



# **AGENDA**

## **Strategy and Operations Committee Meeting**

**I hereby give notice that a Meeting of the Strategy and Operations Committee will be held on:**

**Date: Thursday, 20 May 2021**

**Time: 9.30am**

**Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**Sean Mallon  
Group Manager Infrastructure Services**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Strategy and Operations Committee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 20 May 2021, 9.30am.**

**Strategy and Operations Committee Members**

Cr James Cootes	Chair
Cr Gwynn Compton	Deputy
Mayor K Gurunathan	Member
Deputy Mayor Janet Holborow	Member
Cr Angela Buswell	Member
Cr Jackie Elliott	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Jocelyn Prvanov	Member
Cr Bernie Randall	Member
Cr Robert McCann	Member

## Order Of Business

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	Nil	





**1 WELCOME****2 COUNCIL BLESSING**

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

**3 APOLOGIES****4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA****6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

**7 UPDATES**

**7.1 ZEAL KAPITI UPDATE**

**7.2 KĀPITI AGE FRIENDLY UPDATE**

## 8 REPORTS

### 8.1 FINANCE REPORT AS AT 31 MARCH 2021

**Author:** Ian Georgeson, Chief Financial Officer

**Authoriser:** Mark de Haast, Group Manager Corporate Services

#### PURPOSE OF REPORT

- 1 This report sets out Kāpiti Coast District Council's (Council) financial performance and position for the nine months ended 31 March 2021, with explanations of key results and variances.

#### DELEGATION

- 2 The Strategy and Operations Committee (Committee) has delegated authority to consider this report under the 2019-2022 Triennium Governance Structure and Delegations in Section B.2. - *Monitoring and decision-making on all broader financial management matters. Key responsibilities will include financial management, including risk mitigation*

#### BACKGROUND

- 3 The report sets out the Council's financial information across nine broad areas:

- Part A: Statement of Comprehensive Revenue and Expense
- Part B: Statement of Financial Position
- Part C: Statement of Cash Flows
- Part D: Summary of Rates Funding
- Part E: Water Account Statement
- Part F: Capital Spending Programme
- Part G: Outstanding Rates Debt
- Part H: Treasury Management
- Part I: Asset Revaluation

## Part A: Statement of Comprehensive Revenue and Expense

- 4 The statement of comprehensive revenue and expense covers all of the Council's revenue and expenditure for the reporting period.
- 5 The net position of revenue less expenditure provides the operating surplus or deficit for the reporting period.
- 6 Table 1 below outlines the Council's actual revenue and expenses for the nine months ended 31 March 2021, including the full year budget and forecast for 2020/21.

Table 1	Year to date to 31 March 2021			Full Year 2020/21		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates	52,776	52,208	568	70,173	69,550	623
Fees and Charges	7,495	7,631	(136)	9,717	9,890	(173)
Grants and Subsidies	8,670	4,499	4,171	10,884	6,001	4,883
Development and Financial Contributions Revenue	3,020	1,593	1,427	4,490	2,124	2,366
Other Operating Revenue	2,534	273	2,261	3,683	385	3,298
Interest Income	857	1,010	(153)	1,049	1,302	(253)
<b>Total Income</b>	<b>75,352</b>	<b>67,214</b>	<b>8,138</b>	<b>99,996</b>	<b>89,252</b>	<b>10,744</b>
Personnel Costs	21,853	21,686	(167)	29,646	28,283	(1,363)
Maintenance & operations	21,509	22,098	589	32,465	29,944	(2,521)
Depreciation and Amortisation	16,569	16,510	(59)	22,316	22,316	-
Finance Expense	6,285	6,522	237	8,357	8,653	296
<b>Total Expenditure</b>	<b>66,216</b>	<b>66,816</b>	<b>600</b>	<b>92,784</b>	<b>89,196</b>	<b>(3,588)</b>
<b>Operating (Deficit) / Surplus</b>	<b>9,136</b>	<b>398</b>	<b>8,738</b>	<b>7,212</b>	<b>56</b>	<b>7,156</b>
<b>Unrealised gains/(losses)</b>						
Unrealised gain/(loss) on revaluation of financial derivatives	11,605	-	11,605	11,605	-	11,605
<b>Total unrealised gains/(losses)</b>	<b>11,605</b>	<b>-</b>	<b>11,605</b>	<b>11,605</b>	<b>-</b>	<b>11,605</b>
<b>Other comprehensive revenue and expense</b>						
Unrealised gain/(loss) from revaluation of property, plant and equipment	22,437	-	22,437	22,437	-	22,437
<b>Total Other comprehensive revenue and expense</b>	<b>22,437</b>	<b>-</b>	<b>22,437</b>	<b>22,437</b>	<b>-</b>	<b>22,437</b>
<b>Total Comprehensive Revenue and Expense</b>	<b>43,178</b>	<b>398</b>	<b>42,780</b>	<b>41,254</b>	<b>56</b>	<b>41,198</b>

### Financial Performance Summary

#### Year to Date

- 7 The Council is \$8.7 million favourable to budget as at 31 March 2021.
- 8 Revenue is \$8.1 million favourable to budget, mainly due to grants and subsidies from the Three Waters Stimulus funding of \$3.1 million and \$1.1 million funding received from the Government's COVID-19 Response and Recovery Fund towards the Kapiti Gateway Project. Also, Vested Assets from subdivisions are \$2.2 million favourable to budget and increased Development and Financial contributions revenue from developments of \$1.4 million favourable to budget.
- 9 Expenditure is \$600,000 favourable to budget, mainly due to less spending in areas such as maintenance and operations. This does not reflect savings in operating expenditure but instead, it represents temporary timing differences of planned expenditure.
- 10 Typically, councils across New Zealand use financial derivatives to "fix" their interest rates rather than relying on floating interest rates, to provide more certainty over cash flows and to provide protection against adverse movements in market rates. The unrealised gain on revaluation of financial derivatives of approximately \$11.6 million YTD reflects swap rates today are higher than they were back in June 2020.

- 11 The Council completed the 31 March 2021 roading (including bridges) revaluation and processed this in the March quarter with an uplift in the carrying value of \$22.4 million or 6%.

### **Full Year Forecast**

- 12 Excluding the gain on financial derivatives and revaluation of property, plant and equipment, the Council is forecasting to be \$7.2 million favourable to budget at year-end. This is mainly due to Vested Assets of \$3.1 million, \$2.4 million of Development and Financial contributions and unbudgeted net operating surplus uplift of \$2.1 million in 2020/21 resulting from the Three Waters Stimulus funding.

### **Revenue Commentary**

#### **13 Rates**

Description	Rates set and levied by the Council in accordance with the Council's 2020/21 Annual Plan.
Year to date Variance:	\$568,000 favourable to budget mainly due to increased water rate revenue and 90 additional properties from subdivisions received after rates were calculated and set for the 20/21 financial year.
Full Year Forecast Variance:	\$623,000 favourable to budget due to more water rates revenue & more rateable properties than planned.

#### **14 Fees and Charges**

Description	Fees and charges include all non-rates revenue earned by the Council for providing services to the community. This also includes fines and penalties charged.
Year to date Variance:	\$136,000 unfavourable to budget mainly due to lower than expected swimming pool student numbers, general admissions are \$72,000 less than expected and rental income from the Kāpiti Community Centre is \$27,000 less than expected due to the closure.
Full Year Forecast Variance:	\$173,000 unfavourable to budget mainly due to swimming pool revenue lower than expected by \$57,000 and districtwide halls revenue lower by \$87,000 including \$53,000 for the Kapiti Community Centre.

#### **15 Grants and subsidies**

Description	Includes grants received by the Council for operating and capital spending.
Year to date Variance:	\$4.1 million favourable to budget mainly due to unbudgeted Three Waters Stimulus funding.
Full Year Forecast Variance:	<p>\$4.9 million mainly due to:</p> <ul style="list-style-type: none"> <li>\$2.6 million from Three Waters Stimulus funding (\$500,000 to be recognised in FY2021/22).</li> <li>\$1.1 million from the Government's Covid-19 Response and Recovery Fund towards the Gateway Project, and</li> <li>\$1 million from the Government's Provincial Growth Fund grants for the refurbishment of the Paraparaumu Memorial Hall (\$500,000) and the Otaki Civic Theatre (\$500,000).</li> </ul>

**16 Development and financial contributions**

Description	<p>Development contributions are levied under the Local Government Act 2002 and cover all key activities except reserves and are also levied on developers at the time of subdivision. Developers' contributions to the Council works are treated as revenue.</p> <p>Financial contributions are levied under the Resource Management Act and cover reserves contributions levied on developers at the time of subdivision.</p>
Year to date Variance:	<ul style="list-style-type: none"> <li>\$1.4 million favourable to budget mainly due to increased residential subdivisions.</li> </ul>
Full Year Forecast Variance:	<ul style="list-style-type: none"> <li>\$2.4 million favourable to budget mainly due to increased residential subdivisions expected for the remainder of the financial year.</li> </ul>

**17 Other operating revenue**

Description	Includes assets vested to the Council, local government petrol tax, donations and/or sponsorship and realised gains on asset disposals. Note also, that the value of land vested to the Council as part of subdivision activity in any year is recorded as revenue in that year.
Year to date Variance:	\$2.3 million favourable mainly due to vested asset for: Huia Street Ngarara Road Rimutaka Street
Full Year Variance:	\$3.3 million favourable mainly due to further vested assets expected.

**18 Interest income**

Description	Interest income represents the Council's earnings on its term deposits, overnight cash deposits and borrower notes held by the Local Government Funding Agency.
Year to date Variance:	\$153,000 unfavourable to budget mainly due to lower term deposit rates.
Full Year Forecast Variance:	Expected to be \$253,000 unfavourable to budget mainly due to lower term deposit rates.

**Expenditure performance - commentary****19 Personnel**

Description	Includes personnel expenses such as staff remuneration, fixed term/casual costs, external contractors (for backfilling staff or extra resources), staff recoveries, and other staff related costs such as training and recruitment.
Year to date Variance:	<p>\$167,000 unfavourable to budget mainly due to</p> <ul style="list-style-type: none"> <li>Unbudgeted additional resources required to deliver the 2021-41 Long-term plan,</li> </ul>

	<ul style="list-style-type: none"> <li>• Unbudgeted additional resources required for the new Strategy, Growth and Recovery group in responding to Covid-19 with a focus on both recovery and strategic growth, and</li> <li>• Additional resources in response to the Independent Organisational Review by Martin Jenkins.</li> </ul>
Full Year Forecast Variance:	<p>1.4 million unfavourable to budget at year end mainly due to:</p> <ul style="list-style-type: none"> <li>• Resources required to deliver the 2021-41 Long-term plan, Asset Management Improvement Programme (AMIP) and agency backfilling costs.</li> <li>• Staff vacancy to be filled faster than budgeted.</li> <li>• Unbudgeted additional resources required for the new Strategy, Growth and Recovery group in responding to Covid-19 with a focus on both recovery and strategic growth, and</li> <li>• Additional resources in response to the Independent Organisational Review by Martin Jenkins.</li> </ul>

## 20 Maintenance and operations

Description	Includes maintenance, business-as-usual Council operating expenses, internal recoveries, grants and other sundry expenses.
Year to date Variance:	\$589,000 favourable to budget mainly due to less spend than anticipated. This does not reflect savings in operating expenditure but instead, it represents temporary timing differences of planned expenditure.
Full Year Forecast Variance:	<p>\$2.5 million unfavourable to budget at year end mainly due to:</p> <ul style="list-style-type: none"> <li>• \$1 million additional operational expenditure to be focused on Water activity for water safety, asset management improvements, and local authority reform programme support, and in Stormwater activity for stormwater modelling, network connectivity and condition assessments. This will be fully funded by the 3 Water Stimulus funding, and</li> <li>• \$558,000 increased legal spending (e.g. legal claims and other legal matters),</li> <li>• Higher other operating expenditure including \$256,000 sludge costs higher than budgeted due to more sludge waste needing to be removed, \$119,000 increased Digital Solutions License costs, and LTP costs \$125,000 higher than budgeted.</li> </ul>

## 21 Depreciation and amortisation

Description	Depreciation and amortisation reflect the use of our property, plant and equipment and intangible assets currently owned by the Council.
Year to date Variance:	\$59,000 unfavourable to budget mainly due to temporary timing differences of asset capitalisations (i.e. asset completion, commissioning and being put into full use).
Full Year Variance:	The full year outturn is expected to be close to budget.

22 **Finance expense**

Description	Interest is incurred on borrowings.
Year to date Variance:	\$237,000 favourable to budget mainly because the Council's weighted average cost of borrowings is lower than planned.
Full Year Variance:	\$296,000 favourable to budget mainly because the Council's weighted average cost of borrowings is lower than planned.

23 **Unrealised gain / (loss) on revaluation of derivatives**

Description:	The Council recognises its interest rate swaps at fair value on a monthly basis. The change in fair value between 30 June 2020 and 31 March 2021 is treated as either an unrealised gain or an unrealised loss. This revaluation gain/loss needs to be shown in the Council's financial statements, but it is not a real gain/loss, as there is no intention to prematurely terminate these financial derivative commitments.
Year to date Variance:	\$11.6 million favourable to budget reflects continued increase of market/swap interest rates since 30 June 2020, compared to the Council's committed financial derivatives.
Full Year Variance:	Due to the high volatility of market interest rates, the full year forecast is set to the year to date actual result.

24 **Unrealised gain / (loss) from revaluation of property, plant and equipment**

Description:	Gains or losses arising on revaluation are recognised under other comprehensive revenue and expense and are accumulated in an asset revaluation reserve for the class of assets. Where this results in a debit balance in the reserve for a class of assets, the balance is expensed in surplus or deficit in the statement of comprehensive revenue and expense. Any subsequent increase in value that offsets a previous decrease in value will be recognised firstly in surplus or deficit in the statement of comprehensive revenue and expense up to the amount previously expensed, with any remaining increase recognised in the revaluation reserve.
Year to date Variance:	\$22.4 million favourable due to WSP completing the 31 March 2021 Roading (including bridges) revaluation with an uplift in the carrying value of 6%.
Full Year Variance:	The full year forecast is set to the year to date actual result.



## Part B: Statement of Financial Position

- 25 The Council's financial position as at 31 March 2021 and the full year budget and forecast are set out in Table 2, followed by a summary of the key variances.

Table 2	2020/21			
	YTD actual	Full year forecast	Full year budget	Variance
	\$000	\$000	\$000	\$000
<b>Assets</b>				
Cash and cash equivalents	11,689	319	200	119
Trade and other receivables	8,894	8,654	8,654	-
Inventories	167	152	167	(15)
Property, plant and equipment	1,696,378	1,710,581	1,775,423	(64,842)
Forestry assets	57	57	82	(25)
Intangible assets	2,543	3,255	3,507	(252)
Other financial assets	69,175	59,230	43,449	15,781
Loans	877	888	408	480
Derivative financial instruments	854	854	-	854
<b>Total assets</b>	<b>1,790,634</b>	<b>1,783,990</b>	<b>1,831,890</b>	<b>(47,900)</b>
<b>Liabilities</b>				
Trade and other payables	10,421	22,682	22,682	-
Employee benefit liabilities	2,536	2,531	2,531	-
Deposits	1,426	1,181	1,119	(62)
Borrowings	230,000	225,000	207,028	(17,972)
Provisions	2,861	2,580	3,769	1,189
Derivative financial instruments	16,926	16,926	24,143	7,217
<b>Total liabilities</b>	<b>264,170</b>	<b>270,900</b>	<b>261,272</b>	<b>(9,628)</b>
<b>Public equity</b>				
Accumulated funds	597,234	583,108	566,596	(16,512)
Reserves and special funds	5,940	6,692	6,367	(325)
Revaluation reserve	923,290	923,290	997,655	74,365
<b>Total equity</b>	<b>1,526,464</b>	<b>1,513,090</b>	<b>1,570,618</b>	<b>57,528</b>
<b>Total liabilities and equity</b>	<b>1,790,634</b>	<b>1,783,990</b>	<b>1,831,890</b>	<b>47,900</b>

### Year to Date Summary

- 26 Council's material changes to its financial position for the quarter ended 31 March 2021 were in respect to Financial assets, Borrowings and Property, Plant and Equipment.
- 27 New debt of \$40 million was issued during the nine months as part of the Council's prefunding programme. All prefunding is placed on term deposit, at the most favourable market rates available at that time. (See Part H: Treasury Management).
- 28 \$20 million of long term borrowings matured during October 2020. This was refinanced using a term deposit that had been built up over the last 18 months in advance of the maturity. (See Part H: Treasury Management).
- 29 Council revalued its Roading (including Bridges) Assets as at 31 March 2021 creating an uplift in asset value of \$22.44 million. (See Part I: Asset Revaluation)

**Full Year Forecast Summary**

- 30 The Council's total equity is forecast to be \$47.9 million unfavourable to budget. This is due to the Council's Property, Plant and Equipment asset base being significantly lower at 30 June 2020 than assumed for the 2020/21 Annual Plan budget process. The main reasons for the difference between actual and budget was a lower uplift in asset value from asset revaluations as at 30 June 2020. This decrease is offset by an unplanned unrealised gain of \$11.6 million from revaluation of financial derivatives and a forecast Operating surplus of \$7.2 million. (See Part A: Statement of Comprehensive revenue and expense).

**Part C: Statement of Cash Flows**

- 31 The Council's cash flow for the nine months ended 31 March 2021, the full year budget and forecast are set out in Table 3, followed by a summary of key variances.

Table 3	YTD Actual \$000	2020/21 Full year forecast \$000	Full year budget \$000	Variance \$000
<b>Cash flows from operating activities</b>				
<i>Cash was provided from:</i>				
Kapiti Coast District Council rates	52,429	67,573	66,950	623
Greater Wellington Regional Council Rates	10,114	-	-	-
Grants and subsidies - operating	2,913	3,551	1,924	1,627
Interest received	739	1,023	1,276	(253)
Charges and fees	10,248	13,001	10,474	2,527
GST (net)	90	677	(54)	731
	<b>76,533</b>	<b>85,825</b>	<b>80,570</b>	<b>5,255</b>
<i>Cash was applied to:</i>				
Payments to employees and suppliers	43,112	59,693	59,162	(531)
Rates paid to Greater Wellington Regional Council	10,114	-	-	-
	<b>53,226</b>	<b>59,693</b>	<b>59,162</b>	<b>(531)</b>
<b>Net cash flows from operating activities</b>	<b>23,307</b>	<b>26,132</b>	<b>21,408</b>	<b>4,724</b>
<b>Cash flows from investing activities</b>				
<i>Cash was provided from:</i>				
Proceeds from sale of property, plant and equipment	6	6	-	6
Proceeds from capital grants	5,757	8,618	4,002	4,616
	<b>5,763</b>	<b>8,624</b>	<b>4,002</b>	<b>4,622</b>
<i>Cash was applied to:</i>				
Construction and purchase of property, plant and equipment and intangibles	15,870	36,493	37,471	978
	<b>15,870</b>	<b>36,493</b>	<b>37,471</b>	<b>978</b>
<b>Net cash flows from investing activities</b>	<b>(10,107)</b>	<b>(27,869)</b>	<b>(33,469)</b>	<b>5,600</b>
<b>Cash flows from financing activities</b>				
<i>Cash was provided from:</i>				
Loan repayment/Term deposit maturities	19,542	40,031	40,640	(609)
Long-term borrowings	40,000	55,000	39,261	15,739
	<b>59,542</b>	<b>95,031</b>	<b>79,901</b>	<b>15,130</b>
<i>Cash was applied to:</i>				
Interest on borrowings	6,317	8,184	8,480	296
Purchase of investments	40,680	50,735	19,360	(31,375)
Long-term borrowings	20,000	40,000	40,000	-
	<b>66,997</b>	<b>98,919</b>	<b>67,840</b>	<b>(31,079)</b>
<b>Net cash flows from financing activities</b>	<b>(7,455)</b>	<b>(3,888)</b>	<b>12,061</b>	<b>(15,949)</b>
Net increase/(decrease) in cash and cash equivalents	5,745	(5,625)	-	(5,625)
Add total cash and cash equivalents at 1 July 2020	5,944	5,944	200	5,744
<b>Total cash and cash equivalents</b>	<b>11,689</b>	<b>319</b>	<b>200</b>	<b>119</b>

Year to Date Summary

- 32 The Council's material changes to its cash flow management for the nine months ended 31 March 2021 were:
- \$40 million of new debt was issued and placed on term deposit as part of the Council's prefunding programme.
  - \$20 million of debt matured during October 2020 that was refinanced using term deposits.
  - \$15.9 million was paid towards the Council's capital expenditure programme.

Full Year Forecast Summary

- 33 The Council's cash and cash equivalents are forecast to be \$0.12 million favourable to budget.

## Part D: Summary of Rates Funding

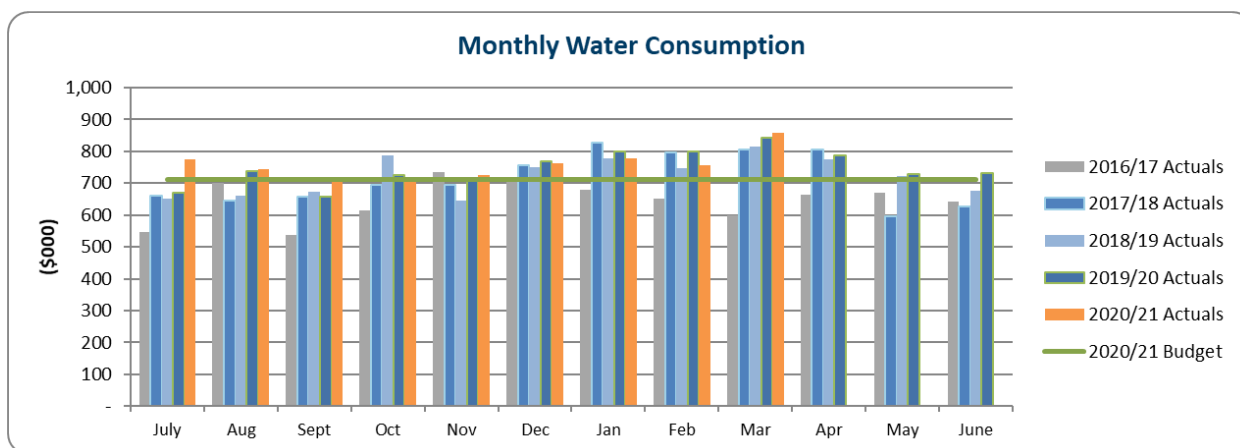
- 34 The summary of rates funding covers the Council's revenue and expenses that are funded by rates. It is a sub-set of the statement of comprehensive revenue and expense on page 2 which covers all of the Council's operating revenue and expenses.
- 35 Table 4 below details the actual rates funding surplus for the nine months ended 31 March 2021 and the forecast rates funding surplus for the year ending 30 June 2021:

Table 4	Year to date to 31 March 2020			Full Year 2020/21		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
<b>Operating (deficit)/surplus</b>	<b>9,136</b>	<b>398</b>	<b>8,738</b>	<b>7,212</b>	<b>56</b>	<b>7,156</b>
<b>Adjusted by income and expenditure not funded by rates:</b>						
<b>Add:</b> Unfunded Depreciation	2,359	2,327	(32)	3,145	3,145	-
<b>Add:</b> (Gain)/Loss on Sale of Assets	68	-	(68)	68	-	(68)
<b>Add:</b> Expenditure funded by reserves and special funds	162	100	(62)	176	123	(52)
<b>Less:</b> Capital subsidies	(4,385)	(774)	3,611	(4,918)	(1,794)	3,124
<b>Less:</b> Development and Financial Contributions	(3,020)	(1,593)	1,427	(4,490)	(2,124)	2,366
<b>Add:</b> Revaluation of Forestry Asset movement	-	-	-	-	-	-
<b>Less:</b> Vested Assets	(2,173)	-	2,173	(3,023)	-	3,023
<b>Less:</b> Other operating income not funded by rates	-	-	-	-	-	-
<b>Underlying net rates surplus/(deficit)</b>	<b>2,147</b>	<b>457</b>	<b>1,689</b>	<b>(1,829)</b>	<b>(594)</b>	<b>(1,235)</b>
Represented by:						
Net underspend/(overspend) across the organisation	1,179	259	920	(2,579)	(758)	(1,821)
Water account surplus/(deficit)	969	199	770	751	164	586
<b>Rates surplus / (deficit)</b>	<b>2,147</b>	<b>457</b>	<b>1,689</b>	<b>(1,829)</b>	<b>(594)</b>	<b>(1,235)</b>

- 36 The year to date actual rates surplus variance is \$1.7 million favourable to budget. This is mainly due to the following:
- \$920,000 less spending than anticipated across the Council in maintenance and operations. This mainly reflects a temporary timing difference of planned expenditure.
  - \$770,000 uplift from the closed water account. This is due to \$429,000 higher water rates revenue and \$343,000 net lower expenditure in the water activity.
- 37 The full year rates deficit is forecast to be \$1.2 million unfavourable to budget. This is mainly due to the resourcing requirements mentioned in paragraph 19 and Maintenance and operations costs in paragraph 20.

## Part E: Water Account Statement

- 38 Since water meters were introduced in 2014, the total operational cost of supplying potable water, which includes reticulation and treatment, and the rates we have received, has been tracked as part of the water account. The water account is a closed account. This means that any surpluses will be held within the account to fund future costs of providing water. Conversely, any deficits need to be recovered from future water charges.
- 39 Water usage has taken a number of years to normalise since districtwide water meter charging for all residential properties commenced from July 2014. Therefore, the Council has carefully monitored usage trends to best determine what charges are necessary to fully recover the total costs of providing a treated water supply over a rolling 5-year period.
- 40 The Council's water revenue is \$429,000 ahead of budget for the nine months ended 31 March 2021.



- 41 The table below outlines the water account position. As shown, we achieved \$0.6 million annual surplus in 2019/20 which brings the overall water account balance from \$0.5 million deficit in 2018/19 to \$0.1 million surplus at the end of last financial year. This surplus position is three years earlier than originally expected. For 2020/21, we expect to achieve \$0.8 million annual surplus.

Table 5	2014/15 Actual \$m	2015/16 Actual \$m	2016/17 Actual \$m	2017/18 Actual \$m	2018/19 Actual \$m	2019/20 Actual \$m	2020/21 Forecast \$m
Cost of providing water	8.1	8.0	8.6	8.3	8.0	8.5	8.5
Water rates revenue	7.6	7.6	7.8	8.6	8.9	9.1	9.3
Annual surplus/(deficit)	(0.5)	(0.4)	(0.8)	0.3	0.9	0.6	0.8
Balance of water account	(0.5)	(0.9)	(1.7)	(1.4)	(0.5)	0.1	0.9
Variable price (Including GST)	\$0.95	\$0.99	\$1.04	\$1.09	\$1.14	\$1.19	\$1.19
Fixed price (Including GST)	\$189	\$190	\$199	\$207	\$215	\$222	\$222
Fixed portion	54%	55%	57%	54%	53%	54%	54%

## Part F: Capital Spending Programme

- 42 A summary of our capital spending programme for 2020/21 is shown by activity against the full year forecast and full year budget in Table 6 below.

Table 6	Year to date to 31 March 2021	Full Year 2020/21		
	Actual	Forecast	Budget	Variance
	\$000	\$000	\$000	\$000
Access and Transport	3,923	7,763	9,853	2,090
Coastal Management	289	424	411	(13)
Community Facilities and Community Support	1,863	2,836	1,830	(1,006)
Corporate	793	1,775	2,517	742
Economic Development	963	5,045	2,450	(2,595)
Governance and Tangata Whenua	218	439	416	(23)
Parks and Open Spaces	453	1,160	2,310	1,150
Recreation and Leisure	1,088	2,477	1,170	(1,307)
Regulatory Services	8	8	-	(8)
Solid Waste	89	213	216	3
Stormwater Management	2,560	4,166	4,080	(86)
Wastewater Management	1,727	3,282	4,713	1,431
Water Management	1,895	6,904	7,007	103
<b>Totals</b>	<b>15,869</b>	<b>36,493</b>	<b>36,973</b>	<b>480</b>

- 43 The capital expenditure budget of \$37 million includes approved carry-forwards of \$2.8 million from 2019/20. Year to date, the Council has completed \$15.9 million of work renewing and upgrading the Council's assets.
- 44 In the Access and Transport activity, the forecast underspend is mainly due to the removal of the NZTA funding for the East/West connectors project due to the Business case not being ready to proceed.
- 45 In the Community Facilities and Community Support activity, the forecast overspend is mainly due to the Paraparaumu Memorial Hall – total project is estimated at \$1.2 million with refurbishment works. This is unbudgeted with \$500,000 funding to come from the Provincial Growth Fund (PGF).
- 46 The Economic Development activity forecast overspend is mainly due to the Town Centre Program Project which is forecasted in this activity but funded from Roding of \$1.3 million. The Gateway Project of \$216,000 bought forward to take advantage of the shovel-ready funding opportunity from the Government.
- 47 In the Parks and Open Spaces activity, the forecast reflects an early indication of likely carry-forward of \$1.1 million to 2021/22 for Otarua Park amenity building, Mazengarb turf replacement and two Waikanae playgrounds.
- 48 In the Recreation and Leisure activity, Otaki Civic Theatre project is estimated to cost \$1 million for refurbishment works. This is unbudgeted and \$500,000 funding provided from the PGF. \$465,000 for the Mahara Gallery upgrade planned for architect fees and project management time.
- 49 The Wastewater activity forecast underspend is mainly due to reductions in the Duplicate rising main, reticulation renewals and treatment plant's (mainly Inlet works) offset in part by increased costs in Pump stations & Wastewater treatment plant.

- 50 Detailed information about spending variations at the activity level are included in the Activity Reports 1 January – 31 March 2021 that is also part of the agenda for the Strategy and Operations Committee meeting on 20 May 2021.
- 51 Proposed carry-forwards from 2020/21 are listed in the table below. \$3 million worth of carry-forwards have been identified with \$1.1 million of this already included in the proposed 2021 Long term plan. Council approval will be sought to carry these items forward to 2021/22, as part of the LTP finalisation discussions.

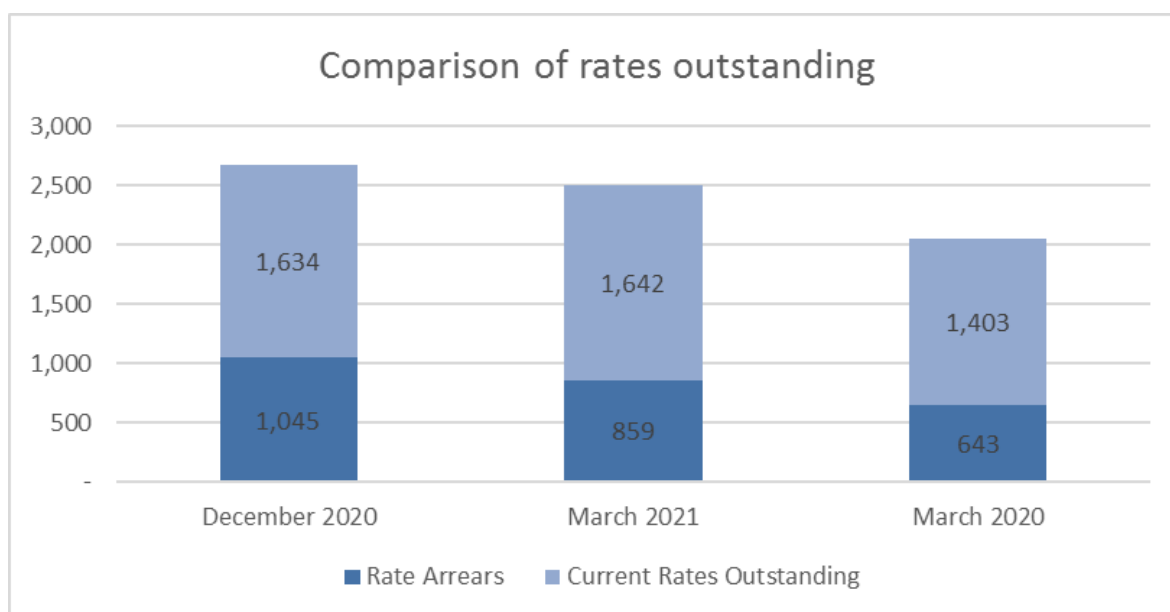
Activity	Project	Amount \$ to 2021/22	Included in LTP 2021/22	Comments
Corporate	Self Insurance Contingency Fund	771	0	
Parks and Open Spaces	Otaraua Park Amenity Building	476	476	
Wastewater Management	Waikanae Duplicate Rising Main project and Wastewater Treatment Plant	450	0	Waikanae Duplicate Rising Main project which has land access issues and the Wastewater Treatment Plant consent renewals programme continues to be delayed.
Parks and Open Spaces	Mazengarb Turf Replacement	350	350	
Community Facilities and Community Support	Paraparaumu College Gym	255	0	Delayed - MOE have asked for process to restart to get 3 tenders (first attempt only received one).
Water Management	Tasman road	250	0	
Corporate	Digital Workplace Project	200	0	Started in Q3 2021, intention is for funds to be spent in 20/21 but potential for carryover depending on project rollout.
Parks and Open Spaces	Two Waikanae Playgrounds	162	162	
Parks and Open Spaces	Otaraua Park Amenity Building	129	129	Additional design costs.
<b>Total Carry-forwards requests from 2020/21</b>		<b>3,043</b>	<b>1,117</b>	

## Part G: Outstanding Rates Debt as at 31 March 2021

- 52 As part of the wider strategy of continuing to reduce the Council's debt, we need to ensure that everyone is paying their property and water rates.
- 53 Like a number of other Councils around the country, we have been using the services of a local government shared services agency, Debt Management Central (DMC), to assist our team with collecting rates debt owed from previous rating years.
- 54 This framework for recovery of rates owed from previous rating years is set out in the Local Government (Rating) Act 2002. DMC works within the provisions of section 62 of the Local Government (Rating) Act 2002 and follows our internal debt collection processes.
- 55 Due to COVID-19, collection of rates owed from previous rating years was put on hold at the end of March 2020. This was restarted from the second quarter of 2020/21.

