Plan are the areas of activity – that is the goods or services provided by, or on behalf of a local authority. Within each activity, it is important to define levels of service – which is a formal term used to describe the actual performance standards to be applied to each activity.

Levels of service are important to both the Council and the community as they set standards for the delivery of the activity, which in turn can be used to inform customers and manage their expectation. They:

- provide a framework for performance measurement
- act as a guide to developing strategies for the acquisition, maintenance, replacement and disposal of assets and the associated financial and other consequences
- are likely to be influenced by customer needs and preferences, legislative requirements and environmental standards and the availability of resources.
- can be related to any, or all, of the following factors: quality, quantity, availability, legislative requirements, reliability and performance, capacity, environmental impacts, cost, safety and responsiveness.

Measuring Performance

The 2006 Community Plan presents performance measures for activities in a two-part five-column format to make a distinction between the community outcomes and the Council performance sections.

Community Outcomes		Council Performance		
Long Term Progress	Key Milestones	Effectiveness Measures	Key Actions / Outputs	Service Standards

This distinction is important. The Community Outcomes are a statement of the community's vision and the Council has a partnership role with other agencies and the wider community in achieving this vision. Community performance against these community outcome measures is reported on every three years and the Council has a statutory requirement to ensure that is done.

This Annual Report comments on the performance measures for delivering on Council activities.

The Effectiveness Measure column is the 'link-column' between Community Outcomes and Council Performance. Its purpose is to assess the longer term effectiveness of Council actions as they contribute to the community vision (outcomes). These effectiveness measures will be reported on every three years alongside the progress report on Community Outcomes. This three-year cycle allows longer-term trends to emerge, and the cumulative impact of Council actions to be assessed. The 2006 Community Plan builds on the platform established by the 2004 Community Plan, which indicated that these measures along with the performance measures of the Community Outcomes were a work in progress. The information in the Community Plan for each activity for this column is only an initial view of what may be used. It is the first stage identification of an 'area of progress measure' that will be used towards the three yearly report on the Community Outcomes, and the performance measures for the Council's actions.

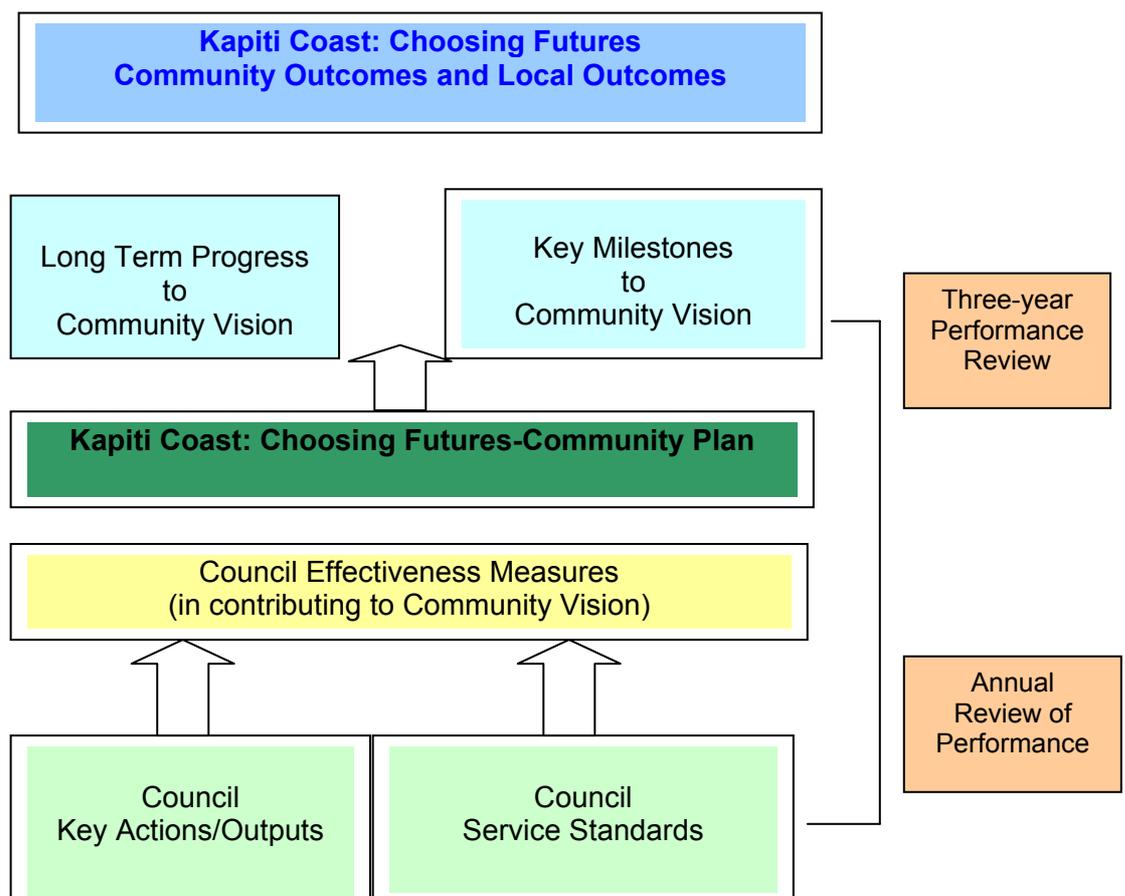
Therefore, at this stage, the Effectiveness Measures simply provide an indicator of how to mark progress on achieving the end-results. They are not final measures that require 'actual' performance reporting in this document. The Council is working with the community to finalise these measures to show progress on the community vision. The Council will also ensure that any performance measures link with those used at the national and regional level.

Sitting under these effectiveness measures are the Key Actions/Outputs and Detailed Service Standards. This Annual Report on 2007/08 performance in these areas will contribute to the overall effectiveness of Council actions in contributing to the Community Outcomes.

The Key Actions/Outputs column states the delivery measure for the activity. This is the key measure of what the Council is delivering in terms of progressing towards achieving key actions / outputs. The measure may not all be completed in any one financial year.

The Detailed Service Standards column states the service standards used to report on how well the Council performs in the detailed actions or activities that link to the Community Outcomes.

As all three measures are refined, the format of the Annual Report will be reviewed with the goal of designing a monitoring document that reflects the distinctions and linkages between the various measures. In the interim, the following diagram reflects the relationship.



Message from the Tangata Whenua

On 29 September 2004 the tangata whenua of the District, Āti Awa ki Whakarongotai, Ngāti Toa Rangatira, Ngāti Raukawa ki te Tonga including their whanau and hapū and Kapiti Coast District Council celebrated 10 years partnership through Te Whakaminenga o Kapiti. Te Whakaminenga o Kapiti is a forum where the tangata whenua and Council come together to discuss matters of mutual interest and importance in relation to iwi specific issues and wider District matters.

In the 1820-1830s the tangata whenua of the district were firmly established in the district and were signatories to the Treaty of Waitangi at the following locations:

- on board the ship “The Ariel” at Port Nicholson in Wellington (29 April 1840),
- Queen Charlotte Sounds (4 May 1840),
- Rangitoto (d’Urville Island), (11 May 1840),
- Kapiti Island (14 May 1840),
- Waikanae (16 May 1840),
- Otaki (19 May 1840),
- Manawatu (26 May 1840),
- Motungarara Island (4 June 1840),
- Guards Bay and Cloudy Bay (Te Koko-a-Kupe) in Te Hau Ihu (17 June 1840),
- Mana Island (19 June 1840), and again on
- Kapiti Island (19 June 1840).

Te Whakaminenga o Kapiti appreciates the strength of the Kapiti Coast District Council commitment to the tangata whenua continuing to practice their Kaitiaki/Kaitiakitanga role. They also support the manner in which the Council upholds and takes appropriate account of the principles of the Treaty of Waitangi.

The four main principles on which the tangata whenua base their vision for the District as outlined in English on page 16 and in Māori on page 17 of the 2006 Community Plan have supported their 2007/08 work programme. A progress comment against each initiative and/or project is noted below:

Te Whakaminenga o Kapiti Initiative and/or Project		Progress Comment
Iwi / Council capacity building	Council liaison / Māori Staff support	Completed. Full time employment commenced from 14 th July 2008
	Increasing efficiency of iwi response to joint work	Ongoing. Iwi Liaison Officer has become a full time position. The Work Force Development and Cultural Advisor position has become a permanent position.
	Iwi Management Plans	Ongoing. Staged approach agreed. Focus remains on Ngāti Toa
	Potential cadetship programme	Deferred. To be progressed in 2008-2009
State of the Environment	Coastal Strategy (identifying the fundamental requirements of iwi in a customary sense)	Completed. Consultation now underway through a series of community workshops. Information obtained through these workshops will be fed back to the community through an Annual Forum as outlined through the Coastal Strategy.

Te Whakaminenga o Kapiti Initiative and/or Project		Progress Comment
	Waahi tapu management plans (key sites)	Ongoing. Work progressing to research sites for inclusion into the District Plan
	Environmental monitoring	Ongoing.
Economic Development	Cultural tourism and Wellington Regional Strategy (building on the work from the Wellington Regional Strategy on Māori development potential, with a focus on local issues and opportunity)	Completed. Te Arahanga O Nga Iwi commissioned to deliver baseline data and indicators (completed May 2008) and Regional Maori Economic Development Strategy (draft completed June 2008, final due to be presented to Horowhenua Kapiti Joint Economic Development Forum in August 2008.) 2008/09 Annual Plan allocated funding for implementation activity.
History, Naming and Symbols	Design Initiatives / Historical resource (a project aimed at bringing the historical and contemporary features of the tangata whenua into an appropriate showcase)	Work in progress in Otaki rohe (area) under the Greater Otaki Project including "The Pipi Trail" Brochure which is scheduled to be completed by September 2008.
Māori representation	Review of Memorandum of Partnership	Completed. Memorandum of Partnership signed by iwi and Council on the 28 th March 2008 at Raukawa Marae
	Local Government Act (identification of a preferred option in terms of a potential Māori ward(s) and consultation)	Investigating. Discussions underway for the preferred options pertaining to Māori Ward
	Involvement of Taurahere (development of Taurahere representation framework as part of Te Whakaminenga).	Completed. Through the Memorandum of Partnership signed on 28 th March 2008

Response from Council about its Partnership with Tangata Whenua

The Council is proud of its relationship with the tangata whenua. There has been an emphasis on constantly improving the quality of the work and interactions under the Memorandum of Partnership.

Evidence of this relationship can be found in The History of Te Whakaminenga o Kapiti that was launched in June 2007. The book explains how, through Te Whakaminenga, the tangata whenua of the Kapiti Coast have contributed to the Council work programme through a range of forms including the District Plan, the Heritage Strategy, and resource consent processes, notably in relation to the protection of waahi tapu.

Wellbeing and Sustainability

The 2006 Community Plan continues to deliver a work programme based on the framework adopted in the 2004 Community Plan that promotes the wellbeing of its community and takes a sustainable development approach to all operations and services within the Kapiti Coast District. The detail of this work can be found on pages six and seven of the 2006 Community Plan.

The Kapiti Coast community has very clearly set out its path for the future. A summary can over-simplify what people have said, however the community's vision can be described as *'Reaffirming the Kapiti Coast lifestyle and culture – with a sustainable emphasis'*.

Within this context, and consistent with the community outcomes, the Council has established examples of what social, economic, cultural, and environmental wellbeing means for the Kapiti Coast District. The Council has also developed fourteen sustainable development principles to guide decision-making.

As one of the fastest growing areas within the country it is important for the Council to apply these principles in all aspects of the Council's services and operations and within the community.

In evaluating the progress the Council has made with, and the benefits gained from, a sustainable development approach it is important to note that it extends beyond the reporting of social, economic, cultural, and environmental wellbeing. It is a management process to support decision-making and co-ordination covering strategic planning and objective setting, accounting for performance, auditing and reporting on the performance. In this regard Council does not, to the best of its knowledge, believe that there are any negative affects arising from its This shift to a more deliberate and active strategy of involving advocacy, support and development of partnerships around wellbeing is as important as the provision of services.

The Kapiti Coast District Council has a number of projects in place designed to increase sustainability within the Kapiti Coast District. The Council has become a leading small sized territorial authority in a number of areas including urban design and planning for climate change. Innovation and communication are key aspects of this and is a result of engaging with many stakeholders within the community including landowners, developers, local iwi and other territorial authorities within the Wellington Region and around New Zealand.

Section 2: Report on Kapiti Coast District Council's Strategic Response

Reporting on the year two delivery (2007/08) of the 2006 Community Plan is one of the major requirements of Elected Members in response to *Kapiti Coast: Choosing Futures-Community Outcomes*, and to Council's wider responsibilities under the Local Government Act 2002. This Annual Report documents the work of two governing Councils.

The incoming Council of the 2007/10 triennium inherited the 2006 Community Plan work platform. The 2006 Community Plan was the response made by the previous Council to the Community Outcomes and is driven by Strategies for Action. These strategies are important in a situation of limited resources, of competing pressures and points of view, and changing circumstance. They act as the filter through which action by all agencies and players happen.

As the Council and other agencies make decisions about investment, for example roading or stormwater management, there is the potential for negative effects on the community and the environment. The Council has taken the approach of building a decision-framework that requires consideration across the wellbeing areas, application of the sustainable development principles and the setting out of a multi-faceted strategic platform where these potential impacts can be considered early. Rather than separately list specific issues, these have been "woven" into the overall decision framework.

The 2006 Community Plan and associated strategies were developed in the context of the local characteristics of the Kapiti Coast such as:

- public transport system issues
- population pressures
- focus of urban growth on the Waikanae North area
- increased development pressures on the Otaki urban area
- local economy.

The Community Plan also takes account of external factors and uncertainties such as:

- stormwater impacts: e.g. the question of how much to anticipate flood impact costs and how much to adjust programmes when events occur
- climate change impacts: e.g. impact on stormwater and ground water
- growing costs of fossil fuels (e.g. oil, gas and coal): need to advocate strongly for public transport
- global competition for labour: the District already suffers from a wide working age gap
- global conflict and disruption
- major swings in national policies e.g. changes in transport policy; and health policies that impact on access to health services.

In delivering on the 2006 Community Plan and responding to Community Outcomes, the work programme that the Council delivers is driven by the following three broad areas of action and change:

- Leadership – the Council is taking leadership role in key areas to facilitate Community Outcomes,
- Style of Council – the way that the Council will work with communities e.g. communication and
- Investment – what the Council will invest in over time and how that investment will be made.

With a substantially new Council elected to govern during the 2007/10 triennium, and a significant range of views represented on it, various policies and programmes have come under scrutiny as the new Council has worked towards a majority view on what needs to be modified, reduced or expanded to reflect the political climate.

During the first half of 2007, the new Council prepared, consulted on and adopted the Annual Plan for 2008/09. The following list summarises the key issues and projects that the Council determined during 2007/08 they would engage in the forthcoming year:

- the development of the 2009 Community Plan;
- a review of the District Plan;
- the introduction of a new kerbside recycling service and resource recovery facility at Otaihanga;
- continuation of the Older Persons' Forum and the development of new initiatives such as the Council of Elders;
- continuation of a number of youth projects, including the establishment of a "Youth Services Support Hub" to link the programmes offered by the various providers and ensure they operate cooperatively as they each deliver their respective youth services;
- assisting community groups to identify and access external agencies for funding
- progressing the Western Link Road
- maintaining its commitment to the Kapiti Coast Multi-Purpose Aquatic and Recreation Centre
- continuation of work on climate change impacts and in particular its likely effect on the District's stormwater system
- implementation of energy saving programmes, and
- consideration of sustainable water use including water conservation, collection and storage options and funding options such as a rolling fund for retro-fitting houses for water conservation and allocation.

Note: Although out of context for the reporting year, it is important to note that at its meeting of 21 August 2008 the Council subsequently resolved the following:

- 1 *That the Council notes that it does not intend to go forward with compulsory residential water meters as set out in the 2006/2009 LTCCP.*
- 2 *That the Council establishes preferred water supply and conservation options by the end of December 2008, as the basis for community consultation under the 2009-2012 LTCCP process.*
- 3 *That once preferred high level water long-term water supply options have been identified (early December 2008), the detailed technical work proceeds concurrently with the 2009-2012 LTCCP process.*

Section 3 Council Activities

This Annual Report comments on year two of the 2006 Kapiti Coast Choosing Futures - Community Plan work programmes for each of the following 15 activity categories that the Council uses to report on detailed issues, programmes, expenditure, performance and funding frameworks:

- Access, Roothing and Transport
- Building Control and Resource Consents
- Coastal Management
- Community Facilities
- District Strategic Development
- Economic Development Projects
- Environmental Protection
- Facilitation, Partnerships and Social Wellbeing
- Governance and Tangata Whenua
- Libraries
- Parks and Reserves
- Solid Waste
- Stormwater Management
- Wastewater Management
- Water Management

Each activity links to one or more Community Outcome, either directly in terms of contributing to an end vision, or in terms of the quality of action that the community is looking for. They are also driven by the Council's broad strategic direction and decisions - itself devised in response to the Community Outcomes. This strategic influence also demands particular end actions, or a particular quality of action. For example, strategically the Council has made the decision to proceed with certain community facilities over time, reflecting community priorities. However, planning for these facilities must occur as part of wider town centre and recreation planning, must aspire to leadership around design, and must involve robust and inclusive community processes.

The 2007/08 work programme for each of these activities is reviewed on the following pages. Each activity includes the following:

- The Community Outcomes to which the activity is linked;
- A brief comment on delivery programme progress to 30 June 2008;
- The measures that are being used by the Council to assess Council performance. These include:
 - an effectiveness measure (how well the activity is achieving the desired result-linked to Community Outcomes)
 - a delivery measure (key measure of what is delivered when)
 - detailed service standards (Part Two of the Community Plan, pages 199-215)
 - a summary of 2007/08 expenditure

In the Council activity areas that follow, performance reporting against the Service Standard is detailed as follows:

- Achieved Required actions were completed and the intended level of service achieved.
- Partially Achieved Some outputs contributing to the intended level of service were achieved.
- Not Achieved % target not reached.
- In Progress No actual output was achieved, but pre-requisite processes were commenced and/or the Council is waiting on a third party.
- Ongoing A particular level of service was achieved, but it is a multi-faceted and not totally time related in that there are constant actions continuously adding to it.
- Deferred No actions to achieve the stated level of service were begun.
- Not Applicable No activity scheduled for the financial year.

Council Performance against 2006 Community Plan Measures as at 30 June 2008

The Council is using the following performance measures to report on how well it performs in the detailed actions or activities that link to the Council's strategic direction and the Community Outcomes or aspirations.

Elected Members reviewed these measures as part of the process of developing asset management plans and the 2006 Community Plan. The opportunity was taken to revise them, correct inconsistencies and ensure better linkages to both activity and asset management plans.

Access, Roding and Transport

COMMUNITY OUTCOMES

1 2 3 4 5 6 7

This activity area is linked to all seven community outcomes and includes the following services and programmes:

- o management of assets: roads, footpaths, street lighting, road signs, street furniture, walkways and cycleways;
- o delivery of road safety improvement projects, in conjunction with New Zealand Police, Land Transport New Zealand, and other road safety partners;
- o upgrades to footpaths and development of cycleways, walkways and bridleways;
- o advocacy for public transport services;
- o planning and design, linked to wider District development projects.

Key Results

Strategically access continued to be a very important level of service for the Council which made good progress in this critical area during the year. The Council is actively involved in delivering transport services, through either construction and/or maintenance of assets such as:

- o roads, cycleways and walkways
- o education and setting of design standards
- o advocacy for services provided by other agencies and businesses.

These services are all interconnected and in late 2007 Council consulted on a draft Sustainable Transport Strategy. The Strategy, adopted titled "*Towards a Sustainable Transport System*" aims to reshape the local transport system to have the characteristics of a sustainable system, be able to deal with the key problems that are a barrier to sustainable outcomes and act as a guide for Council actions and decisions.

Associated with the development of the Sustainable Transport Strategy the Council continued to take a role in relation to support and advocacy for rail services within the District. This focus on rail is a deliberate response to the issues and pressures the rail service currently faces. The electrification to, and upgrade of, the Waikanae Station in particular has received focus, with the Council involved with Greater Wellington Regional Council, Transit New Zealand and OnTrack in assessing options for the configuration and design.

During the year, the Council's commitment to the Western Link Road and a second road crossing of the Waikanae River was advanced with the confirmation of funding. Land Transport New Zealand approved the release of \$2.4million for the final design of the first stage of the Western Link Road from Raumatī Road to Te Moana Road, as well as sufficient funds for Stage 1 advanced land purchases. This is the first of the flow of funds

at a 90% subsidy rate for the land acquisition and construction of Stage One of the Link Road – which is designed to connect communities from Raumati to Peka Peka.

In October /November 2007 the Council hosted a series of report back meetings to the community with progress updates on the Western Link Road,

Progress was made with securing resource consent for the project. Consents for 3 of the 4 sections were approved on a non-notified basis. The 4th section is on hold pending agreement with the Takamore Trustees, a maori trust with historic connections to land along the route.

The next steps in the project are to secure the remaining statutory approvals including resource consents and approvals under the Historic Places Act, and complete the final design.

At a regional level, an updated Regional Land Transport Strategy was adopted during the year. Work on refining the alignment and costs of Transmission Gully was also progressed.

Community design processes and workshops in this activity area, and in associated District Strategic Development Projects such as the Greater Otaki project, continued to attract interest and involve the community.

The “speeded up” footpath replacement programme continued. This recognises that safe and easy use of footpaths is important in a community that values walkways and local access, and has a large older and young population.

In further support of this, work continued on improving the pedestrian and cycling linkages between communities (the Cycleway/Walkway/Bridleway Network) in order to improve local choices and reduce reliance on vehicle use. Community input regarding these linkages was regularly sought. One example of such involvement was the consultation on the location near Jim Cooke Park of the second footbridge over the Waikanae River. This project was unusual in that it was totally externally funded by the Lion Foundation and Greater Wellington Regional Council.

The annual road resealing contract was completed without any significant issues.

Key Actions/ Outputs <small>(Note: these may span more than one financial year)</small>	Performance Achieved
Construction of a Link Road and river crossings	In Progress. Three out of four resource consents approved. Final design contract awarded and underway. Archaeological investigations in Takamore area well advanced. Property purchase in progress. Review of design commissioned for purpose of giving confidence that final scope is appropriate. Property acquisitions progressing with four major properties close to finalisation at 30 June 2008.
Completion of footpath replacement programme	Achieved.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Other access network links completed	<p>Ongoing. Working with developer on completion of Awatea Avenue connection to Mazengarb Road. Concept study completed on Kapiti Road.</p> <p>Working with OnTrack on possibilities for bridge over NIMT rail line in conjunction with double tracking/electrification works.</p>

Service Standard	Performance Achieved
<p>Road pavement surfaces are maintained in waterproof conditions (generally chip seal, with high stress areas slurry or asphaltic concrete, and some retail areas asphaltic concrete) - Measured by:</p> <ul style="list-style-type: none"> • completing the yearly road pavement renewal programme 	Achieved.
Existing footpaths are maintained to minimise tripping hazards.	Achieved.
Existing streetlighting maintained with failures repaired within seven days, and streetlights progressively upgraded to AS/NZS 1158:1997.	Partially Achieved - 90%. Repairs involving circuit faults can take longer as they are require a technical response from Electra.
Identification of locations for any new street furniture is considered in accordance with the Street Furniture Priority List recommended by Community Boards and approved by the Council.	Achieved

Access, Roading and Transport Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
3,597	Operating Costs	3,839	3,601
1,096	Debt Servicing	1,343	1,591
2,549	Depreciation	3,099	3,006
<hr/>		<hr/>	<hr/>
7,242	Operating Expenditure	8,281	8,198
	Revenue		
2,761	Subsidies and Fees	2,537	2,491
104	Miscellaneous and Separate	121	-
-	Development Contributions	280	262
<hr/>		<hr/>	<hr/>
2,865	Operating Revenue	2,758	2,753
4,377	NET OPERATING COSTS	5,523	5,445
	Capital Items		
5,274	Asset Construction and Renewal	5,443	11,966
918	Sinking Funds/Loan Repayments	1,096	1,098
	Appropriations		
-	To Miscellaneous and Separate Funds	336	-
<hr/>		<hr/>	<hr/>
10,569	NET COST OF ACTIVITY	12,398	18,509
<hr/>		<hr/>	<hr/>
3,583	Rates	3,874	4,165
2,680	Depreciation Reserve	1,343	3,000
3,631	Loans	5,072	9,906
182	Utilisation of Balances	557	167
133	Miscellaneous and Separate Funds	-	-
-	Reserve/Development Levies	280	-
360	Transit's Share of Depreciation	1,272	1,271
<hr/>		<hr/>	<hr/>
10,569	TOTAL SOURCES OF FUNDS	12,398	18,509
<hr/>		<hr/>	<hr/>

Access, Roothing and Transport
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Streetlighting This year's upgrade programme deferred pending an Energy efficiency report. Funding carried over to carry out upgrades in 2008/09.	4	277
Roothing Upgrades Otaki Main Street roundabout completed. Residential road upgrade (Hillcrest Road, Paraparaumu) completed Rimu Road intersection projects (Kapiti Road and Raumati Road) rescheduled to 2008/09	365	1806
Roothing Renewals	461	766
Reseal programme Annual resealing contract completed. Seal widening deferred to 2008/09	1,406	1,614
Roothing Stormwater drainage Major culvert replacement at Matatua Road delayed – remedial repairs are proposed while longer term solution including property purchases are investigated	141	2,067
Walkways / Cycleways Otaihanga footbridge upgrade completed (budgeted in 2006/07) Footpath upgrades and cycleway network programme continued as planned.	1,090	805
Western Link Road Property Purchase, design and construction Less government subsidies	4,605 2,875 <hr/> 1,730	25,309 20,980 <hr/> 4,329
Progress property purchase agreements including several major blocks. Construction commenced on minor access roads		
Asset Management	246	302
	<hr/> 5,443	<hr/> 11,966

Building Control and Resource Consents

1 2 3 4 5 6 7

This activity area is linked to community outcomes 1, 2, 3, 4 and 7 and includes the following services and programmes:

- processing of building consent applications under the Building Act 2004
- associated building advice to applicants on options/systems and opportunities for energy and water conservation
- processing of resource consent applications under the Resource Management Act 1991
- associated advice to applicants on opportunities for innovation, good design, links to the wider community vision around the environment, walkways, water quality, etc.