### Collection of outstanding property rates

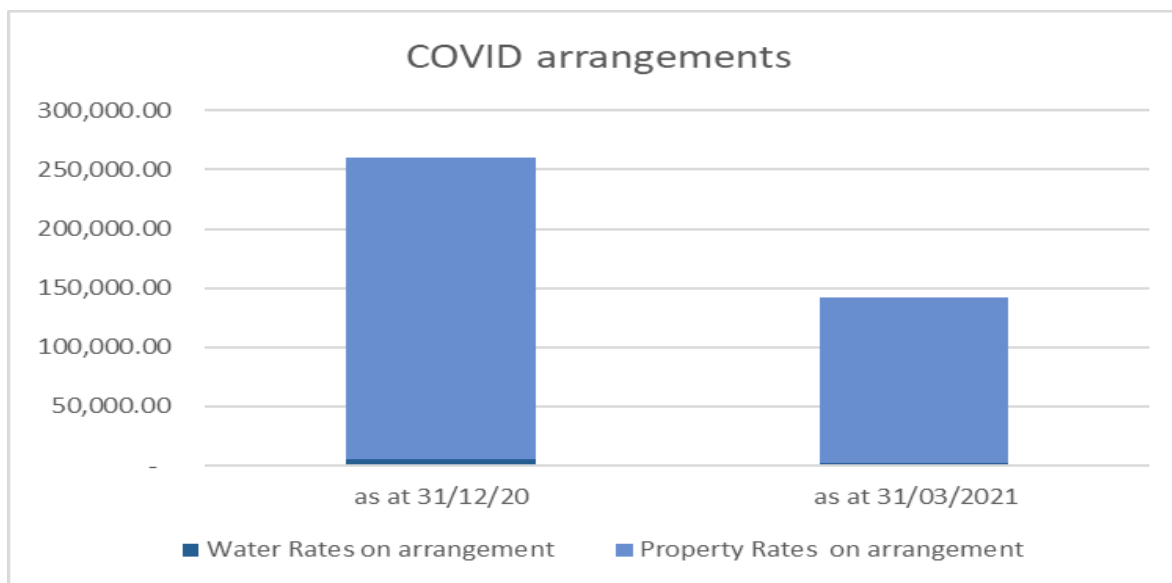
- 56 The total property rates outstanding as at 31 March 2021 were \$2.50 million, which is an increase of 22.3% from this time last year (31 March 2020: \$2.05 million) but a decrease since December 2020 of \$180,000. This can be attributed to COVID-19 halting active collection and mortgagee notifications for rate arrears from 25 March 2020 through to October 2020, as well as rates deferred under the Council's COVID-19 support package until December 2020.



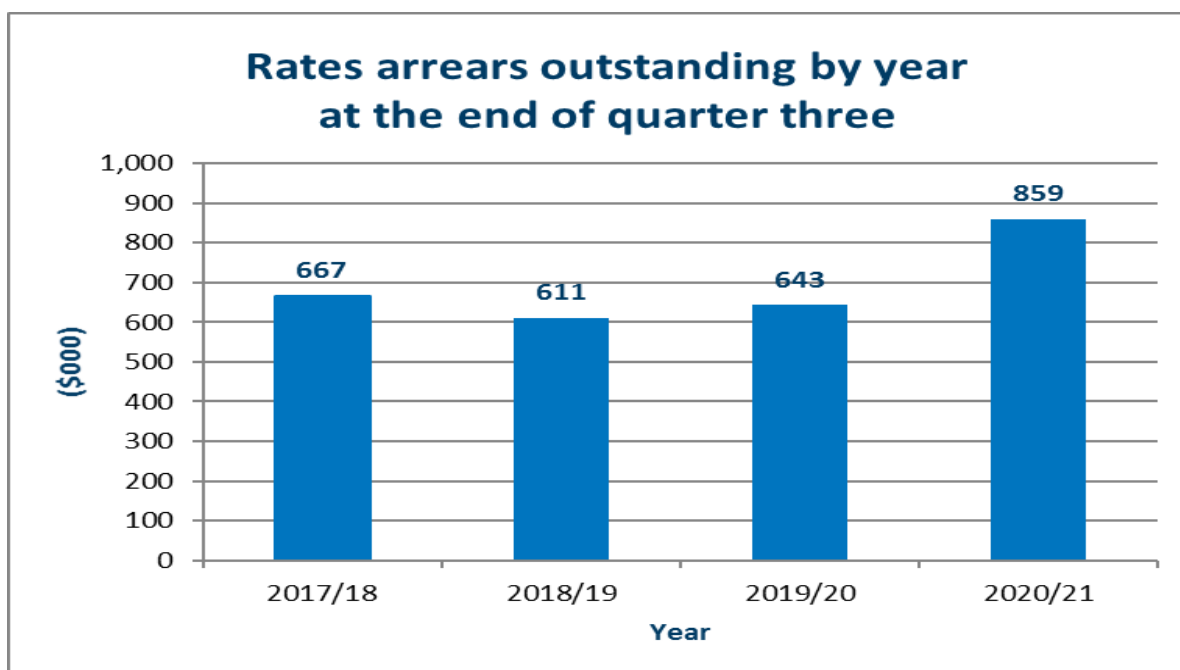
- 57 The COVID-19 Support Package announced by the Council in April 2020 allowed for property and water rates late payment penalties incurred between 1 March 2020 and 30 June to be remitted, and payment of rates for the same period to be deferred for up to six months, through an agreed payment plan.



- 58 Applications closed for the support package on 31 August 2020, and the deferral period ended on 9 December 2020. Total property and water rates payments deferred and remaining on payment arrangements as at 31 March 2021 aggregated to \$141,657, spread over 59 agreed payment plans.

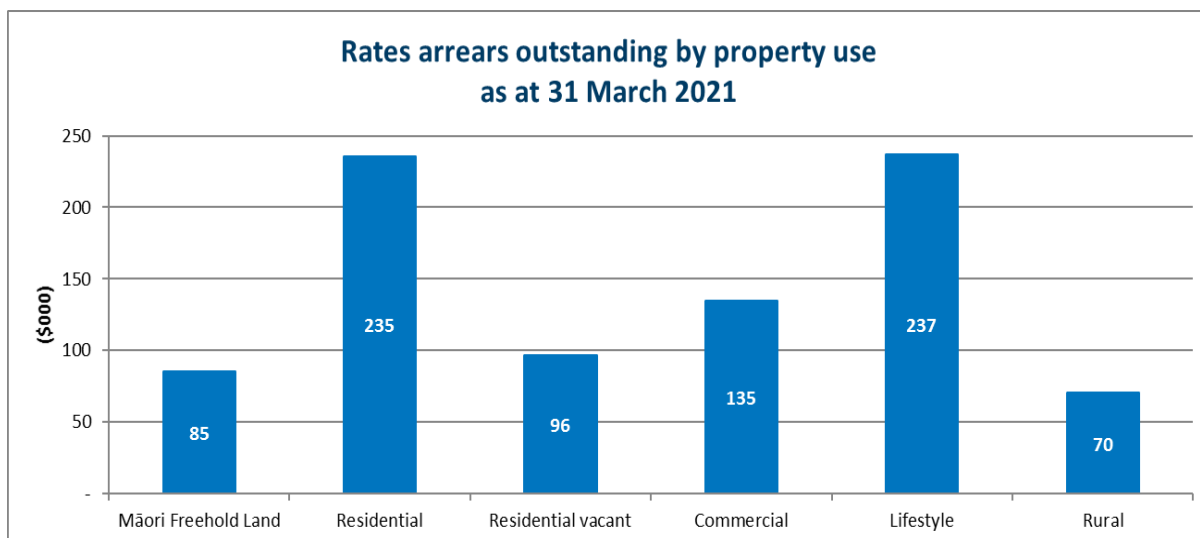


- 59 The Council's debt collection staff continue to work with ratepayers to set up workable payment arrangements for overdue rates.
- 60 Where a payment arrangement has not been agreed, and provided the property is subject to a mortgage, from July each year the Council can follow the collection process set out in the Local Government (Rating) Act 2002.
- 61 In light of COVID-19, the usual collection process has been considered very carefully and has focussed on files where no payments have been received and requests to contact the Council have received no response.
- 62 The graph below shows a comparison of the \$859,000 of rate arrears outstanding as at 31 March 2021 and for the previous three years.





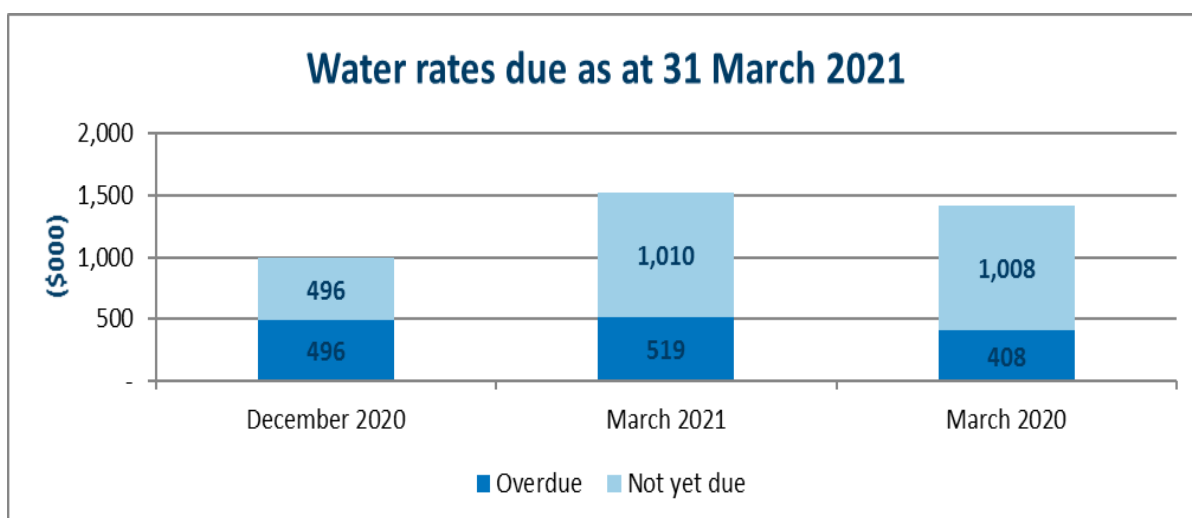
- 63 The graph below details the rates arrears of \$859,000 by property use/type. The majority of the total rate arrears are from residential and lifestyle properties.



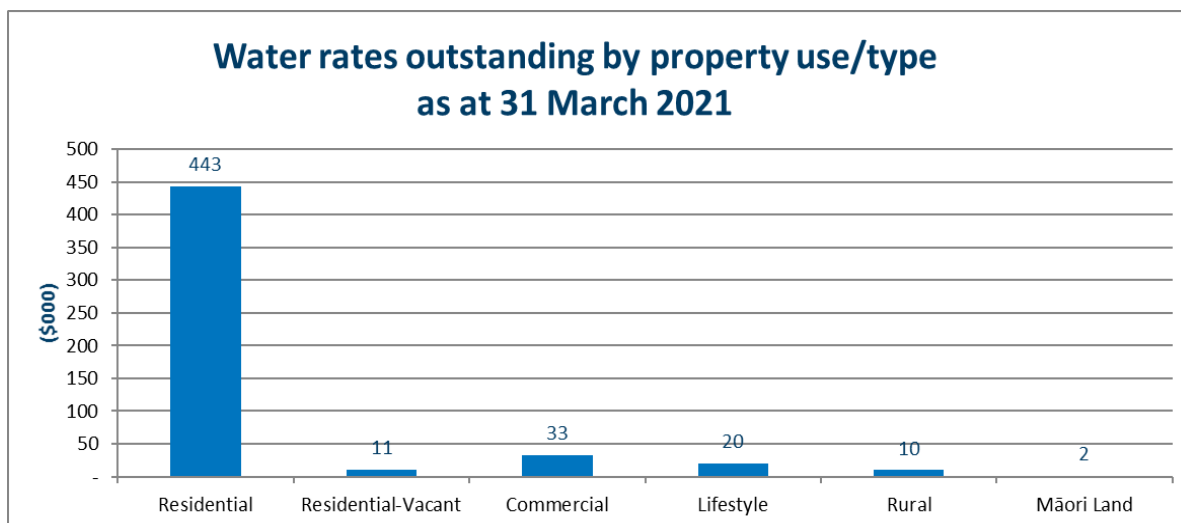
- 64 The rate arrears from Māori freehold land are rates owed to the Greater Wellington Regional Council.
- 65 There are a small number of properties with significant outstanding arrears over a number of years. There are processes prescribed in the Local Government (Rating) Act 2002 for collection of this long outstanding debt.

#### Collection of Outstanding Water Rates

- 66 A total of \$519,000 of water rates is overdue as at 31 March 2021, which is a 27% increase from the same time last year (\$408,000 as at 31 March 2020). This increase is due to COVID-19 halting the usual collection process with DMC from 25 March 2020 until October 2020.
- 67 Water rates payments received are first applied to water rate arrears. The chart below reflects the overdue and not-yet-due water rates as at 31 March 2021, 31 December 2020 and 31 March 2020.



- 68 The graph below details the total water rates outstanding by property use/type. The majority of the outstanding water rates are from residential properties.



- 69 \$223,000 or 43% of outstanding water rates relate to individual debtor balances of less than \$500.
- 70 Table 7 below details the total rate remissions approved to 31 March 2021 against the full year budget. Applications for rates assistance for the 2020/21 financial year were sent to eligible property owners in December 2020, with applications open until 30 June 2021, or until the allocated budget is fully subscribed whichever is earlier.
- 71 Rates assistance remissions are funded by rates and are a unique level of additional support provided by this Council to assist households in need. Further detail on the eligibility criteria can be found in the Council's rates remission policy.

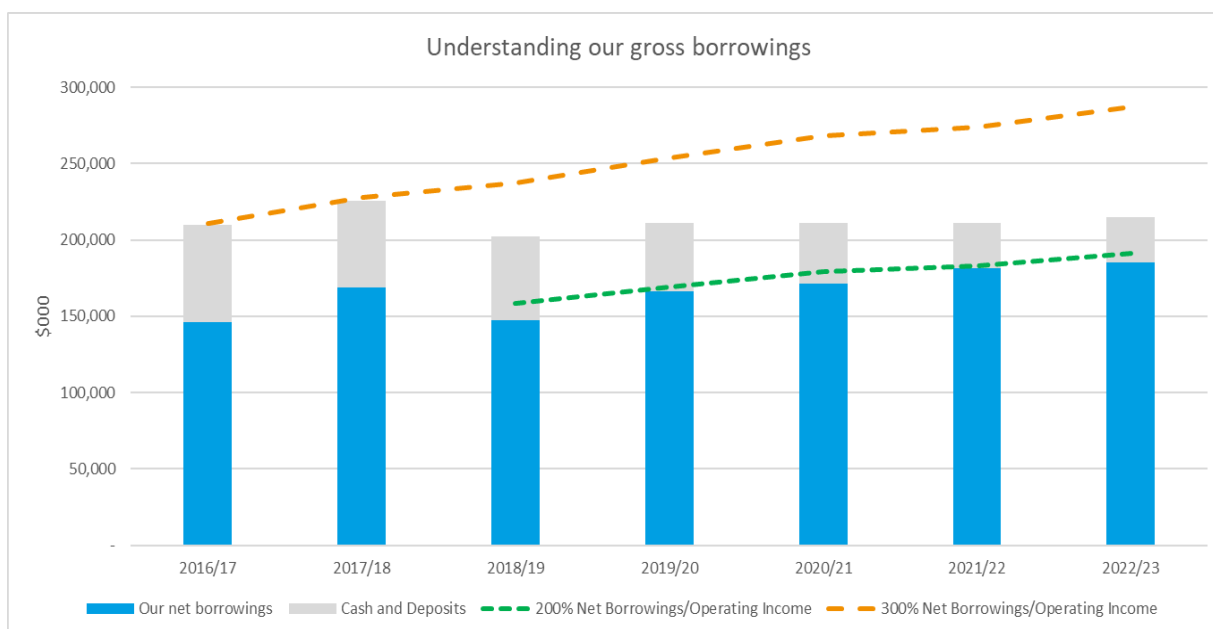
Table 7	Actual \$'000	Forecast \$'000	Budget \$'000	Variance \$'000
Community properties (Council and private ownership), sporting, recreational and other community organisations	43	208	208	97
Residential rating units containing two separately habitable units	69			
Rates assistance including ongoing financial assistance, temporary financial assistance and water rates remission for vulnerable households	136	203	203	67
<b>Total</b>	<b>248</b>	<b>412</b>	<b>412</b>	<b>164</b>

- 72 Up to 31 March 2021, central government rates rebates have been granted for 1,854 Kāpiti properties totalling \$1.13 million. Of these, 220 totalling \$126,000 were granted to Licence to Occupy retirement village residents.
- 73 The Council provides the approved rates rebate (up to \$655 per rateable property or Licence to Occupy agreement for retirement village residents) to the successful applicants and recovers the costs directly from the Department of Internal Affairs (DIA).
- 74 The Council promotes the Government rates rebate and remissions on our website, radio, Facebook and through advertisements in the local papers and have worked with Grey Power, the Older Persons' Council and property managers to promote remissions and rebates more widely.
- 75 The Rates Rebate (Statutory Declarations) Amendment Act 2020 became law on 6 August 2020. The objectives of the Act are to make it easier for eligible applicants to apply for a rates rebate by replacing the previous requirement to make a statutory declaration which must be witnessed, with a requirement for applicants to verify the application with no witnessing required. Customers can apply using either application form for the 2020/21 year.

## Part H: Treasury Management

### SUMMARY

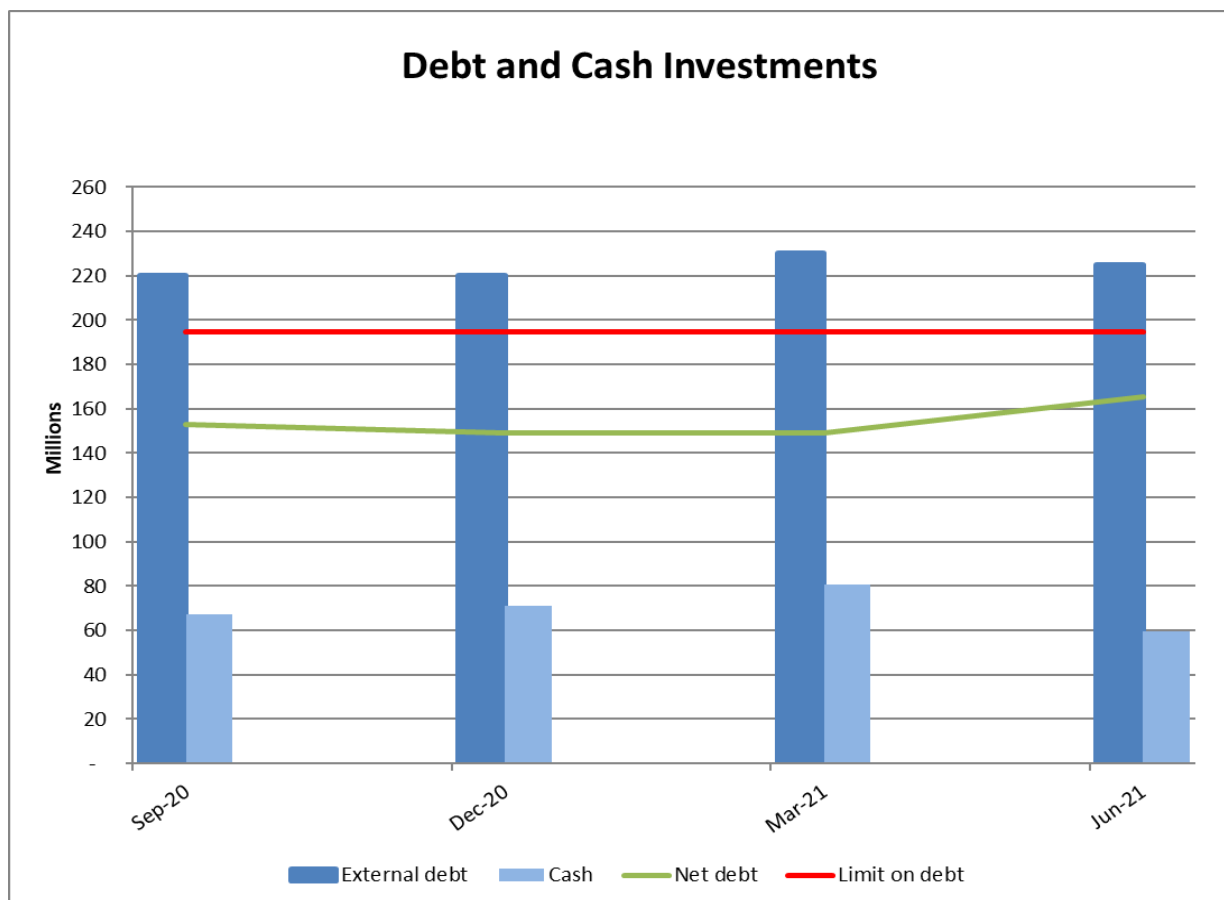
- 76 We talk about our borrowings as gross and net. Gross is the total and net is what we owe less our financial assets – essentially the cash and term deposits we hold to repay borrowings. To make sure we can always cover repayments when they are due, we start to build up funds in advance of the due date and put those funds into term deposits. Our net borrowings therefore reflect the true position of what we owe.
- 77 The graph below shows how our total borrowings break down into gross and net. It also shows our strategy to keep below 200% of operating income – represented by the green line. Looking at borrowing against income shows how well an organisation (or even an individual) is placed to handle and repay borrowings in the future.
- 78 The Council is however targeting, through its financial strategy, to keep net borrowings below 200% of total operating income. At 31 March 2021, the Council's net borrowings are forecast to be 177.98% of total operating income as at 30 June 2021.



- 79 It is one of the key measures used by Standard & Poor's when they assess our credit rating. While we could borrow more (now up to 300% for the next two financial years recently introduced by the Local Government Funding Agency due to COVID-19), we will continue to limit our borrowings to 200% of operating income, this being our 'green line'. This approach is so we can afford to replace significant water and wastewater infrastructure in the future.
- 80 The table below shows the Council's net debt position as at 31 March 2021 against full year budget and the prior year closing balance.

Table 1	March YTD Actual \$000's	Full Year Budget \$000's	Full year 2019/20 \$000's
External debt	230,000	207,028	210,000
/less borrower notes	(4,040)	(3,312)	(3,360)
/less cash and cash equivalents	(76,689)	(40,200)	(50,944)
<b>Net debt</b>	<b>149,271</b>	<b>163,516</b>	<b>155,696</b>

- 81 The following chart shows Council's actual net debt position as at the end of each reporting quarter, and forecast for June 2021.



- 82 During the nine months ended 31 March 2021, the Council issued \$40 million of new debt. Of this, \$35 million was issued to pre-fund debt maturities (\$5 million of the May 2021, \$10 million of the October 2021 and \$20 million of the May 2022 debt maturities) and \$5 million to pre-fund the 20/21 Capex programme. As part of the Council's prefunding programme, all prefunding is placed on term deposit, at the most favourable market rates available at that time.
- 83 \$20 million of debt matured during October 2020 and was refinanced using term deposits.
- 84 The table below shows (a) the movement in the Council's external debt balance and (b) the movement in the Council's pre-funding programme by debt maturity, for the six months ended 31 March 2021.

Borrowings	Gross borrowings \$000	Pre-funding borrowings				20/21 Capex programme \$000
		TD Oct 2020 \$000	TD May 2021 \$000	TD Oct 2021 \$000	TD May 2022 \$000	
Opening balance 1 July	210,000	20,000	15,000	10,000		
New Long term debt issued YTD	40,000	-	5,000	10,000	20,000	5,000
Matured Long term debt	(20,000)	(20,000)	-	-		
<b>Total</b>	<b>230,000</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>5,000</b>

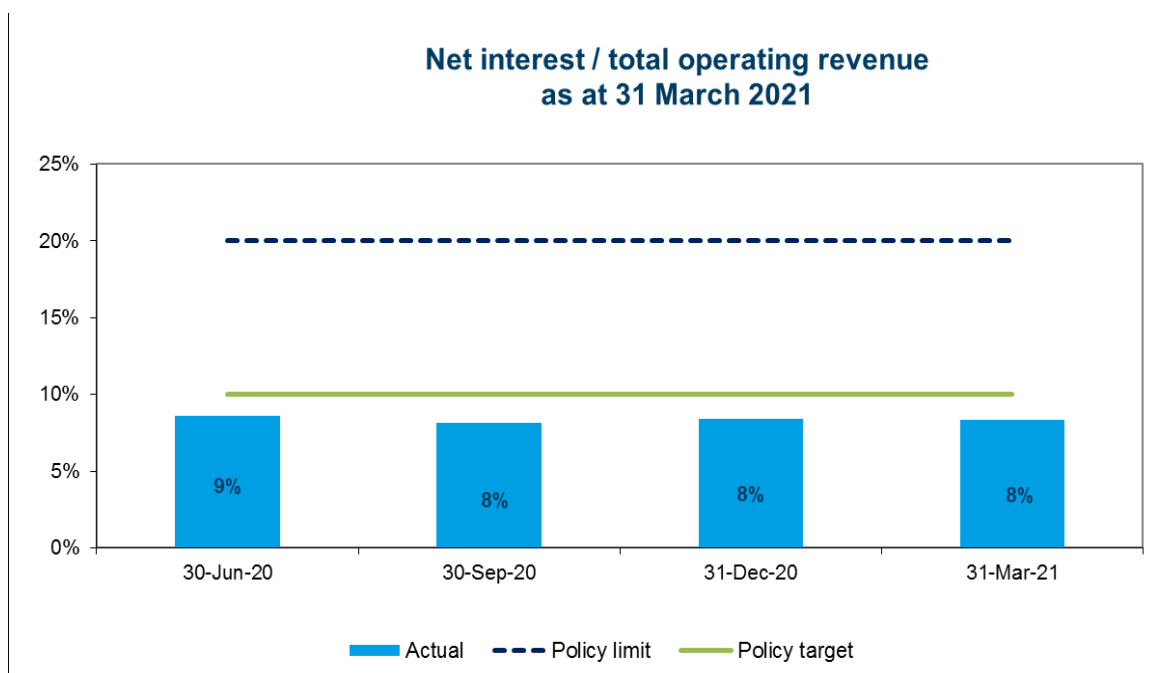
- 85 As at 31 March 2021 the Council had \$80.73 million of cash, borrower notes and term deposits on hand. This is broken down as follows:

Term deposits, cash & borrower notes	Term deposits to prefund borrowings \$000	Prefunding capex \$000	Borrower notes \$000	Cash \$000	Total \$000
LGFA debt maturing May 2021	20,000	-	-	-	20,000
LGFA debt maturing Oct 2021	20,000	-	-	-	20,000
LGFA debt maturing May 2022	20,000	-	-	-	20,000
Prefund 20/21 CAPEX	-	5,000	-	-	5,000
Surplus cash	-	-	-	11,689	11,689
Borrower notes held	-	-	4,040	-	4,040
<b>Total</b>	<b>60,000</b>	<b>5,000</b>	<b>4,040</b>	<b>11,689</b>	<b>80,729</b>

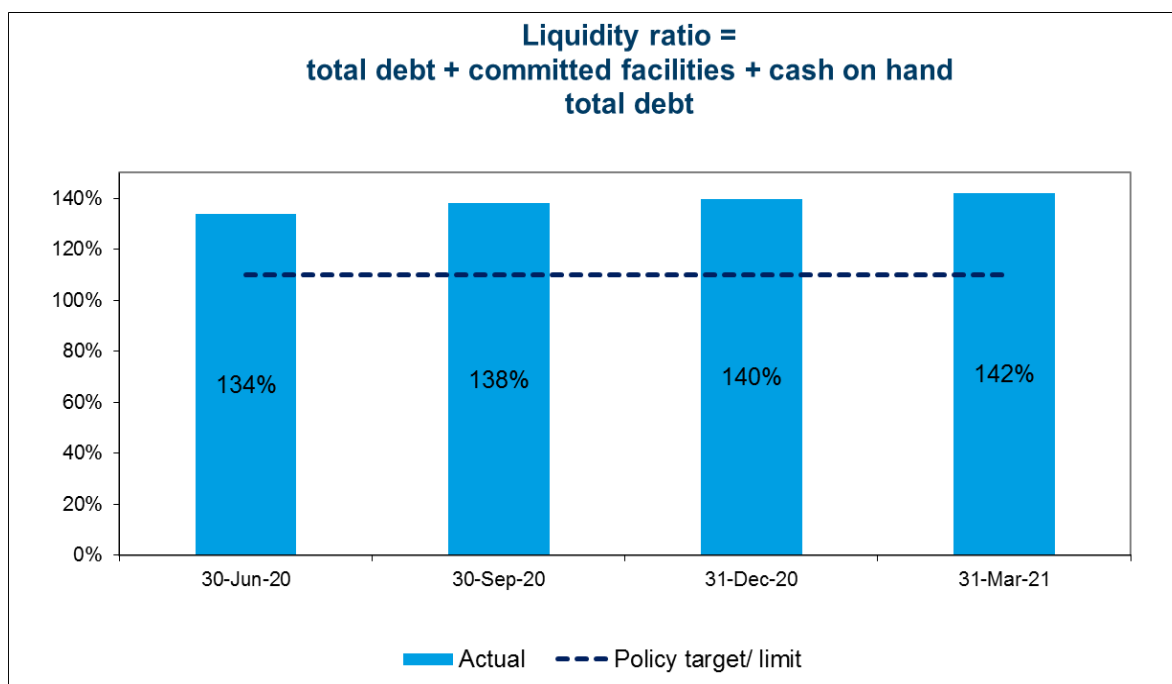
- 86 The official cash rate (OCR) remained unchanged at 0.25% since March 2020.

### Treasury policy limits

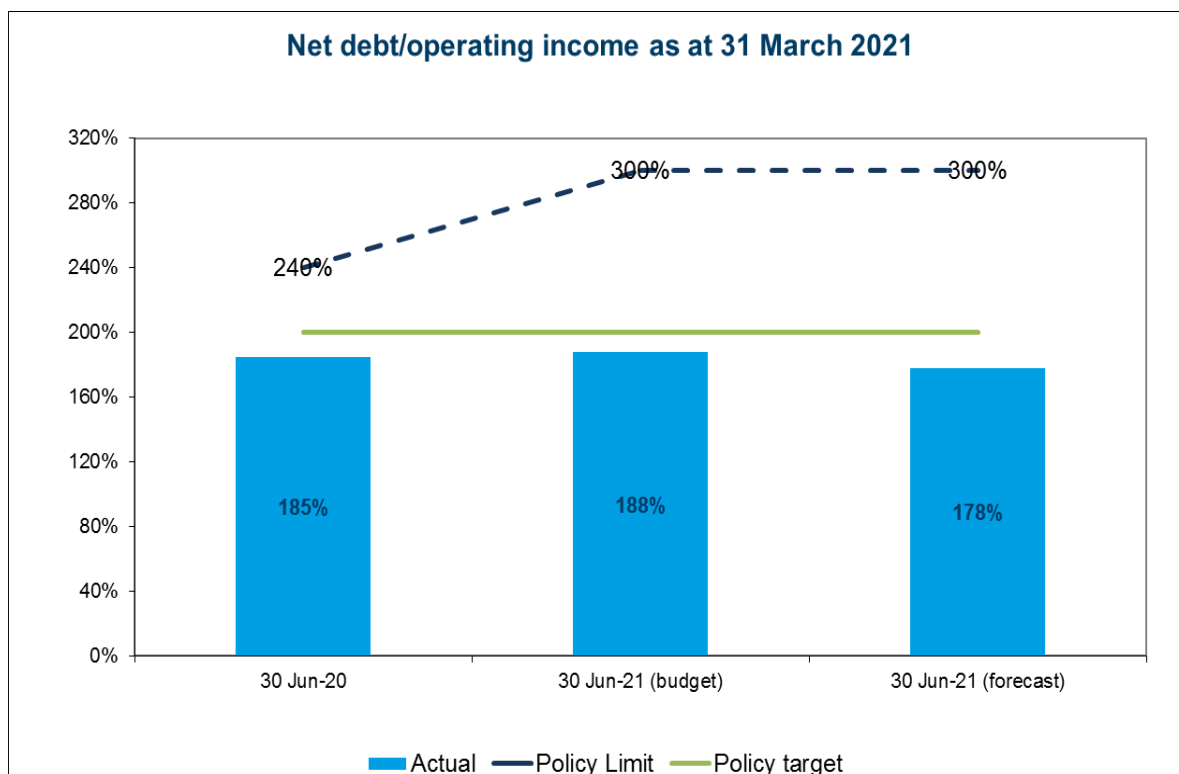
- 87 The treasury management policy (Policy) contains three financial ratios with either a maximum or minimum policy limit.
- 88 The Policy sets the maximum limit for the ratio of net interest expense to total operating revenue of 20%. The following chart shows actual limits achieved for each quarter.



- 89 The Policy sets the minimum limit for the liquidity ratio of 110%. This is a measure of the Council's available financial facilities compared to its current debt levels. The chart below shows actual limits achieved for each quarter.



- 90 The policy sets the maximum limit for net debt to operating income of 300% (previously 240%). This is a measure of the Council's ability to repay its debt from the operating revenue it receives during a given financial year. The Council's preference is to be less than 200%.



## Part I: Asset Revaluation

- 91 The Council's asset valuations are performed with sufficient regularity to ensure the carrying amounts are maintained at fair value. All valuations are performed by independent qualified valuers.
- 92 By maintaining asset values at fair value, the Council ensures that it best achieves intergenerational equity whereby ratepayers pay their fair share, and only their fair share, of the assets they use and benefit from.
- 93 The Council have completed the 31 March 2021 Roothing (including bridges) revaluation and we have processed this in the March quarter with an uplift in the carrying value of \$22.4 million or 6%. The depreciation impact on the last quarter of this year, and 2021/22 is within the budget allowance.
- 94 The revaluation programme will be completed on the following cycle:

Asset classification	Revaluation date	Subsequent revaluation
Land and buildings (including land under roads revaluations)	31 Mar 2023	Every three years' thereafter
Parks and reserves structures	31 Mar 2023	Every three years' thereafter
Water, wastewater and stormwater (including seawalls and river control)	31 Mar 2023	Every three years' thereafter
Roothing and bridges, (excluding land under roads)	31 Mar 2023	Every two years' thereafter

### CONSIDERATIONS

#### Policy considerations

- 95 There are no policy implications arising from this report.

#### Legal considerations

- 96 There are no legal considerations arising from this report.

#### Financial considerations

- 97 The financial information as detailed in Parts A to I of this report is unaudited. Best endeavours have been made by all Council Officers to ensure the accuracy, completeness and robustness of the financial information contained herein as at the time of issuance of this report.

#### Tāngata whenua considerations

- 98 There are no specific tāngata whenua considerations arising from this report.

### SIGNIFICANCE AND ENGAGEMENT

#### Significance policy

- 99 This matter has a low level of significance under the Council Policy.

**Publicity**

100 There are no publicity considerations arising from this report.

**RECOMMENDATIONS**

101 That the Strategy and Operations Committee receives and notes this report.

102 That the Strategy and Operations Committee notes the actual financial performance and position of the Council for the nine months ended 31 March 2021.

**APPENDICES**

Nil



## 8.2 CONTRACTS UNDER DELEGATED AUTHORITY

**Author:** Ian Georgeson, Chief Financial Officer

**Authoriser:** Sean Mallon, Group Manager Infrastructure Services

### PURPOSE OF REPORT

- 1 This report provides an update on any contracts over \$250,000 accepted under delegated authority for the period 1 January to 31 March 2021.

### DELEGATION

- 2 The Strategy and Operations Committee has delegated authority to consider this report under the following delegation in the Governance Structure, Section B.2.

*This Committee will deal with monitoring and decision-making on all broader financial management matters, including approval of contracts and contract variations outside the Chief Executive's delegations.*

### CONTRACTS

#### 2020/C245 – Stormwater Upgrade at Riwai Street

- 3 Four tenders were received ranging from \$482,951 to \$830,584.
- 4 The Contract was awarded to Interflow New Zealand Limited for the sum of \$592,282 using the weighted attribute method.
- 5 Engineer's estimate - \$608,893. Budget 20/21 - \$792,282.
- 6 Local content is 60% (including materials, local subcontractors).

#### 2019/C324 – Asset Renewals in Paraparaumu 2 Catchment

- 7 Five tenders were received ranging from \$641,424 to \$954,977.
- 8 The Contract was awarded to Interflow New Zealand Limited for the sum of \$641,424 using the weighted attribute method.
- 9 Engineer's estimate - \$647,014. Budget 2021 - \$741,424.
- 10 Local content is 60% (including materials, local subcontractors)

### CONSIDERATIONS

- 11 There are no legal, consultation and publicity considerations arising from this report.

### SIGNIFICANCE AND ENGAGEMENT

#### Significance policy

- 12 The Council's significance policy is not triggered.

### RECOMMENDATIONS

- 13 That the Strategy and Operations Committee notes there were two contracts accepted under delegated authority over \$250,000 for the period 1 January to 31 March 2021.

### APPENDICES

1. Contracts Under Delegated Authority for the 2020/21 year [↓](#)

**Contracts for the 2020/21 year**

<b>Strategy and Operations Committee meeting (unless otherwise stated)</b>	<b>Contract</b>
19 November 2020 (covering the period 1 July to 30 September 2020)	No Contracts
18 March 2021 (covering the period 1 October to 31 December 2020)	2020/C340 – Coastal Science and Engineering Services – Takutai Kapiti: Our community-led coastal adaptation project. The contract was awarded to Jacobs New Zealand Limited for the sum of \$245,600.
	2020/C362 – Te Hunga Rangatahi. No tenders – the Council is partnering with local businesses: Kapiti Youth Employment Foundation trading as Work Ready Kāpiti and Te Puna Oranga o Ōtaki. The Council has been granted \$995,000 for a two-year pilot – Te Hunga Rangatahi from Ministry of Business, Innovation and Employment.
	2019/C315 – Stormwater Upgrades and Renewals at Sunshine Avenue. The Contract was awarded to Quick-Shot trading as NZ Lining for the sum of \$474,724.
	2019/C323 – Otaki Beach Stormwater Upgrades Phase 2. The Contract was awarded to Action Civil Limited for the sum of \$2,022,889.

**8.3 SUBMISSION ON SUPPORTING SUSTAINABLE FREEDOM CAMPING**

**Author:** Leeza Boyd, Senior Policy Advisor

**Authoriser:** James Jefferson, Group Manager Regulatory Services

**PURPOSE OF REPORT**

- 1 This report attaches the submission made on the *Proposed changes to support effective management of freedom camping in New Zealand*.

**DELEGATION**

- 2 Council has the authority to approve submissions.

**BACKGROUND**

- 3 On 9 April 2021, the Ministry of Business, Innovation and Employment released a discussion document on changes to support effective management of freedom camping. The submissions process closed on 16 May 2021.

**SUBMISSION MADE**

- 4 Due to the short timeframe for making submissions at the same time as submissions were also being prepared on Regional Councils Long Term Plans, it was not possible to provide a draft submission on these proposals for Council input and approval in advance of 16 May. The Chief Executive has already lodged a submission on your behalf.
- 5 The discussion document presented four proposals for consideration:
  1. Make it mandatory for freedom camping in a vehicle to be done in a certified self-contained vehicle.
  2. Make it mandatory for freedom campers to stay in a vehicle that is certified self-contained, unless they are staying at a site with toilet facilities (excluding public conservation lands and regional parks).
  3. Improve the regulatory tools for government land managers.
  4. Strengthen the requirements for self-contained vehicles.
- 6 Proposals 1 and 2 were offered as 'either / or' proposals. It is intended that any legislative changes be in place by 1 January 2022. As such, feedback on a broader approach, including wider reforms to the Freedom Camping Act 2011 (the Act) was positioned as being out of scope.
- 7 The Council submission responded to the proposals offered, but still advocated the wider review of the Act suggested in the 2018 Report of the Responsible Camping Working Group. The submission specifically asked the Ministry to consider:
  - amend the meaning of freedom camping to exclude permanent mobile home residents, exclude homelessness and better describe 'temporary and short-term parking
  - allowing authorities to designate sites where freedom camping is allowed, as opposed to just restricting locations where it is not allowed
  - allow Councils to access all relevant infringement offence provisions.
- 8 In terms of the proposals offered for managing freedom camping, the submission supported progressing Proposals 1, 3 and 4 as a suite of changes, so that:
  - the permissive approach in the legislation is tempered by limiting freedom camping to certified self-contained vehicles with permanently fixed toilets (Proposals 1 and 4), and
  - our enforcement officers to be able to confirm current certification and have access to a range of appropriately targeted fines for non-compliance (Proposal 3).

**CONSIDERATIONS****Policy considerations**

- 12 There are no policy considerations for this submission.

**Legal considerations**

- 13 There are no legal considerations for this submission.

**Financial considerations**

- 13 There are no financial considerations for this submission.

**Tāngata whenua considerations**

- 9 The submission was not presented to Te Whakaminenga o Kāpiti due to time constraints.

**Strategic considerations**

- 10 The approach in the submission supports our 'Toitū Kāpiti' vision, for a vibrant and thriving Kāpiti incorporating strong, safe communities and our deep connection to the natural environment.

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

- 11 The submission has a low degree of significance under Council policy, in terms of our engagement and consultation with the community.

**Consultation already undertaken**

- 12 No consultation was undertaken in the development of the submissions.

**Engagement and publicity**

- 13 An engagement plan is not required. The submissions will be made available to the public on our Council website.

**RECOMMENDATIONS**

- 14 That Council note the submission lodged on the Proposed changes to support effective management of freedom camping in New Zealand.

**APPENDICES**

1. Submission on Supporting Sustainable Freedom Camping [↓](#)

14 May 2021

[responsiblecamping@mbie.govt.nz](mailto:responsiblecamping@mbie.govt.nz)

Ministry of Business, Innovation and Employment

Dear Responsible Camping team

**Proposed changes to support effective management of freedom camping in New Zealand**

We thank you for the opportunity to comment on the proposed changes to the settings for managing freedom camping. We are disappointed that Government is not seeking feedback on a broader approach to supporting responsible camping and exploring wider reforms as highlighted in the Report of the Responsible Camping Working Group in 2018. We are also concerned that there appears to be an underlying assumption that people in self-contained vehicles will use their facilities and won't cause waste, litter or environmental harm.

The Kāpiti Coast District Council supports responsible camping in our district and welcomes those visitors to enjoy our District's spectacular coastal environment and various attractions. Our Council currently manages freedom camping activity through a policy identifying sites where responsible camping is encouraged. These sites restrict the number and limits the time campers can stay and are provided to enhance not restrict the freedom camping experience.

The Council appreciated the funding we received from the Responsible Camping Fund to help manage freedom camping in our District and hopes funding support to help Local Government manage this activity will continue, particularly when New Zealand re-opens our borders.

Our Responsible Camping Ambassadors and Public Spaces Officers focus on educating and encouraging those that are freedom camping to do so responsibly. They provide campers with information on acceptable freedom camping behaviour and other available sites.

Fortunately, for the most part, the people who freedom camp on the Kāpiti Coast are generally well behaved. Nonetheless, and like many other local authorities, our Council has experienced some struggles in providing for, and managing, freedom campers. Our key challenges around freedom camping generally relate to:

- Competing demand in popular sites along the coastline. This is often exacerbated by the size of the motorhome and space needed to park. This can lead to a reduction in local and other visitor use at popular recreational reserves.
- Overcrowding when freedom campers in vehicles, both self-contained and non-self-contained, exceed allocated spaces or time restrictions in designated sites.
- Freedom campers in self-contained motor homes using public toilets as laundry facilities.
- Poor parking efforts from both self-contained and non-contained campers.
- Poor toileting and hygiene practices from campers who are in both self-contained or non-self-contained vehicles in locations with/without facilities.
- Some nuisance behaviours, such as littering, dogs off-lead in on-lead areas, drinking in breach of local bylaw and/or inappropriate conduct.

We welcome the considerations behind the current change proposals for managing freedom camping but they fall short in addressing the wider recommendations from the Report of the Responsible Camping Working Group in 2018. We still see a need for some further changes. We recommend the current work should also consult on proposals for the following changes.

- Redefining the meaning of freedom camping under section 5 to:
  - exclude people permanently residing in mobile homes because this is giving licence to a different type of 'freedom camping' than what we consider the Act contemplated,
  - explicitly exclude homelessness from the meaning to 'freedom camp'
  - define what 'temporary and short-term parking of a motor vehicle' means and incorporate 'resting and sleeping... to avoid driver fatigue' as part of that definition.
- Consider allowing Territorial Authorities to designate specific sites as opposed to restrict locations. Section 10 of the Act allows freedom camping in any local authority unless it is restricted under section 11 to 'protect' for specified purposes. The regulatory risk is that allowing freedom camping everywhere is often unmanageable and can impact on health and safety of all users in that space.
- Ensure that Council can access all relevant infringement offence notices (currently some can only be accessed if Council has a bylaw made pursuant to section 11 of the Act). This would provide an on-the-spot option for enforcement officers where self-compliance and voluntary compliance fails to address an issue.

While Council advocates for a wider review of the current Act, in terms of the current proposals to change the settings for managing freedom camping we support progressing Proposals 1, 3 and 4 as a suite of changes, so that:

- the permissive approach of the current legislation tempered by limiting freedom camping to certified self-contained vehicles with permanently fixed toilets (Proposals 1 and 4), and
- our enforcement officers to be able to confirm current certification and have access to a range of appropriately targeted fines for non-compliance (Proposal 3).

We also agree that consideration must be given to people who are homeless and living in motor vehicles. We strongly advocate that they are excluded from the definition of "freedom camping" under section 5 of the Act, as we noted earlier. A welfare, not a regulatory, response is needed for this vulnerable group and should be undertaken by central government agencies.

**PROPOSAL 1: MAKE IT MANDATORY FOR FREEDOM CAMPING IN A VEHICLE TO BE DONE IN A CERTIFIED SELF-CONTAINED VEHICLE or PROPOSAL 2: MAKE IT MANDATORY FOR FREEDOM CAMPERS TO STAY IN A VEHICLE THAT IS CERTIFIED SELF-CONTAINED, UNLESS THEY ARE STAYING AT A SITE WITH TOILET FACILITIES**

Council strongly agrees with Proposal 1, to make it mandatory for freedom campers to responsibly camp in certified self-contained vehicles.

With the permissive approach of the legislation, limiting freedom camping to those in certified self-contained vehicles as described in Proposal 1 will make a difference to the challenges that Council is facing in managing the activity. We note the statistics relating to self-contained vehicles and toilet use demonstrate a difference in behaviour between users of premium vehicle versus users of budget vehicles.

We note that the proposal still allows for freedom camping in a tent. We speculate that the rationale for this may be a perception that users of this option may be more likely to be outdoor enthusiasts with a respect for environmental protection. However, we believe there should be, as suggested earlier, a way for Council to designate specific areas for tenting activity and that tenting is separate from Freedom Camping. Tenting is challenging for local authorities to manage this and we cannot possibly create rules in Bylaws and Plans that prohibits tenting across the District.

**PROPOSAL 3: IMPROVE THE REGULATORY TOOLS FOR GOVERNMENT LAND MANAGERS**

Council strongly agrees with Proposal 3, to improve the regulatory tools by increasing penalties for infringements and introducing a regulatory system for Self-Contained Vehicle Standard (SCVS).

In terms of increasing penalties for infringements, Council strongly supports creating a range of higher fines for different types of offences. This would enable fines to reflect the range of impacts that varying offences will have. It would also enable, as noted, local authorities to better recover the costs of enforcement activities. The financial costs falling onto our ratepayers for cleaning up after irresponsible campers are unfair and decrease the social licence for those who are responsible.

We also believe that any vehicle rental companies should be required to pass on any infringement notices to campers and hold them accountable for non-payment, and that all agreements must include an ability to recover the cost of an infringement.

In terms of introducing a national oversight of, and a verification database for, certified SCVS vehicles, Council agrees there should be national control and a certification register that is accessible to local authorities. The current sticker system is an inadequate response.

Council would not support, however, any proposal to require local councils to confiscate vehicles or enforce rules on other government owned land. 'Enabling' this to occur is acceptable, and leaves room for local councils to consider these option, but 'requiring' without considering Council's capacity and/or providing funding is not acceptable.

#### **PROPOSAL 4: STRENGTHEN THE REQUIREMENTS FOR SELF-CONTAINED VEHICLES**

Council support Proposal 4, to strengthen requirements. Specifically, we would like to see permanently fixed toilets as mandatory for self-contained vehicles.

We consider plumbers registered under the Plumbers, Gasfitters and Drainlayers Act 2006 to be appropriate certifiers of the Standard, both initially and at any recertification.

#### **Conclusion**

Kāpiti Coast District Council appreciates the opportunity to comment on the proposed changes to support management of freedom camping and we thank you for considering our feedback.

Yours sincerely

Wayne Maxwell  
**Chief Executive**

## 8.4 THIRD QUARTER ACTIVITY REPORT

**Author:** Marece Wenhold, Senior Advisor

**Authoriser:** Mark de Haast, Group Manager Corporate Services

### PURPOSE OF REPORT

- 1 This report provides the Strategy and Operations Committee with a quarterly performance overview of the third quarter of the 2020/21 financial year for each activity, as set out in the 2018-38 Long-term Plan.

### DELEGATION















- 2 The Strategy and Operations Committee has delegated authority to consider this report under the responsibilities delegated in Section B.1 of *Governance Structure and Delegations*. In particular, the Committee's key responsibilities include:
  - overseeing strategic programmes; and
  - financial management, including risk mitigation.

### BACKGROUND

- 3 This report provides a summary of the Council's work programme and detailed activity progress reports.
- 4 Section 1 of this report provides an overview of progress against projects and results of key performance indicators (KPIs) across all groups in the Council.
- 5 Section 2 of this report provides a summary of the 'Across Council Work Programmes'.
- 6 Sections 3 to 6 of this report, provides a discussion on the activity cluster groupings. These sections report on the status of projects (with a brief explanation where projects are not on target), presents other key development highlights and provides more detail on KPI performance.
- 7 Further and more detailed information is included in Appendix A to this report. Appendix A contains a detailed discussion of each Activity, including an overview of performance of projects and work programmes, recent developments and performance against key performance measures as published in the 2018–38 Long-term Plan.
- 8 The dashboard graphic on the following page gives a snapshot of performance across all Council activities and highlights, at a glance, issues that may need attention.



## Activity overview dashboard for the third quarter 2020/21

Activity	KPIs		Projects		Capital Spend (\$M)	Operating Spend (\$M)	Income (\$M)
	<div> <div>Achieved</div> <div>On target</div> <div>Not on target</div> </div>	<div> <div>Not yet due</div> <div>Not achieved</div> </div>	<div> <div>On target</div> <div>Not on target</div> <div>On hold</div> </div>		<div> <div>Favourable</div> <div>On budget</div> <div>Unfavourable</div> </div>		
INFRASTRUCTURE	 Access & Transport	<div><div>4</div><div>4</div></div>		<div><div>6</div></div>	<div><div>\$3.92</div></div>	<div><div>\$10.66</div></div>	<div><div>\$3.87</div></div>
	 Coastal Management	<div><div>2</div></div>		<div><div>1</div></div>	<div><div>\$0.29</div></div>	<div><div>\$0.69</div></div>	<div><div>\$0.00</div></div>
	 Resilience & Sustainability	<div><div>3</div><div>1</div><div>1</div></div>		<div><div>1</div></div>	<div><div>\$0.09</div></div>	<div><div>\$0.49</div></div>	<div><div>\$0.46</div></div>
	 Stormwater	<div><div>7</div></div>		<div><div>1</div></div>	<div><div>\$2.56</div></div>	<div><div>\$2.78</div></div>	<div><div>\$0.79</div></div>
	 Wastewater	<div><div>4</div><div>1</div></div>		<div><div>3</div></div>	<div><div>\$1.73</div></div>	<div><div>\$6.36</div></div>	<div><div>\$0.11</div></div>
	 Water	<div><div>8</div><div>3</div></div>		<div><div>1</div></div>	<div><div>\$1.90</div></div>	<div><div>\$5.61</div></div>	<div><div>\$3.26</div></div>
PLACE & SPACE	 Parks & Open Space	<div><div>5</div><div>6</div></div>		<div><div>2</div></div>	<div><div>\$0.45</div></div>	<div><div>\$3.48</div></div>	<div><div>\$1.64</div></div>
	 Recreation & Leisure	<div><div>7</div><div>3</div></div>		<div><div>1</div></div>	<div><div>\$1.09</div></div>	<div><div>\$6.79</div></div>	<div><div>\$1.75</div></div>
	 Community Facilities & Community Support	<div><div>11</div><div>3</div></div>		<div><div>4</div></div>	<div><div>\$1.86</div></div>	<div><div>\$3.27</div></div>	<div><div>\$1.70</div></div>
	 Economic Development	<div><div>2</div></div>		<div><div>2</div><div>2</div></div>	<div><div>\$0.96</div></div>	<div><div>\$0.85</div></div>	<div><div>\$1.43</div></div>
PLANNING & REGULATORY	 Districtwide Planning	<div><div>2</div></div>		<div><div>1</div></div>		<div><div>\$1.47</div></div>	<div><div>\$0.00</div></div>
	 Regulatory Services	<div><div>7</div><div>1</div></div>			<div><div>\$0.01</div></div>	<div><div>\$3.94</div></div>	<div><div>\$3.67</div></div>
GOVERNANCE & TĀNGATA WHENUA	 Governance & Tāngata Whenua	<div><div>2</div><div>3</div></div>			<div><div>\$0.22</div></div>	<div><div>\$2.37</div></div>	<div><div>\$0.49</div></div>
	 Corporate				<div><div>\$0.79</div></div>	<div><div>\$17.45</div></div>	<div><div>\$56.16</div></div>
					<div><div>\$15.87</div></div>	<div><div>\$66.22</div></div>	<div><div>\$75.35</div></div>

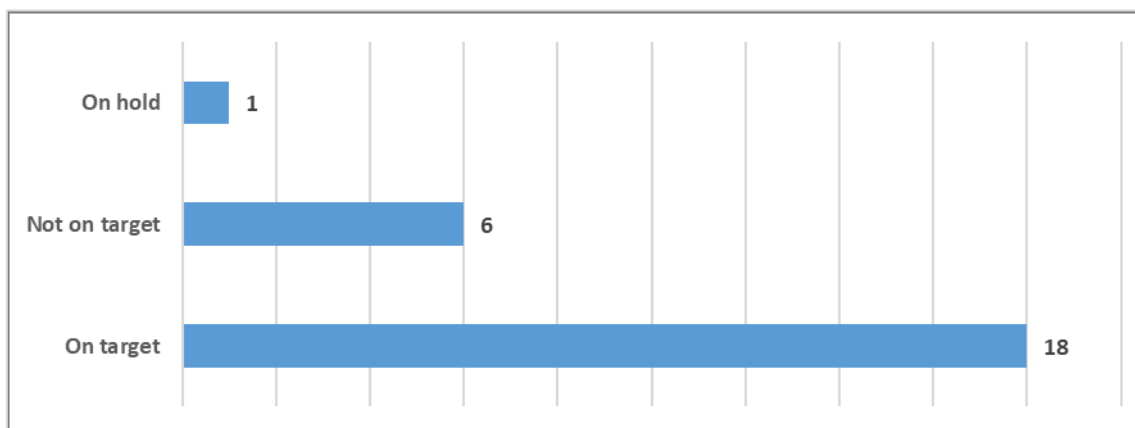
## CONSIDERATIONS

### Section 1: Overview of KPIs and Projects

#### Summary of significant projects

- 9 There were 25 significant projects (compared to 19 last year) with capital expenditure of \$250,000 and above.<sup>1</sup>

**Figure 1: Status summary of significant projects as of 31 March 2021**

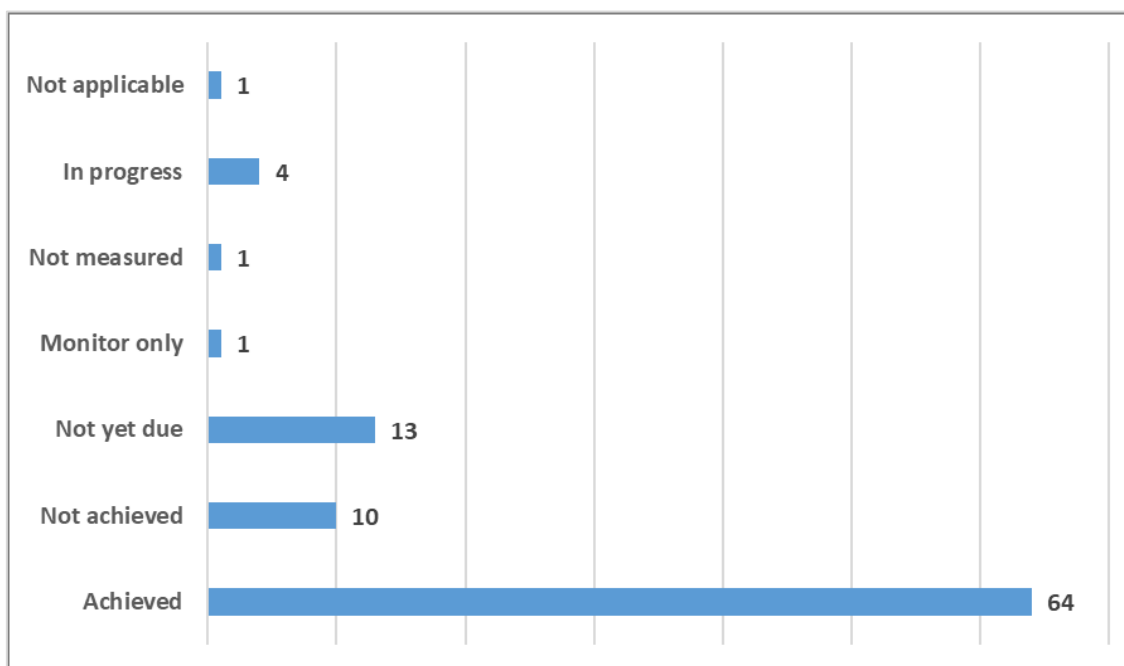


- 10 Eighteen projects were on target as of 31 March 2021.
- 11 Six projects were not on target for a range of reasons, and one was on hold. The projects are located in Wastewater, Parks & Open Spaces and Economic Development. These are reported on in the activity chapters in Appendix A.

#### Summary of key performance indicators

- 12 There are 94 KPIs, that have targets this year. Figure two below reports on KPI results against their targets.

**Figure 2: Key Performance Indicators as of 31 March 2021**



<sup>1</sup> Note that there are other work programmes and projects reported in the 'Across Council Work Programmes' section of this report (and in that chapter in Appendix A) that are not included in Figure 1.

- 13 Sixty-four KPIs were achieved at the end of the third quarter. Of the remainder, ten were not on target, thirteen were not yet due and one was for monitoring only. There was one not measured, four in progress and one not applicable. These are reported in more detail in the activity chapters in Appendix A.

## Section 2: Across Council Work Programmes

- 14 There are several programmes of work that carry across some activities. These are outlined below, and their progress is discussed in more detail in the 'Across Council Work Programmes' chapter in Appendix A to this report.
- **COVID-19 Recovery Plan:** Council's Recovery Plan is intended to help mitigate the impact of COVID-19 on our community.
  - **Housing work programme:** Defining an implementation strategy for Council to progress housing supply across the District including physical assets and advocacy work streams on behalf of the local community.
  - **Coastal adaptation work programme:** Developing a regional approach to community-led coastal adaptation under the umbrella of the Wellington Region Climate Change Working Group's coastal adaptation sub-group.
  - **Corporate IT projects:** The hardware programme includes servers, desktops, laptops, mobile phones, internal network, digital radio network across the district and the CCTV network.
  - **Policy work programme:** The Policy Work Programme identifies policy work to develop, review and update strategies, policies and bylaws across the 2018-2021 period to help achieve Council's outcomes and meet its statutory requirements. The programme was agreed on 31/01/2019 with updates and changes regularly reported to the Strategy and Operations Committee.
  - **Independent organisational review:** This work programme is about implementing the programme of actions developed by Council officers in response to the recommendations of the Independent Organisational Review.
  - **Mitigation and adaptation:** Carbon and energy management and strategic climate change work programmes.

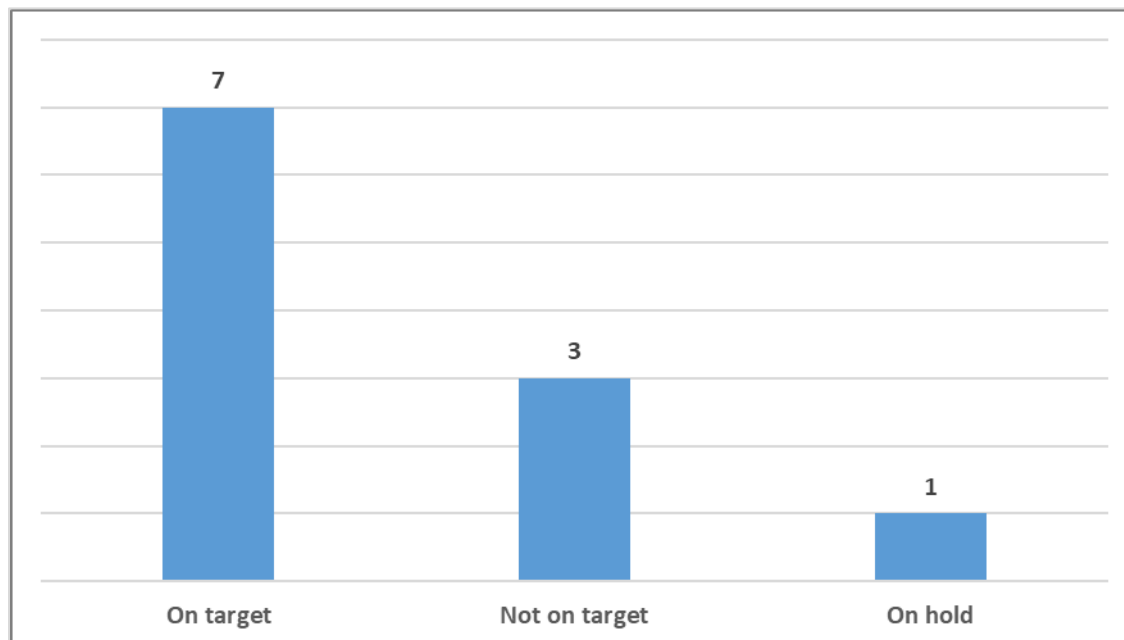


## Section 3: Place & Space

### Significant projects

- 15 There are eleven Place & Space projects, with capital expenditure over \$250,000.