Key Results

The Council has performed well in the Building Control area. It was one of the early Councils to apply for and the 37th of the 76 territorial and regional authorities nationwide to be achieve accreditation as a Building Consent Authority. The 2007/08 focus of this activity area was on managing the impact of the changes required by the Building Act 2004 – in particular, establishing systems to meet the criteria that Council must meet in order to operate as a Building Consent Authority and achieve the new statutory timeframes under the new Act. The attainment of this status at the same time as continuing to provide levels of service was demanding and the Council is pleased with the year end results achieved.

The Resource Consent team focused on managing the effects of activities on the environment according to the rules set out in the District Plan. Their work was supported by the continued application by a Design and Review Team of a multi disciplinary review of all major private and Council projects to ensure that design quality on the Kapiti Coast is achieved. The review allows opportunities for developers to consider improvements to their design. This process facilitates better urban design and energy efficiency to achieve Council's goals of sustainable development. The approach is that a meeting can occur at any time throughout the resource consent process or even prior to a resource consent application being lodged.

Equally impressive was the with achievement levels at the highest rate Council has achieved for some years.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Continual Design Review Team	Ongoing. The design and review team has met to discuss proposals both prior to and following lodgement with Council. The team has, in almost every case, contributed a significant improvement to the design of the proposals considered to the mutual benefit of both the applicant and the community. This approach of working with developers and designers facilitates better urban design and energy efficiency and supports our sustainable development goals

Service Standard	Performance Achieved
Processing times/ complaint levels	
95% of all building consents are processed within 15 working days.	<p>Not Achieved. Of the 1,359 consents processed 58.6% were processed within 15 days at an average of 13 days for all consents.</p> <p>Note: The full implication of the accreditation requirement to become a Building Consent Authority only became apparent after the assessment audit in August 2007. As a result of the additional documentation required to satisfy accreditation processing times have increased by about 40%. Council responded by approving an increase in building consent fees of 20% for new dwellings and 15% for all other buildings, effective from 1 March 2008. The increased fees funded two additional staff to satisfy the accrediting body and will, after training, enable time frames for processing to be achieved.</p>
All applications for Land Information Memoranda are processed within 10 working days.	Not Achieved. 96 % of the 292 LIM's were completed within 10 working days.
95% of all code compliance certificates are issued within 15 working days.	Achieved 98%.
95% of all subdivision completion certificates are issued within 15 working days.	<p>Not Achieved. 93.5% of 107 subdivision completion certificates were issued within 15 working days of all conditions being met.</p> <p>Note: Of the seven certifications that did not meet the target timeframe, five fell within the month of June.</p>
95% of all survey plans are issued within ten working days.	Achieved. 100%. Note: Only 26 certifications of this type issued as most are now combined with completion certificate (s.224(c)) as a result of the improved efficiency of the registration system on <i>Landonline</i> .
All objections to non-notified resource consents are processed within 40 working days.	Achieved 100%.

Service Standard	Performance Achieved
All decisions on notified applications (not involving requests for time extension or further information) are processed and issued within 70 working days.	Not Achieved. Seven notified consents decisions were made, two of which went over time as a result of difficulties sourcing available Accredited Hearing Commissioners and/or suitable Hearing dates.
Inspection Standards and Rates	
95% of all illegal activity/unauthorised building work complaints are investigated within three working days.	Achieved 100%.
33% of all buildings that are subject to a Building Warrant of Fitness are inspected annually.	<p>Not Achieved. 18.4% of buildings subject to a Building Warrant of Fitness were inspected with long term leave of other Building Control Officers in the first six months of the financial year limiting resources in this area.</p> <p>Note: The 33% annual target is set to enable a three year inspection cycle. In the last financial year staff achieved 36.3% and it is envisaged the balance of 45.3% will be achieved by 30 June 2009 thus meeting the three yearly cycle target.</p>
All site inspections are completed within 24 hours of request or at the scheduled time.	Achieved. 100% of all 8,047 Building Consent inspections were carried out within 24 hours of request or at the scheduled time.
All resource consents are monitored in accordance with the Landuse Resource Consents Monitoring Programme.	<p>Achieved. All land use consents have been monitored in accordance with conditions and service standard has been maintained.</p> <p>168 Consents for the year have been signed off and no further monitoring is required. 326 monitoring visits have been completed for the year. New land use consents are scheduled for monitoring once notification is received that the consent has been activated.</p>

**Building Control and Resource Consents
Statement of Cost of Activity**

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
2,380	Expenditure Operating Costs	2,685	2,580
2,380	Operating Expenditure	2,685	2,580
1,747	Revenue Charges and Fees	1,696	1,857
1,747	Operating Revenue	1,696	1,857
633	NET OPERATING COSTS	989	723
-	Capital Items Asset Construction and Renewal	20	20
633	NET COST OF ACTIVITY	1,009	743
633	Rates	989	713
-	Depreciation Reserve	20	30
633	TOTAL SOURCES OF FUNDS	1,009	743

Building Control and Resource Consents
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Portable Data Capture Project		
Capture Building Consent data using tablets. Completed	20	20

This activity area is linked to community outcomes 1, 2, 4, 6 and 7 and includes the following services and programmes:

- beach projects - e.g. beach renourishment and planting to prevent erosion
- beach accessways
- beach patrols
- coastal protection works (capital expenditure)
- signage.

Key Results

The Coastal Strategy was published in September 2007. The Strategy states the vision for managing the coast and describes:

- the specific challenges in managing the coast – these are formed around seven themes: stewardship; natural systems, harvesting, access; activities on the coast; hazards, and built character - and proposes a response to each. The responses form the proposed districtwide approach for each theme.
- how specific issues in local areas will be managed, within the context of the districtwide themes. Seven local action plans cover the coast.

The coastal management focus continued in accordance with the Coastal Strategy. This is a continuation of the work that has been underway for some years to bring together hazard management, recreation and restoration matters. Running in parallel is asset planning work on improved condition rating of existing sea walls, to improve understanding of the timing of replacement works.

Coastal forums were held in July/August 2008 to discuss and agree coastal protection maintenance levels.

In accordance with the focus of the Coastal Strategy on delivering a comprehensive, integrated approach to coastal management (not just protection) which treats the coast as an ecosystem to be managed as a whole, work continued on the following:

- Access – beach access signs were designed. The design work is consistent with the signs used by Greater Wellington Regional Council at the beach in Queen Elizabeth Park. 70 access signs are being installed progressively throughout the District. all major settlements now have one access point planning necessary improvements such as signage and recognising that all major settlements should have at least one access point that is suitable for disabled access onto the beach, and enforcement of bylaw and access points;
- Ecosystem Health –dune planting as one means to contribute to overall dune health and stability;
- Understanding of Beach Processes – the aim of this project is to provide beach signage that better explains beach processes. Interpretive signs have been designed and installation is in progress;
- Coastal Hazard Assessment Process – Work continued on this longterm project aimed at identifying coastal hazards and reviewing the associated development controls and implications for coastal protection. The assessments of the rivers, streams and inlets is in progress (almost completed) and the building lines methodology and the assessments of the open coast hazards are complete.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Coastal protection maintenance levels agreed.	Partially achieved. This project requires preparatory material prior to any formal Resource Management Act process. Community discussion on protection standards scheduled for Coastal Forums in July / August 2008.
Completion of coastal hazard regulatory framework.	Partially Achieved. Building lines methodology completed. Open coast hazard assessment completed and inlet hazard assessment in progress (almost completed). All components are required for District Plan process.
Education signage (Install new coastal education signage that references the desired coastal outcomes requested by the community in the Kapiti Coast District Council Coastal Strategy Document)	Partially achieved. Access markers achieved. Design of Interpretive signs has been achieved. Installation in progress

Service Standard	Performance Achieved
Access, Eco-System Health, Education and Erosion Protection	
Beaches and recreational waterways are tested weekly from November 1 to March 31, and monthly for the remainder of the year.	Achieved
Possible causes of pollution of beaches and recreational waterways are investigated in conjunction with other agencies and, where possible, remedial works are initiated.	Achieved
All beaches and rivers identified as hazardous to public health are publicised and signposted.	Achieved
All dunes eroded to an unstable "cliff-like" condition are signposted as hazardous.	Achieved
The coast and seawalls are inspected 11 times per year and repairs effected where necessary.	Achieved

Service Standard	Performance Achieved
Stormwater outlets are inspected weekly or monthly depending on vulnerability to blockage.	Achieved
Beaches are patrolled according to tides, seasonal conditions and beach usage.	Achieved. Regular patrols by Main Security and Volunteer Patrol officers have been conducted throughout the year.

**Coastal Management
Statement of Cost of Activity**

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
254	Operating Costs	261	250
43	Debt Servicing	44	72
129	Depreciation	154	195
<hr/>		<hr/>	<hr/>
426	Operating Expenditure	459	517
<hr/>		<hr/>	<hr/>
426	NET OPERATING COSTS	459	517
	Capital Items		
520	Asset Construction and Renewal	326	697
56	Sinking Funds/Loan Repayments	129	72
<hr/>		<hr/>	<hr/>
1,002	NET COST OF ACTIVITY	914	1,286
<hr/>		<hr/>	<hr/>
390	Rates	449	490
302	Depreciation Reserve	346	296
310	Loans	119	500
<hr/>		<hr/>	<hr/>
1,002	TOTAL SOURCES OF FUNDS	914	1,286
<hr/>		<hr/>	<hr/>

Coastal Management
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Raumati South – The Esplanade Investigation of options to protect the public road. Construction work to commence in the 2008/09 year.	52	300
Marine Parade Alternative Exploration of protection solutions at Marine Parade.	113	250
Raumati North Seawall Investigation of options to maintain the existing seawall. Work to commence in the 2008/09 year.	5	50
Coastal Protection Restoration No work undertaken on this project in the 2007/08 year	-	52

Community Facilities



This activity area is linked to community outcomes 2, 4, 6 and 7 and includes the following services and programmes:

- civic buildings (other than libraries);
- public halls;
- cemeteries, including urupa support;
- public toilets;
- swimming pools;
- housing for older people;
- other major recreation facilities (not including sports fields etc.).

Key Results

This activity includes all the major structures and buildings that support the social fabric of a community, contribute to maintaining people's health and provide a civic presence. These facilities exist alongside many other buildings and structures provided by community groups directly - including sports, boating and golf clubs. These facilities influence the general quality and character of each settlement and the District. The way they are built contributes to efficient use of resources. Their primary role is supporting a healthy, active and involved community and social wellbeing in general.

Community property venues, services and maintenance programmes were provided in accordance with the 2006 Community Plan. The Council also maintained its commitment to local museums, arts and swimming facilities) and housing for older people.

The Council continued its support of the planned Kapiti Coast Multi-Purpose Aquatic and Recreation Centre Trust. As at 30 June 2008, the Council had resolved to maintain its commitment to a ceiling of \$10.5million; set aside \$250,000 for finalisation of concept plans, design and contract tender process, and included \$2.5million in the 2008/09 budget for construction in the latter part of the financial year. The balance of Council's commitment is budgeted to be available in the following year. The start date for the project will be dependent on money raise through public funding being driven by the Kapiti Coast Multi-Purpose Aquatic and Recreation Centre Trust.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Aquatic Centre and Recreation Centre underway	In Progress. The Kapiti Coast Multi-Purpose Aquatic and Recreation Centre Trust has been formed to develop a Multi-Purpose Recreation and Aquatic Centre. Preliminary concepts and designs for such a facility completed and preparation of a business case is underway. Construction is envisaged over the next two years.
Civic Building design completed	In Progress. A Needs Assessment has been completed (still to be presented to Council).

Service Standard	Performance Achieved
Condition Rating of Building Assets	
All Council buildings have a condition rating (i.e. assessment of physical condition).	Achieved.
Community Health and Safety Operations:	
All township public toilets (Mill Road and SH1 in Otaki; Mahara Place in Waikanae; Kapiti Road in Paraparaumu and Beach Road in Paekakariki) are cleaned twice daily.	Achieved.
All other public toilets are cleaned twice daily in the summer season (October to March) and once daily for the remainder of the year.	Achieved.
The Otaki, Waikanae, Paraparaumu and Paekakariki Memorial Halls are cleaned daily.	Achieved.
The Waikanae Beach Community Hall and the Raumati South Memorial Hall are cleaned twice weekly, and the Reikorangi Community Hall is cleaned as and when required.	Achieved.
All public toilets and the Otaki, Waikanae, Paraparaumu and Paekakariki Memorial Halls receive a monthly maintenance inspection.	Achieved
90% of graffiti on Council properties/structures removed within 48 hours of advice	Achieved.
Public swimming pool water quality is maintained to the NZS 5826 2000 standard.	Achieved
All new cemetery monumental work is manufactured and installed in accordance with the Council requirements.	Achieved.
Level of Energy Use	
EECA EnergyWise Council status is maintained.	Not Applicable. EECA no longer runs this programme and the EnergyWise Council status is not applicable. The Council is working with EECA on local actions to implement the New Zealand Energy

Service Standard	Performance Achieved
	Efficiency and Conservation Strategy. This service standard will be changed in the draft 2009 Community Plan.
Level of Housing Occupancy	
An occupancy rate of 97% is achieved in the Council's housing for older people stock (118 units).	Achieved 99.78%

Community Facilities Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
2,238	Operating Costs	2,322	2,333
62	Debt Servicing	62	525
515	Depreciation	532	561
<hr/>			
2,815	Operating Expenditure	2,916	3,419
	Revenue		
879	Charges and Fees	977	964
6	Development Levies	103	200
<hr/>			
885	Operating Revenue	1,080	1,164
1,930	NET OPERATING COSTS	1,836	2,255
	Capital Items		
427	Asset Construction and Renewal	692	6,035
51	Sinking Funds/Loan Repayments	68	437
	Appropriations		
-	Miscellaneous and Separate	103	-
<hr/>			
2,408	NET COST OF ACTIVITY	2,699	8,727
<hr/>			
1,945	Rates	1,983	2,765
363	Depreciation Reserve	589	497
73	Loans	-	5,465
6	Development Levies	103	-
21	Utilisation of Balances	6	-
-	Miscellaneous and Separate	18	-
<hr/>			
2,408	TOTAL SOURCES OF FUNDS	2,699	8,727

Community Facilities Financial Detail for Significant Activities

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	<u>Swimming Pools (incl. Aquatic Centre)</u>		
1,194	Operating Costs	1,279	1,281
-	Loan Servicing	5	468
162	Depreciation	164	170
(263)	Income (user charges)	(339)	(335)
1,093	Net Operating Costs	1,109	1,584
	<u>Public Halls</u>		
266	Operating Costs	278	310
-	Loan Servicing	-	4
132	Depreciation	138	150
(102)	Income (user charges)	(111)	(96)
296	Net Operating Costs	305	368
	<u>Public Toilets</u>		
215	Operating Costs	213	214
10	Loan Servicing	12	10
99	Depreciation	104	112
324	Net Operating Costs	329	336
	<u>Cemeteries</u>		
283	Operating Costs (including urupa support)	267	269
4	Loan Servicing	4	4
5	Depreciation	6	4
(92)	Income (user charges)	(95)	(110)
200	Net Operating Costs	182	167
	<u>Housing for older people</u>		
236	Operating Costs	285	246
43	Loan Servicing	41	42
107	Depreciation	109	114
(416)	Rental Income	(432)	(419)
(30)	Net Operating Costs	3	(17)

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	<u>Other Community Facilities</u>		
44	Operating Costs	-	13
10	Depreciation	11	11
54	Net Operating Costs	11	24

Community Facilities Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Public Toilets		
New Toilets – Waikanae	134	130
Upgrade of existing Waikanae toilets adjacent to Mahara Gallery.		
New Toilets – Raumati Beach	62	60
Toilets constructed and completed.		
Swimming Pools		
New Aquatic Facility	99	5,250
Continuing concept and design work.		
Public Halls		
Civic Building	37	100
Investigation options. Work continuing on Council's accommodation requirements and options		
St Peter's Hall contributions	-	85
Council loan towards upgrading St Peter's Hall. Project is underway, however Council loan was not drawn on during 2007/08.		
Te Horo Hall contributions	25	30
Council grant towards upgrading of Te Horo Hall.		
Mahara Place Upgrade		
Waikanae Capital Improvements.	57	59
Upgrade is substantially completed.		

This activity area is linked to all seven community outcomes and includes the following services and programmes:

- Urban development strategies: this includes the front-end processes and analysis in different communities around major development issues. The work flows through into more formal District Plan processes once the strategic direction has been discussed and set with relevant communities;
- District Development projects;
- District Plan: plan changes (including responding to private plan changes), plan reviews, subdivision codes, subdivision engineering consents processing, associated policy development;
- Regional Strategy.

Key Results

This activity area contributes across all Community Outcomes – either directly or indirectly. For example, the District Plan is most concerned with the effects of actions on the natural environment (Outcomes 1 and 4) and with District form and growth management (Outcomes 2 and 3). It also has implications for access and local strategic development activity.

The District Development Projects are part of a series of investigation, analysis and design processes for different parts of the District. They contain the work needed to assess development pressures, to look at what the community wishes to see happen in their local areas and for the District as a whole, to look at infrastructure needs, especially water and wastewater and to plan a long term approach. The interesting aspect to this activity is that the range of levels that it operates across – from Private District Plan changes through to school children undertaking environmental projects.

In addition to Private plan changes which have continued to require a major response from staff working in this activity area the work programme during the year has continued to involve in-depth analysis of character and vision for local areas. This work, which is being progressed area by area, has resulted in the development of Local Outcomes Statements and will provide key inputs into the District Plan rolling review. As at 30 June 2008 *Local Outcomes* documents for the following areas had been published: Paekakariki, Raumati South, Raumati Beach, Paraparaumu Town Centre, Paraparaumu Beach, Waikanae North and Greater Otaki.

These community workshops have continued to prove popular in terms of providing locals with an opportunity to express their views and provide a successful “front end” to realising local community outcomes.

A major achievement in this activity has been the continued community engagement around the Greater Otaki Project. The project is working towards delivering on the community’s vision which was formally recognised and published as the Greater Otaki Local Outcomes Statement.

The Council ran a successful pilot of the Enviroschools Programme during the year. The focus of the programme is for school children to identify their local issues and interests and then build an environmental action package around those issues and interests.

Other on-going work was undertaken in the areas of climate change, energy and water conservation.

- Council received an updated report on **climate change** impacts on the Kapiti Coast in November 2007 which is available on the Council's website. www.kapiticoast.govt.nz. That report signalled some significant new impacts that have been picked up under the stormwater activity.
- Considerable work was undertaken during the year to review opportunities to reduce **energy** costs and associated emissions. The opportunities to reduce costs (particularly around wastewater) and options to re-invest savings into further energy saving initiatives (both Council and community).
- Council also spent a considerable amount of time during the first half of 2008 considering issues around sustainable water.

Key Actions / Outputs <small>(Note: these may span more than one financial year)</small>	Performance Achieved
District Plan provides for Community Outcomes perspectives relating to: <ul style="list-style-type: none"> • character; • growth management; • intensification. 	Achieved. Character: underway: Paekakariki Plan Change notified and heard; Otaki Plan Change approved for notification Growth management: underway: Waikanae North Urban Edge plan change approved for notification. Large Format Retail Plan Change notified. Intensification: completed via Medium-Density Housing plan change, now operative.
Urban development concepts for each area are in place	Partially Achieved. Urban development concepts have been developed for Greater Otaki Project, Waikanae North, Paraparaumu Town Centre, Paraparaumu Beach, Raumati Beach, Raumati South and Paekakariki. Waikanae Town Centre and Otaihanga programmes underway, with local outcomes expected to be adopted later in 2008. This process has also been requested for Peka Peka and will be underway in the coming financial year.
Structure Plans for key areas completed <small>(Note: A Structure Plan is a comprehensive indicative development plan for a large area which identifies such things as bush to be protected, roads, sections, stormwater, etc. It allows a more integrated sustainable development approach which weaves together urban and environmental matters. A Structure Plan has a legal status in the District Plan and is used in the informal resource consent process to guide particular decisions)</small>	Not applicable over the period. If Plan Change 79 is approved (Waikanae North Urban Edge), this will require structure plans for the "Eco-Hamlet Area" in Waikanae North, to be initiated in 2008/09

Key Actions / Outputs (Note: these may span more than one financial year)	Performance Achieved
Investment programmes follow design stage	Partially Achieved. Paekakariki Main Street upgrade completed. Otaki Rail area upgrade partially completed and Paraparaumu Beach underway.

Service Standard	Performance Achieved
Quality of Community Processes	
Level of community involvement and community feedback.	Achieved. There were regular report-backs on each community design process.
Community Design	
All urban development issues/projects will have a community design component.	Achieved. All work to progress the urban development concepts has included opportunities for local communities to participate.
Consultation	
All District Development projects will have a clear feedback and final consultation process.	Achieved. All work to progress the urban development concepts has included opportunities for local communities to participate.

District Strategic Development Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
1,470	Operating Costs	1,565	1,196
42	Debt Servicing	71	71
12	Depreciation	19	47
<hr/>			
1,524	Operating Expenditure	1,655	1,314
	Revenue		
307	Charges and Fees	535	342
<hr/>			
307	Operating Revenue	535	342
1,217	NET OPERATING COSTS	1,120	972
	Capital Items		
538	Asset Construction and Renewal	569	785
23	Sinking Funds/Loan Repayments	46	46
<hr/>			
1,778	NET COST OF ACTIVITY	1,735	1,803
<hr/>			
1,190	Rates	1,120	972
23	Depreciation Reserve	54	-
535	Loans	404	785
30	Utilisation of Balances	157	46
<hr/>			
1,778	TOTAL SOURCES OF FUNDS	1,735	1,803
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District Strategic Development Activity Financial Detail

Operating Costs / Charges and Fees

The actual operating costs include costs associated with private plan changes which have been recovered as charges and fees.

District Strategic Development Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Raumati Beach Town Centre Completed	154	
Paekakariki Town Centre Upgrade. Substantially completed at year end.	150	
Paraparaumu Beach Town Centre Ongoing - major project in 2008/09	150	
Total Town Centre upgrading	454	715
Surveillance Cameras Security Camera Installation at Otaki. Completed.	69	70

This activity area is linked to community outcomes 5, 6 and 7 and includes the following services and programmes:

- business advice and support;
- tourism support (including Visitor Information Centres);
- contribution to the Apparel and Textiles Major Regional Initiative – linked to central government regional investment programme;
- events support - economic development focus;
- general strategy development and implementation.

Key Results

The Kapiti Coast District occupies a unique economic development position looking north to the more rural areas with Horowhenua and also having a clear link to the more urban southern region.