**Figure 3: Place & Space – significant projects as of 31 March 2021**

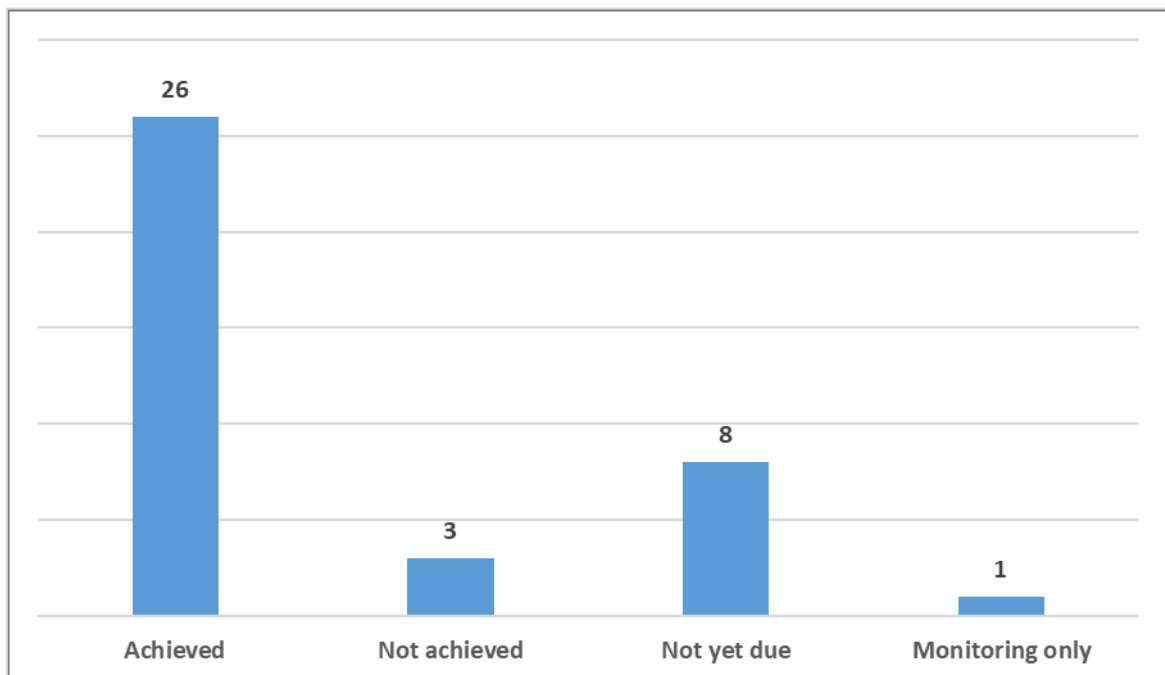


- 16 Seven projects were on target, one is on hold and three are not on target as of 31 March 2021.
- 17 There are two major projects for Parks and Open Space this year; Mazengarb Reserve Artificial Turf renewal and Otaraua Park amenity building and some design works that were deferred. Deferral of two Waikanae playgrounds due to concern that adequate consultation would not occur following COVID. There's one project for Recreation and Leisure, about ordering new library items.
- 18 For Community Facilities and Support, there are four major projects and all four are on target. These four projects are the older person's housing renewals, the Paraparaumu College Gymnasium, the Paraparaumu Memorial Hall and the Ōtaki Theatre.
- 19 There are four economic development projects, of which the Town Centres project and Kāpiti Gateway are not on target. The strategic land purchase project and the elevate Ōtaki project are on target.

**Key performance indicators**

20 In this cluster there are 38 KPIs.

**Figure 4: Place & Space KPIs as of 31 March 2021**



- Twenty-six KPIs were achieved at the end of the third quarter (details in Appendix A).
- Three KPIs were not achieved at the end of the third quarter (details in Appendix A).
- Eight KPIs were not yet due at the end of the third quarter (details in Appendix A).
- One KPI is monitoring only and one not applicable at the end of the third quarter (details in Appendix A).

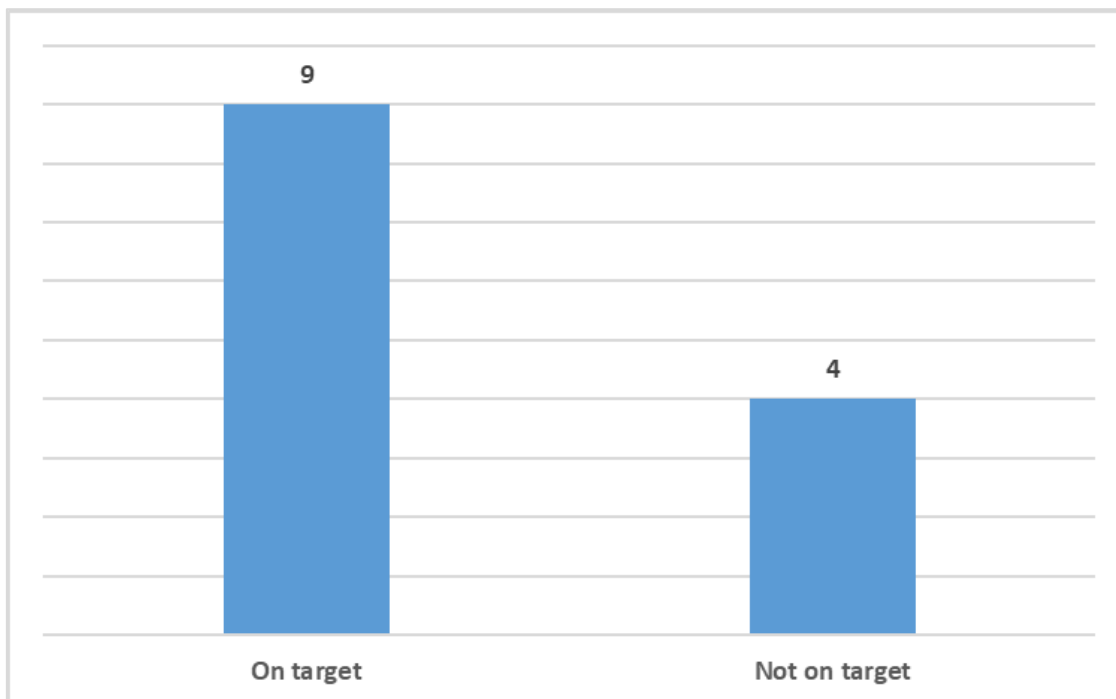


## Section 4: Infrastructure

### Significant projects

- 21 There are 13 Infrastructure projects, with capital expenditure over \$250,000.

**Figure 5: Infrastructure projects as of 31 March 2021**

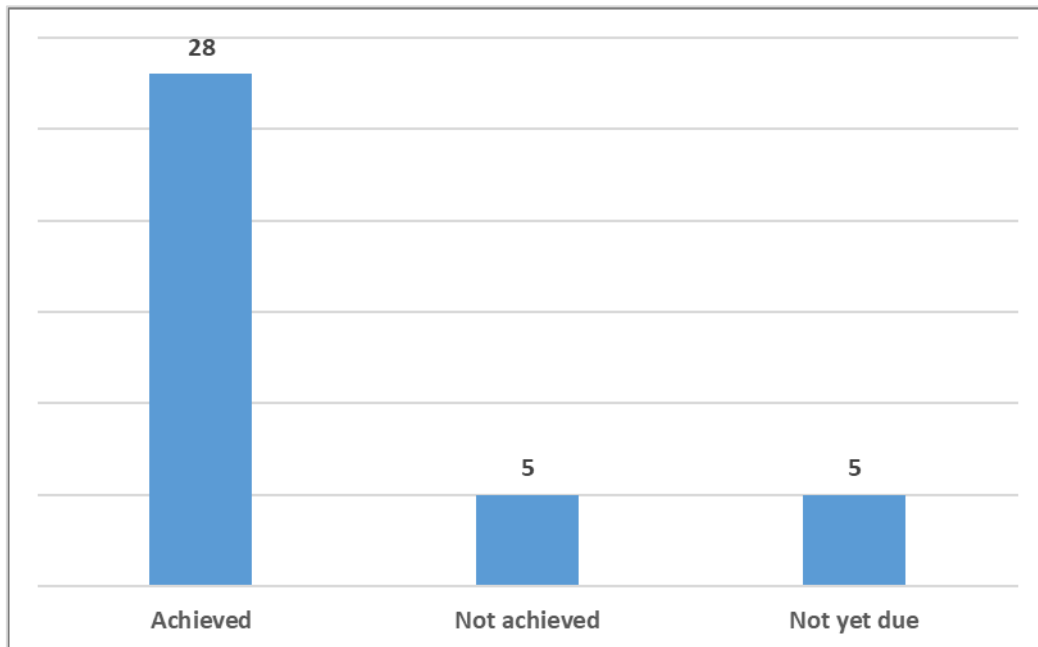


- 22 In this cluster, nine projects were on target and four were not on target as of 31 March 2021.
- 23 There are six significant projects in the Access & Transport activity and all six are on target.
- 24 There is one significant project in Coastal Management which is not on target and one in Stormwater which is on target.
- 25 For Wastewater, there are three significant projects, and all three are not on target. Paraparaumu wastewater treatment plant (WWTP) upgrades, Paraparaumu WWTP – resource consent and the Waikanae Duplicate Rising main.
- 26 There is one water project, Drinking Water Safety and Resilience that is on target. Equally, for Resilience and Sustainability, there is one project on target.

**Key performance indicators**

27 In this cluster there are 38 KPIs with assigned targets to report against this year.

**Figure 6: Infrastructure KPIs as of 31 March 2021**



- 28 KPIs were achieved at the end of the third quarter (details in Appendix A).
- Five KPIs were not achieved at the end of the third quarter (details in Appendix A).
- Five KPIs were not yet due at the end of the third quarter (details in Appendix A).



## Section 5: Planning & Regulatory

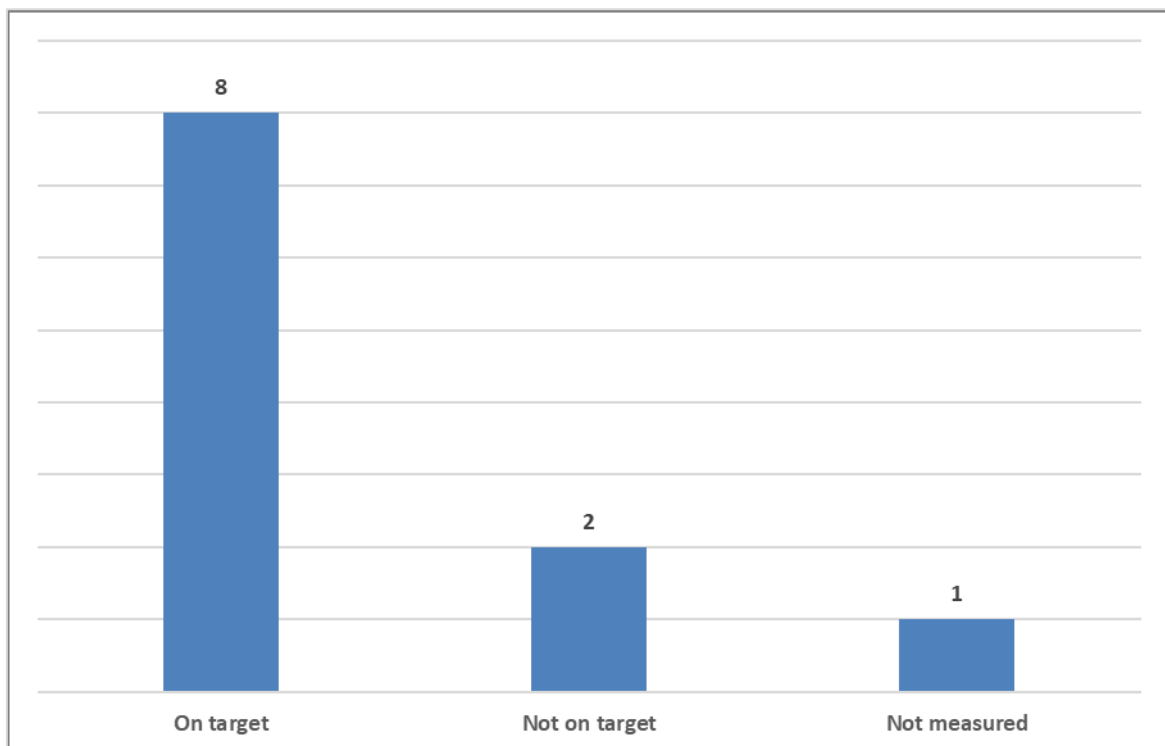
### Significant projects

- 28 In this cluster, there is one major project and it is on target.
- 29 There are no significant Regulatory Services projects.
- 30 The District Plan Review is the only significant Districtwide Planning project and it is on track for year-end.

### Key performance indicators

- 31 In this cluster there are 11 KPIs.

**Figure 7: Regulatory Services KPIs as of 31 March 2021**



- 32 Eight KPIs were on target at the end of the third quarter, two were not on target and one is not measured.





## Section 6: Governance and Tāngata Whenua

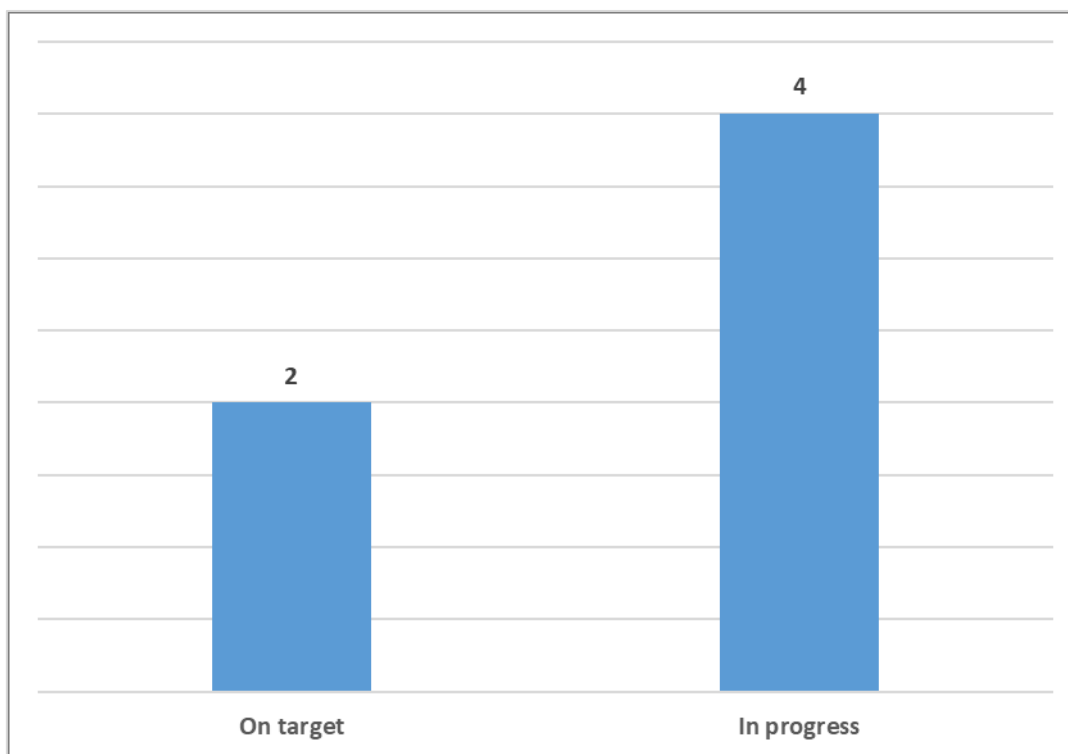
### Significant projects

33 There are no significant projects in this activity in 2020/21.

### Key performance indicator

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

**Figure 8: Governance & Tāngata Whenua KPIs as of 31 March 2021**



- Two KPIs were on target.
- Four KPIs are in progress.

### Policy considerations

35 There are no policy issues to consider.

### Legal considerations

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

### Financial considerations

37 A summary of budget details for each activity (as of 31 March 2021) is provided in the activity chapters attached as Appendix A to this report.

### Tāngata Whenua considerations

38 There are no tāngata whenua issues to consider in this report.

39 There is reporting on issues of interest to iwi and tāngata whenua throughout this report that are not just limited to the Governance and Tāngata Whenua section of this report or the activity chapter contained in Appendix A to this report.

40 This report is for information about recent developments.

**Strategic considerations**

- 41 There are no specific strategic considerations in this report. The developments outlined in this report, including Appendix A to this report, contribute towards achieving Council's ten-year outcomes.

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

- 42 This matter has a low level of significance under the Council's Significance and Engagement Policy.

**Consultation already undertaken**

- 43 This is a report for information only – no consultation is required.

**Publicity**

- 44 Many of the developments referred to in this report have already been communicated through the Council's regular communications channels.
- 45 Performance outcomes for the year will be published in the Council's 2020/21 Annual Report.

**RECOMMENDATIONS**

46. That the Strategy and Operations Committee receives this report, including Appendix A to this report.
47. That the Strategy and Operations Committee notes the Council's performance for the third quarter of the 2020/21 financial year, for each activity included in its 2018-38 long-term plan.

**APPENDICES**

1. APPENDIX A [↓](#)



## APPENDIX A

- 
- Across Council Work Programmes
  - Place and Space cluster
  - Infrastructure cluster
  - Regulatory Services cluster
  - Governance and Tāngata Whenua

## Across Council Work Programmes

- COVID-19 Recovery Plan
- Housing work programme
- Coastal adaptation work programme
- Policy work programme
- Independent organisational review
- Corporate Information Technology
- Mitigation and adaptation

## COVID-19 Recovery Plan

Covid-19 Recovery Plan	
<b>Description</b>	<p>Council's Recovery Plan is intended to help mitigate the impact of Covid-19 on our community by focusing on the following three aims:</p> <ol style="list-style-type: none"> <li>1. <i>Whakapapa</i> - Reconnecting our community</li> <li>2. <i>Manaakitanga</i> - Reactivating our businesses and our economy</li> <li>3. <i>Kotahitanga</i> - Restoring our social wellbeing.</li> </ol> <p>These aims will be achieved by focusing our efforts on a work programme of 42 actions that fall within the following six objectives:</p> <ol style="list-style-type: none"> <li>1. Strengthening partnerships and leadership</li> <li>2. Enabling resilience in our economy and non-government organisations</li> <li>3. Loving local</li> <li>4. Growing skills and capability</li> <li>5. Staying warm, healthy and safe</li> <li>6. Encouraging connections and kindness.</li> </ol> <p>All actions within this initial work programme are intended to be started (but not necessarily completed) by 30 June 2021.</p>
<b>Lead</b>	Strategy, Growth and Recovery Group
<b>Third quarter activity report – 1 January to 31 March 2021</b>	
<p>Progress has continued in the quarter to 31 March 2021, with recovery actions underway across all six objectives. Much of the work in this programme has transitioned into BAU functions.</p> <p>As the first year of delivering Kāpiti's recovery programme has progressed, it has become apparent that the community has in some ways fared better through Covid than predicted. As a result, some actions have been adjusted to better reflect the needs of the community. In particular, a meeting with Iwi representatives occurred this quarter, which discussed the actions that had been targeted at assisting Iwi with their recovery. Feedback from Iwi has resulted in some actions being refocused to best assist Iwi achieve good recovery outcomes.</p> <p>A review of the Council's recovery plan is due to take place in the second half of 2021. This will allow for a recalibration of the plan now that the impacts of Covid-19 on our community are clearer. This review will also reflect the transition of recovery actions into BAU across the council. As such, no recovery-specific funding is being sought in the draft LTP.</p> <p>Key achievements for the past quarter include:</p> <ul style="list-style-type: none"> <li>• Council approved a regional leadership structure that will, among other things, provide regional coordination and leadership across economic development, recovery and growth.</li> <li>• The Kāpiti Destination Plan: Progress has continued this quarter, with further consultation currently underway. The Plan is on track for completion in June 2021.</li> <li>• KCDC was successful in securing He Poutama Rangatahi funding of \$995k for a 2-year youth initiative pilot in Otaki, which began with an initial intake of 14 Rangatahi in March.</li> </ul>	

- Progress has continued on delivery of recovery funded project, Paraparaumu Memorial Hall and Otaki Theatre.
- Progress has continued with Council's housing work programme, as detailed in the separate report on housing.
- Council's summer activity programme has been completed, including recreational activities, a summer music series, and Christmas decorations/festivities.

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

None

**Issues (for elected member attention)**

There are no specific issues for elected members' attention this quarter.

## Housing

Housing work programme	
<b>Description</b>	<p>This work programme defines the implementation strategy for Council to progress housing supply across the District including physical assets and advocacy work streams on behalf of the local community.</p> <p>A housing work programme was agreed by Council on 30 April 2020.</p>
<b>Lead</b>	Strategy, Growth and Recovery Group
Key developments from 1 January to 31 March 2021	
<p><b>Public Housing Demand</b></p> <p>In the quarter Oct-Dec 2020 there were 173 people on the housing register (175 for the quarter July-Sept 2020). 80% of the demand on the housing register is for one and two bedroom properties.</p> <p><b>Emergency Housing</b></p> <p>Demand for emergency housing remains high with 404 Special Needs Grants approved in the Oct-Dec 2020 quarter. Time spent in emergency accommodation is increasing, with the average now almost 18 weeks, compared to 7 weeks in March 2020.</p> <p>Staff have facilitated a series of meetings with MSD and Community Providers to discuss the challenges people are facing in Emergency Accommodation. In conjunction with Community Organisations and MSD, staff continue to explore ways to improve people's access to emergency and other types of accommodation and appropriate support.</p> <p>Staff continue to work with a group of community organisations and MSD to establish an Emergency Housing Navigator.</p> <p><b>Progress on Housing Programme actions;</b></p> <ol style="list-style-type: none"> <li><b>1) Undertake an audit of Councils existing residential land holdings to determine redevelopment potential and improvements needed.</b></li> </ol> <p>No further progress to report.</p> <ol style="list-style-type: none"> <li><b>2) Investigate the suitability of other land owned to support housing developments, giving greater weight to the use of Council land for housing.</b></li> </ol> <p>Work continues to assess opportunities for small scale and affordable housing developments. Yield analysis and high-level commercial feasibility has been prepared for residential developments at several sites.</p> <ol style="list-style-type: none"> <li><b>3) Engage with local iwi to determine how Council can support and enhance the capacity of Maori housing providers through opportunities for development partnerships on Maori owned-land and other land.</b></li> </ol> <p>Staff are working with iwi so that they involved in the development of the housing work programme and the planned housing needs / affordability and social impact assessment.</p>	

Following meetings with Ngati Toa and Te Ātiawa they have confirmed their agreement to be a partner in the housing needs / affordability and social impact assessment.

Staff attended a meeting with Nga Hapu o Ōtaki and discussed the housing programme and the housing needs / affordability and social impact assessment. Nga Hapu have confirmed their interest in this work and are working to identify a small group of people to participate.

Staff have continued to meet with Te Puni Kokiri and Te Kāhui Kāinga Ora team at Ministry of Housing and Urban Development.

Staff have supported two group's that are looking to develop papakāinga housing developments in Otaki.

#### 4) **Identify partnerships opportunities with the public housing sector.**

Staff have continued to actively seek conversations with organisations and groups that are looking to develop Maori, social and affordable housing in Kapiti.

During this quarter staff have discussed possible partnership opportunities with organisations including DWELL housing trust, Compass Housing, The Housing Foundation.

Staff have actively supported several private developments through the provision of advice / support and connecting them to Community Housing Providers and government agencies etc.

#### **Other key developments**

##### **Work with Government agencies**

Staff have continued to meet with a range of Government agencies to discuss increasing the provision of social and affordable housing in Kāpiti. These agencies include; MSD, TPK, MHUD (Social, Transitional and Maori housing teams), MBIE, Kiwi Build, DOC, Kainga Ora, Waka Kotahi).

Senior Council staff met with representatives from the Ministry of Housing and Urban Development to discuss housing developments and partnership opportunities in the district.

The Government released the Public Housing Plan for 2021-24. This document sets out the Government's public housing supply intentions for the next four years. This plan indicates 470-690 additional public housing places intended for the Wellington Region over this period (some of these have already under construction).

The Government announced a \$3.8 Billion Housing Acceleration Fund (HAF), and additional funding for the Kainga Ora Land programme, both intended to help increase housing supply. Further detail is anticipated on design and criteria for the HAF by the end of June 2021.

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

1. Council's role in the housing sector is not consistently understood.
2. The Council's reputation is eroded by the perceived lack of action on addressing housing issues in the district.
3. Lack of social and affordable housing in Kāpiti and its impact on vulnerable residents.



**Issues (for elected member attention)**

None to report.

## Coastal adaptation work programme

Coastal adaptation work programme	
<b>Description</b>	This work programme comprises the development of a community-led coastal adaptation project for Kāpiti.
<b>Lead</b>	Infrastructure Group
<b>Key developments from 1 January to 31 March 2021</b>	
Continued discussions with Tangata Whenua on iwi representative appointments to the CAP and commissioning of Cultural Values Assessment for the project.	
Coastal Hazard and Susceptibility Assessment by Jacobs is a methodology and results developed and peer-reviewed Jan-April 2021. This is due to be released in June 2021- following a final independent review by Beca.	
Request for GWRC funding made through LTP submission.	
<b>Risks (to programme, cost, quality, other)</b>	
<ol style="list-style-type: none"> <li>1. Due to the high degree of importance and significance to iwi, interested parties, and the wider community, iwi and the community must have ample opportunity to provide input into the coastal adaptation process. If effective consultation, engagement and collaboration are not achieved; the aim of the project to be community-led and meet best practice recommendations from the Ministry for the Environment will not be achieved.</li> <li>2. In addition, it may result in a breach of undertakings made to involve the community in the coastal hazard work.</li> </ol>	
<b>Issues (for elected member attention)</b>	
Delay to timeframes will hinder the ability for the CAP to be up and running in time to be able to deliver recommendations to this Council before elections in October 2022.	

## Policy work programme

Policy work programme	
<b>Description</b>	The Policy Work Programme identifies policy work to develop, review and update strategies, policies and bylaws across the 2018-2021 period to help achieve Council's outcomes and meet its statutory requirements. The programme was agreed on 31/01/2019 with updates and changes regularly reported to the Strategy and Operations Committee.
<b>Lead</b>	Strategy, Growth and Recovery
<b>Key developments from 1 January to 31 March 2021</b>	
<b>Programme items completed over this period include:</b> <ul style="list-style-type: none"> <li>• Sustainable Transport Strategy</li> <li>• National Policy Statement on Urban Development quarterly report</li> <li>• Q2 Activity Report</li> <li>• Land Audit - Stage One complete</li> <li>• Beach Bylaw – process to implement underway</li> </ul>	
<b>Submissions were also made during this period on:</b> <ul style="list-style-type: none"> <li>• Climate Commissions Climate Action for Aotearoa - 14 March 2021</li> <li>• Greater Wellingtons Regional Public Transport Plan – 19 March 2021</li> <li>• Greater Wellingtons Regional Land Transport Plan – 19 March 2021</li> </ul>	
<b>Risks (to programme, cost, quality, other)</b>	
<ol style="list-style-type: none"> <li>1. The Programme is subject to change and includes regular updates to the Strategy and Operations Committee.</li> </ol>	
<b>Issues (for elected member attention)</b>	
<ol style="list-style-type: none"> <li>1. A new Policy Work Programme for the 2021-2024 period is due to be developed and agreed upon by Council by the end of the year.</li> </ol>	

## Independent organisational review

Independent organisational review	
<b>Description</b>	<p>This work programme is about implementing the programme of actions developed by Council officers in response to the recommendations of the Independent Organisational Review.</p> <p>The programme was agreed by Council on 27 August 2020.</p>
<b>Lead</b>	Senior Leadership Team
Key developments from 1 January to 31 March 2021	
<p><b>Overall progress</b></p> <p>Some of the actions are progressing well, while others, as new pieces of work, are dependent on securing funding through the Long Term Plan.</p> <p><b>Progress on agreed actions</b></p> <p><b><u>Focus Area 1: Strong and effective partnerships between Elected Members, Iwi and Management</u></b></p> <p>The Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (the Amendment Act 2021) came into force on 1 March 2021 introducing some key legislative changes and providing local authorities with a fresh opportunity to consider whether to establish a Māori ward. While Council resolved not to consider a Māori ward at the meeting of 29 October 2020, Council has consulted with iwi following the legislative change and Council will reconsider the matter on 6 May 2021 (Action 1.1).</p> <p>Opportunities for broadening the elected member training programme have been scoped and are subject to additional budget which has been included in the draft LTP (Action 1.2).</p> <p>Investigation of mentoring programmes and their benefits for Councillors is also subject to additional budget included in the draft LTP (Action 1.4).</p> <p>Scoping is underway for actions 1.7 'Consider options and guidance for bringing in external advisors to support Councillors with their portfolio responsibilities' and 1.8 'Initiate a review of how effective and efficient the use of portfolios is for Elected Members and officers', with budget provision included in the draft LTP.</p> <p>Additional secretariat resource for Community Boards has been included in the draft LTP, to commence in 2022/23 (Actions 1.9 and 1.10).</p> <p>Actions 1.11 'Initiate a conversation with iwi partners on aspirations for partnership and opportunities to strengthen this' and Action 1.12 'Initiating a formal review of Te Whakaminenga o Kāpiti' are closely linked, and still in early stages while the current focus is on responding formally to Atiawa Ki Whakarongotai's partnership review by the end of the financial year. The draft LTP includes a significant increase to iwi capacity funding budget (Action 1.15).</p> <p>Scoping has started for a capability development programme to build staff members' understanding of Te Ao Māori and the Council's legislative and partnership obligations to iwi/Māori. Funding provision is included in the draft LTP (Action 1.16).</p>	

A new procurement strategy is being implemented to deliver ongoing procurement improvements. This includes a focus on supporting local and regional businesses, small to medium enterprises, social enterprises and Māori and Pasifika enterprises (Action 1.14).

**Focus Area 2: Building organisational capacity and capability**

Delivery of project management training tailored for local government has begun, to assist in achieving a consistent approach to project delivery. One cohort has now completed this and further are planned (Action 2.1).

The Digital Workplace project was initiated in December 2020, which will see a programme of projects aimed at improving and integrating the end-user computing environment. Rollout of Microsoft 365 is approximately a third completed, the design and build of the digital workplace is well underway with the implementation phase scheduled to start late Q4 (Action 2.1).

Initial planning for a Council-wide six-month assurance work programme is underway. This, and the associated priorities, will be developed for approval by SLT. This work will complement Actions 2.2 and 2.4, and support the attainment of Action 3.3.

A review of the template for reports to Council commenced in the third quarter involving input from across Council to lift the quality of information in reports and increase the amount of collaboration in writing and reviewing reports (Action 2.4).

Improvement work to the website is ongoing along with online services being investigated. The Statement of Work to allow the public to book council facilities (halls) online has been finalised and signed with the project scheduled to get underway in Q4 (Action 2.7).

An independent audit of resource and building consent applications continued this quarter (Action 2.8). The project seeks to identify where delays occur in the building and resource consent processes and identify improvements to address any issues. Independent experts have been engaged to review a selection of further information requests and provide advice and recommendations on the content, relevance and legislative requirements of these requests. The expert reviewers' reports are currently in draft form and a report will be provided to Council with findings and recommendations shortly.

A Customer Framework to embed a customer-centric approach in our service delivery is to be adopted in Q1 2021/22 (Action 2.9). There is budget provision in the draft LTP.

**Focus Area 3: Business planning to ensure we are clear on our priorities**

There are no updates for this focus area in the third quarter, however please refer to 'Risks' below.

**Focus Area 4: An increased focus on public participation/ democratic participation**

We are continuing to enhance our digital engagement and consultation platform (EngagementHQ), weekly e-newsletter and social media channels to make it easier for our communities to participate in the democratic process and stay in regular contact with our communities. We've continue to enhance priority content on [kapiticoast.govt.nz](http://kapiticoast.govt.nz) to improve access to information and have stood up some new and improved sections, for example Climate Change, Rates, and Water. We've also increased our presence in our local newspapers to help foster greater awareness of Council's work and opportunities to get involved (Action 4.1).

Community engagement for the Long Term Plan continued in the third quarter, using different channels and approaches to make consultation less complex and more engaging (action 4.2).

Both the Complaints Policy and Unreasonable Conduct Policies have been approved by SLT subject to minor changes before being finalised. Work to support implementation of the policies is underway (Action 4.4).

Risks (to programme, cost, quality, other)
<p data-bbox="352 369 603 394"><b>Availability of resources</b></p> <ol data-bbox="304 405 1292 779" style="list-style-type: none"><li data-bbox="304 405 1292 517">1. A number of actions are dependent on securing funding for new initiatives through the Long Term Plan process. Until the Long Term Plan is finalised, there is a risk that a lack of resources will limit or delay the organisation's ability to deliver the full programme of actions.</li><li data-bbox="304 528 1292 584">2. There is also a risk that staff time may be reprioritised to fulfilling the Government's work programme, for example the three waters and resource management reforms.</li><li data-bbox="304 595 1292 685">3. Actions 1.5 'Investigate a secondment programme for Council and iwi' and 4.3 'Build a three-year civic education programme phased around the electoral cycle' are on hold due to workload.</li><li data-bbox="304 696 1292 779">4. Action 3.2 'Develop Business Plans for activities that don't hold assets, to link back to LTP outcomes' is dependent on group capacity and resource to be able to develop their own plans based on the guidance to be developed by Corporate Services.</li></ol> <p data-bbox="352 790 703 815"><b>COVID-19 Response and Recovery</b></p> <ol data-bbox="304 826 1292 909" style="list-style-type: none"><li data-bbox="304 826 1292 909">5. There is a risk that staff time and budgets may be reprioritised away from delivering actions within this programme to supporting COVID-19 response and recovery, resulting in a slowing down of progress in implementation. This risk is considered low at this stage.</li></ol>
Issues (for elected member attention)
None to report.

## Corporate information technology projects

IT Projects	
<b>Description</b>	The hardware programme includes servers, desktops, laptops, mobile phones, internal network, digital radio network across the district and the CCTV network. The software programme includes upgrading existing software applications where required along with projects that require new modules or new software applications.
<b>Lead</b>	Corporate Services
Key developments from 1 January to 31 December 2021	
<ol style="list-style-type: none"> <li>1. The Digital Workplace project has continued progressing with twelve Expos for staff held to explain what is changing, design and build workshops undertaken with staff to gain feedback so the new taxonomy (file plan) can be finalised. Analysis of data to be migrated from the old document management system and shared network drives has been completed. The implementation phase is scheduled to begin in mid-June and will run over six weeks.</li> <li>2. The upgrade of Office 2016 to Microsoft 365 has begun with 120 of the 370 computers having been completed.</li> <li>3. Planned and upgraded the InfoNet asset management software to the latest version.</li> <li>4. Managed the IT fit-out of the new Takiri South building and then relocated Corporate Services and Organisational Development staff from their temporary locations that they have been working in since early December 2020.</li> <li>5. Planned and ordered new server hardware for the EOC Data Centre to replace the ageing server hardware. This infrastructure will run productions servers that are remaining on-premise rather than moving to our Infrastructure as a Service (IaaS) provider. Implementation is scheduled for April/May and will complete our resiliency plan for the corporate IT server network.</li> <li>6. The new aerial photography was flown in January with the data files received in late February. The aerials underwent a quality assurance process and were then made available on both the internal and public GIS sites in March.</li> <li>7. Two CCTV cameras have been installed in the council chamber to ensure coverage of the chamber, specifically the public gallery.</li> </ol>	
Risks (to programme, cost, quality, other)	
There are no risks to the current programme.	
Issues (for elected member attention)	
None to report.	

## Mitigation and adaptation

Carbon and energy management work programme (mitigation)	
<b>Description</b>	Since 2012 Council has had a target of an 80% reduction in greenhouse gas (GHG) emissions from the organisation by 2021/22, compared to 2009/10. That target was augmented and extended in May 2019 when Council decided to aim for carbon neutrality by 2025. The Council has the inventory of its annual emissions independently audited to gain GHG emissions reduction accreditation to the ISO-14064 standard.
<b>Lead</b>	Resilience & Sustainability
Key developments from 1 January to 31 March 2021	
<ol style="list-style-type: none"> <li>1. Since commissioning of the three new EV charging stations at the Civic building in December 2020, they have delivered over 580 kWh of electricity in the period to end March 2021. Meridian advises that this translates to over 3,400 km of emission-free travel (over three EVs).</li> <li>2. The Energise Ōtaki Solar PV array at the Ōtaki wastewater treatment plant has been generating renewable electricity in line with expectations. In the period from September to the end of March 2021, it has supplied 62,797 kWh of electricity to the Otaki WWTP, around 44% of its typical electricity use for the period.</li> <li>3. The Fleet Review work has progressed slowly due to personnel changes at Fleetwise. An interim report is due shortly. An update on recommendations will be provided to Council at the earliest opportunity.</li> <li>4. Council engaged an energy specialist firm to undertake a new electricity tender for Council. The results of that tender will have been reported back to the Strategy and Operations Committee meeting on 6 May 2021, before this quarterly report meeting.</li> <li>5. From February onwards Council has engaged a specialist energy and carbon management contractor to improve energy data management across council activities.</li> <li>6. We engaged Beca to undertake an <i>Energy Systems Optimisation Review</i> of the Civic building. This review was aimed at assessing whether there are potential energy savings measures that could be actioned. The initial report back has been received and work is underway with the Property Team to determine which of those recommendations will be taken forward over the year ahead.</li> <li>7. The annual audit of our GHG emissions was undertaken end of March 2021. The audit verification process is still underway, but the preliminary result shows total GHG emissions in 2019/20 of 2,692 tonnes CO<sub>2</sub>e, down 149 tCO<sub>2</sub>e for the previous year. This is a reduction of 78.5% for 2019/20, compared to the baseline year (2009/10). Our immediate target is an 80% reduction in emissions by 2021/22. Council will be briefed when the audit verification is finalised.</li> <li>8. A bid for the acceleration of decarbonising the Council's fleet remains in the draft Long Term Plan 2021 budgets and awaits a final decision in June 2021.</li> </ol>	
<b>Risks (to programme, cost, quality, other)</b>	
<ol style="list-style-type: none"> <li>1. The inherent risk to achieving emissions reduction targets is that the relevant budgets are not (or not sufficiently) embedded across a range of activities and asset management work programmes to allow for changes leading to those reductions. Budget spending decisions will be the most cost-effective outcome across a range of competing priorities, not solely Council's emission reduction targets.</li> </ol>	



**Issues (for elected member attention)**

1. There are no issues at present.

**Strategic climate change programme (embedding mitigation & adaptation across activities and in strategy/policy)**

<b>Description</b>	On 23 May 2019, Council declared a climate change emergency and resolved that climate crisis issues be considered as part of all future decision-making, reports and recommendations of the Council. To this end, this programme actively assists in the incorporation of climate change mitigation and adaptation into the design and implementation of all Council programmes.
<b>Lead</b>	Resilience & Sustainability
<b>Key developments from 1 January to 31 March 2021</b>	

1. The Long-term plan 2021-2041 consultation document includes the draft vision, objectives and principles of the Climate Emergency Action Framework.
  - Workshops and discussions occurred with teams across Council during the drafting process to ensure that each activity understood their responsibilities to give effect to this Framework once it has been finalised and adopted by Council.
  - Iwi partners were also invited to provide feedback before the consultation period opened. Ātiawa has provided feedback, and it is expected that feedback from the other iwi partners will follow.
2. Council's website has been updated with six new pages on climate change covering adaptation, emissions, Council's climate change-related activities, the draft Climate Emergency Action Framework, suggestions for homes and businesses, and sources for climate grants and funding. The pages can be accessed at [Climate change - Kāpiti Coast District Council \(Kāpiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/climate-change).
3. Council's submission to the Climate Change Commission's 2021 Draft Advice for Consultation was submitted on 24 March 2021
4. Staff have been participating in the development of the Terms of Reference for two Climate Change projects that will be delivered as part of the implementation of the Wellington Regional Growth Framework, to be finalised in Q4.
5. To ensure that Council adheres to best practice based on national guidance and is aligned with our regional counterparts, the team has participated in numerous working group meetings and webinars over this quarter including:
  - The national Council Climate Network meetings on 3 February and 19 February;
  - The Wellington Region Climate Change Working Group for Elected Members meeting on 5 March;
  - Two Wellington Region Climate Change Working Group for Officers meetings;
  - The Taituarā Risk Management 2021 Forum from 22-25 March; and
  - A series of webinars from the Climate Change Commission and the Ministry for the Environment to understand current work in process for both agencies.
6. To ensure that Council practice is informed by Council and community, the team met with representatives from the Kāpiti Climate Change Action Group on 3 March.

Upcoming milestones:

7. Council will be briefed on the overall programme so far in May.

8. Feedback received through the Long-term plan 2021-2041 consultation process on the draft vision, objectives and principles of the Climate Emergency Action Framework will be analysed and presented to Council for consideration before the Framework's adoption.
9. Once the Framework has been adopted, Council will then start to publicise information about the specific climate change work occurring within each activity (e.g. transport, waste minimisation, biodiversity, etc).
10. To increase climate change awareness across the District, Council is working with the Ministry for the Environment to host an interactive display entitled *Our Climate Future* at Coastlands Shopping Centre, starting on 25 May and running for 2.5 weeks.
11. Further climate change education will be planned, depending on the outcome of the LTP budget consultation where a bid for a Community Advisor/Educator role was included.

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

1. There is an inherent risk in raising the profile of climate change in the Long Term Plan 2021 and its strategies (as per the requirement of the Auditor General Office) in so far that information distributed and LTP decisions made as part of that process may cause confusion for the public if the relationship with other Council projects (e.g. Takutai Kāpiti) or other drivers for decision making is not well understood.

#### **Issues** (for elected member attention)

1. The central government, regional councils and local councils all have a role to play in managing the effects of climate change. When it comes to districtwide carbon reductions, for example, Council can lead by example, be a strong advocate, and deliver education and support to drive behaviour change towards decarbonisation. Council cannot 'make' residents change their behaviour as that is not under Council's control. This distinction must be made when setting goals and outcomes concerning emissions reductions.

# Place and Space

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



## Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

### Third quarter activity report – 1 January to 31 March 2021

#### Purpose

To manage a wide range of parks, reserves and open space to benefit the whole of our community. To facilitate barrier-free access to our network of cycleways, walkways and bridleways.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

#### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$3.48m (ytd)**

\$3.57m budget (ytd)

\$4.78m budget (full year)

F/Y Forecast \$0.05m favourable

F/Y Outlook

Year To Date

Minor variance – on track for year-end.

#### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)

**\$1.64m (ytd)**

\$0.76m budget (ytd)

\$0.98m budget (full year)

F/Y Forecast \$1.16m favourable

F/Y Outlook

Year To Date

Year to date variance relates to higher than expected development and financial contributions.

#### Capital expenditure

Costs for our capital projects

**\$0.45m (ytd)**

\$1.03m budget (ytd)

\$2.31m budget (full year)

F/Y Forecast \$1.15m favourable

F/Y Outlook

Year To Date

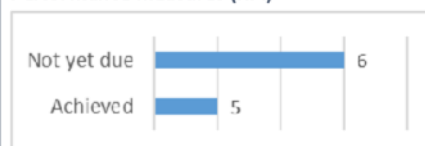
Variance to date due to projects not yet completed as programmed for completion in Q4. Capital expenditure forecast is favourable to budget due to carryovers already signalled for the Waikanae playground renewals - Shotover Park and Waikanae Memorial; the replacement of the Artificial hockey turf at Mazengarb Reserve and the Otara Park amenity building.

#### Projects



Deferred large projects of Mazengarb Reserve Artificial Turf renewal and Otara Park amenity building and some design work. Deferral of two Waikanae playgrounds due to concern that adequate consultation would not occur following COVID.

#### Performance measures (KPI)



There are eleven performance measures. Five are achieved and six are not yet due.

**Summary of projects**

The parks and open space significant project is on target and summarised below.

1. Districtwide Parks and Playgrounds					
<u>Major Projects:</u>					
Otaraua Park Amenity Building					
<u>Key issues and risks:</u>					
The detailed design for the Otara Park Amenity Building will be completed in time for the construction to commence in 2022. Carrying over part of the design and the construction component of the budget is essential for the building to be possible.					
Project	YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
Otaraua Park Amenity Building	33	701	95		Not on target.

2. Destination park					
<u>Major Projects:</u>					
Hockey Artificial Turf replacement.					
<u>Key issues and risks:</u>					
Advice received that the turf does not need to be replaced this year so funding will be carried over. Turf will need replacing in 2021/2022 so the funds must be carried over.					
Project	YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
Hockey Artificial Turf replacement at Mazengarb Reserve	0	350	0		Budget carried over as the turf does not need replacing until 2022.

Project status key									
Complete		On target		Not on target		On hold		High risk	
Ahead	⌚▲	Lagging	⌚▼	Underspend	\$U	Overspend	\$O		

**Other key developments**

- Matai Road Reserve playground upgrade complete.
- A successful Parks summer programme was delivered with over 3,000 people attending a variety of events. Events included Sport and Playdays; Acoustics in the Park; Movies in the Park and the Park to Path fun run.
- The School Sports Co-ordinator delivered three events with approximately 1,400 students attending; Triathlon, Super Schools and Swimming.
- Rugby League “have a go” sessions were delivered into 10 Schools to Year 5-8’s, approximately 2,000 students. This was a collaboration with the Kāpiti Bears Rugby League Club.

**Performance measures**

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

Performance measures	Target	Result	Comment
<b>On target</b>			
Residential dwellings in urban areas are within 400 metres of a publicly owned open space	85%	Achieved (99.4%)	103ha out of 18,452ha (0.6%) of the total District Plan residential area are not within 400m of a publicly owned open space.
At least a 10-year burial capacity is maintained across the district	Achieve	Achieved (54 years)	There is a total of 54 years’ capacity across the three cemeteries.
Sports grounds are open when scheduled	85%	Achieved	Sports grounds were open 98% of the time in the third quarter.
All available records will be on Council’s website within four weeks of interment	100%	Achieved	
Residents (%) who are satisfied with access points to beaches	85%	91%	Achieved
<b>Not yet due</b>			
Residents(%) who are satisfied with the current availability of facilities	85%		Parks users survey Q4
Residents (%) who are satisfied with the quality of Council parks and open space	85%		Parks users survey Q4
Residents (%) who are satisfied with the quality and range of recreation and sporting facilities in the district	85%		Parks users survey Q4
Residents (%) that are satisfied with Council playgrounds	85%		Parks users survey Q4
Users who are satisfied with the cemeteries appearance and accessibility	85%		Parks users survey Q4

Users who are satisfied with Council walkways, cycleways and bridleways	85%		Not asked in Q3
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# Recreation and leisure

Hākinakina

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

To provide affordable and safe aquatic facilities, services and programmes for the health and wellbeing of our community. This activity also provides a districtwide library service and arts and museums services for the Kāpiti community.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$6.79m (ytd)**

\$6.79m budget (ytd)

\$8.86m budget (full year)

F/Y Forecast \$0.07m unfavourable

F/Y Outlook

Year To Date

Minor variance, on track for year-end.

### Operating income

What we earn – fees, charges, grants etc.  
(Excluding Rates)

**\$1.75m (ytd)**

\$1.49m budget (ytd)

\$1.92m budget (full year)

F/Y Forecast \$0.47m favourable

F/Y Outlook

Year To Date

Full-year outlook favourable mainly due to the Provincial Growth Capital grant for the Otaki Theatre.

### Capital expenditure

Costs for our capital projects

**\$1.09m (ytd)**

\$0.89m budget (ytd)

\$1.17m budget (full year)

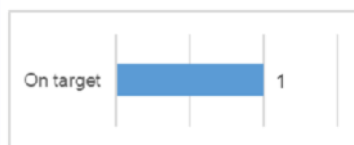
F/Y Forecast \$1.31m unfavourable

F/Y Outlook

Year To Date

Full-year outlook unfavourable due to the Otaki Theatre renewal and initial project costs for Mahara Gallery. Other variances on track for year-end.

### Projects



One major project, on target.

### Performance measures (KPI)



Ten performance measures in total, of which three are not on target and seven are on target.



### Summary of projects

#### Library Books

##### Work completed in this period:

New library items continue to be ordered regularly.

##### Key issues and risks:

Whilst problems continue to exist around severe disruption to ongoing supply chains this has started to reduce over the last quarter.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
305	419	419		No comment.

#### Project status key

Complete



On target



Not on target



On hold



High risk



Ahead



Lagging



Underspend



Overspend



### Other key developments

#### Aquatics

There were 104,111 pool visits in the 20/21 third quarter, up from Q3 2019/20 - 46840 at Coastlands Aquatic Centre, 15,953 at Otaki Pool and 41,318 at Waikanae Pool.

Quarter 3 was a shorter Learn to Swim term at Coastlands Aquatic Centre due to closure from 19 March – 5 April for scheduled maintenance. This included moveable floor maintenance, re-tiling, deep cleaning of the facility, re-painting, and general repairs. Many customers chose to go to Waikanae pool and Otaki pool during this time; it was great for them to experience our other facilities.

718 people were registered for swimming lessons during the school term– 502 at Coastlands Aquatic Centre, 154 at the Ōtaki Pool and 62 at Waikanae Pool.

A further 79 children completed the SwimBegin holiday swimming programme - a programme consisting of swimming lessons, water safety and snorkelling components.

In addition, 268 private lessons, 175 AquaEase classes, 296 AquaMove classes and 77 Yoga classes took place over the third quarter.

School-based lessons with Swim Kāpiti instructors proved popular in term 3 with a total of 7,528 lessons taught across all three sites.

Waikanae Pool Summer events - Summer Sounds, in its second season, was a successful event held at Waikanae Pool. The weather played its part, with live music, food trucks and a great community making the day a real hit! Performers were local bands and included a very popular school-aged group – Dragon Scales.



Waikanae Pool's final day of the 20/21 season was Monday 5 April, coinciding with Coastlands Aquatic Centre re-opening after its maintenance closure on the 6<sup>th</sup>.

The season finished with an Easter Day event, which included a visit from the Easter Bunny.



Contact tracing remains available and is encouraged by staff in case of change in alert levels in the future.

*The Customer Satisfaction Survey overall result showed 97% of those surveyed were satisfied or very satisfied with the pools services and facilities. A pleasing 100% of the 275 customers surveyed we satisfied or very satisfied with our Aquafit instructors.*



### Libraries

Q3 continues the trend of high visitation to all the district's libraries. Whilst this level of visitation has not flowed on to increased borrowing, it is reflective of how important the community views their libraries beyond a place to simply borrow books.

During Q3 a total of 153 programmes were delivered with over 1200 participants attending. Highlights included a very successful summer holiday reading programme and a Chinese New Year celebration. The ongoing technology and Te Reo classes continue to be well attended.

Work continued during the quarter to complete preparation for the introduction of new Radio Frequency (RFID) technology to libraries across the district. The new technology goes live in early April. RFID supports customers to more easily loan and return items, pay fees and charges, and check their borrowing records through the new self-service kiosks. The new automated returns unit at Paraparaumu Library enables customers to easily return their items, which are then automatically taken off their library records.

The first of the fixed term positions funded through the National Library as part of supporting recovery in the community have been recruited and will start in April. This particular role is focused on digital inclusion in the community.

### Arts

For Q3 the focus of work has been on promoting the latest round of Creative Communities grant funding. Which was again oversubscribed.

The Public Arts Panel has been meeting regularly and in this quarter, Tracet Morgan joined the Panel as the iwi representative.

### Performance measures summary

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

The three KPIs not on target are discussed below:

- i) Learn to swim registrations are continuing to climb and stabilise although still sitting below target. New classes are often created for those children on a waitlist and empty classes closed to best optimise instructor time and lane space.
- ii) Whilst customers using libraries continues to be significantly above the similar quarter in 2019/20 this has not translated into maintaining or increasing issues of library items in 2020/21. It is assumed that Covid-19 and the closure of Waikanae Library do contribute significantly to this. Work is ongoing in terms of promoting the library and our collections.
- iii) New collection materials continue to be ordered on an ongoing basis to match budgets but the actual addition of new collection materials continues to be hampered by availability and significant delays in overseas delivery.

Performance measures	Target	Result	Comment
<b>On target</b>			
The total value of applications received relative to the total amount of funding in each allocation round	Ratio is > 1	On Target	Ratio – 2.14 The latest funding round was undertaken in March 2021. 20 applications totalling \$62,867 were received, with funding fully allocated. The next funding round is in August 2021.

Users who are satisfied with the library services	85%	Achieved	96.4% Annual library survey conducted in Oct 2020.
Users who are satisfied with library spaces and physical environments	85%	Achieved	87.3% Annual library survey conducted in Oct 2020.
Visits to swimming pools in the district	At or above 290,000 annual admissions	On target	203,345 combined swims in the year to date at the end of Q3. On target.  (2019/20 Q3 YTD result was 244,259).
Total visits to libraries	At or above 300,000 annually	On target	Library visits for Q3 are 85,608. Total annual visits to date are 253,905.
Users who are satisfied with the pools services and facilities	85%	Achieved	Customer Survey was undertaken in Q3 2020/21. 97% of pool users were satisfied or very satisfied with the pool services and facilities.  (2019/20 result was 94%).
Council will maintain PoolSafe accreditation	Achieve	Achieved	PoolSafe accreditation was achieved in Q3 2020/21.  (2019/20 result was 'Achieved').
<b>Not on target</b>			
Learn to swim registrations	At or above 3,200 annual registrations	Not on target	1,942 registrations for the year to date.  (2019/20 Q3 YTD result was 1,973).
Collections are refreshed following New Zealand public library standards	Maintain 350 new items (incl renewals) per 1,000 ( <i>where population is 52,762</i> )	Not on target	The target for 2020/21 is 18,445 Q3 – 3879 new items added. Total new items added in the year to date is 8984.
Number of items borrowed per annum (including renewals)	650,000	Not on target	Q3 – 117,877 items issued. Total annual issues to date – 373,919.



## Community facilities and support

Whakaurunga hapori me ngā hāpai hapori

### Third quarter activity report – 1 January to 31 March 2021

#### Purpose

To manage and maintain Council's building and property assets and provide resources for community building and service provision.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

#### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$3.27m (ytd)**

\$3.50m budget (ytd)

\$4.60m budget (full year)

F/Y Forecast \$0.05m unfavourable

F/Y Outlook

Year To Date

Operating expenditure of \$3.27m is on track to budget. The full-year forecast is due to the additional expenditure required on maintenance and cleaning of Community Facilities.

#### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)

**\$1.70m (ytd)**

\$1.17m budget (ytd)

\$1.58m budget (full year)

F/Y Forecast \$0.82m favourable

F/Y Outlook

Year To Date

Operating income of 1.70m is favourable to budget mainly due to Provincial Growth Fund revenue (Paraparaumu Memorial Hall) and higher than expected development contributions. Usage of community halls has been impacted by Covid-19 level changes and closure of the Te Newhanga Kāpiti Community Centre and the Paraparaumu Memorial Hall during the construction works.

#### Capital expenditure

Costs for our capital projects

**\$1.86m (ytd)**

\$1.49m budget (ytd)

\$1.83m budget (full year)

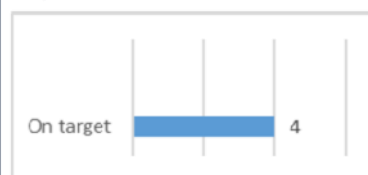
F/Y Forecast \$1.01m unfavourable

F/Y Outlook

Year To Date

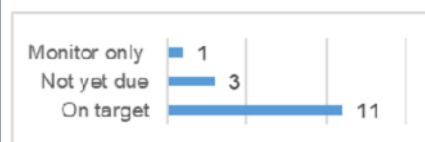
The full-year forecast mainly reflects the Paraparaumu Memorial Hall project shortfall and the Otaki Theatre renewal project.

#### Projects



All four projects are on target. The Ōtaki Theatre has had a seven-week extension of time approved by the PDU.

#### Performance measures (KPI)



Fourteen performance measures in total, with eleven on target, three not yet due and one monitor only.



**Summary of projects****Older person's housing renewals**

Work completed in this period:

Council completed full interior renewal on two Housing for Older Persons units during Q3 (with work well advanced on two further units). This means the overall total number of units that have received full interior renewal as of 31 March is 47.

The renewed units were identified for renewal by either; becoming vacant and requiring significant renewal or through SPM building condition surveys (September 2019) identifying them on a priority basis as per the Renewal Programme strategy.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
587	760	1,058		On target

**Otaki Theatre**

Work commenced in October achieving the first PGF agreement milestone.

Full access to the building allowed the viewing and interrogation of the building substrates. This revealed significant water ingress damage to the concrete walls, chimney, roofing gables & spouting and subsequently incurring additional costs. A funding solution for the repairs is being sought for the additional works as well as the impacts on timings.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
552	172	1,152		On target

**Paraparaumu College Gymnasium**












The decision to proceed with the construction rest with the Ministry of Education for Approval with the scope of work in line with Council expectations, the school had no Tenders apply so after discussion with the MOE negotiated with a local contractor, once this was done the MOE reversed its decision and the School are having to retender this project, this will affect the need for a carryover of these funds.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
-	255	0		Not on target.

**Paraparaumu Memorial Hall**

The construction work is on track to be completed at the end of April. Once the construction work is completed, the property team will relocate the furniture and equipment back to the site ready for operation. A blessing is scheduled for mid-May along with a Community Open Day.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
983	-	1,167		On target.

Project status key									
Complete		On target		Not on target		On hold		High risk	
Ahead			Lagging			Underspend		Overspend	

### Other key developments – Community Facilities

#### *Housing for Older Persons*

As of 31 December 2020, 47 units have had interior renewals completed. There are 59 on the Applicant Register awaiting placement. The majority of demand is in Paraparaumu.

#### *Waikanae Library replacement*

The project team has been established with three focus areas identified, Libraries, Customer Services and Building options, be it renovation or new build. A business case has been submitted, with options as part of the Long term Plan 2021-51.

#### *Asset Management Improvement Program*

Data Collection process documents were rolled out in February 2021. We are working to embed the processes within the team operationally. Operational Planning is being used to identify planned and preventative maintenance schedules to be incorporated within SPM Assets. The long term plan for this is to see improvement in budget forecasting and, in time, a reduction in reactive maintenance.

### Performance measures summary

There are 15 KPIs in the Community facilities and community support activity. Only 14 of these have targets as one is for recording and monitoring purposes.

Performance measures	Target	Result	Comment
<b>Community facilities</b>			
<b>On target</b>			
The occupancy rate of available <sup>1</sup> housing for older person units	97%	98.7%	Q3 result. This takes into account (excludes) decant units held for relocation purposes, and units undergoing planned interior renewal.
Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	100%	On track.
Residents (%) who are satisfied that public toilets are clean, well-maintained and safe	75%	88.0%	Residents' Opinion Survey result for 2019/20 is undertaken on an annual basis
Users (%) who are satisfied with the standard of the library building facilities	85%	87.27%	Achieved.
Urgent requests regarding public toilet facilities that are responded to within four hours	98%	100%	Achieved.
<b>Not yet due</b>			
Users who are satisfied with halls	80%	Not yet due	The survey is undertaken on annual basis in Q4
Housing for older persons tenants (%) who rate services and facilities as good value for money	85%	Not yet due	The survey is undertaken on annual basis in Q4
Housing for older persons tenants (%) who are satisfied with services and facilities	85%	Not yet due	The survey is undertaken on annual basis in Q4

<sup>1</sup> Where 'available' units exclude those flats that are unavailable due to renewals or maintenance work being carried out.



Performance measures	Target	Result	Comment
<b>Community support</b>			
<b>On target</b>	<b>On target</b>		
Council's social investment programme enables services to deliver on community priorities	Achieve	Achieved	<p>Council is working with social investment contract holders to ensure that contract deliverables remain relevant to community priorities, amongst challenges of central government changing funding streams, increased demand on services and navigating alert levels. This remains a priority for the council.</p> <p>Year 2 and 3 report backs on contract outcomes will be presented to Council in July and August 2021.</p> <p>Planning has commenced to roll out the Council's new round of social investment will commence in August. Leading up to this period, community workshops and information clinics will be held to support community organisations to apply for the contestable fund.</p> <p>Funding information clinics were reinstated in COVID Alert Level 1. A Department of Internal Affairs funding advisor is located at Paraparaumu library and readily available to provide information about central government funds is useful for local not-for-profits.</p>
Residents (%) who are satisfied with the Council's community support services	85%	92%	Achieved.
Community connectedness and diversity projects and initiatives planned for the year are progressed or completed	Achieve	Achieved	<p><b>Neighbourhood Support and Community Safety</b></p> <p>Neighbourhood Support Wellington continues to support Kāpiti groups as a collaboration between the council and the Regional Neighbourhood Support office.</p> <p>Neighbourhood Support provided give-a-ways pack during Council's Neighbours Day Campaign in March 2021, as a way of promoting local Neighbourhood Support groups.</p> <p>The Connected Communities team continues to liaise with Neighbourhood Support Levin with the view to support any Ōtaki-based initiatives.</p> <p>The Connected Communities team continues to meet and talk with community organisations and individuals to support a strength-based community approach in response to safety concerns.</p>

			<p><b>Youth development</b></p> <p>Te Anamata, rangatahi group in Ōtaki, continues to host Kickbacks (Kickback &amp; Kōrero) on different kaupapa. Topics included mental wellbeing and education. The Youth Council, Otaki College and Council support this initiative.</p> <p>Pride in the Park is a youth-led event in collaboration with the Youth Council, Zeal Kāpiti and Council and aims to celebrate diversity amongst Young people. The event is planned for early May 2021.</p> <p>A youth survey has been developed by the youth council, supported by council staff, socialised with local youth organisations. Over 450 surveys have been completed to date. The information will help inform a refreshed Youth Action Plan later in 2021.</p> <p>The council continues to support the TUIA mentoring programme through the Mayor's Taskforce for Jobs initiative.</p> <p><b>Age-Friendly development</b></p> <p>Strategy development continues with specific engagement underway with kaumatua to complement Kāpiti Grey Power's community survey and workshop phase of the project. An update to the council is scheduled for May.</p>
Youth Development Centre opens and Youth development programme deliverables are achieved	Achieve	Achieved	<p>Zeal Kāpiti reported back to the council against its key deliverables for Year four and five of their youth development contract in September.</p> <p>Updates on contract deliverables, including a sustainable funding plan and youth development action in Ōtaki, is scheduled for May 2021.</p>
Participants from the social and community sector are satisfied with the learning opportunities and workshops provided by Council	85%		<p>Planning is underway for a funder's forum for community organisations to be held in early May, this enables face to face meetings with a range of funders from around the region and will be held in Ōtaki</p> <p>In June and July, the council will be providing learning opportunities, including Tiriti o Waitangi training, sustainable funding approaches and equity workshops for the social and community sector.</p>

The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Achieved	<p>The council continues to support and facilitate opportunities for our advisory groups to shape and influence the council's policy and plans.</p> <p>Various council teams sought feedback from the Older Persons' Council, Youth Council and the Accessibility Advisory Group on several plans, including; Representation Review, Traffic Bylaw and Transport Strategy, town centre development and the Long term plan.</p> <p>The Older Persons Council is collaborating with the council to host a series of mini expos to connect older people with services, interest groups and clubs. The first expo is planned for May.</p>
Monitor only			
Estimated attendance at council-supported events	There is no target, as we will use this for monitoring.	Monitor only	397 people participated in the Neighbour's Day 2021.



# Economic development

Whakawhanake umanga

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

This activity is aimed at generating greater growth, employment and prosperity in the Kāpiti region

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)



FY variance relates to changes in project and work programme timeframes.

### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)



Variation is a result of funding received for Te Uruhi and Te Hunga Rangitahi projects from central Government.

### Capital expenditure

Costs for our capital projects



FY variance relates to changes in project timeframes.

### Projects



Four major projects in total, two projects are on target and two not on target.

### Performance measures (KPI)



There are three performance measures, two are on target and one is not applicable.

## Summary of projects

1. Town Centres programme				
<p><u>Work completed in this period:</u></p> <p>Rimu Road Intersection upgrade design near complete with construction to start as soon as NZTA's SH1 revocation project open Raumati Road. The project team continue to build designs for the SH1 Revocation related projects in Waikanae and Paraparaumu Town Centres.</p> <p><u>Key issues and risks:</u></p> <p>SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.</p>				
YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
635	854	2,132		Not on target.

2. Strategic Land Purchase Fund				
<p><u>Work completed in this period:</u></p> <p>No settlements occurred during this period.</p> <p><u>Key issues and risks:</u></p> <p>There is no timeline set for this fund as it is dependent on when strategic parcels of land come up for sale. No risks have been identified.</p>				
YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
35	1,340	2,365		On target.

Project status key				
Complete		On target		Not on target
Ahead		Lagging		Underspend
				Overspend

### 3. Elevate Ōtaki

#### Work completed in this period:

The past quarter has seen the introduction of The Otaki and Te Horo Business and Community Connector connecting and creating activity. Activities have been numerous including:

- Consistent social media activity on Small Town Big Heart, connecting events, displaying local businesses and new businesses, traffic updates, and generally promoting Otaki.
- Share your Otaki Summer social media campaign
- Coordination of the Otaki Easter Egg Hunt to be held over Easter across the Village and SH1. The event involves local businesses, the public and many Easter eggs to be found.
- Activities at Children's Day 7 March (which was unfortunately postponed)

Check out all that is happening in Otaki at [Facebook.com/SmallTownBigHeartOtaki](https://www.facebook.com/SmallTownBigHeartOtaki)

Elevate Otaki is currently working on confirming its strategy for the next 12 months. This is expected to be finalised in early May.

Initial discussions have been held regarding NZTA extending the funding of Elevate Otaki to align with the new opening date of the Expressway in 2022. The discussion does not include an extension of funding by the Council.