In respect of the north, economic development on the Kapiti Coast continued as a joint exercise with the Horowhenua District Council. Nature Coast Enterprise was contracted by both Councils to deliver joint economic initiatives in a range of areas. Nature Coast Enterprise is the regional tourism brand that was used to express the area’s great lifestyle, climate, environment, attractions, and fresh produce. Visitor Information Centres at Levin, Otaki and Paraparaumu provided visitor information on accommodation and tourist attractions in the area

Many residents commute south to Wellington. The Council has recognised it needs to decide how it will work with economic development ideas and opportunities that come from the Wellington urban area and has been an active partner in the development of the Wellington Regional Strategy.

The Kapiti Horowhenua Joint Economic Development Strategy continues to work in the three key industry sectors as strategy priorities for the local region:

- value added manufacturing specifically apparel and textiles and food production and processing
- tourism and events, and
- Māori enterprise.

Key Actions / Outputs (Note: these may span more than one financial year)	Performance Achieved
Participation in Wellington Regional Economic Development Strategy	Ongoing participation (Note: not fully under direct Council control).

Service Standard	Performance Achieved
Responsiveness to Enquiries	
Clear point of contact for each business / economic development group with which the Council has a direct relationship.	Achieved. Regular newsletters and information sent direct to businesses and tourism operators. Business networking provided through business breakfasts and other functions. Note: Services outsourced to local economic development agency, Nature Coast Enterprise.
Key business/economic development groups that the Council works with have an agreed facilitation process and a clear information provision process.	Achieved. Ongoing liaison with central government and other agencies at national or regional level, as well as local organisations.
Clear points of contact for residents about key issues and clear indication of whom to contact within the Council.	Achieved. The Council's website clearly indicates Nature coast's role in economic development and links directly to the Nature Coast website.
Quality of Information	
Annual update on business development (includes sector confidence and annual to five-yearly new business set-up [note: some of the figures will be dependent upon the availability of census data]).	Achieved. Economic profile published April 2008.

Economic Development Projects Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
660	Operating Costs	600	665
-	Debt Servicing	-	19
<hr/>			
660	Operating Expenditure	600	684
	Revenue		
-	Miscellaneous and Separate	2	-
<hr/>			
-	Operating Revenue	2	-
660	NET OPERATING COSTS	598	684
	Capital Items		
10	Asset Construction and Renewal	17	400
	Appropriations		
-	To Miscellaneous and Separate Funds	2	-
<hr/>			
670	NET COST OF ACTIVITY	617	1,084
<hr/>			
667	Rates	600	684
-	Loans	17	400
3	Miscellaneous and Separate Funds	-	-
<hr/>			
670	TOTAL SOURCES OF FUNDS	617	1,084
<hr/>			

Economic Development
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Paraparaumu Information Centre For fitout of proposed new Paraparaumu Info Centre	17	100
Gateway Visitor Centres. Siting and design of new VIC to gain i-site accreditation. Choose concept design, then go out to a design and build contract.	-	300

This activity area is linked to community outcomes 1 and 7 and includes the following services and programmes:

- noise control - enforcement of District Plan standards under the Resource Management Act 1991;
- inspection of food premises (Health Act 1956);
- inspection of swimming pools (Fencing of Swimming Pools Act 1987);
- liquor licensing including monitoring of gambling machines (Sale of Liquor Act 1989 and Gambling Act 2003);
- location and advertising of brothels (Prostitution Act 2003);
- animal control (Dog Control Act 2003);
- enforcement of bylaws: e.g. coastal access, trade waste etc;
- emergency management and rural fire.

Key Results

This activity area is protection of health and safety, and it is mainly driven by statutory requirements which the Council must deliver. As such it is largely concerned with the requirements of individual businesses and residents and requires a strong emphasis from Council staff on providing a professional customer service while they enforce relevant standards. Progress made in this area can at times be difficult given the regulatory nature of this activity.

The Council is required to deliver on the requirements of the Civil Defence and Emergency Management Act 2002. The Council continued to facilitate the development of local civil defence welfare groups in each community to improve readiness. During the year, the Council completed construction of a dedicated Emergency Operations Centre at the Paraparaumu Council Depot in Mazengarb Road, Paraparaumu.

Considerable progress was made in the area of bylaw development and review with seven bylaws either completed or commenced during the year. Bylaws completed included:

- Food Hygiene;
- Part 7 (Fire Prevention) of the General Bylaw;
- Parking;
- Otaki Liquor Ban;
- Gambling Policy;
- Trade Waste.

Consultation commenced on the review of the Beach and Dog Bylaws during the year.

A review of the General Bylaw is scheduled for 2008/09. The Exotic Animals Bylaw did not proceed.

Key Actions / Outputs (Note: these may span more than one financial year)	Performance Achieved
Bylaw review completed 2007/08	<p>Partially achieved</p> <p>Beach and Dog Bylaws delayed due to extensive community feedback prior to completing final drafts for statutory consultation.</p> <p>Bylaws completed: Food Hygiene, Part 7 (Fire Prevention) of the General Bylaw, Parking, Otaki Liquor Ban, Gambling Policy, and Trade Waste.</p> <p>Exotic Animals Bylaw did not proceed.</p> <p>Review of the General Bylaw scheduled for 2008/09</p>

Service Standard	Performance Achieved
Responsiveness to Enquiries	
95% of noise complaints responded to within 30 minutes of receipt.	Achieved 95%.
95% of routine calls/ complaints about dogs responded to within 24 hours of receipt.	Achieved 100%.
95% of urgent calls/complaints about dogs responded to within one hour of receipt.	Achieved 100%.
All calls/complaints (routine or emergency) about wandering stock responded to within one hour of receipt.	Achieved 100%.
All emergency callouts to unauthorised trade waste discharges made within one hour of receipt.	Not Applicable – no emergency call outs during the year. Trade waste monitoring programme undergoing development to give effect to the Trade Waste Bylaw 2007.
Processing Times	
95% of routine complaints of abandoned vehicles responded to within one working day.	Achieved 96%.
All beach signage is inspected to determine appropriateness and where necessary repairs are initiated within five working days.	Achieved. All beach signage was inspected and repaired or replaced as required.

Service Standard	Performance Achieved
	Beach access marker poles have been installed as far as Waikanae. The new signs are not yet in place. It is proposed to trial the new design at Paekakariki.
All food premises assessed as low, medium and high risk in relation to compliance with all legislation associated with food safety.	Achieved. New grading system in place and all premises graded at establishment and reviewed following re-inspection.
All food premises inspected in accordance with their risk assessment at least once a year for low risk and at least twice a year for medium and high risk.	<p>Achieved. 250 food premises have been registered with a minimum inspection requirement of 419 inspections.</p> <p>From 1 December 2007 all premises were inspected for grade and not risk.</p> <p>A total of 595 inspections were completed for the year. The current grading spread: A = 168, B= 64, D= 10 and new owners = 8.</p> <p>This service standard will be changed in the draft 2009 Community Plan to reflect the new Food Safety Bylaw 2006 Grading Inspection system.</p>
All other premises inspected for compliance with appropriate regulations.	Achieved 100% for all categories with an inspection rate as follows: Hairdressers (44); Rest homes (16); Public/School Pools (14); Funeral Homes (2) and Camping Grounds (4).
All notifiable infectious diseases investigated within eight working hours and the outcome reported to the Medical Officer of Health within two working days for high-risk and within four working days for low risk cases.	<p>Not Achieved.</p> <p>18 notifiable infectious diseases (9 - priority one and 9 - priority two) were reported and 16 were investigated and information sent to Hutt Valley Health within timeframes. Two cases were not investigated in time due to a communication issue with Regional public health – this issue has been rectified.</p>
All functioning school swimming pools inspected to ensure compliance with public health standards and school staff advised on remedial action where necessary.	Achieved 100%.
50% of all licensed liquor premises inspected annually.	Achieved 81%.
33% of known private swimming pools inspected to ensure compliance with the Fencing of Swimming Pools Act 1987.	Achieved. 300 out of 876 known private swimming pools were inspected.

Service Standard	Performance Achieved
Rural fire service provider which meets the National Rural Fire Authority audit standards.	Achieved. Standards maintained during the year.
Districtwide civil defence and emergency readiness in accordance with the Regional Civil Defence Emergency Management Group Plan (emergency management)	Achieved and tested in Exercise Ikato and several severe weather events since January 2008. Emergency Operations Centre can now function in the role it was designed for and has been tested in that role.
All rural and urban fire permits issued within one working day on satisfaction after site inspection that the site surroundings are safe and that fire safety equipment is available.	Not Achieved. 97% were issued within timeframes.
95% of all known dogs are registered by 31 October 2007.	Achieved 99.09%.
All owners of unregistered dogs after 1 November 2007 receive infringement notices by 31 January 2008.	Achieved. All owners of unregistered dogs as at 30 June 2008 have had enforcement action taken against.
Quality of Information	
Clear publicly available information on standards required for environmental protection processes.	Achieved. Swimming Pool Fencing was the subject of a radio advertising campaign. Trade Waste brochures have been developed and are in use for Food and Automotive Industries.
Regular community feedback in public newspapers.	Achieved. Programme of regular Kapiti Reportbacks published in The Observer and Kapiti News. Annual Plan summary published in Observer.

Environmental Protection Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
1,737	Operating Costs	1,799	1,667
41	Debt Servicing	108	96
11	Depreciation	42	34
<hr/>			
1,789	Operating Expenditure	1,949	1,797
	Revenue		
672	Charges and Fees	737	629
-	Development Levies	80	-
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672	Operating Revenue	817	629
1,117	NET OPERATING COSTS	1,132	1,168
	Capital Items		
1,241	Asset Construction and Renewal	513	645
2	Sinking Funds/Loan Repayments	44	43
	Appropriations		
-	Miscellaneous and Separate	80	-
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2,360	NET COST OF ACTIVITY	1,769	1,856
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1,119	Rates	1,256	1,210
18	Depreciation Reserve	21	26
1,203	Loans	393	620
20	Utilisation of Balances	-	-
-	Separate Funds	19	-
-	Development Levies	80	-
<hr/>			
2,360	TOTAL SOURCES OF FUNDS	1,769	1,856
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Environmental Protection Financial Detail for Significant Activities

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	<u>Environmental Health</u>		
816	Operating Expenditure	858	756
(205)	Income (user charges)	(233)	(193)
611	Net Operating Costs	625	563
	<u>Animal Control</u>		
529	Operating Costs	474	489
(452)	Income (Dog registration fees and fines)	(449)	(418)
77	Net Operating Costs	25	71
	<u>Rural Fire</u>		
41	Operating Costs	73	48
-	Income (Subsidy)	(19)	-
41	Net Operating Costs	54	48
	<u>Civil Defence and Emergency Management</u>		
351	Operating Costs	394	374
41	Loan Servicing	108	96
11	Depreciation	42	34
(15)	Income (Government subsidy and rental)	(36)	(18)
388	Net Operating Costs	508	486

Environment Protection Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Emergency Operations Centre The new Emergency Operations Centre (located adjacent to Council's Paraparaumu Depot) was completed and opened in August 2007.	423	380
New Dog Pound Construction is underway at Council's Paraparaumu Depot	77	240

This activity area is linked to all seven outcomes and includes the following services and programmes:

- general community groups and agency partnerships support and development;
- development of formal partnerships with central and regional government agencies which have a significant role in the District
- youth support coordination;
- working with the Positive Ageing Group
- arts coordination;
- management of community grants;
- management of contracts with organisations contributing to / or delivering social and/or cultural services.

Key Results

This activity area continues to grow as it contributes to the Council's wider strategy for working with the community and the development of relationships and partnerships. The programmes are generally concerned with social wellbeing, but the activity also includes resources to assist other parts of the Council as they work with the community.

The 2007/08 work programme included a range of items with a continued focus on responsiveness to community groups. Some of these are listed below:

- , provision of services and activities for young people continued to be explored and developed through the Greater Otaki Project;
- Two forums for older people were held during the year and one of the ideas out of those was the formation of a Council of Elders to consider issues facing our ageing population and to provide feedback and support to the Council on these. The idea reflects the fact that there are many older people in the Kapiti Coast community with vast experience, skills and knowledge.

Other examples of continued support were evidenced in:

- the opening of Youth Week in 2008 with a successful all night Youth Rave,
- road safety programmes offered to the community
- the successful launch by Kena Kena School of a Walking School Bus from Manly Street and a Cycle Train from Otaihangā to mark Active Transport Day 2008.
- continued work on establishing and maintaining links between government agencies to meet local needs and vision especially through the Local Services Mapping Project with a focus on the key community partnership areas of housing, transport, health, work and education;
- support for community service groups and Mahara Gallery was maintained;
- including arts coordination in community design processes for District development projects;
- completion of the Kapiti Physical Activity Plan, a plan to enable the community to be more physically active, to be delivered in partnership with health and recreation agencies.

Key Actions / Outputs (Note: these may span more than one financial year)	Performance Achieved
Contracts management with: <ul style="list-style-type: none"> o Sport Wellington Region; o Kapiti Safer Community Trust; o Citizens Advice Bureaux; o Kapiti Community Centre; o Surf Lifesaving; o Kapiti Community Health Trust; o Mahara Gallery; o Kapiti Disability Information and Equipment Centre. 	Achieved.
Grants processes.	Achieved.
Triennial Agreement (Local Government Act 2002).	Achieved.
Formal central government partnerships statements by selected central government agencies.	Partially Achieved – Memorandum of Partnership drafted in conjunction with Police. Formal completion deferred to align with progress of Beach Bylaw and appointment of senior police staff in Otaki.

Service Standard	Performance Achieved
Clear points of contact	
Clear point of contact for each community group with which the Council has a direct relationship.	Achieved
Clear points of contact for residents about key issues and clear indication of whom to contact within the Council.	Achieved. Portfolio responsibilities for councillors ensure additional points of contact for residents. Council of Elders was established from Older Persons' Forum and will provide point of contact for key issues and advocacy specifically for older residents. In addition weekly radio spots on both NewstalkZB and Beach FM during which key issues and contact names are highlighted, all advertising carries clear contact details, telephone number/website details etc.

Grants Processes	
All grants allocated in accordance with Council procedures and fund criteria.	Achieved in respect of Community Board grants and other grant schemes.
Facilitation and Information Processes	
Key community groups that Council works with have an agreed facilitation process and a clear information provision process.	Achieved
Regular community feedback in public newspapers.	Achieved. Programme of regular Kapiti Reportbacks being published in The Observer and Kapiti News nearly every fortnight. Otaki News pages provided at less regular intervals.

**Facilitation, Partnerships and Social Wellbeing
Statement of Cost of Activity**

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
978	Expenditure Operating Costs	1,116	1,064
978	Operating Expenditure	1,116	1,064
	Revenue		
30	Agency Grants	31	30
135	Charges and Fees	177	82
165	Operating Revenue	208	112
813	NET OPERATING COSTS	908	952
	Capital Items		
4	Asset construction and renewal	4	-
	Appropriations		
24	Miscellaneous and Separate	30	-
841	NET COST OF ACTIVITY	942	952
826	Rates	909	937
-	Depreciation Reserve	4	-
15	Opening Balances	15	15
-	Miscellaneous and Separate	14	
841	TOTAL SOURCES OF FUNDS	942	952

This activity area is linked to all seven community outcomes and includes the following services and programmes:

- Elected Member salaries and expenses;
- management of electoral processes;
- management of formal Council and Committee processes;
- delivery of community plan processes under the Local Government Act 2002;
- tangata whenua relationships;
- District general expenses - e.g. legal and insurance costs.

Key Results

This activity area is an important contributor to the Council's wider strategy for working with the community and responding to the community's wish for improved involvement in decision making processes. The associated statutory timeframes were achieved.

The Council continued its work on a civics education strategy. Civics education is a process which seeks to increase understanding of (local) government amongst people and encourage their current and future participation in (local) issues and decision making. It provides people with the knowledge, understanding, skills and confidence to become informed citizens, aware of their rights, responsibilities and duties and able to play an effective role in their local community.

The iwi area relates to the Council's general statutory obligations in relation to the Local Government Act 2002 and the Resource Management Act 1991.

Contributions to the decision making process by Māori continued. The Council is proud of its relationship with the tangata whenua. There has been an emphasis on constantly improving the quality of the work and interactions under the 1994 Memorandum of Partnership between the three iwi with mana whenua status within the Kapiti Coast.

In March 2009 the Council, supported by Council's Kaumatua Rakauoteora (Don) Te Maipi, attended a powhiri at Raukawa Marae in Otaki which included the signing of the revised Memorandum of Understanding and the presentation of photographic taonga. The revised Memorandum of Understanding is a partnership agreement between Council and the three local iwi. The Mayor in addressing the gathering acknowledged the 14th anniversary of the relationship that was originally signed in 1994 and stated that the Council and iwi would continue to work together as Te Whakaminenga o Kapiti, to build understanding, progress issues and projects involving Council and tangata whenua.

The structures and processes in place are a successful mechanism to progress the Council leadership focus on maintaining and building its relationship with iwi, hapu and Māori generally. The work programme of Te Whakaminenga o Kapiti focuses on:

- Iwi / Council capacity building
- State of the Environment
- Economic Development
- History, Naming and Symbols
- Māori representation

Towards the end of the financial year, planning commenced around how best to review the 2006 Community Plan. There are a number of parts to this process and as at 20 June 2008 Council was underway with the planning of a series of forums to start the Community Plan development and engage with groups in the community with special interests in the community outcomes.

An operational highlight during the year was the achievement by Council of ACC's Tertiary level in Workplace Safety Management Practices.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Three yearly Long Term Council Community Plan review	In progress. Overall review programme delayed as priority given to completing 2008/09 Annual Plan.
Three yearly report on progress	In progress. Overall review programme delayed as priority given to completing 2008/09 Annual Plan. Preliminary work completed on outcomes indicators.
Six yearly Community Outcomes review	In progress. Overall review programme delayed as priority given to completing 2008/09 Annual Plan. Preliminary work completed on outcomes indicators.
Three yearly review of representation	Programme set for starting in 2008-09 for representation review process.

Service Standard	Performance Achieved
Accessibility of the Council's agendas, reports and minutes to the community	
100% compliance with Local Government Act 2002 and Local Government Official Information and Meetings Act 1987 requirements for accessibility of Council information, agendas, reports and minutes to the community.	Achieved
All of the Council's formal decisions and associated reports are available on the website and in the libraries/service centres and Rimu Road Council offices.	Achieved
100% compliance with contractual arrangements with tangata whenua for resource consent processing.	Achieved
Staff have an understanding of Tikanga Māori as appropriate to their role in local government.	Achieved. Implementation continued of a revised staff individual performance and development programme. The format includes reference to, and recognition of, contributions related to Tikanga Māori and allows reporting on these. Te Reo Māori classes were held, along

Service Standard	Performance Achieved
	<p>with Treaty of Waitangi training.</p> <p>Te Waka I roto I te Ataarangi o Kapiti (Council's Kaupapa Māori Committee) continues to fulfill its role in supporting the Mayor and Council Kaumatua. Members of Te Waka attend in their own right and also provide advice and support for staff attending tangi, marae and other hui where it is appropriate to recognise tikanga Māori.</p>
<p>Elected members are provided with the opportunity to gain further understanding of Tikanga Māori as appropriate to their role in local government.</p>	<p>Achieved.</p>

**Governance and Tangata Whenua
Statement of Cost of Activity**

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
2,065	Operating Costs	1,946	1,721
29	Debt Servicing	39	87
525	Depreciation	630	710
<hr/>			
2,619	Operating Expenditure	2,615	2,518
	Revenue		
58	Charges and Fees	65	48
187	Miscellaneous and Separate	316	-
305	Interest	404	-
137	Special Funds – Interest	121	-
<hr/>			
687	Operating Revenue	906	48
1,932	NET OPERATING COSTS	1,709	2,470
	Capital Items		
1,023	Asset Construction and Renewal	527	765
35	Sinking Fund/Loan Repayments	66	71
	Appropriations		
292	Miscellaneous and Separate	349	-
137	Special Funds	121	-
<hr/>			
3,419	NET COST OF ACTIVITY	2,772	3,306
<hr/>			
1,849	Rates	1,898	2,035
934	Depreciation Reserve	444	599
3	Separate Funds	69	235
633	Utilisation of Balances	361	437
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3,419	TOTAL SOURCES OF FUNDS	2,772	3,306
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Governance and Tangata Whenua
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Information Technology		
District Communications Project Works ongoing into the 2008/09 year	48	150
Records Management Works programmed in the 2008/09 year		77
Hardware Upgrade – PCs Upgrades completed for the year	19	52
Hardware Upgrade – Servers Upgrades completed for the year	254	281

This activity area is linked to community outcomes 1, 2, 4, 5, 6 and 7 and includes all projects, programmes and services relating to the District's libraries. There are library buildings at Paraparaumu Town Centre (main library administration centre); Waikanae Town Centre and Otaki. Support is provided for the Paekakariki Community Library.

Key Results

The three district libraries located in Paraparaumu, Waikanae and Ōtaki finished the year very close to budget and meeting most of the agreed performance indicators.

Forty four percent of residents on the Kapiti Coast have used the library within the last two years.

The libraries experienced a large drop in patronage in 2006. This drop affected both the number of visitors and the books loaned. A key problem was identified as the inability for customers to search effectively using the Library Information Management System implemented that year. Steps to resolve the problems with the Library Information Management System have been taken and a resolution is expected before the end of the 2008 calendar year.

Even with the on-going Library Information Management System issue there has been a steady increase in the number of visitors and loans compared to 2007. The statistics are returning to the peaks of 2006. Efforts placed on staff training, faster cataloguing of new books, extra programmes and improved signage at Paraparaumu are likely to be contributing to this steady improvement and the cold and wet weather is also likely to be a factor.

A number of initiatives were completed during the year, including the Waikanae Library's Art Space, the opening of the Alison Procter Family History Centre, upgrades to the on-line 'fourth branch'. Local writers have been supported through the introduction of a monthly "Kapiti Writes" display.

A number of activities have been held in all the libraries which have been well attended, namely:

- Arty August Festival;
- Summer Reading Programme for Children "Rocket into Reading";
- Hone Tuwhare celebration; and
- School holiday programme on sustainability.

The Otaki Maori Minute Book collection and service at Ōtaki, established this year, will provide a valuable resource to the local community for the future.

The Waikanae Library's lift became unreliable during the year and planning commenced for a replacement. A new lift will make it easier for elderly and mothers with young children to access the 1st floor which houses the Children's Library, as well as reduce risks for staff carrying books.

The libraries continue to get valuable support from volunteers, who provide day to day support. Another volunteer group, the Friends of the Library, have provided event organisation and fund raising which contributes to the value of the libraries as community centres.

Key Actions / Outputs (Note: these may span more than one financial year)	Performance Achieved
Lifelong Learning Policy	Not Achieved. More information is required in the policy. Will be completed in the next financial year.

Service Standard	Performance Achieved
Ratio of new/old book stock	
Meet the LIANZA standard of 350 new items per 1,000 population added to the collection yearly. (Note: this service standard cannot be fully met until the libraries are funded to a level that allows achievement of the LIANZA standards of 20% of the total operating budget to be spent on collections).	Not Achieved due to budget level. Note: Budget is not yet at the level to achieve this target. A review will be undertaken for the applicability of appropriate LIANZA standards in relation to the services required and cost for those to the Kapiti Coast. Also to be considered is increasing the number of periodicals that are purchased. In addition, Large Print and Talking Books could be under represented in the current catalogue and this will need to be addressed.
Processing time for new items	
20 working day processing time for new items to be catalogued.	Achieved.
Community Learning	
Promote libraries as places of lifelong learning and provide services that support the goal of increased community involvement.	Achieved.

Libraries
Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
1,959	Operating Costs	2,075	2,044
441	Debt Servicing	413	413
543	Depreciation	522	557
<hr/>			
2,943	Operating Expenditure	3,010	3,014
	Revenue		
237	Charges and Fees	230	228
75	Development Levies	50	-
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312	Operating Revenue	280	228
2,631	NET OPERATING COSTS	2,730	2,786
	Capital Items		
382	Asset Construction and Renewal	431	423
269	Sinking Funds/Loan Repayment	271	271
	Appropriations		
75	Miscellaneous and Separate	50	-
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3,357	NET COST OF ACTIVITY	3,482	3,480
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2,799	Rates	2,927	2,960
483	Depreciation Reserve	505	470
75	Development Levies	50	50
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3,357	TOTAL SOURCES OF FUNDS	3,482	3,480
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Libraries

Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Materials Additions	326	320
Purchase of materials to ensure that the community has free access to current and historical library materials in sufficient quantities and in a variety of appropriate formats.		
Computer Equipment and Software	44	41
Meet the community's expectations of ICT needs taking into account the following community issues: cost, capability, accessibility, format, bandwidth, compatibility.		