#### Activities planned for the next quarter

- Finalised strategy
- Revocation update with Otaki Community Board
- Otaki Easter Egg Hunt
- Co-hosting BA5 event in Otaki

#### Key issues and risks:

There are currently no key issues or risks to report.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
38	90	90		The forecast spend to 30 June is approximately \$60k. It is expected that the unspent funds will be carried to the next financial year.

### 4. Kāpiti Gateway/Te Uruhi

#### Work completed in this period:

- Council approved funding up to 50% for the Kāpiti Gateway project (\$2.23m). The remaining 50% of the CAPEX costs for this project is confirmed funding (\$2.23m) from the government's COVID-19 Response and Recovery Fund.
- At the Council meeting of the 25th February, 2021 Council acknowledged and thanked Te Ātiawa ki Whakarongotai and Ngāti Toa Rangatira, who have gifted the name 'Te Uruhi'.
- A considerable amount of information has been made public via the Council website. The communications and engagement plan is being updated to include the delivery phase of the project

- Resource Consent application from GWRC for stream works has been granted and KCDC resource consent is currently on hold pending further information.
- Design of building, surrounding landscaping and stream work continues.
- PwC provided an independent review of the business models available and provide recommendations. Geoff Canham Consulting reviewed the proposal against the Maclean Park Development plan.
- The project has been moved to the Project Management office and a project team is being established.

Key issues and risks:

- The project is on a tight timeframe to meet the timeline associated with the government's co-funding.
- Partner and Stakeholder engagement, along with information about the project for the Community are priorities in the Developed Design phase.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
219	255	1,363		Not on target.

### Other key developments

#### *Economic Development Strategy and Implementation Plan 2020-23*

- The Te Hunga Rangatahi programme, which is a 2-year pilot youth initiative funded through the He Poutama Ranatahi fund (MBIE), was launched in March at the Raukawa Marae. The first intake has seen the enrolment of 14 rangatahi who will receive 3-months of training and 12-months of pastoral care support.
- Destination Management Plan project continued during the period and included consultation with Council, Iwi, Businesses, stakeholders and community.

### Filming requests

- Two new filming requests were received during the period.
  - Volpara Brand video – Te Horo Beach;
  - Student project for Yoobee College – Kaitawa Reserve (had to cancel due to weather).
- A release date of 27 May 2021 was confirmed for locally written and directed feature film, Poppy.

### Major Events Fund

- The application period for the Kāpiti Coast Major Events Fund is set to open on 1<sup>st</sup> April 2021 and close on 28<sup>th</sup> April 2021.
- The application form has been further amended to reflect the Economic Development Strategy and Implementation Plan and allows applicants to really “tell their story.”
- All events that received funding from the 2020/21 funding round have now been held except the new Matariki event, which will be held from 3 – 25 July.

### Marketing and Business Communications

#### KāpitiCoastNZ Facebook Page

**The number of engaged users** - provides an understanding of how well content is performing:

- **4,612** engaged users this quarter (vs 2,677 last quarter).

**Total reach** - Reach is an indication of how viral a post is. The more people we reach, the more exposure our brand receives and more growth we experience.

- **71,538** - number of people who saw **any content** over the quarter (vs 62,522 last quarter). **67,634** - number of people who saw **any posts** (vs 58,126 last quarter). **29,719** – the number of people who saw our posts shared by a friend (vs 18,438 last quarter).

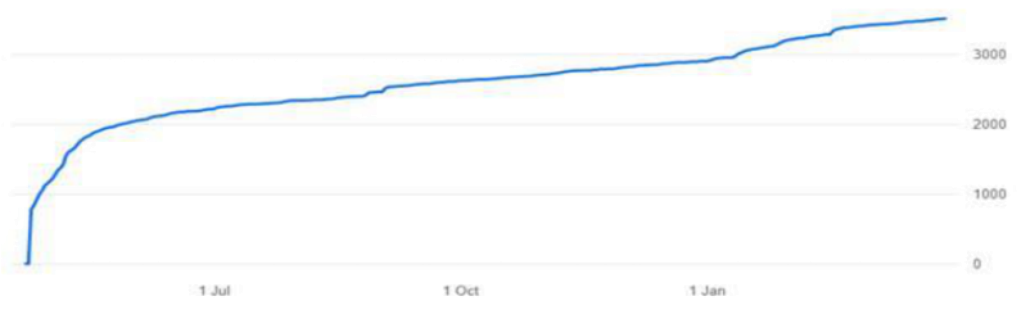
**Impressions** - Top of mind = Tip of tongue.

- **97,292** - How often people are exposed to our brand on Facebook this quarter (vs 86,920 last quarter).

#### Facebook – Love Local Group

- **668** - membership requests this quarter bringing the number of members up to 3508. .

3,508 total members ⓘ  
31 Mar 2021



Website – [www.Kapiticoastnz.com](http://www.Kapiticoastnz.com)

Metric	This Quarter	Last Quarter
Users	10, 243	10,800
Sessions	12, 314	12,833
Page views	23, 237	21,220
Average session	1:36	1:18
New vs Returning Visitor	31.6% new, 68.4% Returning	25.4% new, 74.6% Returning



**Work Ready Kāpiti (WRK)**

- To date there have been 25 placements (22 in total completed in 2019), tracking well given the impact of COVID 19.
- Work Ready Passports – A total of 41 young people have completed and passed their passports for the year. An increase of 65% on last year's completed passports.
- #EmployerMeets - all four events for 2020 are complete with a total of 148 students attending EmployerMeets, compared to 83 students last year. All 3 local colleges participated, plus Te Kura (online correspondence school) in this year's events. WRK saw a 27 per cent increase in last year's student attendance and over a 10% increase in employer engagement too.

**Monthly ED Business Emails**

The newsletter consists of relevant resources gathered from various areas of Government (such as IRD and business.govt.nz) and also anything happening in the region that business should be aware of including Council and partner events and activities.

This quarter the following standard emails went out:

Date Sent	Recipient numbers:
29 Jan 2021	1787
16 Mar 2021	1772

These emails were sent specifically relating to the Covid 19 Alert Level Changes and the implications and guidelines for businesses:

Date Sent	Recipient numbers:
15 Feb 2021	1789
17 Feb 2021	1782
2 March 2021	1779

**Performance measures**

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

Performance measures	Target	Result	Comment
On target			
The economic development strategy implementation plan deliverables are achieved	Achieve	On target	The Kāpiti Destination Plan consultants TRC carried out consultation with Councillors, Council staff, Iwi and the wider community; this will form the basis for the drafting of the plan. The Workforce Plan scope is finalised with the procurement process underway. Major Events delivered included, Kāpiti Food Fair, Kite Festival and Xterra.
Representatives of the business leadership forum are satisfied that the economic development strategy implementation plan deliverables are being achieved	85%	N/A	The Economic Development Kotahitanga Board has now been established and replaces the Leadership Forum.

The Māori Economic Development Strategy implementation plan deliverables are achieved	Achieve	On target	
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# Infrastructure

- Access and transport
- Coastal management
- Resilience & Sustainability
- Stormwater
- Wastewater
- Water management



# Access and Transport

Putanga me to ikiiki

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

To maintain, protect and improve our roading network and strongly encourage and support sustainable transport options.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$10.66m (ytd)**

\$10.65m budget (ytd)

\$14.33m budget (full year)

F/Y Forecast \$0.48m unfavourable

F/Y Outlook

Year To Date

On track.

### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)

**\$3.87m (ytd)**

\$5.04m budget (ytd)

\$6.74m budget (full year)

F/Y Forecast \$0.36m unfavourable

F/Y Outlook

Year To Date

FY unfavourable variance is due to the reduction of NZTA income for the East/west connectors.

### Capital expenditure

Costs for our capital projects

**\$3.92m (ytd)**

\$7.23m budget (ytd)

\$9.85m budget (full year)

F/Y Forecast \$2.09m favourable

F/Y Outlook

Year To Date

FY favourable variance of the East/west connector project due to the BC not yet approved and a reduction in budget that is aligned in Economic development on Town centres RIMU road project.

### Projects

On target

6

Six major projects, all on target.

### Performance measures (KPI)

Not yet due

4

On target

4

There are eight performance measures. Four are on target and four are not yet due.

## Summary of projects

There are six significant Access and Transport projects are summarised below.

Project status key

Complete

On target

Not on target

On hold

High risk

Ahead

Lagging

Underspend

\$U

Overspend

\$D

### 1. Sealed road resurfacing

#### Work completed in this period:

The sealed road resurfacing programme is 50% complete, with the remaining work programmed for April to June.

#### Key issues and risks:

Due to Covid delays last sealing season for some Councils (our programme was completed in full), inclement weather before Christmas and the large amount of surfacing work being undertaken in the region (including TG, M2PP and PP20) the contracting industry is under pressure to complete all programmed works. Our work is programmed to be completed by the end of June and we are working with our contractors to ensure our programme is delivered.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
580	1,436	1,236		Programmed to be completed by the end of June.

### 2. Footpath renewals and upgrades

#### Work completed in this period:

Footpath work continues and is on track to be completed by year-end.

#### Key issues and risks:

Nil at this stage.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
1,099	1,499	1,499		Programmed to be completed by the end of June.

### 3. SH1 revocation

M2PP Revocation of old SH1 is underway on the Raumati Straights. The installation of new stormwater infrastructure continues as well as the construction of the Raumati Road roundabout, new footpaths, kerb and channel. Work is progressing well. Works within the town centres of Paraparaumu and Waikanae has now been scheduled for June and November 2021 respectively. Stakeholder engagement has commenced.

#### Key risks/issues:

Timing / coordination associated projects / not going to deliver all of the work this year but have made allowance for this in next year's budget.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
162	1,368	612		

#### 4. Minor Improvements Programme

##### Work completed in this period:

Designed work continues on safety improvements at sites including the intersection of Ames and Beach in Road in Paekakariki, Raumati Village, the intersection of Rimu Road and Iver Trask Place in Paraparaumu. New sections of footpaths are being installed along Arawhata Rd and Te Moana Rd.

##### Key issues and risks:

Some delays to projects are being experienced due to the difficulty in sourcing parts or supplies imported from overseas. This will be monitored, and at this stage, our programmed works are expected to be completed by year-end.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
361	1,320	1,170		Programmed to be completed by the end of June.

#### 5. NZTA Drainage & NZTA Bridges

##### Work completed in this period:

Work continues of the ongoing drainage and bridge repairs programme.

##### Key issues and risks:

Nil to date.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
292	1,198	1,198		Programmed to be completed by the end of June.

#### 6. NZTA Targeted Roading (East/West Connector)

##### Work completed in this period:

Programme Business being finalised for Waka Totahi submission.

##### Key issues and risks:

Timing/coordination associated projects.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
258	1,624	300		

**Other key developments****Network Planning**

In addition to providing further advice on resource consents received in previous quarters, 23 new resource consents were received by access and transport in quarter 3. Advice has been provided at several pre-application, business start-up meetings and in response to 20 temporary events.

The Traffic Bylaw is currently under review.

**Expressways**

Physical works continue on PP2O and Fletcher Construction is liaising with Council and residents to enable the works.

**Safety**

The following safety events were undertaken:

- ✓ Child Restraint monthly checking clinics were held at the Kāpiti Plunket rooms. Thirty-eight child seats and restraints were checked and reinstalled during this period.
- ✓ A Pedal Ready GWRC Push scooter-training course was held at Paraparaumu Beach primary school with seventy-four, years Three, Four, Five and Six students.
- ✓ A Mobility Scooter safety course was held at the Kāpiti retirement trust village of Kāpiti Road, Paraparaumu with twelve mobility scooter riders from the Midlands and Sevenoaks villages run by the Mobility Centre from Lower Hutt.
- ✓ The rescheduled go by Bike Day breakfast was held at the Paraparaumu library with the option of a cooked breakfast or a healthier choice. A bike mechanic was on-site and checked over and tuned up each bicycle during the duration of the breakfast. A total of 28 cyclists attended, well down on numbers from previous events.

**Performance measures**

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

Performance measures	Target	Result	Comment
<b>On target</b>			
Residents (%) who are satisfied with the condition of footpaths	65%	On target (71%)	The Q3 resident opinion survey provides a score of 67%.
Number of serious and fatal crashes on district roads for this quarter. (DIA mandatory measure)	N/A	6	There were 6 serious injury crashes recorded in the third quarter of 2020-2021 compared to 3 serious injury crashes for the third quarter of 2019-20.
Percentage of service requests relating to roads and footpaths responded to within 3-5 hrs (urgent), 15 days (non-urgent). (DIA mandatory measure)	85%	On target	The result of Q3 was achieved with 85.5% responded to within contractual timeframes.  (2018/19 result was 'Not achieved')

Performance measures	Target	Result	Comment
Residents (%) who are satisfied with street lighting	85%	On target 90%	The Q3 result for the resident opinion survey was 90%.
<b>Not yet due</b>			
Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure is above 85%	Not yet due	This is reported at the end of the year.
The average cost of local roading per kilometre is comparable with similar councils in New Zealand	Achieve	Not yet due	This is reported at the end of the year.
Percentage of footpaths that fall within the service standard for the condition of footpaths as set out in the activity management plan. (DIA mandatory measure)	50% for 2019/20 (increases to 60% for 2020/21)	Not yet due	This is reported at the end of the year.
Percentage of the sealed local road network that is resurfaced (DIA mandatory measure)	5% (expressed as kilometres)	Not yet due	This is reported at the end of the year.





# Coastal management

Whakahaere takutai

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

To assist in achieving the sustainable management of the coastal environment and to protect publicly owned assets.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$0.69m (ytd)**

\$0.95m budget (ytd)

\$1.28m budget (full year)

F/Y Forecast \$0.13m favourable

F/Y Outlook



Year To Date



Minor variance, on track for year-end. YTD underspend is due to the late start of asset condition assessments.

### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)

**(\$0.00m) (ytd)**

\$0.00m budget (ytd)

\$0.00m budget (full year)

F/Y Forecast \$0.00m unfavourable

F/Y Outlook



Year To Date



On track for year-end.

### Capital expenditure

Costs for our capital projects

**\$0.29m (ytd)**

\$0.33m budget (ytd)

\$0.41m budget (full year)

F/Y Forecast \$0.01m unfavourable

F/Y Outlook



Year To Date



On track for year-end.

### Projects



There is one major project which is not on target.

### Performance measures (KPI)



There are two performance measures and both are on target.





### Summary of projects

Significant Coastal management projects this year are summarised below.

Paekakariki Seawall				
Paekakariki Seawall is ready for construction (all the designs are completed, Resource and Building Consents granted). The Original Plan was to tender physical works in 2020/21 and carry out construction in 2021/22 and 2022/23. However, as part of the 2021 Long Term Plan consultation process, options for the replacement of the seawall have been widely publicized. As a result, tendering the physical works and commencement of construction on site is dependent on the Council's decision based on the outcome of Community Consultation.				
YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
70	111	82		Not on target.

### Risks and Issues

Seawall which has been built in the '70s with a 25-year design life is subjected to regular failures due to coastal action. Replacement of the wall needs to be done sooner than later to avoid a catastrophic failure as the wall is supporting a public road and some water infrastructure.

Project status key				
Complete		On target		Not on target
Ahead		Lagging		Underspend
				Overspend

### Other key developments

- Preparation of the work programme and the budgets (20 years) for the 2021 Long Term Plan for Coastal activity is completed.
- Renewal of coastal assets physical works (commenced in 2019/20 and carried forward due to Covid 19 delays) - Asset replacements at Willow Grove and Rosetta Road, Raumati Beach launching Ramp are now completed.

**Performance measures**

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

Performance measures	Target	Result (ytd)	Comment
On target			
Respond within 48 hours to urgent requests to repair seawalls or rock revetments	90%	Achieved (100%)	There were 18 requests to date. Four of them were urgent and were responded to within 24 hours.
Stormwater beach outlets are kept clear	80%	Achieved (100%)	All beach outlets cleaned and kept clear.



# Resilience & Sustainability

Manawaroa & Toitū

## SOLID WASTE Third quarter activity report – 1 January to 31 March 2021

### Purpose

To provide accessible, effective and efficient waste management options, encourage waste minimisation, and provide landfill management.

### Financial key:

● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$0.49m (ytd)**

\$0.53m budget (ytd)

\$0.75m budget (full year)

F/Y Forecast \$0.00m favourable

F/Y Outlook

Year To Date

On track.

### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)

**\$0.46m (ytd)**

\$0.43m budget (ytd)

\$0.57m budget (full year)

F/Y Forecast \$0.04m favourable

F/Y Outlook

Year To Date

FY favourable variance is due to cleanfill revenue.

### Capital expenditure

Costs for our capital projects

**\$0.09m (ytd)**

\$0.15m budget (ytd)

\$0.22m budget (full year)

F/Y Forecast \$0.00m favourable

F/Y Outlook

Year To Date

Physical works are scheduled to be completed by the end of June 2021.

### Projects

On target

1

One major capital project is on target.

### Performance measures (KPI)

Partially achieved

1

Not yet due

1

Achieved

3

There are five performance measures, three have been achieved, one is not yet due, and one has been partially achieved. For this one, the questions asked in the resident survey were changed in Q2 (see comment below) and an amended KPI is proposed for LTP 2021 period.

### Summary of projects

There is one significant project for solid waste which is the Otaihanga Landfill Capping project.

Landfill Capping				
<p>During the current year, it became clear that remedial works and replanting were needed in the Southern Wetland to ensure the project can be signed off as completed in line with consent conditions. The wetlands reconstruction and replanting form an important and integral part of the cap construction/closure project. Unplanned cap maintenance also had to be programmed following gas monitoring results.</p> <p>Wet weather between June and December 2020 prevented any physical works from being started, but works are now underway since the end of February with the wetland works nearing completion, planting programmed and cap repairs in progress. Further cap construction will continue as weather permits, but given the depth of fill required for the last area of capping (which includes stormwater works), this is likely to take up to 1-2 years, subject to the amount of suitable clean fill received.</p> <p><u>Key issues and risks:</u></p> <p>There is no financial risk, these works are part of the landfill provision budget which is a multi-year budget set up specifically for the capping project and available until July 2023.</p>				
YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
86	184	188		The full budget has been committed to the works described above.

Project status key				
Complete	On target	Not on target	On hold	High risk
Ahead	Lagging	Underspend	Overspend	

### Other key developments

#### Resource recovery project

- Investigations and conversations are continuing for the Resource Recovery Project and Council will be briefed again on progress in May 2021.

#### Waste assets

- Both the Otaihanga and Otaki waste buildings have been assessed for earthquake risks and both were assessed as A-grade for seismic risk, which means the buildings are not considered potential earthquake risk building or potentially earthquake-prone building. Otaki met 85% of the New Building Standard and Otaihanga 100% of NBS. There are no legal requirements to strengthen the buildings (required for a score of less than 34%).

#### Regulation

- The government has now gazetted the increase and expansion of the waste disposal levy (on each tonne to landfill). This will support change in the waste sector by adding a disincentive

to disposal of waste and providing additional waste levy income to the Council (at least for some time).

#### **Waste Bylaw 2020**

- An Event Plan template and other resources are being developed within the regional waste educators group.
- The development of a regional licensing system for waste collectors and operators has been started by the Regional WMMP Steering Group, including developing an IT system for regional data management.

#### ***Waste minimisation activities included***

- a) **Engagement**  
Delivery of the Zero Waste Education programme to 8 classes (175 students) at Kāpiti School. Waste audit for Small Wonders ECE.
- b) **Community**  
Supported 2 council-run Events as Zero Waste events (Movies in the Park and Path to Park)  
Loaned bin hoods to 4 external events for zero waste.
- c) **Education**  
Delivered Recycling Do's & Don't's Flyer in February rates notices reaching 25,000 households.

The public education campaign on changes in plastic recycling continues via social media channels continues with 1 new video on contamination. The lined cartons recycling contamination video reached over 6,779 people.

Series of waste minimisation campaigns shared and content created for social media throughout the quarter.

Confirmed partnerships, booked workshops and developed website content and visual resources for the Love your Compost campaign. Delivery starting in Q4.

#### **Waste levy grants process**

- In total, 7 Waste Levy Grants applications were awarded 1 grant to a business, 4 projects focused on organic waste diversion and 2 to support Māoriland.

#### **Regional**

- Staff attended the Wellington Region Waste Forum in Carterton and a national hui on food waste and food insecurity.

#### **Resource recovery**

- Zero Waste Ōtaki Trust official opening day at the Otaki Resource Recovery Centre was on 31 January 2021. Community support is growing.
- E-waste collection containers have been set up at the Otaihanga site, but use is pending signage.
- EarthStarch food waste composting trial has started on the Otaihanga landfill site.

**Public places**

The upgraded public recycling bins at Maclean Park were audited in January 2021 finding that the bins are well used capturing a significant volume of recyclable materials. A significant proportion (43.8%) of recyclable materials appears to be from households rather than visitors to the park. 27.4% was contaminated (either unrecyclable items or dirty items). Targeted education to address these findings to be delivered in Q4.

**Council's waste minimisation – internal**

Ran a staff litter clean-up for Sea Week.

**Collections**

Collectors meeting held and discussed changes in licence conditions.

**Performance measures**

There are five key performance indicators (KPIs) in the waste minimisation section of the Sustainability and Resilience activity.

Performance measures	Target	Result (ytd)	Comment
<b>Achieved</b>			
Residents (%) who are satisfied with the standard of kerbside collections	85%	91%	Satisfaction increased from 88% in Q2 to 91% in Q3. The feedback question was not asked in this quarter so not possible to provide commentary on why this is the case.
Number of days disposal facilities are open	357 days per year		To be reported in Q4.
Licensed collectors are compliant with licence requirements	Achieve	Achieved	Regular collection monitoring has been carried out and found overall good compliance. No warnings have been issued.
Illegally dumped waste is removed within two working days	85%	94%	Most service requests received for illegal dumping were responded to within 2 days.
Residents (%) who are satisfied with the waste minimisation education, information and advice available	75%	83% and 56%	The resident survey question relating to this KPI is now split into an awareness question (of information provided) and a satisfaction question. The awareness of waste minimisation activity increased from 73% to 83% in Q3, and the satisfaction score has also increased from 53% to 56%. The feedback question was not asked in this quarter.



# Stormwater

Whakahaere wai araha

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

To provide a stormwater system to manage surface-water run-off from urban catchments while protecting the receiving environment, ensuring water quality and reducing risks to human life and health from flooding.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate the council's activities  
(Excluding Overhead Allocation)

**\$2.78m (ytd)**

F/Y Outlook



\$2.77m budget (ytd)

Year To Date

\$3.82m budget (full year)



F/Y Forecast \$0.51m unfavourable

FY unfavourable variance of \$600,000 is mainly due to Stormwater modelling & condition assessment work that is funding by the 3 waters reform funding. Work planned to spend the full budget by End June 2021

### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)

**\$0.79m (ytd)**

F/Y Outlook



\$0.11m budget (ytd)

Year To Date

\$0.15m budget (full year)



F/Y Forecast \$0.69m favourable

YTD favourable variance is due to development contributions for the new subdivision. FY favourable variance of \$600,000 is due to the 3 waters reform funding. Work planned to spend the full budget by End June 2021

### Capital expenditure

Costs for our capital projects

**\$2.56m (ytd)**

F/Y Outlook



\$2.69m budget (ytd)

Year To Date

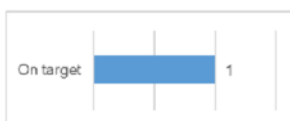
\$4.08m budget (full year)



F/Y Forecast \$0.09m unfavourable

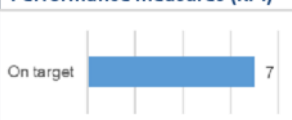
On track

### Projects



The one major project is on target.

### Performance measures (KPI)



Seven performance measures are on target.



## Major Stormwater Projects

### Major stormwater projects

The major stormwater projects cover the design and construction of major drainage systems to accommodate runoff from less frequent storms (1 in 50 years or 1 in 100-year events). These projects include upgrading under capacity networks, network extensions, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and damage to property due to flooding.

The projects covered under this category in 2020/21 are mainly focused on the alleviation of habitable floor flooding.

#### Projects in Physical Works Phase:

- Margaret Road SW upgrades Stage 2 – Construction completed
- Asset upgrades in Sunshine Avenue – Construction in progress
- Asset upgrades in Moana Road, Otaki Stage 2 – Construction in progress
- Asset upgrades in Riwai Street – Construction commenced
- Paraparaumu 2 SW Renewals – Construction commenced
- Awanui Drive SW upgrades - Contract awarded. Commencing in September 2021
- 2020/21 Minor SW capital works – Construction in progress

#### Projects ready for procurement of physical works:

- Paraparaumu 3 Catchment Asset Renewals
- Paraparaumu 4 Catchment Asset Renewals
- Asset upgrades in Titoki Street / Simpson Crescent/ Rewa Road
- Asset upgrades in Raumati Road Area 1
- Moa Road flood wall - on hold due to affected party (Kapiti airport) consenting issues
- Asset upgrades in Amohia Street (93-97) – on hold due to GWRC consent issues
- Matene SW upgrades

#### Designs / Resource Consents in progress :

- Asset upgrades in Kena Kena catchment
- Stormwater inputs for Manly street culverts project
- Town Centre modelling work Phase 2
- Stormwater inputs for the Kāpiti Gateway project
- Asset upgrades in Charnwood Grove
- Alexander Bridge upgrade
- Karaka Grove flood wall
- Kakariki streamworks
- Amohia catchment diversion
- Asset upgrades in Richmond Avenue
- Asset upgrades in Tennis Court Road/ Forest Avenue
- Asset upgrades in Tilley Road

- Asset upgrades in Park Avenue/ Kohekohe
- Asset upgrades Manly Steert/ Marine Parade
- Asset upgrades Hydes Road/ Tirimoana Road
- Asset upgrades in Rosetta Road
- Paraparaumu 1 Catchment Asset Renewals









**Work Planned for Q4 of 2020/21:**

- Completing the physical works
- Resolving issues with GWRC and Iwi
- Completion of designs in progress
- Commence new design projects in priority areas as identified in the 2021 Long Term Plan

**Key issues and risks:**

- Gaining Greater Wellington Regional Council's resource consent for Stormwater projects is becoming increasingly difficult as GWRC's focus is mainly on the environment and not on flooding issues. If KCDC does not take any action to address this issue Council will continue to operate at a lower than the desired level in terms of asset management and service delivery.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
2,464	4,029	4,114		On target.

Project status key				
Complete		On target		Not on target
Ahead		Lagging		Underspend
				
				Overspend
				
				On hold
				
				High risk
				

**Other key developments**

- In 2020/21, to date there were 150 complaints compared to 213 in 2019/20.
- District-wide asset investigations: Stormwater survey, CCTV and Manhole condition assessments, data gathering to close the gaps in Asset data in progress.
- District-wide water quality monitoring and flood hazard modelling work in progress.
- In Q3 of 2020/21, completed 3.5km of open-drain/stream cleaning (gravel extraction, machine cleaning and hand cleaning).
- Stormwater strategy and By-Law, Hydraulic Neutrality effectiveness and Global drain maintenance consent projects progressing well.
- Prepared the project programme and the budgets (for 37 years) for the 2021 Long Term Plan.

**Performance measures**

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

Performance measures	Target	Result	Comment
<b>On target</b>			
Median response time to attend a flooding event from notification to attendance on site  (DIA mandatory measure)	Urgent = less than or equal to 24 hours	On target (median response time was less than 24 hours)	Year to date, there were 144 service requests and 109 were flooding related complaints. Of those 109 complaints, 39 were urgent and the median response time was 0 days (less than 24 hours). (2019/20 result was less than 24 hours.)
	Non-urgent = less than or equal to 5 days	On target (median response time was 1 day)	The median response time was 1 day for 70 non-urgent flooding related complaints. (2019/20 result was 1 day)
Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (100%)	Year-to-date there was 1 building-related flooding requests (garage flooding) and visited within 1 week. (2019/20 result was 1 building-related request, which was visited within less than 1 day)
Number of complaints received about the performance of the district's stormwater system (DIA mandatory measure)	Less than 30 per 1000 properties connected to the Council's stormwater system	On target (4.85 per 1000)	The 109 flooding related complaints in the year to date translate to 4.85 per 1000 connections (estimated 22,464 connections).  (2019/20 result was 9.5)
The number of buildings (habitable floors) reported being flooded as a result of a less than a 1-in-50-year rain event (DIA mandatory measure)	Less than 3 per 1000 properties connected to the council's stormwater system	On target	There were no habitable floors affected by flooding events. This translates to 0 per 1000 connections. (2019/20 result was 0.00 as habitable floors were not affected by flooding in Q1 and Q2 of 2019/20)
Measure compliance with council's resource consents for discharge from its stormwater system, by the number of a) abatement notices; b) infringement notices; c) enforcement orders; and d) successful prosecutions, received by the council concerning those resource consents. (DIA mandatory measure)	None	On target (None)	To date in 2020/21, There has been no non-compliance with Council's resource consents for discharge from its stormwater system.  (2019/20 result was 'Achieved').
Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the	Achieve	Achieved	One major stormwater project completed to date this year. The work has been carried out following the key standards as defined in the Council's activity management plan.

council's activity management plan <i>(DIA mandatory measure)</i>			(2019/20 result was Achieved)
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# Wastewater management

Whakahaere wai para

## Third quarter activity report – 1 January to 31 March 2021

<b>Purpose</b>	To provide wastewater (sewerage) infrastructure that protects public health and the natural environment and provides continuity of service for the Kāpiti community.
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Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$6.36m (ytd)**

\$5.87m budget (ytd)

\$7.89m budget (full year)

F/Y Forecast \$0.60m unfavourable

F/Y Outlook

Year To Date

FY variance is due to the removal of sludge, maintenance and electricity

### Operating income

What we earn – fees, charges, grants etc  
(Excluding Rates)

**\$0.11m (ytd)**

\$0.08m budget (ytd)

\$0.10m budget (full year)

F/Y Forecast \$0.05m favourable

F/Y Outlook

Year To Date

On track

### Capital expenditure

Costs for our capital projects

**\$1.73m (ytd)**

\$1.03m budget (ytd)

\$4.71m budget (full year)

F/Y Forecast \$1.43m favourable

F/Y Outlook

Year To Date

FY underspend is mainly due to the Duplicate rising main.

### Projects

Not on target

3

Three projects are not on target.

One project programme delayed by resources, one project delayed by lack of iwi engagement, one project delayed due to land ownership issues.

### Performance measures (KPI)

Not on target

1

On target

4

Four performance measures are on target and one not achieved.

### Summary of projects

#### Paraparaumu wastewater treatment plant (WWTP) upgrades

##### Work completed in this period:

- Due to the risk of failure of existing blower equipment, priority is placed on the scheme of work to upgrade the aeration system, ahead of the planned Inlet Works upgrade programme. Air distribution infrastructure is now considered a later range of works, with blower procurement and housing a priority. Replacement Dissolved Oxygen sensing equipment was installed in Q3. The final agreement on supply contract terms has just been achieved. Advanced procurement of blower units is tied to the production programme in Finland, however, and KDC's "slot" may still be from June 2021.
- Detailed design continues for the Inlet Works upgrades scheme, with screening and grit removal technology having been selected. Geotechnical and buried-services surveys have been undertaken in this Quarter.

##### Key issues and risks:

- The premature failure of a blower unit and the withdrawal of support by the current agent of this make of blower means advanced procurement of non-stock equipment under the planned 2021/22 upgrades is a high priority.
- Careful consideration of procurement timing is required before certainty on forward works programmes can be attained. Constraints on the availability and movement of skilled overseas personnel and internationally sourced equipment due to COVID-19 must be considered.
- Work is underway to ensure we have correct funding profiles for future planned works (future renewals and upgrades) and planned works in years 1 to 5 now that scope and forecast cost are further developed) as part of the LTP 2021 development process.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
495	1,980	692		Not on target.

**Paraparaumu WWTP – resource consent**

The renewal of existing resource consents for Paraparaumu WWTP. All current consents expire in 2022.

- The project is now on a critical path to develop an application due to delays in engagement with our key stakeholder of the last 18 months.
- Whilst the next phase of development was for the full list of future treatment options for stakeholder review, we have commenced strategic development of a phased application approach, including a parallel holding consent. In Quarter 3, GWRC gave us S124 permission to apply for the interim consent as late as December this calendar year.
- Engagement with mana whenua in the re-consenting process has now commenced, where this was on hold prior, starting with a hui in January, valuable ongoing online meetings with Ti Atiawa's planning consultant Perception Planning, and a more involved hui planned in May.
- Simpson Grierson was engaged in Quarter 2 to review many legal questions arising from consideration of the "Phase 1", parallel holding application, approach – this is advanced but ongoing.

Key risks/issues

- Additional work is required to complete an interim consent application for the discharges from the treatment plant. This affects the programme and cost.
- Delays in engagement and consultation on options have meant a full process cannot be completed before the discharge consents expire, thus Council has commenced the development of an application for an interim extension to the existing consents, in parallel with the development of options under the main application.
- The extent of work discussed as to be required to work up the Long List of discharge options, now that long-term discharge to the current discharge point is considered unlikely, affects the programme also

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
269	951	297		Not on target.

Waikanae Duplicate Rising main				
This project has effectively been put on hold until another upgrade project has been completed, as the contractor selected for early involvement will not become available until FY2021/22. However, minor enabling works are being undertaken, and so minor expenditure is being incurred.				
YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Commentary
55	921	73		Not on target.

Project status key				
Complete		On target		Not on target
Ahead	⌚ ▲	Lagging	⌚ ▼	Underspend
				Overspend

#### Other key developments

- Otaki Wastewater Treatment Plant renewal and upgrade programmes were commenced in earnest this quarter, with the commencement of advanced procurement of a new rotary drum inlet screen and commencement of specification for pond sludge removal.
- Construction works under the contract awarded for the Otaki Wastewater Treatment Plant Land Disposal Treatment Area (effluent treatment fields) upgrades are advanced, with completion expected in Q4 FY2021/22, and with little delay or variation in planned cost.
- With the engagement of a KCDC Tradewaste Officer we have slowed the engagement of consultant support intended to develop the first trade waste agreements; now developing this scope by direct contact between the consultant and the new TW Officer in Q4.
- Prior asset planning identified Wastewater Pumping Stations that require new control cabinets in this FY. Procurement of these panels ongoing.
- The Containment Standard (WW Network Performance) definition project continues. Upgrades and renewals analysed against a standard for the containment of wastewater in the network, and modelling updates fed the LTP-21 planning. Especially notable was the effect of more recent Otaki township population figures and Climate Change dynamics. The next phase is to develop tools for better network modelling data, especially greater resolution in local network flow values.



**Performance measures summary**

There are five key performance indicators (KPIs) in the wastewater management activity. Four were on target at the end of the third quarter of FY2020/21.

Performance measures	Target	Result (ytd)	Comment
<b>On target</b>			
Median response times to sewage overflows resulting from a blockage or other fault measured by attendance time (from the time council receives a notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Less than or equal to 1 hour	On target	Median attendance time was 24 minutes for 96 blocks or faults attended in the year to date. (2019/20 result was 25 minutes)
Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives a notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Less than or equal to 5 hours	On target	The median resolution time was 1 hour and 6 minutes for 96 blockages or faults in the year to date. (2019/20 result was 1 hour 38 minutes)
The number of complaints received by the council about any of the following: a) sewage odour; b) sewerage system faults; c) sewerage system blockages, and d) council's response to issues with the sewerage system. <i>(DIA mandatory measure)</i>	Less than 7.2 complaints per 1,000 connections to Council's sewerage system.	On target	110 complaints were received at the close of the quarter (from a total of 20,410 connections). This equates to 5.39 complaints per 1,000 connections.
Number of dry weather sewerage overflows  <i>(DIA mandatory measure)</i>	At or below 2 per 1000 connections to Council's sewerage system	Not achieved (2.16 overflows/ 1,000 connections)	There was 44 dry weather overflows at end of the quarter; however, there were only <i>three</i> <i>GWRC-Notifiable events</i> so far this year (unchanged from Quarter 2); out of a total of 20,410 connections. The number of all dry weather overflows equates to 2.16 overflows per 1,000 connections.
Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and	None	On target	No non-compliance actions under these criteria in the quarter.

d) convictions, received by the council in relation to those resource consents. (DIA mandatory measure)			
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# Water management

Whakahaere wai

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

The key goal for the water management activity is ensuring a safe, affordable and sustainable long-term water supply solution for our district.

● within 10% of budget
 ● 10% or more favourable to budget
 ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)



On track.

### Operating income

What we earn – fees, charges, grants etc.  
(Excluding Rates)



FY variance is due to the 3waters stimulus funding.

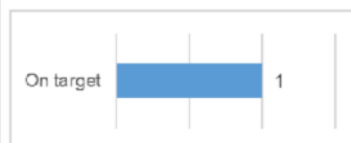
### Capital expenditure

Costs for our capital projects



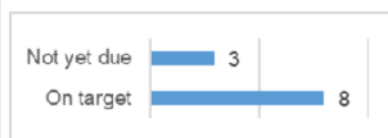
On track.

### Projects



One project delayed due to a delay in design delivery by the Consultant, and due to re-mapping of the scheme to a revised capital programme (scope and cost developed further; now revised as LTP21 draft).

### Performance measures (KPI)



All KPIs on track, barring one known one on which we will not achieve again this FY (water treatment compliance; until capital works can commence).

## Summary of projects

The one significant water management project this year is summarised below.

### Drinking water safety and resilience project

The WSRP project has continued to experience delays in the design which is causing issues with enabling the commencement of construction.

#### Waikanae WTP Stage 2

##### Design

The design, drawings & specifications have been reviewed by Council with comments sent back to Beca. Currently waiting on Beca revising and issuing the updated design, drawings and specifications.

##### Construction Procurement

In quarter 3, we have continued the early contractor involvement with Brian Perry Civil (BPC) with the inclusion of the following:

- The contract has now been split into three separable portions to allow for equipment procurement that has long lead times (Separable Portion 1) and to ensure that Brian Perry Civil (BPC) is establishing a site in May to commence utility relocation, clarifier and rapid mix construction (Separable Portion 2).
- Separable Portions 1 & 2 are part of the pricing review that is being carried out by Bond CM. Bond CM will review BPC pricing and check all supplier/sub-contractor pricing. As soon as Council receive a completed design and construction drawings then BPC will revise the price with another review by Bond CM.
- Bond CM is in the process of preparing the contract documents in conjunction with the Council. As soon as we have an agreed contract then we can procure materials.
- BPC has marked out on site the locations of the clarifier, rapid mix tank & chemical tank farm.

#### Completed at the end of Quarter 3 of FY2020/21 are:

##### Waikanae WTP Stage 2 –

- Completion of detailed design to approximately 98% including Council review and commentary for the clarifier & rapid mix tank.
- Comments received back from Beca from the Council review of the drawing, specifications and detailed design report.
- Engagement of Bond CM to facilitate the contract preparation and the BPC price review.
- Further discussions/meetings with Beca to progress the design of the Lime Silo, Chlorine Room and Backwash Pump.










##### Ōtaki & Hautere –

- Continuation of the discharge consenting & hydrogeology for Otaki & Hautere.

#### Key issues and risks:

- Tasman Road – Engagement and a formal agreement required with the Iwi trust who are the landowners for the WTP site.
- Hautere – Engagement and a formal agreement required with the landowner of the access road to the WTP.

YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Comment
1,443	6,539	4,770	Not on target.

Project status key					
Complete		On target		Not on target	
Ahead		Lagging		Underspend	
				Overspend	
				On hold	
				High risk	

### Other key developments

- The drinking water safety improvement programme continues in this quarter. Some capital improvement works are expressed in AMP21/ LTP21. A draft Water Safety Plan was submitted to MoH (via Regional Public Health, and Drinking Water Assessor) in Quarter 2, but Regional PH has contacted us and has said they have limited resource currently to assess its value and so we are on hold.
- Examples of water safety planning actions are also discussed below. In this Quarter the Drinking Water Emergency Response Programme (DWERP) commenced, facilitated by WSP Opus, with several specialist workshops to be held.
- Regarding water contamination risks from private properties backflowing into our reticulated water supply network, fieldwork has been completed to verify individual installation requirements and inform the policy rollout expressed in the LTP.
- Following the assessment of the security of the Council's drinking water supply bores in FY2019/20 the designs for the improvements are now well advanced. These improvements will further protect our precious groundwater resource for the risk of contamination.
- A detailed assessment of the condition of the Paekākāriki Water treatment plant was completed and the asset renewals schedule was used to re-align the 2021 LTP treatment plant renewals budgets. It was decided in FY20/21 to continue with repairs to filter No2, underway in Quarter 2; largely complete in Quarter 3.
- The Tasman Road water main upgrade has commenced. We have purchased the 300mm Ductile Iron (DI) pipe (NZ stock and balance from Australia). Early contractor engagement has resulted in tender acceptance and a May start date.

### Performance measures

Performance measures	Target	Result	Comment
<b>Achieved</b>			
Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives a notification to the time that staff are on-site) (DIA mandatory measure)	Urgent = less than or equal to 1 hour	On target	The median attendance time was 28 minute for 48 urgent water interruptions. (2019/20 result was 13.5 minutes)
	Non-urgent = less than or equal to 3 days	On target	Median attendance time was 3 hours 24 minutes for 479 non-urgent water faults. (2019/20 result was 3 hours)

Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) (DIA mandatory measure)	Urgent = less than or equal to 5 hours	On target	Median resolution time was 53 minutes for 48 urgent water interruptions. (2019/20 result was 48.5 minutes)
	Non-urgent = less than or equal to 4 days	On target	Median resolution time was 22 hours and 14 minutes for 479 non-urgent water faults. (2019/20 result was 22 hours 21 minutes)
Peak water consumption in litres per person per day (l/p/d)	At or below 490 l/p/d	On target	Peak day water use for the year to date was 393 l/p/d. (2019/20 result was 414 l/p/d)
Average water consumption in litres per person per day (DIA mandatory measure)	At or below 325 l/p/d	On target	Average use for year to date was 306 l/p/d. (2019/20 result was 312 l/p/d)
Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following: a) drinking water clarity; b) drinking water taste; c) drinking water odour; d) drinking water pressure or flow; e) continuity of supply; and f) council's response to any of these issues. (DIA mandatory measure)	At or below 6.2 complaints per 1,000 connections	On target	A total of 73 'complaints' were logged this year to date (17 water quality [taste/odour], 48 service requests for no water supply, & 8 low pressure enquiry).  Thus, with a total of 23,253 connections, this translates to 3.14 complaints per 1,000 connections.  (2019/20 result was 6.34 per 1,000)
Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	85%	On target	The Resident Opinion Survey Quarter 3: 69% are satisfied or very satisfied with water quality. The adjusted satisfaction score sits at 85%, consistent with previous quarters. (now using Dapresey Dashboard tool, online)

Performance measures	Target	Result	Comment
Not yet available			
Percentage of real water loss from the Council has networked reticulation system. (DIA mandatory measure)	At or below 23.6%	Not yet assessed	Assessed at end-Year
Measure the extent to which the district's drinking water supply complies with: a) part 4 of the drinking-water standards (bacteria compliance criteria); and b) part 5 of the drinking-water standards (protozoal compliance criteria) (DIA mandatory measure)	a) Achieve 100%	Not yet due	Confirmed compliance results are not due until later in 2021 from the Drinking Water Assessors (DWAs). (2019/20 result was 'Not achieved')
	b) Achieve 100%	Not yet due	Note that the Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which is programmed under the WSRP for 2019–2022. (2019/21 result was 'Not achieved')

## Planning and Regulatory Services

- Districtwide planning
- Regulatory services





# Districtwide planning

Ngā kaupapa takiwa

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

To establish the development framework for the sustainable management of the district's natural and physical resources.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$1.47m (ytd)**

\$1.91m budget (ytd)

\$2.53m budget (full year)

F/Y Forecast \$0.02m favourable

F/Y Outlook

Year To Date

Operating expenditure favourable to budget mainly due to district plan and coastal adaptation projects both looking to spend towards the end of the financial year. On target for a full year.

### Operating income

What we earn – fees, charges, grants etc.  
(Excluding Rates)

**(\$0.00m) (ytd)**

\$0.00m budget (ytd)

\$0.00m budget (full year)

F/Y Forecast \$0.00m unfavourable

F/Y Outlook

Year To Date

There is no operating income for this activity.

### Capital expenditure

Costs for our capital projects

**(\$0.00m) (ytd)**

\$0.00m budget (ytd)

\$0.00m budget (full year)

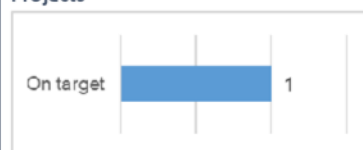
F/Y Forecast \$0.00m unfavourable

F/Y Outlook

Year To Date

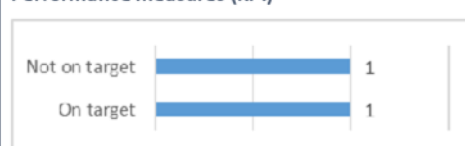
There is no capital expenditure for this activity.

### Projects



There is one major project which is on target.

### Performance measures (KPI)



There are two performance measures, one is achieved and the other not achieved.

### Summary of projects

District Plan Review				
<ul style="list-style-type: none"> <li>The period for appeals to the Environment Court on Variation 2 (Waikanae Beach and Beach Character Set Back Margins) closed in late January 2021. No appeals were made, completing the last of the four variations to the Proposed District Plan.</li> <li>Work continued on modifications to the Proposed District Plan in response to National Planning Standards requirements. Also, in anticipation of the Proposed District Plan becoming operative in 2021, scoping begun of potential plan changes including a response to the National Policy Statement on Urban Development 2020.</li> </ul> <p>Key risks/issues:</p> <ul style="list-style-type: none"> <li>Council faces significant district planning costs in future years, largely because of central government amending legislation and issuing new national policy statements, which require the Council to review the District Plan. Council is also likely to face increasing pressures to take on the costs of private plan change requests, rather than requiring developers to meet those costs. The existing Long Term Plan budget for District Planning does not provide for the costs of meeting additional national obligations or adopting private plan change requests.</li> <li>New laws replacing the Resource Management Act will be progressed in 2021. Such fundamental resource management reform is likely to take some time to complete and may well have a significant impact on this activity area. How these reforms will affect the district-wide planning activity will not be known until any replacement legislation is finalised.</li> </ul>				
YTD Actuals (\$000)	FY Budget (\$000)	FY Forecast (\$000)	Status	Comment
106	511	439		On target.

Project status key					
Complete		On target		Not on target	
Ahead	⌚▲	Lagging	⌚▼	Underspend	\$U
				Overspend	\$O
				On hold	
				High risk	

### Performance measures

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

Performance measures	Target	Result (ytd)	Comment
<b>On target</b>			
Develop and monitor a strategic policy framework and research programme to underpin the district plan and long term plan	Achieve	Achieved	No comment.
<b>Not on target</b>			
Residents (%) who agree that the district is developing in a way that takes into account its unique character and natural environment	75%	72%	The average result for quarters one, two and three is 72%.



## Regulatory services

Ratonga whakaritenga

### Third quarter activity report – 1 January to 31 March 2021

#### Purpose

To manage a range of public health, safety and design needs associated with building control, resource consents, environmental health, food safety, animal control, noise management, alcohol licencing, designations and compliance.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

#### Operating expenditure

The costs to operate this activity (excluding overheads)

**\$3.94m (ytd)**

\$4.22m budget (ytd)

\$5.66m budget (full year)

F/Y Forecast \$0.03m favourable

F/Y Outlook

Year To Date

Operating expenditure of \$3,940,000 is \$280,000 favourable to budget mainly due to savings in personnel vacancies.

#### Operating income

What we earn – fees, charges, grants etc. (excluding rates)

**\$3.67m (ytd)**

\$3.61m budget (ytd)

\$4.65m budget (full year)

F/Y Forecast \$0.06m favourable

F/Y Outlook

Year To Date

Operating income of \$3,670,000 is \$60,000 favourable to budget mainly due to a MBIE grant of \$70,000 for Freedom Camping.

#### Capital expenditure

Costs for our capital projects

**\$0.01m (ytd)**

\$0.00m budget (ytd)

\$0.00m budget (full year)

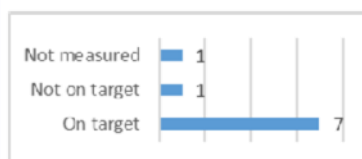
F/Y Forecast \$0.01m unfavourable

F/Y Outlook

Year To Date

Capital expenditure of \$6,600 is a final invoice for the new animal shelter that was completed last financial year.

#### Performance measures (KPI)



There are nine performance measures, seven are on target, one is not on target and one is not measured this quarter due to staff capacity.

**Other key developments***Regulatory Services*

- Regulatory Services received a total of 3349 service requests in the third quarter of 2020/2021. Of those 2993 (89%) were responded to within the required times.
- Regulatory Services received one complaint, which was not upheld, and 21 compliments about service received in the second quarter of 2020/2021.
- In the 3rd quarter of 2020/2021, 197 Land Information Memoranda (LIM) were issued, compared with 191 the previous year. The average number of days to issue LIMs during this quarter was 6 days.

*Building*

This quarter has seen the Building Team return to full operations with an increasing number of building consent applications being received.

It is becoming apparent COVID is impacting the construction sector with the supply of some building materials becoming problematic. These supply issues are yet to become a significant issue with, local builders in general (verbally) confirming they have a reasonable amount of future work on the books with some being booked out 12 months in advance.

**Building consents processing:** Building consent applications have increased steadily during this quarter with 292 new applications being received. We received 215 applications for the same quarter last year.

- In the third quarter, 245 building consents were granted compared with 210 for the same period last year.
- For this quarter 2020-21, 97.14% of building consents were issued within statutory 20-day timeframes. The Consents team met Kāpiti Coast District Council KPI of the majority of consents being issued within 17 days.
- The average number of days to issue building consents during this quarter was 12 days.

**Building inspections:** Building inspections have been patchy for this quarter, due to a combination of material shortages, poor weather, and labour shortages.

- 660 building consent inspections were undertaken in the third quarter.

**Code Compliance certificates:** We continue to see an increase in the number of Code Compliance Certificates to be issued as owners and contractors work through the backlog of outstanding building work created due to the COVID-19 lockdown.

During this period, 7 Code Compliance certificates went over the 20-day statutory timeframe. This was due to a combination of human error and reporting problems. Steps have been put in place to ensure the same problems do not reoccur.

MBIE has advised that there is an expectation that not all statutory timeframes will be able to be met as a result of the effects of the pandemic.

- 177 code compliance certificates issued in the third quarter (151 for the same quarter last year)
- 96.59% or 170 code compliance certificates were issued within statutory timeframes.

- The average processing times for code compliance certificates was 19 days. This was due to one CCC not being sent by a former officer. This outstanding CCC was identified during an audit and was sent immediately; however, the lengthy delay distorted average processing days.

**BWoF audits:** Thirty-three BWoF inspections were completed during this quarter. We are tracking behind on last year's audits due to Covid-19 and we are putting plans in place to increase audit numbers in the fourth quarter to help meet the target of 166 for the year.

**Certification notifications:** Six section 73 certifications under the Building Act were registered with LINZ during this quarter.

#### *Resource Consents*

The Resource Consents and Compliance team received 93 resource consent and deemed permitted boundary activity applications in the third quarter of this year. This is significantly more than the number of applications received in the same quarter last year. 66 applications were received in the third quarter of last year.

52 resource consent/ resource management decisions and 15 deemed permitted boundary activities were issued this quarter. This is compared to 50 resource consents/ resource management decisions and 9 deemed permitted boundary activities in the same quarter last year.

This quarter all resource consents were processed non-notified and 13 had time extensions under section 37 of the Resource Management Act. It should be noted that from October last year the number of applications that have timeframes extended according to s37 of the RMA will reduce as recent changes to the Act now allow applicants to place non-notified resource consent applications on hold, therefore the team do not have to rely on s37 to do this. For consents that did not have their statutory timeframes extended, the average processing time was 17 working days against a target of 17 working days.

This quarter the team issued 34 s223 subdivision certifications all within the statutory timeframe of 10 working days. Two certifications (RM190193 & RM190105) for Kainga Ora (Housing New Zealand) were extended under s37 of the RMA at the request of the applicant so that the s223 and s224 certifications could be issued at the same time. 24 s224(c) certificates were issued this quarter, which created a total of 54 new lots.

Input has continued into the three major roading projects within the Kāpiti District. Construction on PP20 continues to progress with the team processing a number of requests for amendments to Site Specific Management Plans (SSEMP's) as well as undertaking regular site inspections to ensure that consent conditions are complied with. Compliance staff have also been involved with the Mackays to Peka Peka project as this project gets closer to transferring the responsibility from NZTA to Council. Transmission Gully continues to progress and with the project, due to open later this year officers are busy working with the Joint Venture to ensure conditions and requirements are met.

*Environmental Health, Licensing and Compliance*

- In this 3<sup>rd</sup> quarter; 65 food businesses renewed their registrations; 11 new food businesses registered, and staff conducted 46 verifications of food businesses that operate under a template food control plan.
- The staff conducted 32 health licensed premises inspection to ensure they are meeting Health Regulations (hairdressers, Undertakers, Motor Camps and miscellaneous premises).
- In this 3<sup>rd</sup> quarter staff issued 14 alcohol licences; 28 Special Licences; 44 Managers Certificates; and conducted 24 alcohol monitoring inspections.
- The Compliance Team carried out 110 residential swimming pool barrier inspections and 108 trade waster inspections.

*Public Spaces and Animal Management*

- The Public Spaces and Animal Management team received three urgent requests for 'dog attacks' in the third quarter; and two urgent threatening reports. All incidents reported as urgent were responded to within the required one hour.
- At the end of the third quarter, there were 8290 known dogs in the District. 234 remain unregistered. However, only 82 of those unregistered are required to be registered as 52 dogs are at rehome agencies awaiting their forever homes. The KPI target for staff is to ensure 95% of all dogs required to be registered are registered. The staff exceeded the target having registered almost all of the dogs in the District (99%).

**Performance measures**

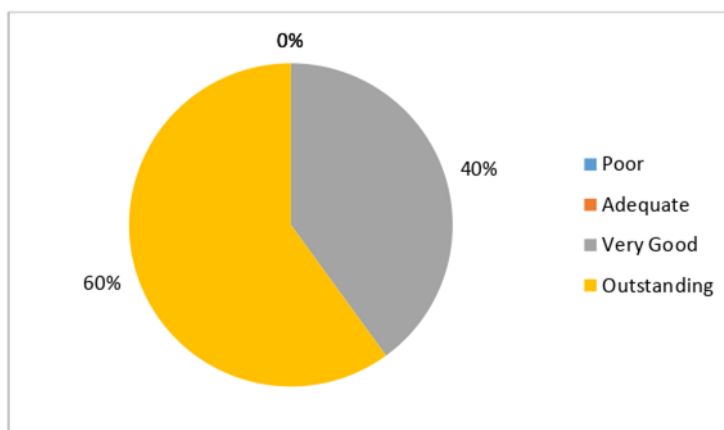
There are seven key performance indicators (KPIs) in the activity of the regulatory service.

Performance measures	Target	Result	Comment
<b>On target</b>			
Average working days to process building consents will not exceed 17 days	Achieve	Achieved	245 Building Consents were issued in the 3rd quarter and 97.14% were completed within 20 working days.
Average working days to process non-notified resource consents will not exceed 17 days	17 days	17 days	To date this year the average processing time excluding consents deferred under s.37 is 17 working days.
All dog attack and threatening behaviour requests for service (classified as urgent) are responded to within 1 hour of notification	100%	Achieved 100%	In Q3, Council received one urgent dog attack report. There were also two threatening incidents. Staff responded to the urgent complaints within 1 hour of receipt of the call.
Ratio of compliments to complaints greater than 3:1	Achieve	Achieved	Received 21 compliments and 1 complaint. That complaint was not upheld.
Building Consent Authority (BCA) accreditation is retained	Achieve	Achieved	IANZ accreditation confirmed.

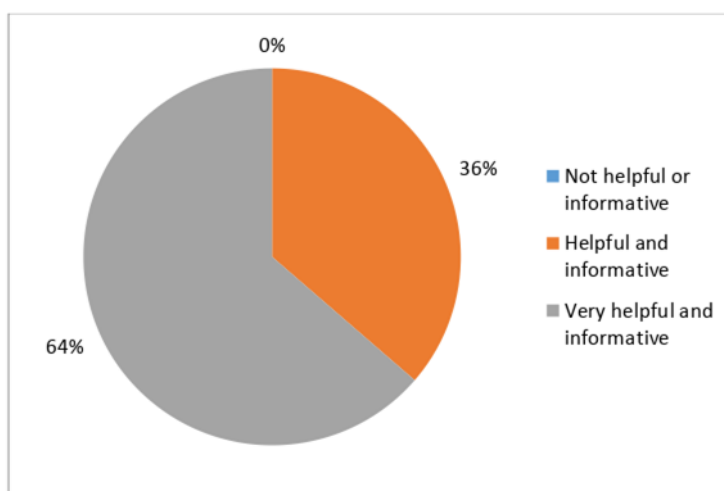
Percentage of survey respondents that agree that the regulatory events are good or very good	93%	Not measured as no feedback received	One stakeholder event was undertaken by the Building Team in the third quarter. This was well received with over 50 attendees.
Not on target			
Percentage of service requests that are responded to within corporate standards are responded to in time	95%	Not achieved 89%	<p>This quarter Regulatory Services received 3349 Service Requests. Of those requests, 2993 were responded to in time.</p> <p>For the year to date, the number of Service Requests received was 10052 of which 9333 were responded to within time (92%)</p>

Management KPIs	Target	Result	Comment
Percentage of alcohol, food, resource consent, and building consent application survey respondents agree that they have received good or better service.	75%	100% for resource consents, alcohol and food licensing	Building not measured this quarter due to staff capacity. For a breakdown of survey results see Chart 1.
Percentage of users/respondents agree that pre-application processes are useful and informative.	75%	100% for resource consents, alcohol and food licensing	Building not measured this quarter due to staff capacity. For a breakdown of survey results see Chart 2.

**Chart 1:** Application survey respondent's results for Resource Consents, Alcohol and Food Licensing



**Chart 2:** Rating of pre-application services





# Governance and Tāngata Whenua



# Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

## Third quarter activity report – 1 January to 31 March 2021

### Purpose

To manage our democratic processes, provide administrative support, facilitate community input to decision-making and provide information to our community in support of that. Responsibility for liaising with iwi to ensure that, through Te Whakaminenga o Kāpiti, they can contribute to council policy and practice.

Financial key: ● within 10% of budget ● 10% or more favourable to budget ● 10% or more unfavourable to budget

### Operating expenditure

The costs to operate council's activities  
(Excluding Overhead Allocation)

**\$2.37m (ytd)**

\$2.20m budget (ytd)

\$2.97m budget (full year)

F/Y Forecast \$0.69m unfavourable

F/Y Outlook

●

Year To Date

●

On track for year-end.

### Operating income

What we earn – fees, charges, grants etc.  
(Excluding Rates)

**\$0.49m (ytd)**

\$0.51m budget (ytd)

\$0.63m budget (full year)

F/Y Forecast \$0.02m favourable

F/Y Outlook

●

Year To Date

●

On track for year-end.

### Capital expenditure

Costs for our capital projects

**\$0.22m (ytd)**

\$0.32m budget (ytd)

\$0.42m budget (full year)

F/Y Forecast \$0.02m unfavourable

F/Y Outlook

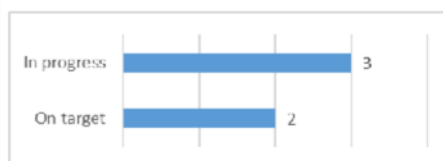
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Year To Date

●

On track for year-end.

### Performance measures (KPI)



There are five performance measures, two are on target and three are in progress.

**Key developments****Governance**

- Council adopted a Sustainable Transport Strategy.
- Council approved the Wellington Regional Leadership Joint Committee Agreement.
- Council approved submissions to the Draft Greater Wellington Regional Land Transport Plan and the Draft Wellington Regional Public Transport Plan.
- Council adopted the Draft Kāpiti Coast District Beach Bylaw 2021.
- Council adopted the Draft 2021-2041 Long-Term Plan Consultation Document.
- The Strategy and Operations Committee approved submission to the Climate Change Commission 2021 Draft Advice for Consultation.
- No Citizenship Ceremonies took place in this quarter.
- The Council received 63 requests under the Official Information Act in the third quarter. This compares to 46 in the third quarter last year.
- There were 4 Council Meetings, 3 Committee Meetings and 3 Subcommittee meeting in the third quarter. There were 23 briefings and 4 workshops.

**Tāngata Whenua**

Te Whakaminenga o Kapiti and the Council delivered online commemorations of Waitangi Day, an approach which reflected ongoing COVID-19 uncertainty around events.

The online commemorations had several unique but connected parts:

- Waitangi ki Kāpiti video series playlist exploring what Waitangi Day means to people in our district,
- An online Waitangi Day welcome and karakia on Council's Facebook page, and
- A special live stream of the Waitangi Day commemorations at Rangiātea Pastorate Church in Ōtaki from 3-4pm, Saturday 6 February.

Five organisations have received support totalling \$60,000 from the Māori Economic Development Grants fund to develop their services and products. The recipients were:

- Ōtaki Manuka Growers Ltd: Infrastructure development at a Manuka plant nursery.
- Wai Ata: Establishment of a youth-focused training provider - film-making.
- The Hori Gallery Ltd: Development of a destination art studio, gallery, café and community space.
- Waka Kāpiti Ltd: Development of a Māori Eco tour venture.
- Toi Tangata Studio Gallery Ltd: Establishment of an inclusive art and community space in Ōtaki township.

**Growth strategy**

There have been two briefings for elected members and iwi partners on the draft Growth Principles, and there have been two further iterations refining them.

**Performance measures**

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

Performance measures	Target	Result	Comment
<b>On target</b>			
Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days before the meeting	100%	100%	On track.
Percentage of official information requests responded to within 20 working days	100%	100%	All requests met the statutory timeframes.
<b>Not yet due</b>			
The memorandum of partnership is renewed each triennium	Not started	In progress	Members of Te Whakaminenga o Kāpiti discussed a piece of work to review the Memorandum of Partnership and the Terms of Reference and Meeting Protocol Document needed to be considered and undertaken in the context of wider conversations and other work that was already in progress including the recommendations of the Independent Organisational Review.
Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	In progress	In progress
Māori have representation on standing committees of Council and tāngata whenua working parties contribute to significant Council work programmes	Achieve	In Progress	Te Whakaminenga o Kāpiti gave in-principle approval to the appointment of a Māori representative to the Council's Strategy and Operations Committee and agreed to convene a recruitment panel to manage the initial phase of the recruitment process. Te Whakaminenga o Kāpiti noted the opportunities for iwi nominations for decision-making bodies in this Triennium.

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

**8.5 SIX MONTH UPDATE - ECONOMIC DEVELOPMENT KOTAHITANGA BOARD****Author:** Darryn Grant, Economic Development Manager**Authoriser:** Natasha Tod, Group Manager Strategy, Growth and Recovery**PURPOSE OF REPORT**

- 1 This report provides a six-month update from the Chair of the Economic Development Kotahitanga Board on the Kapiti Coast Economic Development Strategy and Implementation Plan 2020 -23.

**DELEGATION**

- 2 The Strategy and Operations Committee has delegated authority to consider this report.

**BACKGROUND**

- 3 In July 2020, Council approved the Kapiti Coast Economic Development Strategy and Implementation Plan 2020 -23 (Strategy). This included approval to establish the Economic Development Kotahitanga Board (EDKB), with six monthly updates to be provided to the Strategy and Operations Committee (Committee). The Terms of Reference for the EDKB were approved as part of the Strategy.
- 4 This is the first update provided to the Committee, with the membership of the EDKB confirmed in November 2020, following a formal recruitment process led by the Council appointed Independent Chair Neil MacKay. The following appointments were made to the EDKB:
  - Ngāti Raukawa ki te Tonga Rep: Kim Tahiwī
  - Ngāti Toa Rangatira Rep: Rawiri Faulkner
  - Te Ati Awa ki Whakarongotai Rep: Russell Spratt
  - Independent Member: Hillmare Shultz
  - Independent Member: Scott Huston
  - Independent Member: Chris Claridge
  - Council ex-officio representative: Cr Angela Buswell
- 5 The first meeting of the EDKB was held in November 2020, with the Strategy and EDKB formerly launched on 30 November 2020.