Parks and Reserves

This activity area is linked to community outcomes 1, 2, 4, 6 and 7 and includes the following services and programmes:

- parks maintenance;
- playgrounds;
- maintenance of sports fields and active recreation facilities (other than swimming pools);
- support for community planting and restoration projects;
- land acquisition for reserves purposes;
- park upgrades (capital expenditure).

Key Results

During the year Council continued its support of the various community groups involved in planting and restoration projects throughout the District, including:

- Keep Otaki Beautiful;
- Keep Paraparaumu Beautiful;
- Friends of the Otaki River;
- Friends of the Waikanae River;
- the Waitohu Stream Care Group;
- the Gorge Road Care Group;
- Friends of the Waimeha Lagoon;
- community planting projects undertaken by Forest and Bird; Raumati South Residents Association etc.

The Parks and Reserves services and programmes continued to be delivered in accordance with the Community Plan.

The Reserve Management Plans continued to set standards for individual reserves. Minor improvement works consistent with management plans were completed within reserves throughout the District. They also link to expenditure profiles in the asset plans and onto the longterm budget.

The Waikanae Equestrian Park works were substantially completed. This project involves the development of the former landfill site to accommodate equestrian activities. The Pharazyn Reserve development works are ongoing.

Other levels of service delivered upon during the year include:

- safety performance to New Zealand Standards.
- accessibility to open space and playgrounds; such as providing new access steps in Marine Gardens at Raumati Beach;

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Reserve Management Plans.	Achieved. All current Reserve Management Plans are operative. At present there is no requirement for any of these plans to be reviewed, as the proposed development projects do not fall outside of any respective aims or objectives.

Service Standard	Performance Achieved
85% of all sports field users' are satisfied with the standard of sports field maintenance.	Achieved.
Grass length is maintained appropriate to the activity function for each park.	Achieved.
All playgrounds are maintained to the NZS 4422 and NZS 4486.1 standards.	Achieved.
Refuse bins are emptied twice weekly from reserve areas.	Achieved.
Tree maintenance based on regular assessment of need/risk etc., made during the weekly maintenance programme.	Achieved.

**Parks and Reserves
Statement of Cost of Activity**

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
2,013	Operating Costs	2,132	2,120
33	Debt Servicing	39	114
327	Depreciation	394	339
<hr/>			
2,373	Operating Expenditure	2,565	2,573
	Revenue		
48	Charges and Fees	51	53
494	Reserves Contributions/Development Levies	511	500
86	Miscellaneous and Separate	-	-
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628	Operating Revenue	562	553
1,745	NET OPERATING COSTS	2,003	2,020
	Capital Items		
1,439	Asset Construction and Renewal	885	1,515
75	Sinking Funds/Loan Repayments	76	75
	Appropriations		
580	Miscellaneous and Separate	511	-
<hr/>			
3,839	NET COST OF ACTIVITY	3,475	3,610
<hr/>			
2,341	Rates	2,533	2,556
250	Depreciation Reserve	307	332
294	Loans	-	-
460	Special Funds	124	722
494	Development Levies	511	-
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3,839	TOTAL SOURCES OF FUNDS	3,475	3,610
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Parks and Reserves
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Kapiti Multisport Arena Contribution to funding and support for an artificial sports turf at Mazengarb Park (Council's total budgeted contribution \$650,000 over two years). Earthworks have commenced.	48	430
Marine Gardens Upgrade New access steps, retaining wall to look out area, western boundary, to assist miniature railway facility. Substantially completed.	49	52
Waikanae Park Equestrian Development Development of the former landfill site to accommodate equestrian activities.	84	72
Land Development		
Land Purchase Rolling fund to purchase additional reserve land for active and passive recreation use as opportunities arise. Purchases made as opportunities have arisen.	212	103
Pharazyn Reserve Development Completed years planned development work for Pharazyn Reserve	51	50
Asset Management		
Development of Paraparaumu/Raumati Reserves Completed individual minor improvement additions within Paraparaumu/Raumati Reserves in line with respective Management Plans.	42	41
Waikanae Reserves Management Plans and Development Completed minor improvement works within major Waikanae reserves, consistent with management plan policies.	20	21
Jim Cooke Park Extension Completed installation of an irrigation bore.	29	30

This activity area is linked to community outcomes 4 and 5 and includes the following services and programmes:

- o landfill management;
- o “drop-off” recycling stations at Paraparaumu Town Centre, Waikanae, Otaihanga and Otaki;
- o contracted waste collection;
- o greenwaste recycling at Waikanae (collection) and Otaihanga (processing);
- o waste reduction facilities (capital expenditure).

Key Results

Solid Waste is an important activity that is fully funded through the “disposer pays” principle. The 2006 Community Plan and associated consultation informed the community that the Council owned landfill at Otaihanga is due to close in 2008/09 and the Council does not plan to open a new site, given the proximity of other landfills and its zero-waste policy. This closure is driven by the landfill having no more capacity and is consistent with the Ministry for the Environment’s policy of no unconfined landfills by 2010.

During the year the Solid Waste Review was completed and associated planning work undertaken to consider how best to introduce a range of services including a kerbside recycling service, development of a transfer/resource recovery facility and the delivery of greenwaste services and general refuse collection. As at 30 June 2008 the kerbside recycling service was being finalised to go operational in August 2008. Work has started on construction of the transfer/resource recovery facility which is due for completion in November 2008;

Parallel with the above work programme the Council continued during the year to provide landfill services and a very successful but limited range of recycling services which include provision of recycling stations at Otaki and Otaihanga, and a greenwaste recycling centre at the old Waikanae landfill site.

Key Actions/ Outputs <small>(Note: these may span more than one financial year)</small>	Performance Achieved
New waste reduction strategy – within regional context	Ongoing as part of the Solid Waste Review considerations.
Construction of a resource recovery park	In Progress. Facility is under construction with completion November 2008.

Solid Waste Service Standard	Performance Achieved
Landfill Resource Consent Standards	
Landfill performs to all resource consent standards.	Achieved for Otaihanga Landfill In Progress for Otaki and Waikanae Landfills (Council is waiting on Greater Wellington Regional Council to issue the compliance reports for these two landfills).
Collection frequency	
No more than 10 reported “missed rubbish bags” per 1,000 properties per week.	Achieved
Refuse bins are emptied twice weekly from roadside and reserve areas.	Achieved
All waste recycling drop-off stations emptied weekly	Achieved
All streets are cleaned four times per year.	Achieved
All retail areas are cleaned twice a week.	Achieved. Currently looking at the need to increase frequency of cleaning for some areas.
Illegally dumped waste from public roads removed within 48 hours of being advised.	Achieved.
The composition and quantity of waste is surveyed every three years in accordance with Ministry for the Environment guidelines.	Achieved.

Solid Waste Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
2,509	Operating Costs	2,250	2,056
31	Debt Servicing	34	120
10	Depreciation	13	10
-	Interest on Environmental Obligations	-	-
<hr/>		<hr/>	<hr/>
2,550	Operating Expenditure	2,297	2,186
	Revenue		
2,364	Charges and Fees	2,961	2,752
111	Miscellaneous and Separate	22	-
<hr/>		<hr/>	<hr/>
2,475	Operating Revenue	2,983	2,752
75	NET OPERATING COSTS/(SURPLUS)	(686)	(566)
	Capital Items		
74	Asset Construction and Renewal	1,343	2,200
21	Sinking Funds/Loan Repayment	21	106
<hr/>		<hr/>	<hr/>
170	NET COST OF ACTIVITY	678	1,740
<hr/>		<hr/>	<hr/>
95	Depreciation Reserve	21	-
-	Loans	1,343	2,200
75	Separate Funds	(686)	(460)
<hr/>		<hr/>	<hr/>
170	TOTAL SOURCES OF FUNDS	678	1,740
<hr/>		<hr/>	<hr/>

Solid Waste
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Otaihanga Transfer Station/Refuse Recovery Centre	1,343	2,200
Construction is underway for this important facility and expected to be completed and operating by December.		

This activity area is linked to community outcomes 1, 2, 3, 4 and 7 and includes the following services and programmes:

- identifying flood prone areas and/or reviewing known trouble spots;
- identifying and designing possible solutions;
- setting priorities for works - based on greatest benefit for least cost;
- maintenance of existing stormwater system - pipes, streams and storage facilities;
- undertaking capital works projects - increasing the size of the existing system or building new systems.

Key Results

Work continued on responding to the important issues about overall links between climate change, urban growth management and stormwater.

During the year Council received an updated report on climate change impacts on the Kapiti Coast. Work was already underway to identify stormwater impacts under the 2007 NIWA report; which will have to be updated. The Council decided that impacts on stormwater costs would be fed through into the 2009 Community Plan as it is developed. Work will continue on increasing energy efficiency – a major mechanism for reducing greenhouse gas emissions.

Two examples of successful stormwater works achieved during the year are the Ihakara Street/Rimu Road Floodway upgrade in Paraparaumu, which required a new culvert to be constructed across Rimu Road and a new floodwall for Ihakara Street. Another significant project was the completion of Stage 1 of the Dunstan Street upgrade in Otaki.

Another achievement after many years planning was the opening of Chrystall’s Bend stopbank in May 2008. This Greater Wellington Regional Council project is a good example of different authorities collaborating to resolve an issue. The total cost of the Chrystall’s Bend stopbank has been \$2.1million. Council’s contribution to the project has been \$576,000. A bridge over the Waimanu Stream to Chrystall’s Lagoon costing \$27million has been funded by Transpower. The installation of the bridge completes the Otaki River Walkway.

Key Actions/ Outputs <small>(Note: these may span more than one financial year)</small>	Performance Achieved
Upgrade project priority list (annual)	Not Achieved. <ul style="list-style-type: none"> • 42 Te Moana Road upgrade was completed • 60 Rimu Road – there was a delay in obtaining easement documentation approvals. The contract due to start late August 2008. • Amohia Street upgrade (adjacent to RSA) – Near completion • Matatua Road Bridge – the design is complete. Construction was deferred due to resource consent conditions. The tender will be let later this calendar year, construction due to start January 2009.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Strategic projects programme	Ongoing. Draft Stormwater Strategy released for consultation. Strategic projects review by catchment underway.

Service Standard	Performance Achieved
Stormwater outlets are inspected weekly or monthly depending on vulnerability to blockage.	Achieved
90% of non-urgent service requests are responded to within five days.	Achieved 90.21%
For new developments and upgrades, where practicable, design for a one in 10 year flood if primary system has access to a secondary flow path*; if no secondary flow path, then must design for a one in 100 year flood. **	Achieved
Flood damage is investigated, and remedial action for future funding determined, within two weeks of minor flooding. ***	Achieved
* one in 10 year flood means there is a 10% chance a flood will occur in any one year. ** one in 100 year flood means that there is a 1% chance of a flood occurring in any one year – but it will be more severe than a one in 10 year flood. *** minor flooding means flooding with a return period of five years or less.	

Stormwater Management Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
790	Operating Costs	819	876
367	Debt Servicing	540	657
626	Depreciation	745	813
<hr/>			
1,783	Operating Expenditure	2,104	2,346
	Revenue		
-	Development Contributions	267	180
<hr/>			
-	Operating Revenue	267	180
1,783	NET OPERATING COSTS	1,837	2,166
	Capital Items		
2,315	Asset Construction and Renewal	2,743	5,002
387	Sinking Funds/Loan Repayments	431	442
	Appropriations		
-	Miscellaneous and Separate	267	-
<hr/>			
4,485	NET COST OF ACTIVITY	5,278	7,610
<hr/>			
1,865	Rates	2,225	2,416
936	Depreciation Reserve	832	580
985	Loans	1,916	4,569
699	Miscellaneous and Separate Funds	33	45
-	Utilisation of Balances	5	-
-	Development Levies	267	-
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4,485	TOTAL SOURCES OF FUNDS	5,278	7,610
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Stormwater Management
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Summary by Stormwater Catchment		
Districtwide	595	1,300
Paekakariki	13	326
Paraparaumu	1,329	2,360
Waikanae	389	456
Otaki	417	560
Total	2,743	5,002
Summary of Major Projects		
Districtwide (projects benefit the district)		
Chrystalls Bend Contribution - Improved flood protection for Otaki by increasing the stopbank at Chrystalls Bend. This is Council's contribution to a Greater Wellington Regional Council capital project enabling work to be carried out 3 years earlier than programmed. The project is substantially complete.	440	426
Strategic Land Purchase – no purchases completed, however there are several in progress	4	197
Reactive Solutions – dependant on solutions found to issues identified	46	107
Strategic Modelling – completed	100	100
Waikakariki Gravel Extraction – budget carried over for work to be done on completion of land acquisition.	5	470
Total Districtwide	595	1,300
Paekakariki		
Beach Road and Ocean Road Stormwater Upgrades Design work underway for Ocean Road, construction rescheduled for 2009/10 year. Beach Road is to be considered through the LTCCP.	13	
Total Paekakariki	13	326
Paraparaumu/Raumati		
Minor Stormwater upgrades	217	
Matatua Road Bridge Matatua Road Bridge (triple cell culvert replacement) required to increase capacity under bridge and stream at the mouth of the Wharemauku Stream. Design completed; to be tendered late 2008.	233	

	2007/08 Actual \$000	2007/08 Budget \$000
Amohia Street (RSA) - Substantially complete	62	
Raumati Beach CBD Stormwater Upgrade	46	
Ihakara Street/Rimu Road Floodway upgrade - new culvert across Rimu Road and floodwall for Ihakara Street. Work completed	735	
Kew Grove	35	
Total Paraparaumu/Raumati	1,329	2,360
Waikanae		
Asset Management Improvements	108	
42 Te Moana Road Pipeline - completed.	281	
Total Waikanae	389	456
Otaki		
Otaki Railway Carpark	130	
Stormwater component of Otaki Railway Carpark project - completed.		
Asset Management Improvements	50	
Dunstan Street	159	
Dunstan Street upgrade (Stage 1) - completed.		
Minor Works and Modelling	78	
Total Otaki	417	560

Wastewater Management

This activity area is linked to community outcomes 1, 3, 4, and 7 and includes the following services and programmes:

- managing maintenance of the existing wastewater system - transportation and treatment facilities;
- managing the nature and impact of any discharges into the environment - water and land;
- undertaking capital works projects - increasing the size of the existing system or development of new systems.

Key Results

During the year, the Council delivered on the service levels for this activity and maintained the current standards. It also continued to make improvements to increase the wastewater asset planning capacity which is essential to ensure that decisions on future management and expenditure associated with the wastewater network can be supported by sound strategic information.

This work is extending to an increased focus on energy efficiency. One idea that Council gave early consideration to during 2007/08 was a project to look at the feasibility of replacing diesel fueled sludge drying Paraparaumu/Raumati Wastewater Treatment with wood burning technology.

The District's three wastewater collection systems, at Otaki, Waikanae and Paraparaumu/Raumati all continued to be fully compliant with resource consent conditions. It has two treatment plant systems: an oxidation system at Otaki and a biological nutrient reduction plant that dries the sludge servicing Paraparaumu, Raumati and Waikanae. There are discharge consents for both sites - to land at Otaki and to water at the Otaihanga Wastewater Treatment Plan. The dried sludge from the Otaihanga Plant and the sludge from Otaki are disposed of at the Otaihanga Landfill.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Vitrification process running	Not Achieved.

Wastewater Management Service Standard	Performance Achieved
85% of all blockages, breaks and overflows are responded to within one hour.	Achieved 97%
85% of all repairs (whether temporary or permanent) are effected within four hours.	Achieved 97%
No more than three overflows during the year caused by pumping station faults.	Achieved

Wastewater Management Service Standard	Performance Achieved
Compliance with resource consent conditions for treated effluent quality.	Achieved
No more than 15 dry weather overflows from the reticulation that reach a watercourse in any year.	Achieved. There were three dry weather overflows.

Wastewater Management Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
3,378	Operating Costs	3,536	3,631
1,487	Debt Servicing	1,371	1,592
1,632	Depreciation	1,778	1,936
<hr/>			
6,497	Operating Expenditure	6,685	7,159
	Revenue		
2	Charges and Fees	3	10
1	Upgrading Contributions	-	-
-	Development Levies	-	300
<hr/>			
3	Operating Revenue	3	310
6,494	NET OPERATING COSTS	6,682	6,849
	Capital Items		
836	Asset Construction and Renewal	652	2,687
1,216	Sinking Funds/Loan Repayments	1,236	1,262
	Appropriations		
1	To Separate Funds	-	-
<hr/>			
8,547	NET COST OF ACTIVITY	8,570	10,798
<hr/>			
5,996	Rates	6,515	6,646
2,025	Depreciation Reserve	1,891	1,723
-	Loans	-	1,889
526	Utilisation of Balances	164	540
-	Development Levies	-	-
-	Separate Funds	-	-
<hr/>			
8,547	TOTAL SOURCES OF FUNDS	8,570	10,798

Wastewater Management
Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Wastewater – Joint Treatment		
Renewal Capital Expenditure. Completed	56	62
Wastewater – Paraparaumu		
Toru Alternative Rising Main. Under review as part of the Community Plan process.	-	400
Parallel Rising Main Rata Road. Under review as part of the LTCCP process.	-	1,021
Pump Station Pump Renewal	83	88
Wastewater – Waikanae		
Major Pump Station. Not required	-	52
Balance Tanks Waikanae. Work carried over into the 2008/09 and 2009/10 years	-	124
Sylvan Avenue Infiltration Investigation. Works deferred until further investigation into effects	-	270
Wastewater – Otaki		
Renewal Capital Expenditure	40	41
Water and Wastewater Services		
Datran Asset Renewal	48	46

This activity area is linked to community outcomes 1, 3, 4 and 7 and includes the following services and programmes:

- management of water reticulation and treatment assets;
- promotion of responsible water use to meet specified standards;
- monitoring of the quality of on-site systems.

Key Results

The Council continued to deliver on the Sustainable Water Use Strategy which gives effect to the community's desire to see effective and sustainable water management and to manage risk around water supplies and solving the supplementary water supply issues and enabling people to conserve water.

Council spent a considerable amount of time during the first half of 2008 considering issues around sustainable water use including:

- water conservation,
- collection and storage options,
- funding options such as a rolling fund for retro-fitting houses for water conservation and collection.
- education and information about efficient water use systems were provided via the Green Plumber, Green Gardener and the Kapiti Coast Garden Show.

As noted earlier in this report Council agreed to defer installation of water meters to be consulted on as part of a complete sustainable water use package during the development of the 2009 Community Plan. That resolution made at its meeting of 21 August 2008 is as follows:

- 1 *That the Council notes that it does not intend to go forward with compulsory residential water meters as set out in the 2006/2009 LTCCP.*
- 2 *That the Council establishes preferred water supply and conservation options by the end of December 2008, as the basis for community consultation under the 2009-2012 LTCCP process.*
- 3 *That once preferred high level water long-term water supply options have been identified (early December 2008), the detailed technical work proceeds concurrently with the 2009-2012 LTCCP process.*

The issue of water quality associated with the supplementary water supply for the Waikanae, Paraparaumu and Raumati area is under review following the reports of bad taste.

Greater Otaki Project – Water Supply

Work was undertaken in conjunction with the Greater Otaki Project on water supply with the following communities in that area:

- Te Horo Beach and Te Horo – the Council continued to support the residents with their work on water management.
- Otaki – the town has adequate capacity in its reticulation system, but is reliant on bores with no built-in storage capacity. The 2006 Community Plan included provision for the construction of a reservoir. The process of exploring various site options continued during the year.
- Hautere Plain - this area is on a rural supply system which is at capacity and any new development in the area must use on-site systems.

Drinking water standards – Otaki's water requirements now meet the standards and the UV treatment upgrade is in progress.

Water supply provision standards linked to the responsible water use standard include an objective of 640 litres per person per day (lppd). This was:

- Achieved in Paekakariki (496 average lppd), Paraparaumu (370 average lppd), and Waikanae (566 average lppd); and
- Not achieved in Otaki (752 average lppd).

Note: The above residential lppd performance data is generated by electronic flow recorders located at the Paekakariki Reservoir, Riwai Street (Paraparaumu) Reservoir; Kakariki Grove (Waikanae) Reservoir and Tasman and Rangiuru Road Bores (Otaki). These are the supply points for the four main separate water supply zones within the District.

Each supply point has a flow meter linked to Council's telemetry network that remotely records the flow rate out of the relevant reservoir or bore. Each flow meter is independently calibrated on an annual basis.

The lppd is calculated by dividing the total population (using 2006 census data) for each supply zone by the total water used within the relative zone. This figure is then divided by the number of days in a year to give a daily figure.

Key Actions/ Outputs (Note: these may span more than one financial year)	Performance Achieved
Otaki / Hautere Water Supply Systems Review	Ongoing. This work will continue into the 2008/09 work programme.
Water meters installation programme (preparatory)	Deferred. No further work is occurring on water meters following deferral of the project by Council.

Service Standard	Performance Achieved
Water supply quality is tested daily in accordance with the Ministry of Health Drinking Water Standards for New Zealand 2005	Achieved

Service Standard	Performance Achieved												
<p>The highest supply and reticulation grading is maintained within the capabilities of each treatment plant:</p> <table border="1" data-bbox="256 344 738 788"> <thead> <tr> <th data-bbox="256 344 541 470">Source</th> <th data-bbox="541 344 738 470">Current Grading (1995) ⁽¹⁾</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 470 541 533">Hautere</td> <td data-bbox="541 470 738 533">Ca</td> </tr> <tr> <td data-bbox="256 533 541 595">Otaki</td> <td data-bbox="541 533 738 595">Db</td> </tr> <tr> <td data-bbox="256 595 541 658">Waikanae</td> <td data-bbox="541 595 738 658">Aa</td> </tr> <tr> <td data-bbox="256 658 541 721">Paraparaumu</td> <td data-bbox="541 658 738 721">Aa</td> </tr> <tr> <td data-bbox="256 721 541 788">Paekakariki</td> <td data-bbox="541 721 738 788">Ba</td> </tr> </tbody> </table> <p>⁽¹⁾ The Ministry of Health water grading system measures two aspects of a water supply system against criteria relating the risk to the source of the supply and the risk of contamination in the reticulation.</p> <p>Although the grading dates back to the 1995 standards the Council has continued to comply with the drinking water standards as they have been upgraded and is fully complying with the new 2005 standards.</p> <p>Due to the length of time it has taken for the new Health Bill and associated health standards to become mandatory, the MOH have been reluctant to carry out the formal assessments. They have also been training the new drinking water assessors on how to assess the Councils under the new standards.</p> <p>Council cannot be certain on its grading until it is assessed by the MOH under the new standards and it is hoped that this will be undertaken prior to June 2008. In the meantime, the Council has worked closely with the MOH in the development of all proposed water treatment upgrades to ensure that it will continue to comply with the new standards and achieve a satisfactory grading.</p>	Source	Current Grading (1995) ⁽¹⁾	Hautere	Ca	Otaki	Db	Waikanae	Aa	Paraparaumu	Aa	Paekakariki	Ba	<p>Achieved.</p>
Source	Current Grading (1995) ⁽¹⁾												
Hautere	Ca												
Otaki	Db												
Waikanae	Aa												
Paraparaumu	Aa												
Paekakariki	Ba												

Service Standard	Performance Achieved															
<p>Continuity of supply ensures minimum disruption to water supply and minimum duration in loss of water when it occurs:</p> <table border="1" data-bbox="264 344 756 875"> <thead> <tr> <th data-bbox="264 344 485 427">Continuity of Supply per Customer</th> <th data-bbox="485 344 609 427">On Demand Supply</th> <th data-bbox="609 344 756 427">Restricted Flow Supply</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 427 485 595">Maximum duration of one non-notified shutdown</td> <td data-bbox="485 427 609 595">No more than four hours on any one occasion</td> <td data-bbox="609 427 756 595">No more than 3% of shutdowns last for more than four hours</td> </tr> <tr> <td data-bbox="264 595 485 678">Maximum duration of one disruption</td> <td data-bbox="485 595 609 678">24 hours</td> <td data-bbox="609 595 756 678">24 hours</td> </tr> <tr> <td data-bbox="264 678 485 790">Normal duration of one disruption (95% of all disruptions)</td> <td data-bbox="485 678 609 790">8 hours</td> <td data-bbox="609 678 756 790">24 hours</td> </tr> <tr> <td data-bbox="264 790 485 875">Maximum total disruptions in any five day period</td> <td data-bbox="485 790 609 875">24 hours</td> <td data-bbox="609 790 756 875">24 hours</td> </tr> </tbody> </table>	Continuity of Supply per Customer	On Demand Supply	Restricted Flow Supply	Maximum duration of one non-notified shutdown	No more than four hours on any one occasion	No more than 3% of shutdowns last for more than four hours	Maximum duration of one disruption	24 hours	24 hours	Normal duration of one disruption (95% of all disruptions)	8 hours	24 hours	Maximum total disruptions in any five day period	24 hours	24 hours	<p>Achieved.</p>
Continuity of Supply per Customer	On Demand Supply	Restricted Flow Supply														
Maximum duration of one non-notified shutdown	No more than four hours on any one occasion	No more than 3% of shutdowns last for more than four hours														
Maximum duration of one disruption	24 hours	24 hours														
Normal duration of one disruption (95% of all disruptions)	8 hours	24 hours														
Maximum total disruptions in any five day period	24 hours	24 hours														
<p>Normal operating water pressure at reticulation extremities meets the following standards except where elevation of reservoir does not allow.</p> <table border="1" data-bbox="256 1122 788 1599"> <thead> <tr> <th data-bbox="256 1122 472 1234">Pressure in Reticulation in Meters Head (Static)</th> <th data-bbox="472 1122 639 1234">On Demand Supply</th> <th data-bbox="639 1122 788 1234">Restricted Flow Supply</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1234 472 1402">Normal Minimum (95 – 99% of time) as indicated by verified Network Analysis Model</td> <td data-bbox="472 1234 639 1402">25 meters</td> <td data-bbox="639 1234 788 1402">25 meters</td> </tr> <tr> <td data-bbox="256 1402 472 1458">Normal Maximum</td> <td data-bbox="472 1402 639 1458">120 meters</td> <td data-bbox="639 1402 788 1458">-</td> </tr> <tr> <td data-bbox="256 1458 472 1599">Running Pressure as indicated by verified Network Analysis Model</td> <td data-bbox="472 1458 639 1599">15 meters</td> <td data-bbox="639 1458 788 1599">-</td> </tr> </tbody> </table>	Pressure in Reticulation in Meters Head (Static)	On Demand Supply	Restricted Flow Supply	Normal Minimum (95 – 99% of time) as indicated by verified Network Analysis Model	25 meters	25 meters	Normal Maximum	120 meters	-	Running Pressure as indicated by verified Network Analysis Model	15 meters	-	<p>Achieved. 24/7 monitoring via SCADA.</p>			
Pressure in Reticulation in Meters Head (Static)	On Demand Supply	Restricted Flow Supply														
Normal Minimum (95 – 99% of time) as indicated by verified Network Analysis Model	25 meters	25 meters														
Normal Maximum	120 meters	-														
Running Pressure as indicated by verified Network Analysis Model	15 meters	-														
<p>Clear point of contact within the Council for residents, businesses, schools and community groups about key issues such as supply, conservation and education</p>	<p>Achieved</p>															

Water Management Statement of Cost of Activity

2006/07 Actual \$000		2007/08 Actual \$000	2007/08 Budget \$000
	Expenditure		
2,692	Operating Costs	2,983	3,020
1,267	Debt Servicing	1,315	1,390
1,737	Depreciation	1,822	1,814
<hr/>			
5,696	Operating Expenditure	6,120	6,224
	Revenue		
261	Charges and Fees	275	313
-	Development/Financial Levies/Contributions	215	120
<hr/>			
261	Operating Revenue	490	433
5,435	NET OPERATING COSTS	5,630	5,791
	Capital Items		
2,067	Asset Construction and Renewal	1,597	2,703
907	Sinking Funds/Loan Repayments	915	1,014
	Appropriations		
10	To Separate Funds	215	-
<hr/>			
8,419	NET COST OF ACTIVITY	8,357	9,508
<hr/>			
5,371	Rates	5,736	5,683
1,816	Depreciation Reserve	2,161	1,856
1,062	Loans	57	1,861
20	Development Levies	215	-
100	Utilisation of Balances	113	108
50	Miscellaneous and Separate	75	-
<hr/>			
8,419	TOTAL SOURCES OF FUNDS	8,357	9,508
<hr/>			

Water Management Detail of Significant Expenditure on Acquisition and Replacement of Assets

	2007/08 Actual \$000	2007/08 Budget \$000
Water - Paekakariki		
Minor unprogrammed new works. Work on Wellington Road identified. Completed	10	10
Drinking Water Standards (UV).	5	10
Renewal capital expenditure	47	46
Total Paekakariki	62	66
Joint Water		
Kapiti Road Reinforcement – not required	-	67
Riwai High Level auto shut off valve – work to commence in the 2008/09 year	17	105
Waikanae River Bed Upgrade - Construct riverbank rip rap protection with stockpiled rock now placed at WTP. Reform river grade controls Nos. 2, 3 and 4. This work to be carried out following bank erosion and storm damage. Completed.	218	250
Drinking Water Standards (UV) – work underway and will continue in the 2008/09 year.	244	516
Minor Unprogrammed new Capex – reactive capital budget not required in 2007/08 year	27	74
Backflow prevention – reactive capital budget not required in 2007/08 year		26
Increase Tui High Level Area - To switch the upper side of Tui crescent over to the high level system (reinforcement of water mains, installation of hydrant, increase in the reservoir storage). Work to continue in 2008/09 year.	1	120
Refurbish High Level Pumps	45	46
Reinforce Beach Reticulation – deferred until further investigation completed into effects.	3	247
Treatment Plant Renewal. Completed	120	150
Replace Control Valves and Filter. Completed	34	
Total Joint Water	709	1,601

	2007/08 Actual \$000	2007/08 Budget \$000
Water - Otaki		
Drinking Water Standards To meet Otaki's water requirements. UV treatment upgrade in progress; new reservoir investigations continuing	181	500
Bores Renewal. Completed	93	50
Total Otaki	274	550
Water – Hautere/Te Horo		
Treatment Plant Renewal. Completed	9	30
Total Hautere/Te Horo	9	30

Section 4: Finance and Revenue

Statement of Financial Performance For the Year Ended 30 June 2008

2007 Actual \$000		Notes	2008 Actual \$000	2008 Budget \$000
	Revenue			
	Rates Levied	(3)		
4,924	General Rates		5,439	5,419
	Targeted Rates			
3,714	Districtwide Roding Rates and Charges		3,939	3,928
2,275	Regulatory Services Rates		2,175	2,175
6,512	Community Facilities Charges		7,215	7,142
737	Community Separate Rates		1,093	1,154
6,421	Wastewater Rates and Charges		6,615	6,580
5,454	Water Rates and Charges		5,598	5,571
1,889	Stormwater Rates		2,167	2,160
58	Waikanae Community Services Charge		58	59
43	Otaki Community Services Charge		44	45
320	Rates Penalty		346	240
32,347	TOTAL RATES	(28)	34,689	34,473
	Revenue from Activities			
30	Agency Grants		30	30
7,241	Charges and Fees	(4)	8,311	6,727
664	Financial Contributions		1,508	1,500
2,422	Government Subsidy		1,993	2,139
306	Interest		404	500
209	Petrol Tax		219	215
137	Special Funds Interest		121	-
11,009			12,586	11,111
259	Interest on Loan Repayment Provision		375	-
335	Interest on Depreciation Reserves		191	250
110	Sinking Funds Interest		158	-
3,049	Vested Assets		3,370	2,000
1,969	Gain (Loss) on Revaluation of Interest Rate Swaps		(1,035)	-
	Gain on Revaluation of Forestry		43	-
5,722			3,102	2,250
49,078	TOTAL OPERATING REVENUE		50,377	47,834

The accompanying policies and notes form part of these financial statements.

2007 Actual \$000		Notes	2008 Actual \$000	2008 Budget \$000
Expenditure				
7,242	Access, Roding and Transport		8,281	8,198
2,380	Building Control and Resource Consents		2,685	2,580
426	Coastal Management		459	517
2,815	Community Facilities		2,916	3,419
1,524	District Strategic Development		1,655	1,314
660	Economic Development Projects		600	684
1,789	Environmental Protection		1,949	1,797
978	Facilitation and Partnerships		1,116	1,064
2,619	Governance and Tangata Whenua		2,615	2,518
2,943	Libraries		3,010	3,014
2,373	Parks and Reserves		2,565	2,573
2,550	Solid Waste		2,297	2,186
1,783	Stormwater Management		2,104	2,346
6,497	Wastewater Management		6,685	7,159
5,696	Water Management		6,120	6,224
-	Contingency		473	240
42,275	TOTAL OPERATING EXPENDITURE*	(1) (21)	45,530	45,834
6,803	NET SURPLUS		4,847	2,000

* Total Operating expenditure includes Finance costs of \$5,379 (2007: \$4,939)

The accompanying policies and notes form part of these financial statements.

Statement of Changes in Equity

For the Year Ended 30 June 2008

				Retained Earnings			Revaluation Reserve			Reserves and Special Funds			Sinking Funds		
				Note 15			Note 16			Note 19			Note 6		
	2008 Actual \$000	2008 Budget \$000	2007 Actual \$000	2008 Actual \$000	2008 Budget \$000	2007 Actual \$000	2008 Actual \$000	2008 Budget \$000	2007 Actual \$000	2008 Actual \$000	2008 Budget \$000	2007 Actual \$000	2008 Actual \$000	2008 Budget \$000	2007 Actual \$000
Equity at the Start of the Period	560,444	555,783	553,724	556,854	393,408	550,328	-	158,896	83	2,317	2,376	2,263	1,273	1,103	1,050
Net Surplus/(Deficit) for the period	4,847	2,000	6,803	4,847	2,000	6,803	-	-	-	-	-	-	-	-	-
<i>Net Income/ (Expense) recognised directly in equity</i>															
Property, Plant and Equipment - Increase/(Decrease) in revaluation reserves	101,009	-	(83)	-	-	-	101,009	-	(83)	-	-	-	-	-	-
Financial Assets at fair value through equity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total recognised revenues and expenses for the year	105,856	2,000	6,720	4,847	2,000	6,803	101,009	-	(83)	-	-	-	-	-	-
Appropriation of retained earnings	-	-	-	(2,425)	(2,305)	(2,295)	-	-	-	1,266	1,250	1,214	1,159	1,055	1,081
Transfers from reserves	-	-	-	2,053	2,130	2,018	-	-	-	(906)	(1,130)	(1,160)	(1,147)	(1,000)	(858)
Equity at the End of the Period	666,300	557,783	560,444	561,329	395,233	556,854	101,009	158,896	-	2,677	2,496	2,317	1,285	1,158	1,273

The accompanying policies and notes form part of these financial statements

Statement of Financial Position As at 30 June 2008

2007 Actual \$000	Notes	2008 Actual \$000	2008 Budget \$000
Current Assets			
8,737	(5)	8,171	4,321
5,322	(11)	5,855	3,451
344		311	301
408	(6)	5,679	263
14,811		20,016	8,336
Non-Current Assets			
612,176	(8)	722,224	643,288
193	(10)	236	-
32	(9)	37	-
2,451	(7)	1,417	-
1,130	(6)	871	788
615,982		724,785	644,076
630,793		744,801	652,412
Liabilities and Public Equity			
Current Liabilities			
7,911	(12)	9,385	10,247
947	(17)	976	-
1,417	(13)	1,498	1,000
10,306	(14)	18,500	10,302
2,806		4,659	1,500
23,387		35,018	23,049
Non-Current Liabilities			
46,500	(14)	43,000	71,480
424	(17)	445	-
38	(18)	38	100
46,962		43,483	71,580
70,349		78,501	94,629
556,854	(15)	561,329	395,233
-	(16)	101,009	158,896
2,317	(19)	2,677	2,496
1,273	(6)	1,285	1,158
560,444		666,300	557,783
630,793		744,801	652,412



Jenny Rowan, QSO, JP
Mayor
Kapiti Coast District
23 October 2008



Pat Dougherty
Chief Executive
23 October 2008



Warwick Read
Group Manager, Finance
23 October 2008

The accompanying policies and notes form part of these financial statements

Statement of Cash Flows

For the Year Ended 30 June 2008

2007 Actual \$000	Notes	2008 Actual \$000	2008 Budget \$000
Cash Flows from Operating Activities			
Cash was provided from:			
32,323		34,413	34,233
5,513		5,596	5,800
1,133		3,151	2,204
1,219		1,157	-
6,920		8,187	7,842
1,862		3,417	1,500
73		-	-
110		158	-
49,153		56,079	51,579
Cash was applied to:			
17,178		16,515	17,187
11,220		13,075	10,956
5,506		5,552	5,800
4,776		5,617	6,748
-		193	-
38,680		40,952	40,691
10,473	Net Cash Flows From Operating Activities	15,127	10,888
	(20d)		
Cash Flows From Investing Activities			
Cash was provided from:			
177		249	100
886		1,159	1,000
1,063		1,408	1,100
Cash was applied to:			
17,376		15,636	35,842
-		5,000	-
1,081		1,159	1,000
18,457		21,795	36,842
(17,394)	Net Cash Flows From Investing Activities	(20,387)	(35,742)
	(20b)		

The accompanying policies and notes form part of these financial statements.

2007 Actual \$000		Notes	2008 Actual \$000	2008 Budget \$000
Cash Flows from Financing Activities				
15,000	Cash was provided from: Long Term Borrowing Raised		15,000	28,498
5,525	Cash was applied to: Debt Principal Repayments		10,306	4,739
9,475	Net Cash Flows From Financing Activities	(20c)	4,694	23,759
2,554	Net Increase/(Decrease) in Cash Held		(566)	(1,095)
6,183	Add Total Cash and Cash Equivalents at 1 July		8,737	5,416
8,737	Total cash and cash equivalents at 30 June 2008	(20c)	8,171	4,321

The GST (net) component of operating activities reflects the net GST paid to and received from the Inland Revenue Department. The GST (net) component has been presented on a net basis, as the gross amounts do not provide meaningful information for financial statement purposes.

The accompanying policies and notes form part of these financial statements.

Statement of Commitments

As at 30 June 2008

	2008 Actual \$000	2007 Actual \$000
Capital commitments approved and contracted	12,258	1,118
Capital commitments include \$10.3million for land purchases for the proposed Western Link Road (Stage One). Council will receive a 90% subsidy for these purchases from the New Zealand Transport Agency.		
Non-cancellable contracts:		
The Council has entered into non-cancellable contracts for the operation of Solid Waste collection and processing, roading maintenance, pool maintenance and contracts for service from community organisations. Details of the commitments under these contracts are as follows:		
Not later than one year	3,556	3,593
Later than one year and not later than two years	1,074	2,485
Later than two years and not later than five years	1,586	2,382
TOTAL COMMITMENTS	6,216	8,460

Operating Leases as Lessee

Kapiti Coast District Council leases property in the normal course of its business. The lease has a non-cancellable term of 36 months. The future aggregate minimum lease payments to be collected under non-cancellable operating leases are as follows:

	Actual 2008 \$000	Actual 2007 \$000
Non-cancellable operating leases as lessee		
Not later than one year	24	14
Later than one year and not later than five years	24	29
Later than five years	-	-
Total non-cancellable operating leases	48	43

The total minimum future sublease payments expected to be received under non-cancellable subleases at balance date is \$nil (2007 \$nil).

Contingent rent payable has been determined on the basis of the terms of the lease agreement.

Leases can be renewed at Kapiti Coast District Councils option, with rents set by reference to current market rates for items of equivalent age and condition.

There are no restrictions placed on Kapiti Coast District Council by any of the leasing arrangements.

The accompanying policies and notes form part of these financial statements.

Statement of Significant Accounting Policies

For the Year Ended 30 June 2008

Reporting Entity

The Kapiti Coast District Council is a territorial local authority governed by the Local Government Act 2002.

The primary objective of Council is to provide goods or services for the community or social benefit rather than making a financial return. Accordingly, Kapiti Coast District Council has designated itself as a public benefit entity for the purposes of New Zealand equivalents to International Financial reporting Standards (NZ IFRS).

The financial statements of Kapiti Coast District Council are for the year ended 30 June 2008. The financial statements were authorised for issue by Council on 23 October 2008.

Basis of Preparation

These financial statements have been prepared in accordance with Section 98 of the Local Government Act 2002, which includes the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP). They comply with NZ IFRS and other applicable Financial Reporting Standards, as appropriate for public benefit entities.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The financial statements have been prepared on a historical cost basis, modified by the revaluation of land and buildings, certain infrastructural assets, investment property, biological assets and financial instruments (including derivative instruments).

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$'000). The functional currency of Council is New Zealand dollars. Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions are recognised in the statement of financial performance.

Specific Accounting Policies

The following accounting policies which materially affect the measurement of results and financial position have been applied:

1. Financial Statements presented

The financial statements presented in this Annual Report include a Statement of Financial Performance, a Statement of Financial Position and Cashflow and a Statement of Changes in Equity with supporting notes, encompassing all activities of the Council.

In order to meet its obligations of public accountability, the Council has also included for each significant activity a separate Statement of Cost of Activity.

2. Revenue Recognition

Revenue is measured at the fair value of consideration received.

Rates revenue is recognised when levied. Water billing revenue is recognised on an accrual basis. Land Transport New Zealand roading subsidies are recognised as revenue upon entitlement, which is when conditions pertaining to eligible expenditure have been fulfilled. Other grants and bequests and assets vested in the Council, with or without conditions are recognised as revenue when control over the assets is obtained.

3. Budget Figures

The budget figures are those approved by the Council at the beginning of the year after a period of consultation with the public as part of the Community Plan process. The budget figures have been prepared in accordance with generally accepted accounting practice and are consistent with the accounting policies adopted by the Council for the preparation of financial statements.

4. Equity

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Public equity is disaggregated and classified into a number of reserves to enable clearer identification of the specified uses that the Council makes of its accumulated surpluses. The components of equity are Retained Earnings, Revaluation Reserves, Reserves and Special Funds, and Sinking Funds

5. Reserves and Special Funds

Reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Council.

Restricted reserves are those reserves subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Council-created reserves are reserves established by Council decision. The Council may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

6. Financial Assets

Kapiti Coast District Council classifies its financial assets into the following four categories: financial assets at fair value through profit or loss, held-to-maturity investments, loans and receivables and financial assets at fair value through equity. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date.

There are no standards, interpretations, and amendments that have been issued, but are not yet effective, that Council has not yet applied other than NZ IFRS 7, *Financial Instruments Disclosures*. Council has applied NZ IAS 32, *Financial Instruments Presentation*.

Financial assets and liabilities are initially measured at fair value plus transaction costs unless they are carried at fair value through profit or loss in which case the transaction costs are recognised in the statement of financial performance.

Purchases and sales of investments are recognised on trade-date, the date on which Council commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date. The quoted market price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Kapiti Coast District Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for

long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The four categories of financial assets are:

• ***Financial assets at fair value through profit or loss***

This category has two sub-categories: financial assets held for trading, and those designated at fair value through profit or loss at inception. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Derivatives are also categorised as held for trading unless they are designated as hedges. Assets in this category are classified as current assets if they are either held for trading or are expected to be realised within 12 months of the balance sheet date.

After initial recognition they are measured at their fair values. Gains or losses on remeasurement are recognised in the statement of financial performance.

Financial assets in this category include interest rate swaps.

• ***Loans and receivables***

These are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market.

After initial recognition they are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognised are recognised in the statement of financial performance. Loans and receivables are classified as “trade and other receivables” in the statement of financial position.

• ***Held to maturity investments***

Held to maturity investments are assets with fixed or determinable payments and fixed maturities that Kapiti Coast District Council has the positive intention and ability to hold to maturity.

After initial recognition they are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognised are recognised in the statement of financial performance.

Investments in this category include sinking funds

• ***Financial assets at fair value through equity***

Financial assets at fair value through equity are those that are designated as fair value through equity or are not classified in any of the other categories above.

This category encompasses:

- Investments that Kapiti Coast District Council intends to hold long-term but which may be realised before maturity; and
- Shareholdings that Kapiti Coast District Council holds for strategic purposes.

After initial recognition these investments are measured at their fair value.

Gains and losses are recognised directly in equity except for impairment losses, which are recognised in the statement of financial performance. In the event of impairment, any cumulative losses previously recognised in equity will be removed from equity and recognised in statement of financial performance even though the asset has not been derecognised.

On derecognition the cumulative gain or loss previously recognised in equity is recognised in the statement of financial performance.

Impairment of financial assets

At each balance sheet date Council assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired. Any impairment losses are recognised in the statement of financial performance.

Accounting for derivative financial instruments and hedging activities

Kapiti Coast District Council uses derivative financial instruments to hedge exposure to interest rate risks arising from financing activities. In accordance with its Treasury Management Policy, Kapiti Coast District Council does not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently remeasured at their fair value at each balance date.

Council's derivative financial instruments are not designated as hedging instruments for accounting purposes. Accordingly, derivative financial instruments are reported as financial instruments at fair value through profit or loss.

7. Property, Plant and Equipment

Property, plant and equipment consists of:

- *Infrastructure Assets* – Infrastructure assets are the fixed utility systems owned by the Council. Each asset type includes all items that are required for the network to function, for example, wastewater reticulation includes reticulation piping and wastewater pump stations.
- *Operational Assets* – These include land, buildings, improvements, library books, plant and equipment, and motor vehicles.
- *Restricted Assets* – Restricted assets are parks and reserves owned by the Council which provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to Kapiti Coast District Council and the cost of the item can be measured reliably. In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the statement of financial performance. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to Council and the cost of the item can be measured reliably.

Revaluation

Land, buildings (operational and restricted), and infrastructure assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every five years. All other asset classes are carried at depreciated historical cost.

Valuations will be undertaken more regularly if necessary to ensure that no individual item of property, plant or equipment within a class is included at a valuation that is materially different from its fair value.

Additions between valuations are recorded at cost, except for vested assets. Certain infrastructure assets and land have been vested in the Council as part of the subdivisional consent process. The vested reserve land has been initially recognised at the most recent appropriately certified government valuation. Vested infrastructure assets have been valued based on the actual quantities of infrastructure components vested and the current “in the ground” cost of providing identical services.

The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is expensed in the Statement of Financial Performance. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in the Statement of Financial Performance will be recognised first in the Statement of Financial Performance up to the amount previously expensed, and then credited to the revaluation reserve for that class of asset.

Land occupied by Infrastructural Assets, with the exception of roads, has not been included under Infrastructural Assets but has been included with other Council owned land under Operational Assets. Improvements and additions to Infrastructural and Operational Assets are capitalised at cost. Maintenance of Infrastructural and Operational Assets is expensed.

In prior years the Roads and Bridges valuation was made up of two parts:

- Road network land value
- Roothing improvements

Land under roads is not revalued, in accordance with current best practice.

As in previous years, the improvement component of roading has been calculated at depreciated replacement cost. This is arrived at by determining current construction cost and applying a depreciation factor to it.

Water, Wastewater and Stormwater Treatment and Reticulation systems were valued at Depreciated Replacement Value as at 30 June 2008 by Maunsell Limited (Engineers). The depreciated replacement cost figures were found by determining the current replacement costs of the assets involved and applying a depreciation factor based on the age and expected life of each asset.

Depreciation

Depreciation is provided on a straight line basis on all assets other than land, and certain parts of roading, river control and seawalls. The roading, river control and seawall assets that are considered to be non-depreciable assets are Basecourse (80% non-depreciable content), Berms/Crossings/ Earthworks/Formation/ Land, Sub base/Watertable, Riprap seawall protection (rocks) and Stopbanks. The reason for their non-depreciable status is that there is no decline in service potential and therefore these assets have an unlimited life. Other assets are depreciated at rates which will write-off the cost (or valuation) of the assets over their useful lives. Motor vehicles purchased after 30 June 2001 have been given a residual value of 20% of original cost and are depreciated to this residual value. The estimated useful lives of resource consents, management plans and investigations are determined by their period of validity. Depreciation rates and the estimated useful lives are as follows:

Asset Category	Depreciation Rates %	Estimated Useful Life (Years)
Operational assets		
Buildings	1.0 – 2.5	40 – 100
Computer Equipment	25	4
Furniture and Chattels	12.5	8
Heritage Assets	1	100
Library Collection	14.29	7
Motor Vehicles	20	5
Office Equipment	12.5 – 20	5 – 8
Other Improvements	2.5 – 20	5 – 40
Plant and Machinery		
Light Trucks	14.29	7
Heavy Trucks, Road Machines	10	10
Tractors, Trailers, Heavy Mowers	14.29	7
Other Plant	20	5
Infrastructural assets		
Bridges	1 – 14.29	7 – 100
Seawalls		
Concrete/Posts/Rails/Panels	6.67 – 7.14	14 – 15
River Control		
Bank protection	2.13 – 2.22	45 – 47
Roading		
Basecourse (20% depreciable content)	4.42 1.66	23 60
Footpaths	2	50
Kerbs/Culverts/Lighting	16.66	6
Surfacing	39	2.5
Marking		
Stormwater		
Pump Stations/Manholes/Sumps	1.25 – 50	2 – 80
Pipes	1.25 – 5.26	19 – 80
Wastewater		
Pump stations	1.25 – 50	2 – 80
Manholes/Cleaning eyes	1.43 - 2.56	39 – 70
Pipes	1.14 – 4.55	22 – 88
Plant	1 – 25	4 – 100
Water		
Storage	1.27 – 4	25 – 79
Headworks/Booster stations/Pipes	1.06 – 50	2 – 94
Hydrants/Valves/Tobies	1.25 – 1.64	61 – 80
Meters	10	10

Section 100 of the Local Government Act 2002 requires that a local authority must ensure that each year's projected operating revenues are set at a level sufficient to meet that year's projected operating expenses. Depreciation is an operating expense that therefore has to be funded. For the purpose of determining this year's funding requirements, the Council has adopted a policy of not funding the depreciation cost relating to that portion of its roading asset base that was originally financed by subsidy received from New Zealand Transport Agency (and its predecessors). The Council has adopted its policy on the basis that replacement of such assets will continue to be financed by New Zealand Transport Agency at the same level.

Assets under Construction

Assets under construction are generally not depreciated until completion. The total cost of a project is transferred to the relevant asset class and on its completion is then depreciated. The current carrying amount of items under construction is disclosed in Note 8.

Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they are incurred and are not capitalised

8. Intangible Assets

Software acquisition and development

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use by Kapiti Coast District Council, are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in statement of financial performance.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Computer software 3 - 5 years

9. Forestry Assets

Forestry assets are independently revalued annually to fair value.

Gains or losses arising on initial recognition of forestry assets at fair value less estimated point of sale costs and from a change in fair value less estimated point of sale costs are recognised in the statement of financial performance.

The costs to maintain the forestry assets are included in the statement of financial performance.

10. Impairment of Non-Financial Assets

Non-financial assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace it's remaining future economic benefits or service potential.

The value in use for cash-generating assets is the present value of expected future cash flows.

If an asset's carrying amount exceeds its recoverable amount the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the statement of financial performance.

For assets not carried at a revalued amount, the total impairment loss is recognised in the statement of financial performance.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in statement of financial performance, a reversal of the impairment loss is also recognised in the statement of financial performance.

For assets not carried at a revalued amount the reversal of an impairment loss is recognised in the statement of financial performance

11. Landfill Post-Closure Costs

The Council, as operator of the Otaihanga Landfill, has a legal obligation under the resource consent to provide ongoing maintenance and monitoring services at the landfill site after closure. A provision for post-closure costs is recognised as a liability when the obligation for post-closure arises.

The provision is measured based on the present value of future cash flows expected to be incurred, taking into account future events including new legal requirements and known improvements in technology. The provision includes all costs associated with landfill post-closure.

Amounts provided for landfill post-closure are capitalised to the landfill asset where they give rise to future economic benefits to be obtained. Components of the capitalised landfill asset are depreciated over their useful lives.

The discount rate used is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the Council.

12. Council Controlled Trading Organisations

The Council has no Council Controlled Trading Organisations or significant organisations that require consolidation in compliance with Section 6 of the Local Government Act 2002.

13. Cost Allocation Policy

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities based on cost drivers and related activity/usage information.

Criteria for Direct and Indirect Costs

“Direct Costs” are those costs directly attributable to a significant activity.

“Indirect Costs” are those costs which cannot be identified in an economically feasible manner, with a specific significant activity.

Cost Drivers for Allocation of Indirect Costs

The costs of internal services not directly charged to activities are allocated as overheads using appropriate cost drivers such as actual usage, staff numbers and floor area etc. as set out on the following chart:

Basis of Allocation of Overheads

Accommodation	Square metres of space utilised
Administration	Gross operating expenditure
Chief Executive’s Office	Estimate of time spent
Communication (Public Relations)	Estimate of time spent
Community Services Management	Estimate of time spent
Consents and Compliance Management	Number of staff
Customer Services	Estimate of time spent
Development Projects Management	Charged to project budgets based on time spent
Environmental Protection Management	Estimate of time spent
Finance	Number of transactions per activity
Human Resources	Number of staff
Information Technology	Hardware utilised
Operational Services - Management	Operating expenditure all works (10% roading) plus 10% of capital expenditure. Excludes loan servicing and other non-engineering items.
Operational Services - Operations	Gross expenditure – refuse and 10% roading, excluding loan servicing and other non-engineering items.
Operational Services - Services	Operating expenditure and projects – water, wastewater, stormwater and coastal.
Planning and Risk Management	Estimate of time spent
Revenue Collection	Funds required from rates
Strategy and Partnerships Management	Estimate of time spent
Districtwide Services	Operating expenditure – water, wastewater and stormwater
Share of Depots	Number of staff

14. Allocation of Overheads

All overhead expenses have been allocated to significant activities with the exception of the “Governance and Tangata Whenua” activity, i.e. Elected Members costs (including a share of the support staff and overheads) which has been reported on as a separate activity as it represents a direct public service which is in itself a significant activity.

15. Cash and Cash Equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

16. Inventories

Inventories (such as spare parts and other items) held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at the lower of cost and current replacement cost.

Cost has been determined on a weighted average basis. The valuation includes allowances for slow moving and obsolete inventories.

The write down from cost to current replacement cost is recognised in the statement of financial performance.

17. Trade and Other Receivables

Trade and other receivables are recognised at amortised cost in the Council's Statement of Financial Position. An allowance is made for doubtful and uncollectible debts by establishing and offsetting provision in the Statement of Financial Position. Increases and decreases in the provision are recognised in the Statement of Financial Performance.

18. Investments

Investments are valued at amortised cost in the Council's Statement of Financial Position. However, if evidence of any impairment loss exists, the carrying value of the investment is reduced to the present value of the estimated future cash flows. The amount of any resulting reduction in carrying value is recognised as an expense in the Statement of Financial Performance.

19. Sinking Funds

Funds have been set aside to meet future repayments of certain loans. These funds are invested with the Sinking Fund Commissioners of the Kapiti Coast District Council. Interest earned on sinking funds is recognised as revenue in the Statement of Financial Performance.

Sinking Funds are valued at amortised cost in the Council's Statement of Financial Position. However, if evidence of any impairment loss exists, the carrying value of the investment is reduced to the present value of the estimated future cash flows. The amount of any resulting reduction in carrying value is recognised as an expense in the Statement of Financial Performance.

20. Goods and Services Tax (GST)

All items in the financial statements are exclusive of GST, with the exception of receivables and payables, which are stated as GST inclusive. Where GST is not recoverable as an input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

21. Borrowing

Borrowing is recognised in the Statement of Financial Position on a fair value basis. Valuation gains and losses are recognised in the Statement of Financial Performance.

22. Employee Benefits

Short-term benefits

Employee benefits that Kapiti Coast District Council expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months, and sick leave.

Council recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that Council anticipates it will be used by staff to cover those future absences.

Long-term benefits

Long service leave and retirement leave

Entitlements that are payable beyond 12 months, such as long service leave and retiring leave, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information; and
- the present value of the estimated future cash flows. A discount rate of 4.90% and an inflation factor of 3.00% were used. The discount rate is based on the average after tax discount rate used in the Financial Statements of the Government of New Zealand. The inflation factor is based on the expected long-term increase in remuneration for employees.

Superannuation schemes

Defined contribution schemes

Obligations for contributions to defined contribution superannuation schemes are recognised as an expense in the statement of financial performance as incurred.

Defined benefit schemes

Kapiti Coast District Council belongs to the Defined Benefit Plan Contributors Scheme (the scheme), which is managed by the Board of Trustees of the National Provident Fund. The scheme is a multi-employer defined benefit scheme.

Insufficient information is available to use defined benefit accounting, as it is not possible to determine from the terms of the scheme, the extent to which the surplus/deficit will affect future contributions by individual employers, as there is no prescribed basis for allocation. The scheme is therefore accounted for as a defined contribution scheme.

23. Provisions

Kapiti Coast District Council recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense.

Financial guarantee contracts

A financial guarantee contract is a contract that requires Council to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due.

Financial guarantee contracts are initially recognised at fair value. If a financial guarantee contract was issued in a stand-alone arm's length transaction to an unrelated party, its fair value at inception is equal to the consideration received. When no consideration is received a provision is recognised based on the probability Kapiti Coast District Council will be required to reimburse a holder for a loss incurred, discounted to present value. The portion of the guarantee that remains unrecognised, prior to discounting to fair value, is disclosed as a contingent liability.

Financial guarantees are subsequently measured at the initial recognition amount less any amortisation, however if Council assesses that it is probable that expenditure will be required to settle a guarantee, then the provision for the guarantee is measured at the present value of the future expenditure.

24. Non-current Assets held for Sale

Non-current assets are classified as held for sale and stated at the lower of their carrying amount and fair value less costs to sell if their carrying amount will be recovered principally through a sale transaction rather than through continuing use.

Non-current assets are not depreciated or amortised while they are classified as held for sale.

25. Leases

Leases where the lessor effectively retains substantially all the risks and benefits of ownership of the leased items are classified as operating leases. Payments under these leases are recognised as expenses and income is recognised as revenue in the Statement of Financial Performance in the periods in which they are incurred.

26. Cost of Activity Statements

The cost of activity statements, as provided in the Cost of Activity Summary, report the net cost of activity for significant activities of the Council, and are represented by the costs of providing the activity less all directly related revenue that can be allocated to these activities.

27. Critical Accounting Estimates and Assumptions

In preparing these financial statements Kapiti Coast District Council has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Landfill aftercare provision

Note 19 discloses an analysis of the exposure of Council in relation to the estimates and uncertainties surrounding the landfill aftercare provision.

Infrastructural assets

There are a number of assumptions and estimates used when performing Depreciated Replacement Cost valuations over infrastructural assets. These include:

- the physical deterioration and condition of an asset, for example the Council could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets, which are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimised by Council performing a combination of physical inspections and condition modelling assessments of underground assets;
- estimating any obsolescence or surplus capacity of an asset; and
- estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be impacted by the local conditions, for example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then Kapiti Coast District Council could be over or under estimating the annual depreciation charge recognised as an expense in the statement of financial performance. To minimise this risk Kapiti Coast District Council's infrastructural asset useful lives have been determined with reference to the NZ Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of the Kapiti Coast District Council's asset management planning activities, which gives Council further assurance over its useful life estimates.

Experienced independent valuers perform the Council's infrastructural asset revaluations.

28. Critical Judgements in Applying Council's Accounting Policies

Management has not been required to exercise any critical judgements in applying the Council's accounting policies for the period ended 30 June 2008.

Notes to the Financial Statements

1. Cost of Activity Summary for the Year Ended 30 June 2008

	Revenue from Activities \$000	Operating Expenditure \$000	Net Operating Cost (Revenue) \$000	2008 Budget \$000	Capital Items \$000	2008 Capital Items Budget \$000
Access, Roading and Transport	2,758	8,281	5,523	5,445	6,539	13,064
Building Control and Resource Consents	1,696	2,685	989	723	20	20
Coastal Management-	-	459	459	517	455	769
Community Facilities	1,080	2,916	1,836	2,255	760	6,472
District Strategic Development	535	1,655	1,120	972	615	831
Economic Development Projects	2	600	598	684	17	400
Environmental Protection	817	1,949	1,132	1,168	557	688
Facilitation, Partnerships and Social Wellbeing	208	1,116	908	952	4	-
Governance and Tangata Whenua	906	2,615	1,709	2,470	593	836
Libraries	280	3,010	2,730	2,786	702	694
Parks and Reserves	562	2,565	2,003	2,020	961	1,590
Solid Waste	2,983	2,297	(686)	(566)	1,364	2,306
Stormwater Management	267	2,104	1,837	2,166	3,174	5,444
Wastewater Management	3	6,685	6,682	6,849	1,888	3,949
Water Management	490	6,120	5,630	5,791	2,512	3,717
Rate Penalties / Contingencies	346	473	127	-	-	-
Total	12,933	45,530	32,597	34,232	20,161	40,780
Plus Capital Expenditure			20,161	40,780	-	-
TOTAL NET COSTS			52,758	75,012		

2. Net Rates Requirement Summary for the Year Ended 30 June 2008

	Total Rates Utilised \$000	Budget \$000
Access, Roading and Transport	3,874	4,165
Building Control and Resource Consents	989	713
Coastal Management	449	490
Community Facilities	1,983	2,765
District Strategic Development	1,120	972
Economic Development Projects	600	684
Environmental Protection	1,256	1,210
Facilitation, Partnerships and Social Wellbeing	909	937
Governance and Tangata Whenua	1,898	2,035
Libraries	2,927	2,960
Parks and Reserves	2,533	2,556
Stormwater Management	2,225	2,416
Wastewater Management	6,515	6,646
Water Management	5,736	5,683
TOTAL	33,014	34,232

3. Rates Levied

The revenue from rates in the Statement of Financial Performance is the total rates levied as per the Rates Account. The rates levied have been incorporated so that the overall surplus or deficit could be reported for the operating activities. This is in compliance with generally accepted accounting practice.

The rates shown in the Statement of Cost of Activity for each significant activity is the amount of net operating and capital expenditure to be funded from rates as shown in Note 2. The difference between \$33.014million and rates levied of \$34.344million (excluding rates penalties of \$346,000) is \$1.330million. Of this \$1.330million, \$840,000 has been used to offset rate increases in the 2008/09 year, \$190,000 is required for operating projects carried forward to 2008/09 and the balance of unused rates will be applied to future years.

4. Charges and Fees

	2008 \$000	2007 \$000
Access, Roding and Transport	266	233
Building Control and Resource Consents	1,696	1,747
Community Facilities	977	879
District Strategic Development	535	307
Environmental Protection	737	672
Facilitation, Partnerships and Social Wellbeing	177	135
Governance and Tangata Whenua	381	245
Libraries	230	237
Parks and Reserves	51	48
Solid Waste	2,983	2,475
Wastewater Management	3	2
Water Management	275	261
	8,311	7,241

5. Cash and Cash Equivalents

	2008 \$000	2007 \$000
Cash at Bank and on hand	221	5,037
Bank Call Deposits	7,950	3,700
	8,171	8,737

6. Other Financial Assets

	2008 \$000	2007 \$000
Current Portion		
<i>Held to Maturity</i>		
Sinking fund investments	679	408
Local Authority Stock	5,000	-
Total Current	5,679	408
Non-Current Portion		
<i>Loans and receivables</i>		
Long Term Loans	250	250
<i>Fair Value through equity</i>		
Shares in NZ Local Government Insurance Corporation	15	15
<i>Held to Maturity</i>		
Sinking fund investments	606	865
Total Non-Current	871	1,130

Sinking Funds

	2008 \$000	2007 \$000
Opening Balance	1,273	1,050
Instalments/Interest	1,159	1,081
Disbursements	(1,147)	(858)
Closing Balance	1,285	1,273
Represented by: Kapiti Coast District Council Sinking Fund Commissioners	1,285	1,273

The total sinking funds are divided between sinking funds associated with loan liabilities maturing within one year (current portion of public debt) and sinking funds associated with the long term public debt.

Allocation of Sinking Funds

	2008 \$000	2007 \$000
Held for Long Term Public Debt	606	865
Held for Current Portion of Public Debt	679	408
	1,285	1,273

With the repeal of the Local Authority Loans Act 1956 and the implementation of the Local Government Amendment Act No. 3 1996, local authorities are no longer required to fund sinking fund payments on new loans raised after 1 July 1998.

In accordance with the Council's Treasury Management Policy, the Council will take out new loans for a maximum of 20 years. Loan repayment provision will be made each year so that a minimum of 25% of each loan will be repaid every five years.

This loan repayment provision is part of Retained Earnings in the Public Equity section of the Statement of Financial Position. The Loan Repayment Provision account amounted to \$4,716,145 as at 30 June 2008 which represented the annual loan repayment provision plus interest on new loans raised less loan repayments since 1 July 1998.

Long Term Loan

Loan to Greater Wellington Regional Council (relates to Pedestrian Rail Overbridge at Epiha Street, Paraparaumu).

Shareholding

New Zealand Local Government Insurance Corporation Limited: 15,060 shares (2007 15,060) of \$1 each.

7. Financial Instruments

Kapiti Coast District Council has a series of policies to manage the risks associated with financial instruments. Kapiti Coast District Council is risk averse and seeks to minimise exposure from its treasury activities. Kapiti Coast District Council has established Council approved Liability Management and Investment Policies - these policies do not allow any transactions that are speculative in nature to be entered into.

The Council's financial instruments include financial assets (cash and cash equivalents, loans and receivables, available-for-sale financial assets), financial liabilities (payables that arise directly from operations and borrowings) and derivative financial instruments. Interest rate swaps are used to reduce exposure to fluctuations in interest rates arising on floating rate borrowings. The main purpose of the Council's financial instruments is to raise finance for the Council's operations.

Fair Value

Fair value is the amount for which an item could be exchanged, or a liability settled, between knowledgeable and willing parties in an arms length transaction. The fair values of all financial instruments equate to the carrying amount recognised in the Statement of Financial Position.

As part of its normal operations, the Council is exposed to credit risk, interest rate risk and liquidity risk. The Council's exposure to these risks and the action that the Council has taken to minimise the impact of these risks is outlined below:

Credit Risk

Credit risk is the risk that a third party will default on its obligations to the Groups, thereby causing a loss. The Council is not exposed to any material concentrations of credit risk other than its exposure within the Wellington region. Receivables balances are monitored on an ongoing basis with the result that the Council's exposure to bad debts is not significant. The maximum exposure to credit risk is represented by the carrying amount of each financial asset in the Statement of Financial Position.

The Council's maximum exposure to credit risk at balance date is:

	2008 \$000	2007 \$000
Cash and cash equivalents	8,171	8,737
Derivative financial instruments Interest rate swaps – amounts receivable	1,417	2,451
Trade and other receivables	5,855	5,322
Community and related party loans	250	250
Local authority stock	5,000	-
Sinking funds investments	1,285	1,273
Other financial assets	15	15
TOTAL FINANCIAL ASSETS	21,993	18,048

Credit Qualities of Financial Assets

The credit quality of financial assets that are neither past due nor impaired can be assessed by reference to Standard and Poor's credit ratings (if available) or to historical information about counterparty default rates:

	Council	
	2008	2007
	\$000	\$000
Counterparties With Credit Ratings		
Cash at bank and term deposits		
Council	8,171	8,737
Sinking Funds	1,264	1,252
AA		
Total cash at bank and term deposits	9,435	9,989
Capital Notes		
Sinking Funds		
A+	21	21
Total Capital Notes	21	21
Derivative financial instrument assets		
AA	1,417	2,451
Total derivative financial instrument assets	1,417	2,451
Counterparties Without Credit Ratings		
Local Authority stock with no defaults in the past	5,000	-
Total Local Authority stock	5,000	-
Related Party Loans with no defaults in the past	250	250
TOTAL RELATED PARTY LOANS	250	250

Market Risk

Price risk

Price risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices. Kapiti Coast District Council is not exposed to price risk as it doesn't hold any equity securities.

Currency risk

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates. Kapiti Coast District Council is not exposed to currency risk, as it does not enter into foreign currency transactions.

Interest rate risk

The weighted average interest rate on investments as at 30 June 2008 was 8.8% (2007 8.0%). The interest rates on Kapiti Coast District Council's borrowings are disclosed in note 14.

Fair value interest rate risk

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. Borrowing issued at fixed rates expose the Kapiti Coast District Council to fair value interest rate risk. Kapiti Coast District Council's Treasury Management policy outlines the level of borrowing that is to be secured using fixed rate instruments. Fixed to floating interest rate swaps are entered into to hedge the fair value interest rate risk arising where Kapiti Coast District Council has borrowed at fixed rates.

Cash flow interest rate risk

Cash flow interest rate risk is the risk that the cash flows from a financial instrument will fluctuate because of changes in market interest rates. Borrowings and investments issued at variable interest rates expose Kapiti Coast District Council to cash flow interest rate risk.

Kapiti Coast District Council manages its cash flow interest rate risk on borrowings by using floating-to-fixed interest rate swaps. Such interest rate swaps have the economic effect of converting borrowings at floating rates and swaps them into fixed rates that are generally lower than those available if Kapiti Coast District Council borrowed at fixed rates directly. Under the interest rate swaps, Kapiti Coast District Council agrees with other parties to exchange, at specified intervals, the difference between fixed contract rates and floating-rate interest amounts calculated by reference to the agreed notional principal amounts.

Council has interest rate swap agreements and swaptions in place at 30 June 2008 in relation to its borrowing programme. The notional contract value of these agreements was \$53.5 million (2007: \$41 million). The interest rate range for the interest rate swaps is 5.48% to 8.035% and for the swaptions is 7.65% to 8%. The net fair value of the interest rate swaps and swaptions as at 30 June 2008 was \$1,416,525 (30 June 2007 \$2,451,184) comprising assets of \$1,416,525 (2007: \$2,451,184) and liabilities \$nil (2007: \$nil). The movement in the fair value of these interest rate swaps and swaptions is taken directly to the Statement of Financial Performance.

Liquidity Risk

Liquidity risk is the risk that Kapiti Coast District Council will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities and the ability to close out market positions. Kapiti Coast District Council aims to maintain flexibility in funding by keeping committed credit lines available.

Kapiti Coast District Council manages its borrowings in accordance with its funding and financial policies, which includes a Treasury Management Policy. These policies have been adopted as part of the Kapiti Coast District Council's Long Term Council Community Plan.

The Council has no overdraft facility. The Council has two \$10million multi option credit facilities and a \$5million multi option credit facility with Westpac Banking Corporation and a \$20million multi-option credit facility with ANZ National Bank which are secured under the Debenture Deed. The \$10million and the \$20million credit facilities were unused as at 30 June 2008.

The following table sets out the contractual cashflows from all financial liabilities that are settled on a gross cashflow basis. Contractual cashflows for financial liabilities comprise the nominal amount and interest payments.

Contractual Maturity Analysis of Financial Liabilities

2008

	Statement of Financial Position \$000	Total Contractual Cash Flows \$000	0-12 months \$000	1-2 years \$000	2-5 years \$000	More than 5 years \$000
Trade and other payables	9,385	9,385	9,385	-	-	-
Debt securities	61,500	98,827	23,727	7,100	38,000	30,000
TOTAL	70,885	108,212	33,112	7,100	38,000	30,000

2007

	Statement of Financial Position \$000	Total Contractual Cash Flows \$000	0-12 months \$000	1-2 years \$000	2-5 years \$000	More than 5 years \$000
Trade and other payables	7,911	7,911	7,911	-	-	-
Debt securities	56,806	94,301	15,066	8,090	25,120	46,025
TOTAL	64,717	102,212	22,977	8,090	25,120	46,025

Contractual Maturity Analysis of Financial Assets

2008

	Carrying Amount	Total Contractual Cash Flows	0-12 months	1-2 years	2-5 years	More than 5 years
	\$000	\$000	\$000	\$000	\$000	\$000
Cash and cash equivalents	8,171	8,171	8,171	-	-	-
Trade and other receivables	5,855	5,855	5,855	-	-	-
Community and related party loans	250	250	-	-	250	-
Local authority stock	5,000	5,000	5,000	-	-	-
Sinking funds investments	1,285	1,285	679	-	606	-
Unlisted shares	15	15	-	-	15	-
TOTAL FINANCIAL ASSETS	20,576	20,576	19,705	-	871	-

2007

	Carrying Amount	Total Contractual Cash Flows	0-12 months	1-2 years	2-5 years	More than 5 years
	\$000	\$000	\$000	\$000	\$000	\$000
Cash and cash equivalents	8,737	8,737	8,737	-	-	-
Trade and other receivables	5,322	5,322	5,322	-	-	-
Community and related party loans	250	250	-	-	250	-
Local authority stock	-	-	-	-	-	-
Sinking funds investments	1,273	1,273	408	-	865	-
Unlisted shares	15	15	-	-	15	-
TOTAL FINANCIAL ASSETS	15,597	15,597	14,467	-	1,130	-

Financial Instrument Categories

The accounting policies for financial instruments have been applied to the line items below:

	Council	
	Actual 2008 \$000	Actual 2007 \$000
FINANCIAL ASSETS		
Loans and receivables		
Cash and cash equivalents	8,171	8,737
Debtors and other receivables	5,855	5,322
Other financial assets:		
Loans to related parties	250	250
<hr/>		
<i>Total loans and receivables</i>	14,276	14,309
Held to maturity		
Other financial assets:		
Sinking fund investments	1,285	1,273
Local authority stock	5,000	-
<hr/>		
<i>Total held to maturity</i>	6,285	1,273
Fair value through equity		
Other financial assets		
Unlisted shares	15	15
<hr/>		
<i>Total Fair value through equity</i>	15	15
FINANCIAL LIABILITIES		
Financial liabilities at amortised cost		
Creditors and other payables	9,385	7,911
Borrowings:		
Secured loans	61,500	56,806
<hr/>		
<i>Total financial liabilities at amortised cost</i>	70,885	64,717

Sensitivity Analysis

In managing interest risk the Group aims to reduce the impact of short-term fluctuations on the Group's earnings. Over the longer-term, however, permanent changes in interest rates will have an impact on the surplus.

At 30 June 2008 it is estimated that a general decrease of one percentage point in interest rates would increase the group's surplus before income tax by approximately \$150,000. Interest rate swaps have been included in this calculation.

The tables below illustrate the potential surplus and deficit impact for reasonably possible movements, with all other variables held constant, based on Council's and the Group's financial instrument exposures at balance date.

Interest Rate Risk	Note	2008 \$000		2007 \$000	
		+100BP S Deficit	-100 BPS Surplus	+100BPS Deficit	-100 BPS Surplus
Financial Assets					
Cash and cash equivalents - Council	a	82	(82)	40	(40)
Derivatives – Interest rate swaps	b	779	(683)	750	(654)
Financial Liabilities					
Debt securities	c	(615)	615	(568)	568
Total Sensitivity to interest rate risk		246	(150)	222	(126)

a. Cash and cash equivalents

Council – Cash and cash equivalents includes \$8.171 million on short term deposit (2007: \$4.056 million). The balance of Council funds is in different accounts with interest payable on the aggregation of all accounts. A movement in interest rates of plus or minus 1% has an effect on interest income of \$0.082 million (2007: \$0.040 million).

b. Derivatives – Interest rate swaps

Derivatives include interest rate swaps with a fair value totalling \$1.417 million (2007: \$2.451 million). The fair value is the benefit from the life to maturity of swaps, and not the amount payable within the year. A movement in interest rates if plus 1% has an effect on increasing the unrealised value of the interest rate swaps by \$779,000. A movement in interest rates of minus 1% has an effect on reducing the unrealised value of the interest rate swaps by \$683,000.

c. Debt securities

Debt securities are at floating rates and total \$61.5 million (2007: \$56.8 million). A movement in interest rates of plus or minus 1% has an effect on the interest expense of \$0.615 million (2007: \$0.568 million).

8. Property, Plant and Equipment: 2008

	Cost/ Revaluation	Accumulated depreciation and impairment charges	Carrying amount	Current year additions/ reclassification	Current year disposals	Current year impairment charges	Current year depreciation	Revaluation surplus	Cost/ Revaluation	Accumulated depreciation and impairment charges	Carrying amount
	1 July 07	1 July 07	1 July 07						30 June 08	30 June 08	30 June 08
Council Operational Assets											
Land	17,041	-	17,041	975	(78)	-	-	9,174	27,112	0	27,112
Buildings and Improvements	21,036	(1,177)	19,859	518	-	-	(673)	3,373	23,128	(51)	23,077
Library Collections	4,604	(2,968)	1,636	325	-	-	(262)	-	4,930	(3,231)	1,699
Plant and Machinery	2,519	(1,391)	1,128	78	(4)	-	(181)	-	2,590	(1,569)	1,021
Motor Vehicles	2,784	(1,110)	1,674	556	(226)	-	(421)	-	2,826	(1,243)	1,583
Furniture and Chattels	1,121	(785)	336	86	-	-	(61)	-	1,207	(846)	361
Computers and Office Equipment	5,452	(2,403)	3,049	(700)	(3)	-	(504)	-	4,826	(2,984)	1,842
Items under Construction	3,055	-	3,055	167	-	-	-	-	3,222	-	3,222
Total Operational Assets	57,612	(9,834)	47,778	2,005	(311)	-	(2,102)	12,547	69,841	(9,924)	59,917
Infrastructure Assets											
Roading	354,469	(6,426)	348,043	8,053	-	-	(2,845)	41,273	394,524	-	394,524
Bridges	7,623	(680)	6,943	514	-	-	(242)	3,148	10,387	(24)	10,363
Water	63,324	(3,387)	59,937	5,952	-	-	(1,816)	3,565	67,638	-	67,638
Wastewater	70,685	(3,371)	67,314	3,500	-	-	(1,780)	8,005	77,039	-	77,039
Stormwater	32,195	(1,215)	30,980	3,189	-	-	(728)	11,167	44,608	-	44,608
Seawalls	2,920	(225)	2,695	842	-	-	(154)	75	3,458	-	3,458
River Control	389	(3)	386	474	-	-	(11)	57	906	-	906
Items Under Construction	13,487	(77)	13,410	(8,176)	-	-	-	-	5,234	-	5,234
Total Infrastructure Assets	545,092	(15,384)	529,708	14,348	-	-	(7,576)	67,290	603,794	(24)	603,770
Restricted Assets											
Land	21,712	(16)	21,696	920	-	-	-	18,338	40,954	-	40,954
Buildings and Improvements	14,230	(1,278)	12,952	2,444	-	-	(647)	2,834	17,585	(2)	17,583
Items under Construction	42	-	42	(42)	-	-	-	-	-	-	-
Total Restricted Assets	35,984	(1,294)	34,690	3,322	-	-	(647)	21,172	58,539	(2)	58,537
Total Property, Plant and Equipment	638,688	(26,512)	612,176	19,675	(311)	-	(10,325)	101,009	732,174	(9,950)	722,224

During the year Council undertook a project to correct previous errors in the classification of some of Council's assets. This exercise identified assets wrongly classified as Items under construction as well as assets incorrectly classified between the different classes of Land, Buildings and Improvements. As a result of this exercise:

- The opening carrying amount for Council Operational Assets has decreased by \$1,581,000 from \$49,359,000 to \$47,778,000
- The opening carrying amount for Council Infrastructure Assets has increased by \$121,000 from \$529,587,000 to \$529,708,000
- The opening carrying amount for Council Restricted Assets has increased by \$1,460,000 from \$33,230,000 to \$34,690,000
- The credit in current year additions / reclassification for Computer and office equipment represents the reclassification of Emergency Operations Centre assets under construction to Buildings.
- Credits in current year additions/ reclassification for Items under construction represent assets transferred to other classes on completion of construction.

The reclassification exercise resulted in movements between a number of classes, but there is no overall impact on the opening Cost, Accumulated Depreciation or Carrying amount balances at 1 July 2007.

Property, Plant and Equipment: 2007

	Cost/ Revaluation	Accumulated depreciation and impairment charges	Carrying amount	Current year additions	Current year disposals	Current year impairment charges	Current year depreciation	Revaluation surplus	Cost/ Revaluation	Accumulated depreciation and impairment charges	Carrying amount
	1 July 06	1 July 06	1 July 06						30 June 07	30 June 07	30 June 07
Council Operational Assets											
Land	17,683	-	17,683	-	-	-	-	-	17,683	-	17,683
Buildings and Improvements	20,907	(640)	20,267	1,809	-	-	(602)	-	22,716	(1,242)	21,474
Library Collections	4,255	(2,702)	1,553	315	34	-	(266)	-	4,604	(2,968)	1,636
Plant and Machinery	2,505	(1,303)	1,202	133	(14)	-	(193)	-	2,519	(1,391)	1,128
Motor Vehicles	2,605	(894)	1,711	481	(117)	-	(401)	-	2,784	(1,110)	1,674
Furniture and Chattels	1,027	(727)	300	94	-	-	(58)	-	1,121	(785)	336
Computers and Office Equipment	3,486	(2,180)	1,306	2,137	-	-	(401)	-	5,445	(2,403)	3,042
Items under Construction	1,574	-	1,574	818	-	-	(6)	-	2,392	(6)	2,386
Total Operational Assets	54,042	(8,446)	45,596	5,787	(97)	-	(1,927)	-	59,264	(9,905)	49,359
Infrastructure Assets											
Roading	348,508	(4,118)	344,390	5,961	-	-	(2,307)	-	354,469	(6,426)	348,044
Bridges	7,623	(448)	7,175	-	-	-	(232)	-	7,623	(680)	6,943
Water	61,412	(1,647)	59,765	1,647	-	-	(1,727)	-	63,059	(3,374)	59,685
Wastewater	69,657	(1,722)	67,935	829	-	-	(1,641)	-	70,486	(3,363)	67,123
Stormwater	29,151	(592)	28,559	3,151	-	-	(623)	-	32,302	(1,215)	31,087
Seawalls	2,683	(96)	2,587	110	-	-	(121)	-	2,793	(217)	2,576
River Control	248	(2)	246	-	-	-	(1)	-	248	(3)	245
Items Under Construction	11,734	(76)	11,658	2,247	-	-	(21)	-	13,981	(97)	13,884
Total Infrastructure Assets	531,016	(8,701)	522,315	13,945	-	-	(6,673)	-	544,961	(15,375)	529,587
Restricted Assets											
Land	20,904	-	20,904	-	-	-	-	-	20,904	-	20,904
Buildings and Improvements	13,517	(637)	12,880	-	-	-	(596)	-	13,517	(1,233)	12,284
Items under Construction	47	-	47	(5)	-	-	-	-	42	-	42
Total Restricted Assets	34,468	(637)	33,831	(5)	-	-	(596)	-	34,463	(1,233)	33,230
Total Property, Plant and Equipment	619,526	(17,784)	601,742	19,727	(97)	-	(9,196)	-	638,688	(26,513)	612,176

Property, Plant and Equipment (continued)

Valuation

All assets are recorded at depreciated historical costs except for the following assets classes, which are revalued on a three year cycle on the basis described below:

Description	Method of Revaluation	Valuation Performed By	Next Revaluation Date
Operational Assets			
Buildings and Improvements	Fair Value 30 June 2008	Quotable Value Kerry Stewart <i>Val Prof Urb</i> <i>PG Dip Env Audit MBA</i> <i>ANZIV SNZPI</i> Vanessa Hutcheson <i>B Com VPM</i>	30 June 2011
Land	Fair Value 30 June 2008	Quotable Value Kerry Stewart <i>Val Prof Urb</i> <i>PG Dip Env Audit</i> <i>MBA ANZIV SNZPI</i> Vanessa Hutcheson <i>B Com VPM</i>	30 June 2011
Infrastructural Assets			
River Control	Depreciated Replacement Cost 30 June 2008	Maunsell Limited Graeme Hughson <i>BE, MIPENZ</i>	30 June 2011
Roads and Bridges	Depreciated Replacement Cost 30 June 2008	Duffill Watts and Tse Ltd (Consulting Engineers) Ken Tonks <i>SPINZI</i>	30 June 2011
Seawalls	Depreciated Replacement Cost 30 June 2008	Maunsell Limited Graeme Hughson <i>BE, MIPENZ</i>	30 June 2011
Stormwater	Depreciated Replacement Cost 30 June 2008	Maunsell Limited Graeme Hughson <i>BE,</i> <i>MIPENZ</i>	30 June 2011
Wastewater	Depreciated Replacement Cost 30 June 2008	Maunsell Limited Graeme Hughson <i>BE,</i> <i>MIPENZ</i>	30 June 2011
Water	Depreciated Replacement Cost 30 June 2008	Maunsell Limited Graeme Hughson <i>BE,</i> <i>MIPENZ</i>	30 June 2011

All valuations are carried out or reviewed by independent qualified valuers.

9. Intangible Assets

	Actual \$000
Balance 1 July 2007	
Cost	169
Accumulated amortisation and impairment	(137)
Opening carrying amount	32
Year ended 30 June 2008	
Additions	26
Disposals	(100)
Amortisation on Disposals	(21)
Amortisation charge	100
Closing carrying amount	37
Balance at 30 June 2008	
Cost	96
Accumulated amortisation and impairment	(59)
Closing carrying amount	37
Balance 1 July 2006	
Cost	145
Accumulated amortisation and impairment	(107)
Opening carrying amount	38
Year ended 30 June 2007	
Additions	24
Amortisation charge	(30)
Closing carrying amount	32
Balance at 30 June 2006	
Cost	169
Accumulated amortisation and impairment	(137)
Closing carrying amount	32

There are no restrictions over the title of Kapiti Coast District Council's intangible assets, nor are any intangible assets pledged as security for liabilities.

10. Forestry Assets

	2008 \$000	2007 \$000
Balance at 1 July	193	214
Gains arising from changes in fair value less estimated point of sale costs	43	32
Decrease due to harvest	-	(53)
Balance at 30 June	<u>236</u>	<u>193</u>

Kapiti Coast District Council owns 30 hectares of pinus radiata forest, which are at varying stages of maturity ranging from 22 to 24 years.

Independent valuer Tim Hunt valued the forestry assets as at 30 June 2008.

A pre-tax discount rate of 10% has been used in discounting the present value of expected cash flows.

Financial Risk Management Strategies

Kapiti Coast District Council is exposed to financial risks from changes in timber prices. Council is not a long term forestry investor but does not expect timber prices to decline significantly in the foreseeable future, therefore, has not taken any measures to manage the risks of a decline in timber prices.

11. Trade and Other Receivables

	2008	2007
	\$000	\$000
Rates	1,426	956
New Zealand Transport Agency Subsidy	1,823	2,732
Water by Meter	62	33
General Debtors	1,101	857
Interest Accrual	1	95
GST Accrual	683	490
Dogs	552	132
Traffic	70	33
Prepayments	32	32
Miscellaneous	46	2
Private Plan Change-Paraparaumu Airport Ltd	250	-
	6,046	5,362
Less Provision for Impairment of Receivables	191	40
TOTAL TRADE AND OTHER RECEIVABLES	5,855	5,322

The status of receivables as at 30 June 2008 and 2007 are detailed below:

	2008			2007		
	\$000			\$000		
	Gross	Impairment	Net	Gross	Impairment	Net
Not past due	4,350	-	4,350	4,205	-	4,205
Past due 1-60 days	810	-	810	410	-	410
Past due 61-120 days	78	-	78	516	-	516
Past due > 120 days	808	(191)	617	231	(40)	191
Total	6,046	(191)	5,855	5,362	(40)	5,322

The impairment provision has been calculated based on expected losses for Kapiti Coast District Council pool of debtors. Expected losses have been determined based on an analysis of Kapiti Coast District Council losses in previous periods, and review of specific debtors as detailed below:

	2008	2007
	\$000	\$000
Individual impairment	156	-
Collective impairment	35	40
Total provision for impairment	191	40

Individually impaired receivables have been determined to be impaired because of the significant financial difficulties being experienced by the debtor. An analysis of these individually impaired debtors are as follows:

	2008	2007
	\$000	\$000
Past due 1-60 days	-	-
Past due 61-120 days	-	-
Past due > 120 days	156	-
Total individual impairment	156	-

Movements in the provision for impairment of receivables are as follows:

	2008	2007
	\$000	\$000
At 1 July	40	6
Additional provisions made during the year	156	41
Receivables written-off during the period	(5)	(7)
At 30 June	191	40

Kapiti Coast District Council holds no collateral as security or other credit enhancements over receivables that are either past due or impaired.

12. Trade and Other Payables

	2008	2007
	\$000	\$000
Trade Creditors	5,836	4,268
Interest Accrual	394	632
Rates in Advance	898	860
Contract Retentions	654	753
Greater Wellington Regional Council Accrued Rates	118	74
Payroll Deductions	38	9
ACC Levy Accrual	160	161
Miscellaneous	108	441
Kapiti Safer Community Trust	82	122
Infrastructure Contracts	579	525
Telecommunications	-	11
Revenue in Advance	503	12
Kapiti Coast District Council Sinking Funds	-	28
Fringe Benefit Tax	15	15
TOTAL TRADE AND OTHER PAYABLES	9,385	7,911

Creditors and other payables are non-interest bearing and are normally settled on 30-day terms, therefore the varying value of creditors and other payables approximates their fair value.

13. Deposits

	2008	2007
	\$000	\$000
Road Damage Deposits	667	677
Resource Consent Planning Bonds	818	716
Hall Deposits	3	3
Miscellaneous Deposits	10	21
TOTAL DEPOSITS	1,498	1,417

14. Public Debt

A debenture deed has been established and Westpac Banking Corporation appointed as security agent. All public debt is secured by a charge over all rating in favour of the security agent.

The total Public Debt is divided between Long Term Public Debt (Debt liability longer than one year) and Current Portion of Public Debt (Debt liability of one year or less).

	2008	2007
	\$000	\$000
Current Portion of Public Debt	18,500	10,306
Long Term Public Debt	43,000	46,500
TOTAL PUBLIC DEBT	61,500	56,806
2007/08	-	10,306
2008/09	18,500	3,500
2009/10	2,000	2,000
2010/11	11,000	11,000
2011/12	-	-
2012/17	30,000	30,000
TOTAL PUBLIC DEBT	61,500	56,806

The weighted average interest rate of Council's Public Debt as at 30 June 2008 was 8.80% (2007 8.06%). The effective weighted average of Council's Public Debt after taking the Council's interest rate swaps into account is 6.48%.

15. Retained Earnings

	2008	2007
	\$000	\$000
Opening Balance 1 July	556,854	550,328
Add Net Surplus	4,847	6,803
Less Appropriations	(2,425)	(2,295)
Plus Transfers from Reserves	2,053	2,018
CLOSING BALANCE 30 JUNE	561,329	556,854

16. Revaluation Reserve

Total revaluation reserves of \$101.009 million consist of:

	2008 \$000	2007 \$000
a) Roding and Bridges		
Opening Balance 1 July	-	-
<i>Plus revaluation of Roding & Bridges</i>	44,420	
Closing Balance 30 June	44,420	-
b) Land and Buildings		
Opening Balance 1 July	-	-
<i>Plus revaluation of Land & Buildings</i>	33,721	
Closing Balance 30 June	33,721	-
c) Stormwater/River Control		
Opening Balance 1 July	-	-
<i>Plus revaluation of Stormwater/ River Control</i>	11,223	
Closing Balance 30 June	11,223	-
d) Wastewater		
Opening Balance 1 July	-	-
<i>Plus revaluation of Wastewater</i>	8,005	
Closing Balance 30 June	8,005	-
e) Water		
Opening Balance 1 July	-	-
<i>Plus revaluation of Water</i>	3,565	
Closing Balance 30 June	3,565	-
f) Seawalls		
Opening Balance 1 July	-	-
<i>Plus revaluation of Forests</i>	75	
Closing Balance 30 June	75	-
TOTAL	101,009	-

17. Employee Benefit Liabilities

	2008 \$000	2007 \$000
Annual leave	946	919
Sick leave	30	28
Long Service leave	200	167
Retirement gratuities	245	257
Total Employee Benefit Liabilities	1,421	1,371
Disclosed as follows:		
Current Portion		
Annual leave	946	919
Sick leave	30	28
	976	947
Non-current		
Long Service leave	200	167
Retirement gratuities	245	257
	445	424
TOTAL EMPLOYEE BENEFIT LIABILITIES	1,421	1,371

18. Provisions

Provision for Environmental Obligations

There has been no change in the provision for environmental obligations as at 30 June 2008 (\$38,000). This is due to work completed on the sites being offset by a revision of the estimates of future costs, and funds set aside to meet the initial costs for landfill aftercare after closure (Note 24).

Landfill Aftercare Liability

The Council obtained a resource consent for 35 years in 1994 to operate the Otaihanga Landfill. Due to a lack of capacity the site is due to close in 2008. The current consent allows for refuse from Otaki (landfill closed in 1995) and Waikanae (landfill closed for mixed waste in 2000) to also be disposed of at this site. This is consistent with the Ministry for the Environment's Waste Strategy, which requires landfills which are unconfined, such as Otaihanga, to be closed by December 2010.

The Council has responsibility under the Resource Management Act 1991 to provide ongoing maintenance and monitoring of landfills after closure. These responsibilities include:

- final cover application and vegetation
- incremental drainage control features
- completing facilities for leachate collection and monitoring
- completing facilities for waste quality monitoring
- completing facilities for monitoring of gas

The annual cost for monitoring all three landfill sites is estimated to be \$15,000 per year. This is expected to be required for 20 years after all three landfills have been closed.

The cost of providing a capping layer for the completed portion of the Otaihanga Landfill is estimated to be minimal.

The capital values of the Waikanae Landfill and the Otaki Landfill have been impaired to reflect the aftercare costs.

The cash outflows for landfill post-closure cost for the Otaihanga Landfill are expected to commence in 2009. The long term nature of the liability means that there are inherent uncertainties in estimating costs that will be incurred. The provision has been estimated taking into account existing technology and is discounted using a discount rate of 8%.

Sewerage Ponds

Waikanae Oxidation Ponds – Decommissioning and Rehabilitation

With the major upgrade to the combined Paraparaumu/Waikanae Wastewater Treatment Plant, the Waikanae Oxidation Ponds have not been used for effluent disposal since 31 March 2003. In the 2003/04 year, the rehabilitation project was renamed "Waikanae Coastal Wetlands" and is funded from Parks and Reserves. A decommissioning plan was approved by the Finance, Operations and Property Committee on 26 March 2002.

The financial provisions which have been included in the Community Plan are as follows:

Item	Year		Total \$000
	2008/09 \$000	2009/10 \$000	
Rehabilitation and Restoration	5	-	5
TOTAL	5	-	5

No reimbursement of costs is expected at this stage although there may be some cost sharing and external grants/funds when rehabilitation work is further underway.

The only risk identified at this stage is that there may be risk of odour generated from the sludge for a period, due to the fall in water level in the ponds.

The capital value of the Waikanae Oxidation Ponds has been impaired to reflect the decommissioning and rehabilitation costs. As the current estimate of future decommissioning costs is less than the land value no further provision is required.

Paraparaumu Sludge Ponds

With the major upgrade to the combined Paraparaumu/Waikanae Wastewater Treatment Plant, the Paraparaumu Sludge Ponds have not been used since March 2001. A decommissioning plan was approved by Greater Wellington - the Regional Council on 28 September 2001.

The capital value of the Paraparaumu Sludge Ponds has been impaired to reflect the decommissioning costs. As the current estimate of future decommissioning costs is less than land value, no further provision is required.

Provision for Environmental Obligations

Otaihanga Landfill

	2008 \$000	2007 \$000
Opening balance	38	38
Closing Balance	38	38

19. Reserves and Special Funds

	2008 \$000	2007 \$000
Opening Balance	2,317	2,263
Transfers from Special Funds	(906)	(1,160)
Transfers to Special Funds	1,266	1,214
Closing Balance	2,677	2,317
<i>Represented by:</i>		
Plant Purchase and Renewal Fund	954	522
Paekakariki Reserves Fund	7	7
Paraparaumu/Raumati Reserves Fund	38	94

	2008	2007
	\$000	\$000
Waikanae Reserves Fund	9	50
Waikanae Property Fund	65	126
Waikanae Capital Improvements Fund	1,217	1,145
Otaki Carpark and Services Lane Account	66	43
Otaki Reserves Fund	321	330
	2,677	2,317

Plant Purchase and Renewal Fund

Purpose: To fund the replacement of Council's vehicles and plant.

Source of Funds: Depreciation charges of Council's vehicles and plant.

Paekakariki Reserves Fund

Purpose: To fund capital expenditure on Parks and Reserves in Paekakariki. Legal Restriction - must be spent in area reserves contribution levied. Reserves Act 1977.

Source of Funds: Paekakariki Reserves Contributions, levied on subdivisions at Paekakariki.

Paraparaumu/Raumati Reserves Fund

Purpose: To fund capital expenditure on Parks and Reserves in Paraparaumu/Raumati. Legal Restriction - must be spent in area reserves contribution levied. Reserves Act 1977.

Source of Funds: Paraparaumu/Raumati Reserves Contributions levied on subdivisions on Paraparaumu/Raumati

Waikanae Reserves Fund

Purpose: To fund capital expenditure on Parks and Reserves in Waikanae. Legal Restriction - must be spent in area reserves contribution levied. Reserves Act 1977.

Source of Funds: Waikanae Reserves Contributions levied on subdivisions on Waikanae.

Otaki Reserves Fund

Purpose: To fund capital expenditure on Parks and Reserves in Otaki. Legal Restriction - must be spent in area reserves contribution levied. Reserves Act 1977.

Source of Funds: Otaki Reserves Contributions levied on subdivisions at Otaki.

Waikanae Property Fund

Purpose: To fund Council property improvements at Waikanae.

Source of Funds: Sale of Council property proceeds (excluding Districtwide funded properties) in Waikanae Ward.

Waikanae Capital Improvement Fund

Purpose: To fund Council capital improvements in the Waikanae Ward and also to provide capital grants to Waikanae organisations in accordance with approved criteria.

Source of Funds: Original source of funds was Waikanae's share of the property assets of the Horowhenua County Council. Current source is interest on the capital sum.

Otaki Carpark and Service Lane Account

Purpose: To fund Otaki carpark and service lane improvements.

Source of Funds: Originally an Otaki separate rate on the Otaki Commercial Area. Current source is interest.

20. Statement of Cash Flows

- a) Opening and closing balances include Cash, Bank and Investments.

	2008 \$000	2007 \$000
Cash and Bank	221	5,037
Short Term Investments (Note 5)	7,950	3,700
TOTAL CASH AND CASH EQUIVALENTS	8,171	8,737

- b) Investing activities comprise the purchase and disposal of non-current assets used in Council operations together with money received from and applied to Sinking Funds and investments held.
- c) Financing activities comprise the change in the debt capital structure of Council. All financing activities during the year were for cash.
- d) Reconciliation with reported surplus.

	2008 \$000	2007 \$000
Reported Surplus	4,847	6,803
Add back non cash items:		
• Depreciation (excluding motor vehicles and plant)	9,750	9,225
• Vested Assets	(3,370)	(3,049)
• Revaluation of Interest Rate Swaps	1,035	(1,968)
• Revaluation of Forestry	(43)	-
Add (less) movements in other working capital items:		
Increase in accounts receivable	(533)	(1,601)
Decrease/ (Increase) in inventory	33	(42)
Increase (decrease) in deposits	81	(30)
Increase in creditors (operating)	1,474	195
Increase in Development Contributions	1,853	940
Net cash inflow from operating activities (GST exclusive)	15,127	10,473

21. Total Operating Expenditure/Income

	2008 \$000	2007 \$000
Total operating expenditure includes:		
Audit Fees (net of disbursements)		
- Fees paid to Principal Auditors		
Annual Report	119	135
NZ IFRS	-	24
Long Term Community Plan (Amendment)	-	6
- Other Services provided by Principal Auditors	2	7
Total Audit Fees	121	142
Depreciation and Amortisation		
Computer Software (Intangible Asset)	21	30
Computer hardware / Office equipment	504	401
Furniture and Fittings	61	58
* Motor Vehicles	421	401
Buildings and Improvements	1,320	1,203
Library Collection	262	266
Wastewater	1,780	1,641
Water	1,816	1,748
Roading	2,845	2,307
* Plant and Machinery	181	193
Bridges	242	233
River Control	11	1
Stormwater	728	623
Seawalls	154	121
Total Depreciation and Amortisation	10,346	9,226
* Motor Vehicles and Plant Depreciation are not included in the Cost of Activity Statements as these costs are netted off against internal plant hire charges.		
Employee Benefit expenses		
- Salaries and wages	13,155	11,431
- Employer superannuation contributions to:		
multi-employer defined benefit plans	6	6
defined contribution schemes	418	392
- Increase/(decrease) in employee benefit liabilities	50	208
Total employee Benefit Expenses	13,629	12,037
Net Gain on Sale of Fixed Assets	6	11
Fees to Elected Members	383	384
Insurance Premiums	531	556
Subscriptions	73	63
Entertainment Expenses	6	7
Public Ceremonies	33	28
Grants to Community Organisations	428	449
Interest on debt Servicing	5,379	4,939
Bad debts written off – General Debtors	5	7
Total operating income includes:		
Interest Income	1,023	1,028

22. Contingencies

The Council acts as guarantor for loans for the sporting groups listed below. The amounts disclosed reflect Kapiti Coast District Council's assessment of the undiscounted portion of financial guarantees that are not recognised in the statement of financial position.

	2008 \$000	2007 \$000
Paraparaumu Rugby Football Club Inc.	31	37
Kapiti Bowling Club	8	16
	39	53

The Council had outstanding liability claims totalling \$70,000 as at 30 June 2008 (\$25,375 as at 30 June 2007). These are liability claims over a period of five years relating mainly to building inspection and planning consents.

Of the total claims outstanding the Council would be liable to a maximum amount of \$70,000 (\$22,220 as at 30 June 2007) as the balance is covered by policies of insurance and indemnity arrangements.

23. Miscellaneous and Separate Funds

	2008 \$000	2007 \$000
Agency Funds	-	4
Civil Defence Project Funds	-	9
Election Reserve Account	37	81
Districtwide Advance Account	449	186
Library/Miscellaneous Account	4	4
Paraparaumu Beach Carpark	56	56
Pensioner Housing Depreciation	145	145
Parks and Reserves / Pools Projects	9	9
Paekakariki - Campe Estate	173	158
Districtwide Property Fund	367	382
Otaki Property Sales Fund	37	37
Rate Penalty Reserves	905	955
Road Upgrading Contributions	124	114
Water Upgrading Contributions	5	5
Sewerage Upgrading Contributions	118	131
Stormwater Upgrading Contributions	-	19
Water and Sewer Renewal Funds	150	117
Commuter Carpark Project	-	23
Landfill Closure Account	200	180
Insurance Contingency	28	29
Wellington Festival of the Arts Project	-	2
Aquatic Centre Fundraising	13	13
St. Peters Hall Upgrade Fund	14	15
	2,834	2,674

These funds are included in retained earnings.

24. Related Party Transactions and Balances

Subsidiary Holding Companies

The Council did not have any subsidiary holding companies in the 2007/08 year.

Key Management Personnel

During the year Councillors and key management as part of a normal customer relationship were involved in minor transactions with the Council (such as payment of rates).

In addition during the year the Council purchased plumbing services from Thomas Plumbing and Gas Limited and Paraparaumu Gas Appliances, which are both plumbing and gas firms in which Mr Harold Thomas, an Elected Member, is a Director. Plumbing and gas services supplied by Thomas Plumbing and Gas Limited amounted to \$4,701 (including GST) (2007: \$11,427) and these were supplied on normal commercial terms. Transactions with Paraparaumu Gas Appliance Centre during the financial year totalled \$257 (2007: Nil).

Council also purchased catering services from SK Bakery. James Cootes, an Elected Member, has a financial interest in SK Bakery. Catering Services supplied by SK Bakery since last year's elections amounted to \$2,216 and these were supplied on normal commercial terms. This complied with the Local Authorities Members Interest Act 1968. These transactions relate to wastewater, water, property maintenance work and catering services.

No provision has been required, nor any expense recognised for impairment of receivables to related parties.

Key Management Personnel ⁽¹⁾ Compensation

	2008	2007
	\$000	\$000
Salaries and other short term employee benefits	1,156	1,522
Termination Benefits	300	-

⁽¹⁾ Key management personnel include the Mayor, Councillors, Chief Executive and members of the Senior Leadership Team.

25. Remuneration of the Chief Executive

The former Chief Executive of the Council, Leigh Halstead, was appointed under Section 42 of the Local Government Act 2002 on 19 March 2007 and resigned from his employment with Council on 21 December 2007.

In terms of his agreement, the total cost, including Fringe Benefit Tax, to the Council of the Chief Executive's remuneration package was:

	30 June 2008 \$	30 June 2007 \$
Annual Salary	188,800	183,800
Additional Benefit		
Full use of Council vehicle, (including Fringe Benefit Tax)	16,200	16,200
	205,000	200,000
Total Remuneration for the Year	2008 \$	2007 \$
<u>Mark Dacombe</u>		
Salary (1 July 2006-12 Jan 2007)	-	178,808
Additional Benefit		
Full use of Council Vehicle (including Fringe Benefit Tax)	-	8,655
<u>Leigh Halstead</u>		
Salary (1 July 2007 – 21 Dec 2007)	109,142	-
(19 March – 30 June 2007)	-	53,019
Additional Benefit	7,788	4,572
Full use of Council Vehicle (including Fringe Benefit Tax)		
<u>Kevin Jefferies (Acting Chief Executive)</u>		
Salary (24 Dec 2007 – 13 April 2008)	59,046	-
(12 May 2008 – 30 June 2008)	26,571	-
(15 January 2007 – 16 March 2007)	-	28,904
<u>Gary Simpson (Acting Chief Executive)</u>		
Salary (14 April 2008 – 9 May 2008)	13,922	-
	216,469	273,958

26. Severance Payments

For the year ended 30 June 2008, Council made a severance payment to the former Chief Executive, Leigh Halstead, totalling \$300,886.

In addition to the above, three severance payments (2007: nil) were made to employees totally \$57,775 (2007: nil). The value of each of the severance pays was \$36,672, \$11,103 and \$10,000.

This disclosure is in accordance with Schedule 10 of the Local Government Act 2002.

27. Events after Balance Date

There were no significant events after the balance date.

28. Rates Remission

Rates revenue is shown net of rates remissions. Under the Council's Rates Remission Policies which provide for rates to be remitted for Council Community, Properties and Sporting, Recreational and other Community Organisations, as well as separately habitable parts of properties, the Council made remissions during the year that totalled \$97,872.

	2008	2007
	\$000	\$000
Total Rates Revenue (net of Remissions)	34,689	32,347
	2008	2007
	\$	\$
Council Policy Remissions		
Community properties, sporting, recreational and other community organisations	45,749	47,421
Separately habitable parts	52,123	46,023
Total Remissions	97,872	93,444

AUDIT REPORT
TO THE READERS OF
KAPITI COAST DISTRICT COUNCIL'S
FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION
FOR THE YEAR ENDED 30 JUNE 2008

The Auditor-General is the auditor of Kapiti Coast District Council (the District Council). The Auditor-General has appointed me, Robert Manktelow, using the staff and resources of Audit New Zealand, to carry out an audit on his behalf. The audit covers the District Council's compliance with the requirements of Schedule 10 of the Local Government Act 2002 that apply to the annual report of the District Council for the year ended 30 June 2008, including the financial statements.

Unqualified Opinion

In our opinion:

- The financial statements of the District Council on pages 97 to 144:
 - comply with generally accepted accounting practice in New Zealand; and
 - fairly reflect :
 - the District Council's financial position as at 30 June 2008; and
 - the results of its operations and cash flows for the year ended on that date.
- The service provision information of the District Council on pages 24 to 96 fairly reflects the levels of service provision as measured against the intended levels of service provision adopted, as well as the reasons for any significant variances, for the year ended on that date; and

- The District Council has complied with the other requirements of Schedule 10 of the Local Government Act 2002 that apply to the annual report (the “other requirements”).

The audit was completed on 23 October 2008, and is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the District Council and the Auditor, and explain our independence.

Basis of Opinion

We carried out the audit in accordance with the Auditor-General’s Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed the audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements, performance information and the other requirements did not have material misstatements, whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader’s overall understanding of the financial statements, performance information and the other requirements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

The audit involved performing procedures to test the information presented in the financial statements, performance information and the other requirements. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- verifying samples of transactions and account balances;
- performing analyses to identify anomalies in the reported data;

- reviewing significant estimates and judgements made by the District Council;
- confirming year-end balances;
- determining whether accounting policies are appropriate and consistently applied; and
- determining whether all required disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements, performance information and the other requirements.

We evaluated the overall adequacy of the presentation of information in the financial statements, performance information and the other requirements. We obtained all the information and explanations we required to support our opinion above.

Responsibilities of the District Council and the Auditor

The District Council is responsible for preparing financial statements in accordance with generally accepted accounting practice in New Zealand. The financial statements must fairly reflect the financial position of the District Council as at 30 June 2008. They must also fairly reflect the results of its operations and cash flows and the levels of service provision for the year ended on that date. The District Council is also responsible for meeting the other requirements of Schedule 10 and including that information in the annual report. The District Council's responsibilities arise from Section 98 and Schedule 10 of the Local Government Act 2002.

We are responsible for expressing an independent opinion on the financial statements, performance information and the other requirements and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001 and section 99 of the Local Government Act 2002.

Independence

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

In addition to the audit we have carried out an assignment during the reporting period in the area of a Procurement Process review of Integrated Waste Management. This assignment is compatible with those independence requirements.

Other than the audit and the above assignment, we have no relationship with or interests in the District Council.



Robert Manktelow
Audit New Zealand
On behalf of the Auditor-General
Wellington, New Zealand

Matters Relating to the Electronic Presentation of the Audited Financial Statements

This audit report relates to the financial statements of Kapiti Coast District Council for the year ended 30 June 2008 included on the District Council's website. The District Council's Council is responsible for the maintenance and integrity of the District Council's website. We have not been engaged to report on the integrity of the District Council's website. We accept no responsibility for any changes that may have occurred to the financial statements since it was initially presented on the website.

The audit report refers only to the financial statements named above. It does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the audited financial statements and the related audit report dated 23 October 2008 to confirm the information included in the audited financial statements presented on this website.

Legislation in New Zealand governing the preparation and dissemination of financial information may differ from legislation in other jurisdictions.

Section 5: Other Information

Glossary of Terms

TERM	DEFINITION
Activity	Groups of related services, projects or goods provided by, or on behalf of the Council are combined into this activity. These activities are then grouped into community outcomes.
Annual Plan	The Annual Plan is produced in the intervening years between Long Term Council Community Plans. It explains the variations from the activities and/or budgets in the Community Plan and confirms arrangements for raising revenue for the financial year.
Annual Report	The Annual Report comments on the performance of the Council against the community outcomes, objectives, policies, activities, performance measures (effectiveness measures, key actions/outputs and service standards), indicative costs, and sources of funds outlined in the Community Plan and the Annual Plan.
Asset	Something of value that the Council owns on behalf of the Kapiti Coast District community such as roads.
Asset Management Plan	A long term planning document for managing the Council's infrastructural assets that ensures that capacity to provide a service is maintained, and that costs over the life of the assets are kept to a minimum.
Capital Expenditure	Cost of purchasing, constructing or improving an asset.
Census (2006 Census of Population and Dwellings)	Statistics New Zealand provides statistical information gathered from the 2006 Census of Population and Dwellings. The statistics provide information on the size and makeup of the New Zealand population by age, gender and ethnicity.
Community Outcomes	A set of statements owned and developed by the community with Kapiti Coast District Council assistance, found in the <i>Kapiti Coast: Choosing Futures - Community Outcomes</i> document. They exist to guide decisions made by the Council and to engage with other agencies about how they will invest in the community's future.

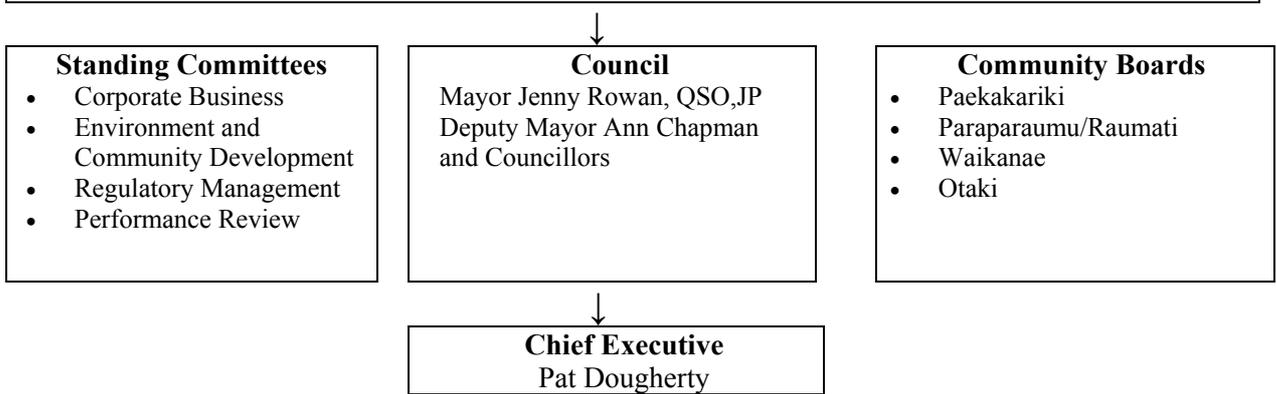
TERM	DEFINITION
Community Plan (sometimes referenced as the Long Term Council Community Plan)	<p>A Plan which:</p> <ul style="list-style-type: none"> ○ describes the Council’s responsibilities and contributions to the community outcomes developed by the Kapiti Coast community during 2003; ○ sets out the Council’s leadership vision; ○ how it wishes to work with the community; ○ the suggested investment priorities for the next 20 years; ○ identifies partners with a commitment to the well-being of the Kapiti Coast community; ○ provides a long-term programme and budget and funding choices.
Cost of Capital	Opportunity cost of (Assets less related net loan).
Council-Controlled Organisation	An organisation in which one or more local authorities control 50% or more of the voting rights or appoint 50% or more of the directors.
Cross-Outcome Links	Common themes that weave across each community outcome area.
Cultural Wellbeing	<p>Includes:</p> <ul style="list-style-type: none"> ○ an understanding of the history of cultural traditions; ○ mutual respect for those traditions and values; ○ a willingness to seek and work with common features and values; ○ a reflection of those values in the present physical and social environment; ○ confidence that decisions about change take these principles and values into account; ○ a sense of control over decisions affecting what is valued by the community.
Current Assets	Any asset which can be readily converted into cash or will be used up within the financial year.
Current Portion of Public Debt	Council debt that matures in less than 12 months.
Current Liabilities	Creditors and other liabilities due for repayment within the financial year.
Debt Servicing	Interest cost on loans.
Depreciation	An accounting concept to describe the wearing out, consumption or other loss of value of an asset over its useful life.
District Plan	A plan under the resource management act 1991 that manages the adverse impact of land uses on the environment of the District.

TERM	DEFINITION
Economic Wellbeing	<p>Includes:</p> <ul style="list-style-type: none"> ○ economic activity that is within the capacity of natural systems to absorb effects; ○ local benefit; ○ employment, including local employment; ○ a local economy that can adapt to change and pressures; ○ having people who understand and are willing to take economic risks to establish viable businesses; ○ skills and the opportunity to use them; ○ the ability to add value and to think what local resources may offer.
Environmental Wellbeing	<p>Includes:</p> <ul style="list-style-type: none"> ○ the effect of actions on the environment; ○ the capacity of natural systems to absorb change; ○ community aspirations to restore the quality of natural systems; ○ the ability to harvest natural systems without harm to them.
External Revenue	Income (other than rates) from external sources.
Fixed Assets	These consist of land and buildings and infrastructural assets (utilities such as roads, stormwater and wastewater networks).
Loan Repayment Provisions	Annual loan repayment provisions have replaced annual sinking funds provisions on all new loans.
Local Government Act 2002	The Local Government Act 2002 is the primary legislation that governs the Council's operations and actions.
Long Term Council Community Plan (sometimes referenced as the Community Plan)	<p>A Plan which:</p> <ul style="list-style-type: none"> ○ describes the Council's responsibilities and contributions to the community outcomes developed by the Kapiti Coast community during 2003; ○ sets out the Council's leadership vision; ○ how it wishes to work with the community; ○ the suggested investment priorities for the next 20 years; ○ identifies partners with a commitment to the well-being of the Kapiti Coast community; ○ provides a long-term programme and budget and funding choices.
Long Term Investments	Investments that have a maturity date of 12 months or longer.
Operating Costs	Costs of maintaining assets plus the allocation of overhead costs.

TERM	DEFINITION
Non-current Portion of Public Debt	Council debt that has a maturity date of 12 months or longer.
Public Benefit Entities -	Reporting entities whose primary objective is to provide goods and services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for a financial return to equity holders (as defined in New Zealand equivalents to International Financial Reporting Standards).
Property, Plant and Equipment	These consist of land and buildings and infrastructural assets (utilities such as roads, stormwater and wastewater networks) and other operational assets.
Public Equity	Council's net worth (i.e. total assets less total liabilities).
Restricted Assets	Parks and reserves which provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.
Short Term Investments	Investments that mature in less than 12 months.
Significance Policy	A policy which explains how the Council determines how significant a project or decisions are and the subsequent amount of consultation and analysis required.
Sinking Funds	An annual provision made towards the final repayment of loans. The sinking fund provision is calculated so that when a loan matures there are sufficient funds set aside to fully repay the loan. Sinking funds are separately invested and interest accrues each year on an annual basis. Sinking funds are no longer required on new loans raised after 1 July 1998.
Social Wellbeing	<p data-bbox="715 1476 831 1505">Includes:</p> <ul data-bbox="715 1514 1444 1877" style="list-style-type: none"> <li data-bbox="715 1514 1406 1576">○ the ability of all to participate in and use what the District offers; <li data-bbox="715 1585 1385 1648">○ respect and support for people and groups that sustain and help; <li data-bbox="715 1657 1444 1720">○ the ability of individuals to see a future and feel that they might achieve it; <li data-bbox="715 1729 1347 1789">○ basic levels of physical and mental health or wellness; <li data-bbox="715 1798 1278 1827">○ personal safety and freedom from fear; <li data-bbox="715 1836 1406 1899">○ a sense of control over individual and community futures; <p data-bbox="715 1908 1406 1980">affordability: ability of people to pay for basic survival (food, shelter etc) and to have enough disposable income to allow participation in local community life.</p>

TERM	DEFINITION
Structure Plans	<p>A Structure Plan is a comprehensive indicative development plan for a large area which identifies such things as bush to be protected, roads, sections, stormwater etc. It allows a more integrated sustainable development approach which weaves together urban and environmental matters. A Structure Plan has a legal status in the district plan and is used in the formal resource consent process to guide particular decisions.</p>
Sustainable Development Principles	<p>A general definition is: ‘development which meets the needs of the present without compromising the ability of future generations to meet their needs’ (Central Government - Sustainable Development: Programme for Action – published January 2003). This general statement provides some guidance for action and decision-making but does require further detail to assist with complex issues. The Local Government Act 2002 provides guidance on some principles, as does the Programme for Action cited above.</p> <p>The Kapiti Coast District Council has developed fourteen principles to guide decision-making, based on the Local Government Act 2002 requirements, the programme for action and a review of principles developed by other local, regional and national governments, in New Zealand and elsewhere. These principles have been formally adopted and can be found on Page 7 of Part One of the 2006 Community Plan.</p>
Swaps	<p>A financial instrument or contract which turns fixed interest rate debt into floating rate debt or vice versa.</p>
Targeted Rates	<p>A rate that a local authority sets for a specified function or functions.</p>
Variation	<p>Variations are where there is a difference from the costs and/or works that were adopted in the 2006 Community Plan for the 2006/07 year.</p>
Wellbeing	<p>Consists of four connected components - social, cultural, environmental and economic – that actively support the well being or “health” of a community.</p>

Citizens of the Kapiti Coast



Group Manager, Development Projects	Group Manager, Finance	Group Manager, Strategy and Partnerships	Group Manager Community and Corporate Information	Group Manager Assets and Services
Kevin Jefferies ↓	Warwick Read ↓	Gael Ferguson ↓	Bernie Goedhart ↓	Gary Simpson ↓
<ul style="list-style-type: none"> • Town Centre Development • Major Project Development and Management - Western Link Road - Aquatic Centre • Cycleways, Walkways, Bridleways Network Development 	<ul style="list-style-type: none"> • Corporate Planning, Monitoring and Reporting • Financial Management • Legislative Compliance • Rating • Elections 	<ul style="list-style-type: none"> • Strategy Policy • Community Development • Community Outcomes • Governance and Tangata Whenua • Economic Development • Facilitation, Partnerships and Social Wellbeing • Youth 	<ul style="list-style-type: none"> • Communications • Emergency Management • Libraries • Information Services 	<ul style="list-style-type: none"> • Access, Roading and Transport • Environmental Protection • Coastal Management • Building Control, Resource Consents, Regulatory • Community Facilities • Customer Services / Call Centre • Parks and Reserves • Stormwater Management • Water Management • Wastewater Management

Contact Information for Council

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Otaki Service Centre	Phone Fax	06 364 9317 06 364 9303
Public Libraries	Paraparaumu Waikanae Otaki	04 296 4889 04 296 4760 06 364 9300
Visitor Information Centres	Paraparaumu Waikanae Otaki	04 298 8195 04 296 4768 06 364 7620
Swimming Pools	Raumati Waikanae Otaki	04 296 4787 04 296 4789 06 364 5542
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