**ISSUES AND OPTIONS****Issues**Chair's Report and Measures

- 6 In accordance with the Terms of Reference, a six-month report from Neil MacKay, Independent Chair EDKB is attached in appendix one. The report outlines progress against core responsibilities and priorities.
- 7 In order to monitor the progress of the Strategy, the following table has been developed to enable the ongoing measurement of impacts outlined in the Strategy. The results are sourced from annual Regional Economic Profile from Infometrics and where available interim results will be recorded pending the availability of final indicators:

Measure	Kapiti March 2020	Kapiti March 2021	Change	NZ March 2020	NZ March 2021	Change
<u>Employment Growth</u>						

Total filled jobs	18,192	Not available	-	2,592,389	Not available	-
Unemployment rate	3.6%	3.9% (Infometrics estimate)	0.3% increase	4.1%	4.7%	0.6% increase
NEET rate	11.9%	Not available	-	11.9%	12.7%	0.8% increase
<u>Mean Income Growth</u>						
Self-employment rate	29.7%	Not available	-	16.8%	Not available	-
Mean income	\$50,064	Not available	-	\$64,237	Not available	-
<u>Business Unit Growth</u>						
Number of business units	5,385	Not available	-	593,574	Not available	
<u>GDP Growth</u>						
GDP	\$2,176m	\$2,173m (12 mths to Dec 2020)	\$3m decrease	\$324,019m	\$314,618m (12 mths to Dec 2020)	\$9,401m decrease
GDP per filled job	\$119,585	Not available	-	\$124,988	Not available	-

- 8 The Covid 19 Pandemic has had a significant impact on the global economy. To date the indicative economic impacts on the Kapiti District economy have been lower than first predicted during the initial lockdown period and are generally lower than those economies with a strong reliance on the Tourism sector.
- 9 A copy of the updated Strategy Implementation Plan is attached in Appendix Two. The Implementation Plan includes a status update for each of the actions within the plan. Following review by the EDKB, adjustments have been made to priorities and delivery leads. The majority of changes to delivery lead reflect the establishment of the EDKB.

#### Reappointment of Independent EDKB Chair

- 10 The current EDKB Chair, Neil Mackay was appointed for a 12-month period from July 2020. During this 12-month period, Mr Mackay has led the establishment process of the Board, including the Board appointment process. The quality of the Board appointments is considered to be a strong reflection of this process.
- 11 The EDKB has effectively been operating for a 6-month period and as outlined in the Chair's report, is performing well against its core responsibilities and priorities.
- 12 On the basis of the performance to date, it is recommended that Neil MacKay appointment is extended for a further 12-month period as the Independent Chair of the EDKB. This recommendation is based on the performance of the Chair during the current period and to provide continuity to the EDKB as it continues to establish relationships with key partners and stakeholders and undertakes key actions in the strategy.

## CONSIDERATIONS

### Policy considerations

- 13 This report has been considered against the Kapiti Coast Economic Development Strategy and Implementation Plan 2020 – 23.

**Legal considerations**

- 14 There are no legal considerations for this report.

**Financial considerations**

- 15 There are no financial considerations for this report.

**Tāngata whenua considerations**

- 16 Appointments to the EDKB have been made to ensure representation for each of Council's three Iwi partners.
- 17 A separate update will be provided to the Te Whakaminenga o Kapiti Committee.

**Strategic considerations**

- 18 This outcomes of the EDKB and the Strategy contribute directly to the Council's Long Term Plan outcome and help support a vibrant economy.

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

- 19 This matter has a low level of significance under Council's Significance and Engagement Policy.

**Engagement planning**

- 20 An engagement plan is not needed to implement this decision.

**RECOMMENDATIONS**

- 21 That the Strategy and Operations Committee notes the 6-monthly update from the Economic Development Kotahitanga Board Independent Chair, Neil MacKay.
- 22 That the Strategy and Operations Committee notes the updates to the Economic Development Strategy Implementation Plan
- 23 That the Strategy and Operations Committee extends the appointment of Neil MacKay as the Independent Chair of the Economic Development Kotahitanga Board for a further 12-month period until 31 July 2022.

**APPENDICES**

1. EDKB Chairs Report - May 2021 [↓](#)
2. Updated ED Strategy Implementation Plan - May 21 [↓](#)

To: Strategy and Operations Committee

10 May 2021

## **Kāpiti Economic Development Kotahitanga Board**

### **Six month report (November 2020 to April 2021)**

#### *Introduction*

In accordance with reporting requirements under the Terms of Reference set for the Economic Development Kotahitanga Board (EDKB) the following report details progress against the Strategy and Implementation Plan.

The EDKB was established in November 2020. The high calibre board includes: Hillmare Shultz, Chief Economist for BERL; Russell Spratt (Te Āti Awa) experienced director, Business developer in education, corporate, state and Māori sectors; Scott Houston, Tech entrepreneur and futurist; Rawiri Faulkner (Ngāti Toa), Environmental hearing commissioner and business consultant; Kim Tahiwī (Ngāti Raukawa), Kaiārahi and Chartered Accountant; and Chris Claridge, CE of Potatoes NZ, Scientist and skilled business practitioner.

The performance agreement between the EDKB and the Kāpiti District Council (KCDC) outlines the responsibilities and outcomes expected to be delivered or met and identifies how they will be measured. KCDC is responsible for ensuring there is adequate resource to deliver the outcomes relating to the priorities.

#### *Kāpiti District Quarterly Economic Monitor-December 2020 (Infometrics)*

Kāpiti Coast District provisional economic indicators are tracking well compared to the national indicators. Provisional GDP estimates show growth of 0.4% over the year to December 2020 compared to a 2.6% decline nationally. Strong consumer spending is a key driver aided by an increasing number of Kapiti residents working from home. Kāpiti's spending was up by 1.7% over the year ahead of a 3.2% decline nationally. Kāpiti's unemployment rate was up over the past year reaching 4% but remains below the national average of 4.6%.

This is significantly different from the expected position at the beginning of the Covid 19 Pandemic, with higher levels of unemployment, lower GDP and greater levels of business closure expected. This does not mean that there have been no impacts in the economy however the level of these impacts is lower than first forecasted.

It is noted that there are ongoing impacts still being felt, such as issues with supply of stock and product from overseas. It is also noted that impacts on those considered most vulnerable is increasing because of factors such as housing affordability and long term unemployment.

#### *Progress summary*

Overall progress in the first 6 months of the Boards tenure has been positive.

The Board is working well and members have been active in connecting with their Central Government, business, Iwi and community networks to identify key business opportunities and economic development activities.

Good progress has been made in: developing the destination plan, qualifying business and investment opportunities, identifying a lead role for a key sector strategy development, promoting a



range of economic development opportunities, strengthening key stakeholder relationships, finalising monitoring and reporting frameworks and advancing recovery plan initiatives.

Progress against key priority actions on the Performance Agreement are detailed below.

### **Performance Agreement 2020/21**

#### ***1. The Board has the responsibility of overseeing the delivery of the Economic Strategy and Implementation Plans 2020-2023 key actions for Year 1, 2 and 3.***

##### **Year 1 Priority key actions/progress**

- **Provide a coordinated approach for key investment and business opportunities**

##### ***Progress:***

The Board has identified 4 strategic businesses, in a range of Sectors that are interested in establishing or extending operations in the Kāpiti District.

- A manufacturing and distribution company in the clean energy sector. Feasibility study commenced.
- A company producing a seaweed based feedstock for grazing animals that significantly reduces methane emissions. Awaiting aquaculture farming trial completion.
- Trades training facility - building and renovating houses. Advanced negotiations.
- Regenerative agriculture initiative in partnership with Iwi. Confirmed Industry support for the project.

The size and scope of each of these businesses varies, with forecast job opportunities ranging from 20 to over 200 employees.

- **Develop a Kāpiti Coast Workforce plan including youth initiative**

##### ***Progress:***

##### **a) Workforce Plan**

Proposals have now been received to support the development of the Kāpiti Workforce Plan. Proposals are currently being assessed against agreed criteria, with consultant to be appointed in May. The Workforce Plan is to be developed in consultation with key partners and stakeholders and will include an assessment of current and future workforce needs and opportunities.

##### **b) PGF funding secured for a 2 year Otaki youth initiative**

Funding for the Otaki based Youth Initiative, Te Hunga Rangatahi has been approved, with funding for the initiative provided through the He Poutama Rangitahi Fund. Funding is in place for a two year period and is being delivered with local providers. The programme is a place based initiative that is targeted at rangitahi aged between 15 and 24 that are currently not in employment, training or education that are at risk of long term unemployment. The programme provides both training and development support as well as pastoral care. The first intake of Rangitahi is currently underway.

- **Develop a Kāpiti Coast Destination Plan and a strategy for one other key sector**

***Progress:***

a) Destination Plan

Work is well advanced on the Kāpiti Destination Management Plan (DMP). Research on the NZ domestic visitor market and Kāpiti specifically has been received from Colmar Brunton which is providing considerable insight in terms of both current and future demand. We anticipate receiving our second draft of the DMP from TRC in late May.

b) Sector Strategy for Kāpiti's aging population

There is a strong case for KCDC leading research to examine how the rapidly ageing population could be a positive lever for future growth and opportunities, both for the population as well as for the Districts economy

The key areas of focus are: understanding the demographics of the ageing population, the current employment and skills position of the ageing population, the employment skills needed to support the ageing population, what services are provided (or not?) and innovation and technology developments in health care and other sector related activities.

The board has highlighted a number of questions in each of the areas of focus and is commissioning a piece of work that encourages consultants to respond with innovative methodologies to develop a sector strategy.

- **Deliver the Kāpiti Coast story**

***Progress:***

The development of the Kāpiti Coast story is being undertaken in parallel with the Destination Management Plan.

- **Establish an Economic Development Kotahitanga Board and finalise the monitoring and reporting framework and performance agreement and measures for the strategy.**

***Progress:***

Completed

***2. Advocate for Kāpiti Coast and for economic development activities in the district***

***Progress:***

a) Education and training hub.

The Board has made a submission to the LTP process seeking funding for a feasibility study to ascertain the financial viability of a Training and Education Hub based in Paraparaumu to provide a local training option to meet recognised skill gaps within the local industry.

b) Piloting health research for elderly

We have facilitated discussions between parties to develop a research and development project based at Paraparaumu Medical Centre. Utilising leading edge sensor technology the project will entail gathering data on elderly community members, measuring their propensity to falls and predicting and preventing this in the future.

c) Tech Sector initiatives

1. Create a forum for current and retired Tech execs to express ideas on developing the tech opportunities and capabilities in the region.
2. Assisting to facilitate a local AI startup and a senior executive of an international IT company for the purpose of attracting investment and/or community projects.
3. Compiling a list of overseas investors who may be willing to invest or relocate to the region.

d) Central Government Agencies regional office accommodation.

Developing the concept of a hub to reduce the commute challenges from Kāpiti and free up space in Central Wellington

Assisting a local business to develop and position their proposal to provide Government office accommodation as part of the Wellington Regional Accommodation Project (WRAP).

e) Sector group establishment and engagement

Instigated discussions between the Regulatory team in Council and the Construction sector group with the objective of streamlining key construction related processes.

Encouraging the establishment of industry sector groups to identify issues and opportunities in their sectors.

f) Business attraction

Following up an expression of interest from a San Diego based Investment Company, for a building for pharmaceutical manufacturing.

g) Increased access to affordable and social housing.

In discussion with Council on ways the Board can partner and support this activity

h) Gateway Project Te Uruhi

The Board fully endorsed Te Uruhi as a cornerstone project in the Kāpiti Economic Development Strategy and Implementation Plan.

***3. Be a relationship broker, with a focus on the establishment of strategic relationships to progress the outlined key priorities of this strategy.***

The Board is actively engaged with Iwi, business, Council and other key stakeholders in a range of projects and initiatives

***4. Finalising and agreeing on monitoring and reporting framework***

The updated Strategy Implementation Plan shows the role (Lead or partner) the Board will play in delivering actions under each of 5 Pillars (Whakapapa) and the priorities for Year 1 ( June 2021) and 2 (June 2022).

Key measures have been confirmed for each of the following: Employment Growth, Mean Income Growth, Business Unit Growth and GDP Growth. These will be monitored by the Board on a quarterly basis and reported six monthly

***5. Implementation and delivery of economic recovery initiatives/projects as outlined in the Kāpiti Coast District Councils Recovery Plan***

Various teams are leading the development and implementation of the initiatives and the Economic Development report to the Board on progress issues and opportunities.

All but one actions are on track. One is at risk currently under review.

***6. Build strong working relationships with our key partners***

The Board are building a solid relationship with WellingtonNZ Economic Development Agency. We are now in a position to communicate the support that we require from them to meet our economic development priorities. The support provided will enable us to demonstrate to our key stakeholders the value/benefit that can be achieved from working with this key partner.

We are leveraging off existing board member working relationships to establish a strong network of local, regional and central government agencies and business leaders. We are already seeing the benefit of these relationships through enhanced delivery of implementation actions and new initiatives.

Neil Mackay

Chair

Kāpiti Economic Development Kotahitanga Board

### Kapiti Coast Economic Development Strategy and Implementation Plan 2020-2023

The following tables detail the specific actions that form the basis of the implementation plan for the Strategy. Each of the proposed actions has been prioritised using a rating of with those actions rated 1 being the top priority for delivery.

1	2	3
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For each action, we have identified the lead agency that will drive the delivery with identified partners that may have direct involvement or function in an advisory / information only capacity. We then describe how each lead agency will work with partners to deliver the key action. Finally, we have set out an anticipated timeline for the start and completion of each action.

#### Ngā pou / Pillar: Whakapapa / Positioning the Kāpiti Coast

The aim of the Whakapapa / Positioning the Kāpiti Coast pillar is to celebrate our rich culture, natural environment and identity and highlight the opportunities and advantages of the Kāpiti Coast to increase visitation, support the growth of new and existing businesses and grow the district's residential population. Proposed actions are detailed in Table 1.

Ngā mahi / Action	Priority 20/21	Priority 21/22	Lead	Partners	How we will work	Delivery	Status	Recommendation
Complete the development and implementation of the Kāpiti Coast Destination Story, including a set of marketing and promotional material – available for use by the Council, partners and stakeholders.	1	1	EDKB	Iwi, Council, WellingtonNZ, Chamber, Manaaki, Kāpiti Arts & Creative Industries group, other Industry Groups, Youth Council and Community Boards.	Council will lead this action with input and support sought from our partners. Further work with iwi, businesses and partners will be required on an ongoing basis to keep the story relevant and up to date.	Jul 20 – ongoing	Underway  Comment: KapitiCoastNZ.com website and Facebook page has been developed	EDKB to take a lead role in supporting the development and delivery of the Destination Story. To remain Priority 1
Facilitate and support the delivery of major events and encourage greater business connectivity, sustainability, public transport use and community involvement.	1	1	Council	Iwi, WellingtonNZ, Chamber, Community Boards, Event organisers. EDKB	Council will coordinate a process with partners to ensure greater awareness, support and leverage of our Major Events.	Ongoing	Underway  Comment: Current funding round underway	EDKB to take a lead role in the 2022/23 review of the Kapiti Coast Major Events Fund. To remain priority 1
Facilitate and support the development of a Climate Change Strategy.	1	1	Council	Iwi, GWRC, WellingtonNZ, Chamber, Community Boards.	Council will work with partners to develop a Climate Change Strategy.	Ongoing	Underway  Comment:	To remain priority 1

#### Ngā pou / Pillar: Kaitiakitanga / Open for opportunity

The aim of the Kaitiakitanga / Open for opportunity pillar is to adopt a customer focus that enables all participants in the economy to operate to their full potential and contribute to a vibrant economy, while protecting the natural environment. Proposed actions are detailed in Table 2.

Ngā mahi / Action	Priority 20/21	Priority 21/22	Lead	Partners	How we will work	Delivery	Status	Recommendation
Deliver a welcoming and customer focused approach to Council services that works in partnership with others.	1	1	Council	Iwi, Industry, Chamber, Community, EDKB	Council to implement a process for evaluating improvement in our customer approach across the organisation that is reported to Council and community annually.	Aug 20 – ongoing	Underway  Comment:	To remain priority 1
Provide a coordinated approach to the facilitation of key opportunities.	1	1	Council / EDKB	Iwi, Industry Groups, WellingtonNZ, Chamber.	Council will review its activities to ensure a coordinated approach is taken to facilitate key investment and business opportunities in the district.	Aug 20 – ongoing	Underway  Comment:	EDKB to take a lead role with Council in supporting the development and delivery of approach. Aligned to targeted business attraction action *  To remain priority 1
Ensure effective policies and regulations, including the Annual Plan, District Plan, Long Term Plan and Economic Development Strategy align; that collectively we support and enable sustainable quality growth outcomes that effectively utilise available land; that meets the requirements of all users, including business and housing.	2	2	Council	Iwi, Development Community, Chamber, Industry Groups, Housing Taskforce, Community, Youth Council.	Council will work with partners to encourage clear communication and understanding of new policies and regulations and that our community feel that they have had the chance to be part of this process. A newsletter to industry will be developed to support this.	Ongoing	Underway  Comment:	To remain priority 2
Take a targeted approach to attract new businesses and agencies to the Kāpiti Coast, with an initial focus on increased Government presence and growing more higher paid jobs and skills.	2	1	Council / EDKB	Iwi, WellingtonNZ, NZTA, Industry, Gvmt agencies.	Council will work with partners to drive the importance of Kāpiti Coast as a District that offers resilience and diversity to businesses and to Government agencies.	Aug 20 – ongoing	Underway  Comment: Various projects underway, including Government Office Proposal	• As above  To become a priority 1

## Ngā pou / Pillar: Whānau / Growing skills and capability

The aim of the Whānau / Growing skills and capability pillar is to enable innovation, creativity, entrepreneurship and growth, while building connections and networks with local talent in the community and supporting sustainable pathways for employment and improving capacity for mana whenua participation. Proposed actions are detailed in Table 3.

Ngā mahi / Action	Priority 20/21	Priority 21/22	Lead	Partners	How we will work	Delivery	Status	Recommendation
Develop and deliver a Workforce Plan including youth initiatives.	1	1	Council / Iwi / EDKB	Chamber, Industry, MSD, Work Ready Kāpiti, Youth Council, Kāpiti Disabilities Advisory Group, Grey Power.	Council will work with industry to understand workforce needs and skill gaps and engage partners in developing the workforce plan. Council will work with partners to develop and deliver a Youth Initiative for PGF – He Poutama Rangatahi Fund.	Feb 20 – Jun 21	Underway  Comment: Proposal being finalised	EDKB to take a lead role with Council and Iwi in supporting the development and delivery of Plan. To be aligned with education and training pathways action **  To remain priority 1
Develop in partnership with our older persons and industry a programme that offers opportunities for older persons to re-enter the workforce e.g. contract, mentor in business and supporting young people.	2	2	Council	Iwi, Grey Power, Kāpiti Retirement Trust, Industry, Chamber, KEDA, Older Persons Council. EDKB	Council will facilitate with partners the development of a programme for older persons to re-enter the workforce, mentoring, training, supporting young people into work etc..	June 21 – Dec 21	Not started  Comment:	To remain priority 2
Facilitate the growth and attraction of international education.	2	2	Kāpiti Coast College	Council, WellingtonNZ, Youth Council, colleges, and schools.	Council and WellingtonNZ support Kāpiti's International Education Programme through promotion and identifying growth opportunities.	Ongoing	Other  Comment: Follow up required to understand impacts given boarded restrictions	To remain priority 2
Deliver relevant business workshops and networking events. Create greater visibility and increase access to training and networking in Kāpiti and Wellington to support the growth and establishment of businesses in the district.	2	2	WellingtonNZ / Chamber	Council, Industry Groups and businesses. EDKB	WellingtonNZ and Chamber will work with partners to understand training, business workshop needs. Chamber will work with partners to promote networking events.	Ongoing	Other  Comment: Activity occurring however follow up discussions needed with Lead partners.	To remain priority 2
Advocate for tertiary and apprenticeship linkages that enable pathways, upskilling and higher incomes linking with the Wellington Regional Workforce Development Strategy.	2	1	Council / Iwi / EDKB	Youth Council, Universities, Weltec / Whitireia, Wananga WellingtonNZ, Chamber, National Skills Academy.	Co-designing fit for purpose programmes based on industry need, growth and demand working to enable a sustainable workforce and higher incomes.	Aug 20 – ongoing	Underway  Comment: Board project	** As above  To become priority 1
Develop a business investment and	2	1	KEDA	WellingtonNZ, Council,	Kick Start Kāpiti will develop	Aug 20	Other	To become priority 1

support matching programme to support the growth and establishment of businesses in the district.				Chamber.EDKB	this programme with support from its partners by way of advice and promotion.	– Dec 20	Comment: Current status to be confirmed with Lead Partner.	
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### Ngā pou / Pillar: Kotahitanga / Strengthening partnerships and leadership.

The aim of the Kotahitanga / Strengthening partnerships and leadership pillar to achieve effective delivery and implementation of this Strategy through strengthened partnerships and leadership and recognise the partnership with iwi as mana whenua. Proposed actions are detailed in Table 4.

Ngā mahi / Action	Priority 20/21	Priority 21/22	Lead	Partners	How we will work	Delivery	Status	Recommendation
Establish an Economic Development Kotahitanga Board, which will be capability based and led by an independent chair and finalise the monitoring and reporting framework for the Strategy.	1	Complete	Council / Iwi	Drafting Group, Chamber, KEDA.	Council will work with Partners and Stakeholders to finalise an appropriate model and Terms of Reference to setup and implement.	Aug 20	Completed Comment:	
Support the delivery of actions identified by iwi that enable the aspirations of mana whenua.	1	1	Iwi	Council, WellingtonNZ, industry, GWRC, DoC.	Te Whakaminenga o Kāpiti will work with partners to shape actions and how they will be delivered for mana whenua.	Ongoing	Other Comment: Further discussion needed.	To remain priority 1
Support the development and delivery of integrated COVID-19 recovery plan for the Kāpiti Coast.	1	1	Council / EDKB	Iwi, Industry, Wellington NZ, Government, Chamber, Community.	Council will work with Partners and Stakeholders to develop and implement a recovery plan.	Aug 20 – ongoing	Underway Comment:	EDKB to take a lead role with Council in supporting the delivery of Plan.  To remain priority 1
Advocate for increased access to affordable and social housing to support the growth and retention of local residents.	1	1	Council / Iwi	Community EDKB	Advocate to Government to increase investment and support for increased social and affordable housing by completing an analysis of the current housing availability and impacts on community and personal well-being.	Sep 20 – ongoing	Underway Comment:	To remain priority 1
Advocate for improved transport infrastructure including the extension of the electrification of rail to Ōtaki as a priority to support growth.	2	2	Council	WellingtonNZ, NZTA, Elevate Ōtaki, Iwi, Community Boards, KEDA, Chamber.EDKB	Lobby GWRC and Government's Transport Minister, as a District on the significant economic impact.	Ongoing	Underway Comment:	To remain priority 2
Support Elevate Ōtaki activities with	3	3	Elevate Ōtaki	Council, Iwi,	Elevate Ōtaki will continue to	Ongoing	Underway	To remain priority 3

the ongoing work pertaining to the expressway and future opportunities.				Ōtaki Community Board.EDKB	progress actions that came out of their Ōtaki Business Survey and strategic plan.		Comment:	
Support the redevelopment of the Waikanae Library which may include shared space activity in the Waikanae Town Centre.	3	1	Council	Waikanae Community Board, Iwi, Businesses.EDKB	Establish a project advisory group inform the project vision, objectivesand analysis of potential future building options.	June 20 – ongoing	Underway  Comment: Consultation occurring as part of LTP process.	To become priority 1
Support the Wainuiwhenua project, Paekākāriki to understand the economic impact of the proposal.	3	3	Wainuiwhenuaproject	GWRC, Iwi, Paekākāriki Community Board, Council, DoC.EDKB	We will support the Wainuiwhenua Project and partners to understand the economic impact of the proposal.	Ongoing	Underway  Comment: Update required	To remain priority 3

## Ngā pou / Pillar: Manaakitanga / Supporting key sectors

The aim of the Manaakitanga / Supporting key sectors pillar is to grow industries and sectors that provide the most potential for supporting improved economic well-being. Proposed actions are detailed in Table 5.

Ngā mahi / Action	Priority 20/21	Priority 21/22	Lead	Partners	How we will work	Delivery	Status	Recommendation
Undertake research to identify how best to support our high growth sectors, their potential for further growth and current constraints and opportunities for growth.	1	1	EDKB	Council, Industry, WellingtonNZ, Iwi.	Council will work with WellingtonNZ to identify and understand our high growth sectors, which will inform an industry specific growth plan.	Aug 20 – Jul 21	Underway  Comment:	EDKB to take lead on action  To be delivered in alignment with development of industry groups ***  To remain priority 1
Develop and implement a district wide Destination Plan, which links into the Regional Destination Plan.	1	1	WellingtonNZ / Council / EDKB	Manaaki Kapiti, Iwi, Industry.	Council will work with partners to develop and implement our Visitor Destination Plan including strengthened air linkages and supporting infrastructure such as the Gateway project.	Aug 20 – Mar 21	Underway  Comment:	EDKB to take a lead role with Council and WNZ in supporting the development and delivery of Plan.  To remain priority 1
Support the Kāpiti Creative Industries cluster group to develop the Kāpiti Creative Industries Action Plan including attracting investment to assess the feasibility of establishing a Creative Hub, skills development and visitor attraction projects.	1	1	KACI	Council, Chamber, WellingtonNZ, MBIE, Iwi. EDKB	KACI will seek input, advise, and support from its partners to develop and implement their industry action plan, including the identified actions relating to the Creative Hub, skills development and visitor attraction projects.	Jun 20 – Mar 23	Other  Comment: Support has been provided for specific projects.	To remain priority 1
Encourage the reduction of waste and emissions as a way to cut costs and have a positive environmental impact.	2	2	Council	Industry/business, iwi, Chamber. EDKB	Council will work with partners to promote that we provide waste audits for businesses, support zero waste major events and will focus on working with developments / builders to reduce construction waste.	Ongoing	Underway  Comment:	To remain priority 2
Support the development and	2	2	Industry / EDKB	Council, WellingtonNZ,	Support industry groups to identify	Ongoing	Underway	*** EDKB to take a lead role

ongoing growth of industry led groups.				education providers, Chamber, KEDA.	their roadblocks to growth, training needs and wider support opportunities and lobby on their behalf.		Comment:	with Industry in supporting the development and delivery of Industry Groups in alignment with sector research action.  To remain priority 2
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**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES**

**Author:** Tanicka Mason, Democracy Services Advisor

**Authoriser:** Leyanne Belcher, Democracy Services Manager

**CONFIRMATION OF MINUTES****RECOMMENDATIONS**

- 1 The minutes of the Strategy and Operations Committee meeting of 6 May 2021 be accepted as a true and correct record.

**APPENDICES**

1. Minutes of the Strategy and Operations Committee 6 May 2021 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
STRATEGY AND OPERATIONS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 6 MAY 2021 AT 9.35AM**

**PRESENT:** Cr James Cootes, Cr Gwynn Compton, Mayor K Gurunathan, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr Jackie Elliott, Cr Martin Halliday, Cr Sophie Handford, Cr Jocelyn Prvanov, Cr Bernie Randall, Cr Robert McCann

**IN ATTENDANCE:** Community Board Members Richard Mansell, Guy Burns, Marilyn Stevens.

Sean Mallon, Natasha Tod, Sacha Haskell, Mark de Haast, James Jefferson, Ian Georgeson, Matt Muspratt, Jason Holland, Darryn Grant, Jaime Bigwood, Tanicka Mason

**APOLOGIES:** There were none.

**LEAVE OF ABSENCE:** There were none.

**1 WELCOME**

**2 COUNCIL BLESSING**

Cr Cootes welcomed everyone to the meeting and invited Cr Halliday read the Council blessing.

**3 APOLOGIES**

There were none.

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were none.

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

There were none.

**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses  
There were none.
- (b) Leave of Absence

**LEAVE OF ABSENCE****COMMITTEE RESOLUTION SAOCC2021/14**

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Sophie Handford

That a request from Cr Prvanov for a leave of absence from 22 May 2021 to 25 May 2021 be accepted and the leave of absence be granted

**CARRIED**

- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

There were none.

**7 UPDATES****7.1 LOCAL GOVERNMENT FUNDING AGENCY PRESENTATION WITH ANDREW MICHL**

Andrew Michl from the Local Government Funding Agency, spoke to a presentation and responded to members questions.

Cr Jackie Elliott left the meeting at 9:47 am.

Cr Jackie Elliott returned to the meeting at 10:00 am.

Cr Bernie Randall left the meeting at 10:07 am.

Cr Bernie Randall returned to the meeting at 10:08 am.

Cr Jackie Elliott left the meeting at 10:12 am.

Cr Jackie Elliott returned to the meeting at 10:13 am.

**8.2 LOCAL GOVERNMENT FUNDING AGENCY 2021/22 STATEMENT OF INTENT**

Ian Georgeson, Chief Financial Officer, gave an overview of the report.

Mr Georgeson invited and answered questions from members.

**COMMITTEE RESOLUTION SAOCC2021/15**

Moved: Mayor K Gurunathan

Seconder: Deputy Mayor Janet Holborow

That the Strategy and Operations Committee notes the contents of the draft LGFA 2021/22 Statement of Intent.

**CARRIED**

## 7.2 OUTCOMES FROM 2020 BUSINESS ACCELERATOR SESSIONS: POP-UP BUSINESS SCHOOL AND START-UP WEEKEND

Jaime Bigwood, Program Advisor Economic Development introduced Ross Allen from Kāpiti Start up Weekend and Tony Henderson-Newport from Rebel Business School.

Ross and Tony provided members with an update of outcomes from their events held in 2020.

Cr Bernie Randall left the meeting at 10:50 am.

Cr Bernie Randall returned to the meeting at 10:50 am.

Jaime concluded the update by thanking both groups and signalling that they offer help to very different groups and there is space in Kapiti for both groups.

The meeting adjourned at 11.00am

The meeting resumed at 11.10am

## 8 REPORTS

### 8.1 FINAL APPROVAL OF THE DISTRICT PLAN

Jason Holland, District Planning Manager, acknowledged the time, effort and intelligence given to get the District Plan to this point.

The efforts of Iwi were also acknowledged.

Mr. Holland outlined the process of adopting a District Plan which is set out in Schedule 1 of the Resource Management Act 1991.

#### COMMITTEE RESOLUTION SAOCC2021/16

Moved: Mayor K Gurunathan

Seconder: Deputy Mayor Janet Holborow

48. That Council approves the Proposed Kāpiti Coast District Plan under clause 17(1) of Schedule 1 of the Resource Management Act 1991.

1

49. That Council effects its approval by affixing its seal to the Proposed Kāpiti Coast District Plan, as required by clause 17(3) of Schedule 1 of the Resource Management Act 1991.

50. That Council notes that officers intend to exercise their delegated authority to:

2

3

50.1. amend the Proposed Kāpiti Coast District Plan in accordance with National Planning Standards requirements

50.2. publicly notify a date of (or around) 30 June 2021 as the date from which the Proposed Kāpiti Coast District Plan would become operative, inclusive of those amendments.



**CARRIED**

Item - 8.2 Local Government Funding Agency 2021/22 Statement Of Intent - was moved to another part of the agenda.

**8.3 NEW ELECTRICITY CONTRACT**

Terry Creighton, Sustainability & Resilience Advisor and Nienke Itjeshorst, Sustainability & Resilience Manager spoke to this report which was taken as read.

Members questions were answered.

Cr Bernie Randall left the meeting at 11:39 am.

Cr Bernie Randall returned to the meeting at 11:41 am.

**COMMITTEE RESOLUTION SAOCC2021/17**

Moved: Cr Gwynn Compton

Seconder: Cr Sophie Handford

That the Committee:

Accepts the 5 year contract offer from Meridian Energy for both the TOU and NHH supplies

**CARRIED****8.4 NPS ON URBAN DEVELOPMENT MONITORING REPORT - QUARTER 3**

Hamish McGillivray, Manager Research & Policy spoke to the report. The report provided an update on building consent and resource consent activity. The dashboard information provided on the Ministry for Urban Development Website has not been updated, therefore, the most current information was unable to be included in the report.

Mr McGillivray responded to members questions.

**COMMITTEE RESOLUTION SAOCC2021/18**

Moved: Cr Robert McCann

Seconder: Cr Jackie Elliott

That the Committee receives this report; and

That the Committee notes the contents of the NPS UD 2020/21 third quarter Monitoring Report for the period 1 December 2020 to 28 February 2021, as attached as Appendix 1 to this report.

**CARRIED**

**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION SAOCC2021/19**

Moved: Cr Bernie Randall

Seconder: Cr Jackie Elliott

That the Council accepts the minutes of the Strategy and Operations committee meeting of 18 March 2021 as a true and correct record.

**CARRIED**

**10 PUBLIC SPEAKING TIME**

- For items not on the agenda

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**The Strategy and Operations Committee meeting closed at 11.51am.**

.....  
**CHAIRPERSON**

**10 PUBLIC SPEAKING TIME**

- For items not on the agenda

**11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil