

Appendix B

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

Across Council Work Programmes



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

These programmes of work are:

- Provincial Growth Fund
- Housing work programme
- Coastal adaptation work programme
- Council-wide corporate information technology projects
- Carbon and Energy Management – this is normally only reported annually when the audited CEMARS results from the previous year become available. However, there is a short report this quarter about recent developments.

Provincial Growth Fund

Provincial Growth Fund - work programme	
Description	This work programme supports the development and implementation of Provincial Growth Fund applications for the Council and the Kāpiti community.
Lead	Senior Leadership Team
Comments (latest developments/upcoming milestones/critical activities)	
<p><i>Key developments in the first quarter:</i></p> <ol style="list-style-type: none"> 1. Regional Economic Development Minister Shane Jones visited Ōtaki in early July 2019 and announced four successful applications to the PGF: Omeo Technologies in Ōtaki, Kapiti Island's Waiorua Lodge, the Māoriland Trust in Ōtaki and funding for a Provincial Growth Fund Programme Manager at Council. 2. Council's Express Application to the Provincial Growth Fund for a PGF Programme manager role in Kāpiti was one of the four successful applications announced. 3. Regional Advisory Group met on 1 August to discuss PGF applications from Kāpiti. 4. Provided continuous support and advice to organisations developing applications to the Provincial Growth Fund. 5. Progressed concept development for Council-led opportunities identified as a priority, including discussions with potential partners and stakeholders. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> 1. National PGF landscape – as the PGF progresses through the second year, significant levels of funding have already been allocated and the overall portfolio of required priority investment is becoming more refined, creating a higher bar for success. 2. Relationship management – a significant amount of mis-information is being circulated through the community, and creating delays to progressing concept development of Council priorities. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> 1. None to report. 	

Housing

Housing work programme	
Description	This work programme defines the implementation strategy for Council to progress housing supply across the District including physical assets and advocacy work streams on behalf of the local community
Lead	People and Partnerships Group
Comments (latest developments/upcoming milestones/critical activities)	
<p><i>Key developments in the first quarter:</i></p> <ol style="list-style-type: none"> 1. Council has engaged The Property Group Limited (TPG) to investigate the options Council has to influence housing issues in the district. This will include: <ul style="list-style-type: none"> • Confirmation of the district's housing continuum opportunities and constraints, • Proposed actions to enable the opportunities and mitigate the constraints, • Measurable outcomes to support Council and stakeholders reach consensus on supporting areas of housing in need in the district, • The findings of this work will inform the next steps for Council to consider establishing a housing programme. 2. Over 80 stakeholders from the Kapiti district and who are part of the sector were engaged to inform this project. 3. A draft report outlining the current state and options to consider for the work programme was consulted with SLT, Councillors and stakeholders in August and September 2019. 4. Following feedback, a final draft report including a prioritisation schedule for the work to establish a housing programme is planned to be submitted to Council by the end of 2019. <p><i>Forthcoming milestones:</i></p> <ol style="list-style-type: none"> 5. The report will then be finalised and presented back to Council in early 2020. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> 1. Council's role in the housing sector is not consistently understood. 2. The Council's reputation is eroded by the perceived lack action on addressing housing issues in the district. 3. The proposed options are not supported by Council and there are delays to establish the work programme. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> 1. None to report 	

Coastal adaptation

Coastal adaptation work programme	
Description	This work programme comprises the development of a regional approach to community-led coastal adaptation under the umbrella of the Wellington Region Climate Change Working Group's coastal adaptation sub-group.
Lead	Regulatory Services Group
Comments (latest developments/upcoming milestones/critical activities)	
<p><i>Key developments in the first quarter:</i></p> <ol style="list-style-type: none"> 1. A high-level coastal vulnerability assessment, carried out by Mitchell Daysh with the assistance of Dr Iain Dawe of Greater Wellington Regional Council, was approved and released by the Wellington Mayoral Forum in August 2019. 2. Coastal Manager appointed to support the Community-led coastal adaptation work programme for Kāpiti Coast District Council. 3. The Wellington Region Climate Change Working Group agreed to consider the future of the coastal adaptation sub-group after the election. The purpose of the sub-group to date has been to develop, coordinate and support a regional coastal adaptation work programme. 4. Planning of communication and engagement for Phase One of the programme is underway. <p><i>Upcoming milestones</i></p> <ol style="list-style-type: none"> 5. Ongoing discussions with some key parties on development of the community-led coastal adaptation process. 6. Commence discussions with iwi to co-design the community-led coastal adaptation process. 7. Planning for wider community engagement opportunities to support community awareness and understanding of issues, challenges and opportunities for community-led discussions relating to the impacts of sea level rise. 	
Risks (to programme, cost, quality, other)	
<ol style="list-style-type: none"> 1. Due to the high degree of importance and significance to iwi, affected or interested parties, and the wider community. It is important that iwi and the community has ample opportunity to provide input during the community engagement period. 2. If the community-led process and wider community engagement expands significantly (e.g. to meet community expectations) and Greater Wellington Regional Council is unable to contribute financially, there may not be sufficient budget to complete this community-led process in 2020/21. 	
Issues (for elected member attention)	
<ol style="list-style-type: none"> 1. None to report 	

Corporate IT projects

Information technology – Hardware renewals					
Description	The hardware programme includes servers, desktops, laptops, mobile phones, internal network, digital radio network across the district and the CCTV network.				
Group	Corporate Services				
Status	Category	Timeliness	Budget		
		🕒 ✓	\$ ✓		
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the first quarter were:</i></p> <ol style="list-style-type: none">1. Purchase of new desktops and laptops to replace old equipment.2. Purchase of new mobile phones to replace old equipment.3. Purchase of new radios for the digital radio network.4. Programme to review and upgrade old CCTV cameras. <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none">5. Implementation of fibre to key Council sites across the district.6. Continue replacing desktops, laptops and mobile phones.					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none">1. There are no risks to the current programme.					
Issues (for elected member attention)					
<ol style="list-style-type: none">1. There are no issues to be considered.					
Current year project costs to 30 September 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2019/20	399,277 ¹	124,344	411,331	

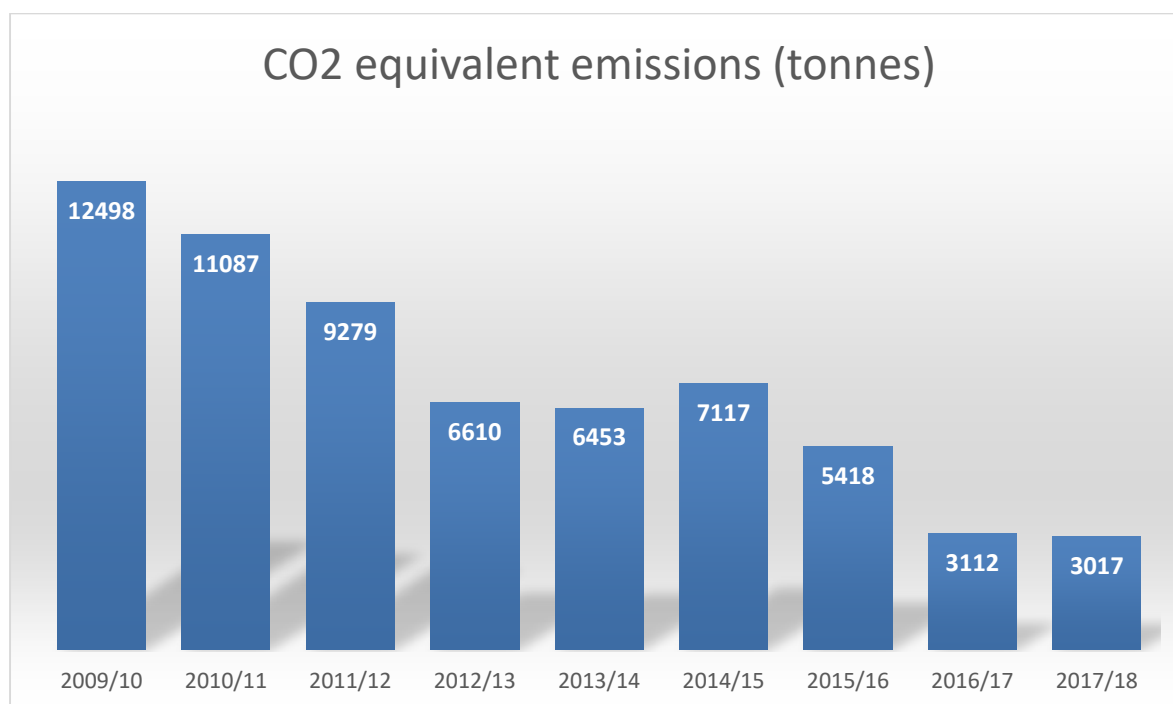
Information technology – Software upgrades					
Description	The software programme includes upgrading existing software applications where required along with projects that require new modules or new software applications.				
Group	Corporate Services				
Status	Category	Timeliness		Budget	
		🕒 ✓		\$ 🔄	
Comments (latest developments/upcoming milestones/critical activities)					
<p><i>Developments in the first quarter were:</i></p> <ol style="list-style-type: none">Completed the installation of new microphones, camera and sound equipment in the Council chambers.Completion of the implementation of new software to replace the no longer supported software at the Aquatic Centre <p><i>Upcoming milestones:</i></p> <ol style="list-style-type: none">Upgrade of Magiq software to v4.26					
Risks (to programme, cost, quality, other)					
<ol style="list-style-type: none">There are no risks to the current programme.					
Issues (for elected member attention)					
<ol style="list-style-type: none">The forecast overspend in software includes higher project cost than anticipated for both the upgrade project to the Council chambers and the software project for Aquatics. It is anticipated that the overspend will be able to be absorbed across the programme for the year.					
Current year project costs to 30 September 2019					
Financial year	Year	Project budget \$	Project costs to date \$	Forecast project costs \$	Carry over \$
This year	2019/20	322,258	224,075	367,873	

Carbon and energy management

Introduction: Adopted in 2012, the Council’s Carbon and Energy Management Plan sets a target of an 80% reduction in greenhouse gas emissions from the organisation by 2021/22 compared to 2009/10, through energy conservation, renewable energy, reducing fossil fuel use and changing how waste is disposed of. The Council has its annual emissions inventory (carbon footprint) independently audited to gain ‘CEMARS’¹ accreditation to the ISO-14064 standard.

Background

1. In the Quarterly Activity report for the second quarter 2018/19 the results of the CEMARS audit for the 2017/18 year were presented to the Operations and Finance Committee (OFC), at the meeting on 21 February 2019.
2. The audit results for 2017/18 were that the Council’s greenhouse gas emissions (GHG) in 2017/18 were 3017 tonnes on a CO₂ equivalent basis (see Chart). This is 95 tonnes below the previous year and is a 75.9% reduction on the 2009/10 baseline year.



Recent developments

3. At a Council meeting on 23 May 2019, the Council declared a climate change emergency and committed to pursue the goal of carbon neutrality by 2025.
4. At the request of Council, a report was prepared outlining suggested steps to pursue the goal of carbon neutrality by 2025, and was presented to Council at its meeting on 27 June 2019. In that report a range of options for carbon reductions and offsets were presented, but it was noted that more time and resources would be required to further investigate those.
5. To provide those additional resources the Infrastructure team is establishing a new Sustainability and Resilience team incorporating the functions of the current Solid Waste team. The new position of Sustainability and Resilience Manager was advertised in late September - early October. That position has been filled and the new manager started on 21 October. One other

¹ Certified Emissions Measurement and Reduction Scheme – administered by Enviro-Mark Solutions Ltd.

role, the Waste Projects Manager, has been filled. This role also picks up some Civil Defence Emergency leadership functions. Additional roles were due to be advertised in October/November 2019.

Next CEMARS Audit

6. The next CEMARS audit, for the 2018/19 year, is currently programmed to be over 29-30 January 2020. Provisional results will be reported to the Strategy and Operations Committee (SOC) in the Quarterly Activity Report for the second quarter of 2019/20 (mid-late February 2020).
7. Early indications from data collation to date suggest that the further impact of the LED streetlight conversion project undertaken through 2017/18 and 2018/19 will lead to a reduction in CO₂e emissions, from that source, of around 70 tonnes for the 2018/19 year. This is in addition to the reduction by 41 tonnes of emissions reported for 2017/18. There are further reductions to come from this source as the full year effect of the LED conversions undertaken throughout 2018/19 won't be accounted for until we see the streetlight electricity consumption figures for 2019/20.
8. There will, however, be some contra effects to this electricity use reduction as Council has taken occupancy of two additional buildings since last year. On 1 July 2018 we took on management of the Te Newhanga Community Centre, and so electricity and gas invoices for that facility now contribute to Council's emissions total. In addition, early in 2019 we started a lease for Takiri House to provide additional staff office space. The electricity invoices for Takiri House will also be a net addition to our emissions total for 2018/19.
9. The net impact of these offsetting impacts will not be known until the CEMARS audit is completed in late January 2020 and verified by Toitū envirocare (previously Enviro-Mark Solutions) in late February 2020. The provisional results (and hopefully final results as well) will be reported back to the SOC in late February as noted above.
10. As noted in the last Carbon and energy management project report (at the OFC meeting on 21 February 2019) the projected emissions reductions from current projects will not, on their own, be sufficient to see the Council reach its stated 80% reduction target by 2021/22. To achieve that, emissions need to be reduced by 517 tonnes from 2017/18 levels to just under 2,500 tonnes.
11. Investigating the most cost-effective pathway forward with emissions reduction and carbon offsets will be one of the core roles of the new Sustainability and Resilience team.

Place and Space

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



Parks and open space

Ngā papa rēhia me ngā waahi māhorahora

First quarter activity report – 1 July to 30 September 2019

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.
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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 this activity (excluding overheads)

\$1.20m (ytd)
\$1.11m budget (ytd)

FY Outlook

Year to date

→ Minor variance, on track for year end.

Operating income

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

-\$0.15m (ytd)
\$ 0.30m budget (ytd)

FY Outlook

Year to date

→ Major variance, on track for year end

→ The lower income is mostly due to a decision by the Council to accept the proposal for the Ngarara Waimeha Development in Waikanae to develop and provide a pocket park as part of their development instead of paying cash for reserve.

Capital expenditure

Costs for our capital projects

\$0.07m (ytd)
\$0.01 m budget (ytd)

FY Outlook

Year to date

FY forecast \$0.52m underspend

→ Moderate variance year to date, lower spending planned for year end. The lower spending relates to two projects – Otaki Beach Development and Paraparaumu/Raumati Escarpment planned to be completed in 2020/21. There is some reprioritisation planned within the activity to meet community commitments described below.

Projects

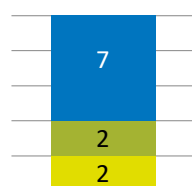


Over 250k

■ On target

→ There is only one parks and open space 'project' this year, the Districtwide Parks and Playgrounds work programme. It is a capex over \$250k project and is on target.

Performance measures (KPI)



■ Not yet due

■ On target

■ Achieved










→ Of the 11 KPIs two were achieved at the end of the first quarter 2019/20, two were on target and the other seven were not yet due.

Summary of projects

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

1. Districtwide Parks and Playgrounds				
<p>→ The playgrounds scheduled for upgrade this year are Campbell Park, Paekākāriki; Mazengarb Park, Paraparaumu; Marere Avenue, Paraparaumu; Waimeha Domain, Waikanae; Pharazyn Avenue, Waikanae; and Tasman Road Reserve, Ōtaki. Further discussion is needed with the community before we proceed with the playground upgrade at Marere Avenue.</p> <p>→ Procurement process commenced for five of the playgrounds and options were received from suppliers based on feedback from the community.</p> <p><u>Key risks/issues:</u></p> <ul style="list-style-type: none"> Marere Avenue playground is part of the upgrade programme but the park as a whole needs improvement. Officers will work with the local community to understand their priorities for the park and put a plan in place for this year that will include some new equipment for the playground. 				
Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
16	749	766	\$🕒	

2. Other projects					
Project	Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Comment
Districtwide beams and seating	5	55	55		
Paraparaumu/Raumati Escarpment	-	201	-		Currently on hold while under discussion with Kiwirail
Otaki Beach development	-	333	-		Currently on hold while road stopping issue resolved

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

Other key developments

Kaitawa Reserve

- The Kaitawa Reserve Outdoor classroom was completed and officially opened.

Maclean Park

- Stage 1 of the Maclean Park redevelopment was completed. An opening event is planned for November.

Restoration planting

- Successful completion of the 2019 restoration planting programme. A total of 18,000 eco-sourced native plants were planted to restore bush, riparian margins, wetlands and dunes across the district. Specific areas of interest included:
 - 2,300 native plants planted at Pharazyn Reserve, including 1,800 by Waikanae school children celebrating Arbor Day.
 - 1.2 hectares of the Matai Huka (Raumati Escarpment) Reserve planted to trial a new method of restoration planting designed to reduce planting costs by up to 80% per hectare.
 - 3,000 native sand binding plants (spinifex and pingao) planted between Paraparaumu and Ōtaki to speed dune recovery following storms in 2017 and 2018.
 - 3,000 native riparian plants planted to restore riparian margins throughout the district.

Waikanae ki Uta ki Ta

- Council officers continued working with the Department of Conservation, Greater Wellington Regional Council, iwi and community representatives on the establishment of a Waikanae River Mountains to the Sea catchment restoration programme, provisionally named 'Waikanae ki Uta ki Tai'. This programme aims to foster a collaborative, coordinated approach to protecting and restoring the Waikanae River catchment from the headwaters to the sea.
- The early focus has been on iwi partnership and developing a governance structure and values framework. The Department of Conservation (DoC) is fulfilling its commitment to lead, assigning a staff member to work on the programme 20 hours per week, and allocating a long-term budget. DoC has requested that Kāpiti Coast District Council and Greater Wellington Regional Council commit to sharing programme costs. Once a governance structure and values framework are agreed, a plan will be developed to serve as a guiding document.

Performance measures

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

Performance measures	Target	Result	Comment
Achieved			
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 (56 years)	There is a total of 56 years capacity across the three cemeteries (based on 2013 Census data and growth analysis).
On target			
Sports grounds are open when scheduled	85%	On target	Sports grounds were open 93% of the time in the first quarter. (2018/19 result was 97%)
All available records will be on council's website within four weeks of interment	100%	On target	
Not yet due			
Residents(%) who are satisfied with the current availability of facilities	85%	Not yet due	The annual Park Users' survey will be done in the third quarter. (2018/19 result was 100%)
Residents (%) who are satisfied with the quality of Council parks and open space	85%	Not yet due	The annual Park Users' survey will be done in the third quarter. (2018/19 result was 100%)
Residents (%) who are satisfied with the quality and range of recreation and sporting facilities in the district	85%	Not yet due	The annual Park Users' survey will be done in the third quarter. (2018/19 result was 100%)
Residents (%) that are satisfied with Council playgrounds	85%	Not yet due	The annual Park Users' survey will be done in the third quarter. (2018/19 result was 100%)
Users who are satisfied with the cemeteries appearance and accessibility	85%	Not yet due	The annual Park Users' survey will be done in the third quarter. (2018/19 result was 100%)
Users who are satisfied with Council walkways, cycleways and bridleways	85%	Not yet due	Provisional Residents Opinion Survey results are not due until the second quarter. (2017/18 result was 94%)
Residents (%) who are satisfied with access points to beaches	85%	Not yet due	Provisional Residents Opinion Survey results are not due until the second quarter. (2017/18 result was 92%)



Recreation and leisure

Hākinakina

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$2.10m (ytd)

\$2.21m budget (ytd)

FY Outlook

Year to date

→ Minor variance, on track for year end.

Operating income

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

\$0.43m (ytd)

\$0.44m budget (ytd)

FY Outlook

Year to date

→ Minor variance, on track for year end.

Capital expenditure

Costs for our capital projects

\$0.13m (ytd)

\$0.29m budget (ytd)

FY forecast \$0.04m underspend

FY Outlook

Year to date

→ Minor variance, lower spending forecast for the year.

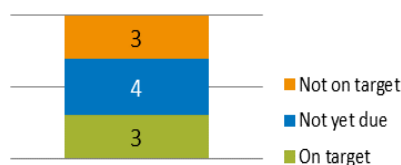
→ The lower spending forecast relates to plans to move swimming pool routine asset maintenance and renewal to 2020/21 to reduce the inconvenience to the public and minimise the loss of income.

Projects

There are no significant council projects in this activity for 2019/20.

→ There are a number of minor projects summarised in the table on the next page.

Performance measures (KPI)








→ Of the ten KPIs from the Recreation and Leisure activity three were on target and four were not due yet .

→ The three KPIs not on target are all in the library area and are attributable to the closure of the Waikane Library in late 2018 and its subsequent replacement by a smaller medium term option.

Summary of projects

There are a number of minor projects underway this year, they are summarised in the table below:

1. Minor projects					
Project	Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Comment
Coastlands Aquatic Centre	12	112	64	\$U	Carryover of \$50k to be requested
Otaki Theatre	8	116	117		
Public Art	0	154	154		
Pool - Waikanae	118	204	204		
Library - Books	51	211	211		
Mahara Gallery	9	270	199	\$U	Project put on hold until early 2020.
Other minor projects	103	178	279	\$O	Forecast increase relates to medium term Waikanae Library fit out and Paraparaumu Library Basement renewal.

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

Other key developments

Libraries

- A medium term library and service centre was opened in Mahara Place on Monday 1 July 2019. The new space has allowed the library to once again offer regular community programmes.
- The Garden Talks programme was launched at Ōtaki Library – as a tie-in with the newly planted community garden. Over 45 people attended the first session with a focus on garden design and growing your own microgreens. This project was developed in partnership with the Parks and Recreation Team to develop a “productive garden” outside Ōtaki Library.
- We celebrated Te Wiki o te Reo with a series of exciting musical and theatre performances that attracted over 130 participants.
- The library has received ongoing feedback from a small portion of the community regarding the reduction in collection budgets for 2019/20

Arts and Museums

- The first round of 2019/20 Creative Communities Scheme funding grants was completed which support arts activities that celebrate Kāpiti culture, community involvement and our diversity, particularly youth and Toi Māori. The amount of \$22,904.40 was awarded to nine recipients.
- Work on the 2019 Arts Trail has continued through the quarter with the publication of the Arts Trail Guide which has proved very popular with the local community and beyond.

Aquatics

- There were 64,901 pool visits in the first quarter, which is the highest first quarter since the opening of the Coastlands Aquatic Centre. This is due to higher programme numbers including learn to swim, an updated marketing approach and four major events which were held during this time.

Appendix B – Recreation and leisure chapter (1 July to 30 September 2019)

- A total of 548 people were registered for swimming lessons during the school term in the first quarter – 421 at Coastlands Aquatic Centre, 88 at the Ōtaki Pool and 39 children who completed the holiday swimming programme during the first quarter.
- There were 171 school children in total who participated in schools swimming lessons delivered by council instructors in the first quarter.
- Four events were held during the first quarter. Coastlands Aquatic Centre hosted the Swim Wellington Distance Meet and Tier 1 Meet, NZ Surf Lifesaving Regional Pool Champs and the Matson Trophy Meet with a total of 394 participants.
- Kapiti Coast Aquatics won the National Lifeguard Championships.

Performance measures

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

- The three KPIs not on target are discussed below:
 - i) *Total visits to libraries* is below target with 65,831 visits in the first quarter. To achieve the annual target of 300,000 visits we need to average around 75,000 visits per quarter. The Waikanae Library, with 13,879 visits in the quarter is over 11,000 down from the average quarterly visits seen in 2017/18 and accounts for all of the districtwide shortfall.
 - ii) We added 1,888 new items to the library's collection in the first quarter, which equates to 35 new items per 1,000 of population. With the reduction in collections budget for 2019/20 the expected level of new items added to the collection is approximately 180 items per 1000 of population. We expect to meet that level – but won't reach the target specified in the long term plan of 350 new item per 1,000 of population.
 - iii) *Number of items borrowed* is also below target with 146,538 in the first quarter. To achieve the annual target of 650,000 items borrowed we need to average around 162,500 items borrowed per quarter.

Performance measures	Target	Result	Comment
On target			
Visits to swimming pools in the district	At or above 290,000 annual admissions	On target	64,901 combined swims in the first quarter (compared to 58,509 last year). (2018/19 result was 293,638)
Learn to swim registrations	At or above 3,200 annual registrations	On target	587 registrations for the first quarter (651 last year). (2018/19 result was 3,344)
Total value of applications received relative to the total amount of funding in each allocation round	Ratio is > 1	On target	In the first round of the Creative Communities Scheme 2019/20, a total amount of \$23,797 was applied for: \$22,904 was available – a ratio of 1.04 to 1. (2018/19 result was 1.58:1)
Not on target			
Total visits to libraries	At or above 300,000 annually	Not on target	There were 65,831 visits to the district's four libraries in the first quarter (19,130 for Ōtaki, 886 for Paekākāriki, 13,879 for Waikanae and 31,936 for Paraparaumu). (2018/19 total visits were 253,978)
Collections are refreshed in accordance with New Zealand public library standards	Maintain 350 new items (incl renewals) per 1,000 (where population is 52,762)	Not on target	There were 1,888 items added to the library collections in the first quarter. That equates to 35 items per 1,000 for this quarter. This is a reflection of the reduction in the Library Collection budget for 2019/20. (2018/19 result was 331 per 1,000)

Appendix B – Recreation and leisure chapter (1 July to 30 September 2019)

Performance measures	Target	Result	Comment
Not on target			
Number of items borrowed per annum (including renewals)	650,000	Not on target	There were 146,538 items borrowed in the first quarter. (2018/19 result was 613,190)
Not yet due			
Council will maintain PoolSafe accreditation	Achieve	Not yet due	PoolSafe accreditation will be assessed in the third quarter. (2018/19 result was 'Achieved')
Users who are satisfied with the pools services and facilities	85%	Not yet due	Provisional results for this measure are not due until the second quarter. (2018/19 result was 96%)
Users who are satisfied with the library services	85%	Not yet due	Survey results are not yet available. (2018/19 result was 95% satisfied).
Users who are satisfied with library spaces and physical environments	85%	Not yet due	The annual Library Users Survey will be undertaken in May 2020. (2019/20 result was 90% satisfied)



Economic development

Whakawhanake umanga

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$0.34m (ytd)
\$0.49m budget (ytd)

F/Y Outlook



→ Moderate variance, on track for year end.

Operating income

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

\$0.02m (ytd)
\$0.00m budget (ytd)

F/Y Outlook



→ Moderate variance, on track for year end.

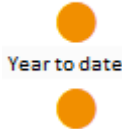
→ The additional income this quarter is from NZTA for the Peka Peka to Otaki Expressway Project.

Capital expenditure

Costs for our capital projects

\$0.89m (ytd)
\$0.60m budget (ytd)

F/Y Outlook

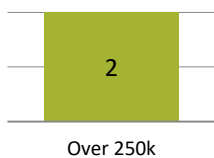


FY forecast \$1.23m overspend

→ Moderate variance, additional capital spending planned for year end.

→ The additional capital spending relates mostly to the Kapiti Road project which will receive additional NZTA funding.

Projects



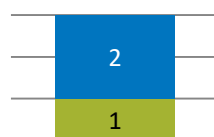
Over 250k

■ On target

→ The Strategic Land Purchase Fund and the Town Centres project are the two main projects in this area. Both are capex over \$250,000 projects.

→ Both projects are regarded as on target from a Council perspective.

Performance measures (KPI)



■ Not yet due

■ On target

→ Of the 3 KPIs one was on target as at the end of the first quarter 2019/20 and the results of the other two KPIs are not yet due .

Significant projects

There are two economic development projects reported in this activity report (the Strategic Land Purchase Fund and the Town Centres project).

We have reported on the Elevate Ōtaki project developments on the next page. This is not included as a Council project in the chart on the previous page as Council is providing resource and funding support for the project but is not managing it.

1. Town Centres project

- W3 Mahara Place upgrade project construction was near complete at 30 September 2019.
- Preparation work on Kapiti Road between Arawhata Road and Brett Ambler Way is well advanced for completion of the shared path and preparation for road widening.
- Continued coordinated SH1 Revocation works aligned with Town Centres master plan priority projects with a focus on Paraparaumu and Waikanae.

Key risks/issues:

- SH1 Revocation works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
869	1,130	1,740	\$🕒	This budget is largely for the planned Kapiti road project with additional scope of works to undertake the road widening. The resultant additional costs are to be funded by the NZTA 'Low Cost Low Risk' budget. Works due to be completed by January 2020.

2. Strategic Land Purchase Fund

- No land purchases have been completed this quarter

(there is no timeline set for this fund as it is dependent on when strategic parcels of land come up for sale).

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
18	1,430	1,690	\$🕒	Mainly Marine Parade acquisitions and other strategic land/property acquisitions as outlined in the paper to Council on 26 Sep 2019

Project status key

Complete



On target



Not on target



On hold



High risk



Ahead



Lagging



Underspend



Overspend



3. Elevate Ōtaki

- Ōtaki Identity work by Flightdec is almost complete. The official outcomes have not been released as of yet.
- The A4 brochure about living, working and playing in Ōtaki is complete and has been circulated throughout the community, and is available at elevateotaki.nz
- Elevate Ōtaki had a stand at the Ōtaki Expo in September 2019.
- Survey of local businesses - Kapiti Business Projects has been engaged to undertake a Business Preparedness Survey of businesses on SH1. The final report is due in November 2019.
- The Terms of Reference (ToR) have been agreed by both Council and Elevate Ōtaki members except for one point. Elevate Ōtaki believe that ED support was committed to until the end of the term of the funding support ie. 2021/22. The Council governance of the group have committed only to 30 June 2020.
- Ōtaki Community Board – the meet and greet was held in July 2019.
- Monthly finance report – a standard finance report has been issued each month for review by the group to understand current and forecast spending.

Key risks/issues:

- SH1 Revocation Resourcing the group to deliver projects.
- Ōtaki Identity project perception by the community. High potential for varied views on the topic by old and new residents and various sectors or groups. Works do not align with Town Centres projects leading to re-prioritisation and re-scheduling.
- Council process around approval of projects and payment for services (carried forward).
- Administration and ED Support – there is a discrepancy in the expectations of the Council governance of the group and Elevate Ōtaki. From previous discussions with Council, Elevate Ōtaki believe the support was committed to until the end of the term of the funding support ie. 2021/22. Whereas the Council governance of the group have committed only to 30 June 2020. This is an outstanding point within the Terms of Reference. The current support structure is confirmed until the 30 June 2020.

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
31	63	63		

Other key developments

Economic Development Strategy Refresh

- The drafting group continue to meet with the ED team on a monthly basis, as well as attend workshops with the wider business community. Progress continues as follows with next steps :
- Continued stakeholder meetings, discussions and workshops held with the business community and key partners, stakeholders, individual iwi workshops, individual businesses and community and industry groups. (Aug – Sept 2019)
 - All Community Boards to have been presented with feedback requested by 11 October.
 - Incorporate feedback into development of strategy document (Oct 2019)
 - Circulate draft strategy and implementation plan for final feedback (Nov 2019)
 - Finalise strategy (Dec – Jan 2020)
 - Adopt and implement strategy (Feb 2020)

Filming requests

- Council received two filming requests from Screen Wellington this quarter.
 - Additional filming on Peka Peka beach for a health and safety video for a Wellington based company.
 - Filming on Waikanae Beach for observational footage of beach cleaning and a gathering for a climate march.
- The Policy Team completed a review of the Film Friendly Policy during the quarter, which was approved by the Strategy and Policy Committee on 5 September 2019. A new Memorandum of Understanding was agreed to with Screen Wellington, which is currently with WellingtonNZ for signing. Information on the Council and Destination websites is now being updated.

Major Events Fund

- Applications for the 2019/20 Major Events Fund closed on 24 June 2019, with recommendations for funding approved by Council on 8 August 2019. Funding of \$175,000 was available to support event delivery, with \$25,000 available for event feasibility support.
- Council approved funding for five events, with three events receiving multiyear funding. There were two new events that also received funding.

Event	Amount	New / Existing	Multiyear
Māoriland Film Festival	\$55,000	Existing	Yes
Kāpiti Food Fair	\$25,000	Existing	Yes
Otaki Kite Festival	\$25,000	Existing	Yes
FFFlair Limited	\$50,000	New	No
XTERRA Wellington	\$20,000	New	No

- The amount of funding available for feasibility funding was reduced to \$15,000 with \$10,000 to be used to support the organisation review. Officers are currently talking with organisers who would like to apply for the feasibility funding.

Kāpiti Destination Story update

- Progress continues to be made with the development of the Kāpiti Destination Story, this includes having workshops with iwi representatives. Feedback from these workshops and the wider community engagement is now forming the development of the overarching story.
- The destination website – www.kapiticoastnz.com is currently being redeveloped with the updated website scheduled to be completed in mid-November 2019. This will include updated content and improved accessibility and usability.

Paraparaumu Beach Market relocation

- Council Officers have been working with the owners of the Paraparaumu Beach Market following a request to Council to move the Saturday morning market from its current location to Maclean Street with additional capacity and growth provided in Maclean Park.
- There were a number of steps to be completed to enable the move to happen including:
 - Approval to partially close Maclean Street
 - Licence for the use of part of Maclean Park

Appendix B – Economic development chapter (1 July to 30 September 2019)

- Resource Consent for use of part of Maclean Park
- Application to trade in public places
- Approval to close part of Maclean Street and issue a licence for the use of part of Maclean Park has now been granted. The market is scheduled to move to the new location from 5 October 2019.

Kapiti Youth Employment Foundation (The Foundation)

- The Foundation continues to work with the three local colleges - Kāpiti, Paraparaumu and Ōtaki, who run the Kāpiti Work Ready Passport Programme with their students and also host an #EmployerMeet event each, along with helping to advertise for the WEX work experience placements.
- The Foundation is now working in partnership with Te Kura to promote each other's offerings to suitable students.
- Kapiti Rotary and Lions Waikanae have offered their support to the Foundation. And the Foundation is currently in discussions with the Ministry of Social Development to discuss ways they could partner.

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	In addition to the continued delivery of actions from the 2015 Economic Development Strategy work has commenced on a refresh of the strategy. The refresh of the strategy is scheduled for presentation to Council in February 2020 and is on track for delivery.
Not yet due			
Representatives of the business leadership forum that are satisfied that the economic development strategy implementation plan deliverables are being achieved	85%	Not yet due	The business leadership forum was dissolved in the previous triennium. Work on the governance structure for the new ED strategy is being undertaken alongside the drafting of the refreshed strategy. An external drafting group has been established to assist with this process, along with an external stakeholder group.
The Māori Economic Development Strategy implementation plan deliverables are achieved	Achieve	Not yet due	The Economic Development team are working with TWoK and Iwi representatives on the Economic Development Strategy Refresh and the Maori Economic Development and Well-being Plan.



Community facilities and support

Whakaurunga hapori me ngā hāpai hapori

First quarter activity report – 1 July to 30 September 2019

Purpose	To manage and maintain Council's building and property assets and provide resources to the community for capacity building and service provision.
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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 this activity (excluding overheads)

\$1.18m (ytd)

\$1.44m budget (ytd)

Full year outlook



Year to date



- Moderate variance, on track for year end.
- The variance this quarter is mainly due to timing of community contract payments, including the youth centre.

Operating income

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

\$0.42m (ytd)

\$0.39m budget (ytd)

Full year outlook



Year to date



- Minor variance, on track for year end.

Capital expenditure

Costs for our capital projects

\$0.43m (ytd)

\$0.47m budget (ytd)

Full year outlook



Year to date



FY forecast \$0.49m underspend

- Minor variance, lower spending planned for the year.
- The Raumati waterfront building and the Paraparaumu Memorial Hall are on hold pending review.

Projects

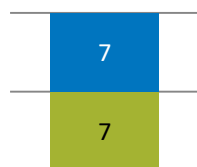


Not on target

Over 250k

- There is one significant Community Facilities and Community Support projects.
- It is the Housing for Older Person's renewals project and it is forecast to overspend the initial budget, largely as a result of urgent remediation needed to the Wipata Flats in Paekākāriki.

Performance measures (KPI)



Not yet due

On target

- Of the 15 KPIs only 14 of these have targets as one is for recording and monitoring purposes.
- Seven KPIs were on target at the end of the first quarter 2019/20 and the results for the other seven KPIs are not yet due.

Summary of projects

There is one significant Community Facilities and Community Support project summarised below.

1. Older person's housing renewals				
<p>→ Council completed the urgent remediation of the Wipata Flats in Paekākāriki, much of which had been done in the previous quarter.</p> <p>→ Council completed full interior renewal on two Housing for Older Persons units during the first quarter. Additionally, renewal of four further units is on track to complete in October 2019.</p> <p>→ Two units, (in renewed condition), became vacant in the first quarter and will be re-let in October 2019.</p> <p>→ The Older person's housing renewals project is currently on target although at the end of the first quarter has already spent 45% of the annual budget.</p> <p>→ A contract was let to Miyamoto to undertake condition surveys across the entire Housing for Older Persons portfolio. The contract is due to be finished in October and the results and next steps (if any) will be analysed after that. The rental houses and four community facility buildings are being surveyed in October.</p> <p>→ As at 30 September 2019, the Applicant Register number is 51.</p>				
<p><u>Key risks/issues:</u></p> <ul style="list-style-type: none"> Contractor/component availability may affect completion. Renewals works are generally undertaken when they become vacant. This means there is no certainty with forecasting. A prioritisation plan for managing renewals will be brought to Council after the Building Condition Surveys program has been completed. In the mean time staff will continue to assess units for renewal as and when they become vacant. This will be in addition to <i>ad hoc</i> replacement bathrooms, kitchens or other building elements staff believe necessary. 				
Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
397	587	757	\$🕒	Given spending to date we're forecasting an overspend of this year's budget. The projected overspend is in large part due to the \$150,000 spent on the urgent remediation of the Wipata Flats.

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

2. Other projects					
Project	Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Comment
Halls - Waikanae	44	102	106		
EQP	61	123	122		
Civic Access Control System	3	139	157	\$0	
Halls - Paraparaumu/ Raumati	1	144	73	\$0	Significant part of works may be deferred to allow reallocation of budget.
Paraparaumu College Gymnasium	-	255	350	\$0	Paper will come to Council to discuss cost increases and proposed re-scheduling of this project.
Memorial Hall renewals	16	327	26		Safety work only to be done. Major project is on hold for reassessment of community needs.
Waterfront building	45	505	138	\$0	New roof and replacement windows only. Major alteration plan likely to be deferred to allow reallocation of budget.
Performing Arts Centre	-	1,600	1,600		Contribution now expected to be made in December 2019.
Other minor projects	21	108	232	\$0	The forecast overspend is the result of possible unbudgeted spends on public toilet renewals in Ōtaki and proposed work at Takiri House.

Other key developments

Mahara Gallery

- The consultants are progressing the detailed design plans for the Mahara Gallery based on the Resource Consent approved in June 2019. The Mahara Gallery Trust submitted a funding application to the Lotteries Environment and Heritage Fund. A decision is expected in November 2019. This is one of four Central Government funding opportunities the Trust is targeting.

Te Newhanga Kāpiti Community Centre

- Moisture testing was undertaken in August at Community Centre. The results did not identify elevated mould readings and noted that the levels of mould found would be unlikely to result in health issues.

Paraparaumu Library

- Work finished on the Paraparaumu Library to remediate the concrete panels on the western and eastern ends of the building. Water ingress occurred due to the panels not being fully grouted and sealed during construction resulting in leak issues in the basement. Rusted steel beams were replaced and damaged concrete remediated.

Waterfront Bar & Restaurant

- Due to significant leak issues, a contract was let for the roof replacement and associated remediation at the Waterfront Bar & Restaurant in Raumati. There are some window and door replacements required which are scheduled for October 2019.

Community support initiatives

- In July, Council hosted a funders forum. This provided a 'speed dating' opportunity for community not-for-profits to sit down and talk with funders. Over 80 people attended two forums. Funders included, Generosity New Zealand, New Zealand Community Trust, Nikau Foundation, One Foundation, Pelorus Trust, The Department of Internal Affairs, Wellington Community Trust and Council. Another forum is planned for later in the year.
- Contract holders for Council's Social Investment programme presented their Year One achievements to elected members in September. The reportbacks gave organisations an opportunity to highlight key achievements. Elected members heard from Kāpiti Impact Trust and Volunteer Kāpiti, Kāpiti Living without Violence and Kāpiti Womens' Centre, Energise Ōtaki, Kāpiti Youth Support, Challenge for Change, Ngā Hapū o Ōtaki and Māoriland Hub. Age Concern reportback at earlier in the year.
- Neighbourhood Support and Council are working collaboratively to support a programme for Kapiti. An interim approach has been developed and will be implemented in October 2019. This will include a digital platform to support local neighbourhoods, roll out of the new national branding and administration and promotional resource from the Regional Coordinator.
- The Council was awarded the Enviromarks Solutions award for a medium sized organisation. The award was in recognition of Council's reduction in carbon emissions. The award was presented at a ceremony in Auckland.
- The Youth Council has finished its recruitment phase which has resulted in four new members. They spent a weekend workshoping ideas for their 2019/20 work plan. The Youth Council will be focusing on activities for Youth Week in May 2020, a campaign to showcase things to do in Kāpiti for young people called Secrets of Kāpiti and Te Anamata Project – an Ōtaki focussed event.
- Council has been working with the Capital and Coast District Health Board as part of a new suicide prevention initiative to reduce incidences across the region. Current statistics for Kapiti (excluding Otaki) show that 85% of suicides are men and 34% are over the age 65. A terms of reference for a mens group has been drafted.
- Just over 300 participants attended No. 8 Wire week. The programme of events and activities aims to build community resilience, resourcefulness and environmental responsibility. Events included a range of community lead workshops. For the first time some workshops were in te reo Māori. Most popular workshops included: Rongoa (traditional Māori healing plants), Food for Thought (ran by Transition Towns Ōtaki) and a tamariki wild play space.
- Council continues to support the Kāpiti Settlement Support Network, Kāpiti Health Advocacy Group, Kāpiti Accessibility Advisory Group, Kāpiti Youth Council and Kāpiti Older Persons' Council and the Kāpiti social services network to encourage community participation and support advocacy for unmet needs.
- The Kāpiti Coast Older Persons' Council, Accessibility Advisory Group and Council partnered to host an 'Age on the Go' expo. The event attracted more than 500 participants to the Waikanae Memorial hall. The expo showcased over 50 information stalls and a range of activities where held throughout the day.
- The Council awarded over \$34,000 to 23 community groups through its annual Community Grants Scheme. The Scheme provides up to \$2,000 to not-for-profit projects, programmes and events that contribute to positive social outcomes for Kāpiti residents.

Appendix B – Community facilities and support chapter (1 July to 30 September 2019)

- Recently Grey Power Kāpiti were successful in securing Government funding for the initial engagement to get Kāpiti on its way to becoming Age Friendly. Council will work with Grey Power to compliment this approach and collaborate on a range of activities to help inform ongoing Age Friendly activities that will lead to a districtwide Strategy.
- Te Newhanga Kāpiti Community Centre had 547 bookings.

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 (ytd)	Comment
Community facilities			
On target			
Occupancy rate of available ¹ housing for older persons units	97%	On target (99.6%)	Four units are undergoing full interior renewal - due to complete in October.
Percentage of council-owned buildings that have a current building warrant of fitness (where required)	100%	On target (100%)	All Warrant of Fitness have been issued on time (2018/19 result was 100%)
Residents (%) who are satisfied that public toilets are clean, well-maintained and safe	75%	On target (88%)	The provisional result from the first quarterly Resident Opinion Survey was 88% (note that this is from 147 of 208 respondents). (2018/19 result was 82%)
Urgent requests in regard to public toilet facilities that are responded to within four hours	98%	On target (100%)	There were 21 service requests received in the first quarter, with all meeting the four-hour target (2018/19 result was 97.8%)
Not yet due			
Users (%) who are satisfied with the standard of the library building facilities	85%	Not yet due	The Library users survey is not conducted until the third quarter. (2018/19 result was 90%)
Users who are satisfied with halls	80%	Not yet due	The annual Hall Hirers Survey is conducted in the third quarter. (2018/19 result was 92%)
Housing for older persons tenants (%) who rate services and facilities as good value for money	85%	Not yet due	The annual tenant survey is conducted in the third quarter. (2018/19 result was 100%)
Housing for older persons tenants (%) who are satisfied with services and facilities	85%	Not yet due	The annual tenant survey is conducted in the third quarter. (2018/19 result was 97.4%)

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

Appendix B – Community facilities and support chapter (1 July to 30 September 2019)

Performance measures	Target	Result	Comment
Community support			
On target			
Council's social investment programme enables services to deliver on community priorities	Achieve	On target	Year One report backs have been delivered to Council. A formal report will follow in 2020. Contract deliverables have been agreed for Year 2 and will be monitored to assess performance.
Residents (%) who are satisfied with the Council's community support services	85%	On target (88%)	The provisional result from the first quarterly Resident Opinion Survey was 88% (this is from 109 of 208 respondents). (2018/19 result was 90%)
Community connectedness and diversity projects and initiatives planned for year are progressed or completed	Achieve	On target	Support provided for the Kāpiti Multi-Cultural Council events. Support for Kāpiti Settlement Network meeting and ongoing bimonthly meetings aimed at services to support migrants.
Not yet due			
Youth Development Centre opens and Youth development programme deliverables are achieve	Achieve	Not yet due	Year Four report back is due in the second quarter 2019/20.
Participants from the social and community sector are satisfied with the learning opportunities and workshops provided by Council	85%	Not yet due	Survey due in fourth quarter. (2018/19 result was 85%)
The youth council, older person's council and accessibility advisory group are satisfied or very satisfied with opportunities provided to influence the content of council strategies, policies and project planning	Satisfied	Not yet due	Survey due in fourth quarter (2018/19 result was 'Achieved')
Monitor only			
Estimated attendance at council-supported events	There is no target as we will use this for monitoring.	Monitor only	The No.8 Wire week had over 300 participants with some sessions in Te reo Māori for the first time. Over 500 people attended the Kāpiti Age on the Go expo in Waikanae. 80 people representing the not-for-profit sector attended two funders' forums.

Infrastructure

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



Access and Transport

Putanga me to ikiiki

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$3.08m (ytd)
\$3.20m budget (ytd)

FY Outlook

Year to date

→ Minor variance, on track for year end.

Operating income

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

\$1.24m (ytd)
\$1.29m budget (ytd)

FY Outlook

Year to date

→ Minor variance, additional income forecast for year end.

→ The Council is currently negotiating with NZTA to secure additional unbudgeted funding for the Ratanui roundabout and Kapiti Road. The full year forecast will be revised and included in the next report.

Capital expenditure

Costs for our capital projects

\$1.39m (ytd)
\$1.57m budget (ytd)

FY forecast \$0.61m underspend

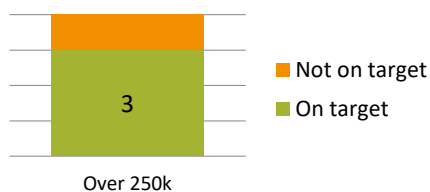
FY Outlook

Year to date

→ Moderate variance, on track for year end.

→ The lower capital spending year to date is due to the SH1 Revocation project being behind schedule.

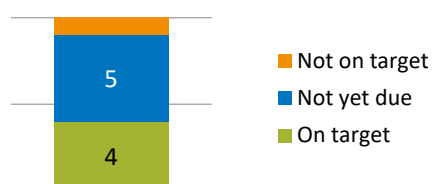
Projects



→ There are four significant projects in this activity. Three are on target.

→ The SH1 Revocation project is behind time and forecast to underspend its budget. It is intended to use that budget for the Kapiti Road project (Town Centres).

Performance measures (KPI)



→ One of ten KPIs was not on target - 'Residents who are satisfied with street lighting' reported a provisional result from the first quarter Resident Opinion Survey of 83% satisfied against a target of 85% (the result for 2018/19 year was 85%).

Summary of projects

The four significant Access and Transport projects are summarised below.

1. Sealed road resurfacing

→ Surfacing sites have been finalised and provided to the respective contractors to programme sealing (chipseal and asphalt). Completion is expected by 31 March.

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
38	1,271	1,271		Work programmed for second and third quarters – due to be complete by 31 March 2020.

2. Footpath renewals and upgrades

→ Footpath renewals and new footpaths instructions have been given to our contractors. A total of 3 km of renewals and new paths are programmed for completion by 30 June 2020. This is an area of 6,286 m² (note that with the first year of increased budget in 2018/19 we did 6,586 m², after only 3,147 m² in the previous year).

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
242	930	1,020	\$⬆️	Forecast overspend is due to additional funding from NZTA. There will be no overspend of the Council share of the budget.

3. SH1 revocation

- NZTA are currently working through the SH1 tender process and construction programme, which is likely to start in late 2019.
- Council and the revocation team from NZTA are reviewing NZTA's asset data and working through the agreement on the future take-over of these assets, including Council's requirements for these assets.
- NZTA and staff are working through the SH1 revocation scheme design process and construction programme. Briefings with elected members on the construction programme and timeframes will continue.

Key risks/issues: that NZTA falls further behind their timelines and cause further delays for Councils updated timelines for this project

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
55	1,848	1,238	\$⬆️	Project is late starting. It is planned to use forecast underspent budget to fund additional 'Low Cost Low Risk' work, probably including the Kapiti Road project (see Town Centres project in Economic Development activity chapter). If it is used for the latter it will be repaid in 2020/21.

Project status key

Complete



On target



Not on target



On hold



High risk



Ahead



Lagging



Underspend



Overspend



4. Minor Improvements programme				
<p>→ The Mazengarb Road/Ratanui Road roundabout work progressed well in the first quarter with 75% of the project completed at 30 September 2019.</p> <p>→ Stage two of the speed limit reviews was substantially completed.</p> <p>→ The Waimea Road /Ono Street intersection safety upgrade is complete.</p>				
Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
535	1,492	1,692	\$U	Additional NZTA funding has been allocated and will be reinvested into these minor improvement projects.

5. Other projects					
Project	Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Comment
Cycleways Walkways and Bridleways	18	160	160		Kotuku bridge and Waimea boardwalk to be delivered in Q3/Q4
Annual Reseal – incl carparks	23	187	187		Programme scheduled to be delivered from Jan- Mar 2019
Street Lighting	25	240	240		
Drainage renewals – incl curb and channel replacements	65	297	297		Major curb and channel replacements forecast for Jan-March 2020. Aligned with the footpath programme.
Bridge repairs	8	327	327		Programme scheduled to be delivered from Jan- Mar 2019
Traffic services renewals	43	381	381		Programmed for March-April 2020
Targeted roading projects – incl east-west connectors	11	650	211	\$U	Forecast for Business case & design of East-West Connectors only. Balance of funds will be spent on minor works projects.

Other key developments

Network Planning

- In addition to providing advice on resource consents received in the previous quarter 39 new resource consents were received this quarter. Advice has been provided at a number of pre-application and business start-up meetings and in response to temporary events.

Expressways

- Physical works continue on PP20 and Fletcher Construction is liaising with Council and residents to enable the works.

Travel planning and safety initiatives

- There have been a range of safety education initiatives this quarter, including:
- Rail Safety Week 12-18 August run by Track Safe with an emphasis that every near miss has an impact on train drivers. Crosses were installed at railway crossings with a history of near misses with a barcode that when scanned linked to six real near miss incidents. This information was viewed over one million times.
 - Meeting with the drivers at the Waitohu Quarry on 27 August regarding safety issues for Waitohu school and all road users due to high volume of truck and trailers movements for Transmission Gully and Peka Peka to Ōtaki projects.

Appendix B – Access and transport activity report (1 July to 30 September 2019)

- Meeting with the Waikanae Visually Impaired group run by Gail Mann and discussed road safety with the group.
- Undertaking a joint distractions checkpoint with the Police on 5 September targeting distractions. Tickets issued for cell phone use, not wearing seatbelts and going through the intersection on an amber traffic light when they could stop, speeding up to try and beat the lights and driving through a red light.

Performance measures

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

- One KPI was not on target - 'Residents (%) who are satisfied with street lighting' reported a provisional result from the first quarter Resident Opinion Survey of 83% satisfied against a target of 85% (the result for 2018/19 year was 85%). This result may well improve as further quarterly surveys are completed and the pool of survey respondents increases from the 208 surveyed in the first quarter to the full annual survey population of around 800. The results for the past two years can be seen below and show considerable volatility in the quarterly results.

Satisfaction with Street lighting – trend over the past eight quarters

	Sep '17	Dec '17	Mar '18	Jun '18	Sep '18	Dec '18	Mar '19	Jun '19	Sep '19
Quarterly result	83%	91%	86%	83%	77%	86%	91%	87%	83%
Annual result	-	-	-	86%	-	-	-	85%	

Performance measures	Target	Result	Comment
On target			
Residents (%) who agree that the existing transport system allows easy movement around the district	80%	On target (80%)	The provisional result from the first quarter Resident Opinion Survey (ROS) was a score of 80% (from all 208 respondents). (2018/19 result was 74%)
Number of serious and fatal crashes on district roads is falling (DIA mandatory measure)	5-year rolling average reduces each year (it was 10.2 crashes for the 2015-19 FY period)	On target	There was 1 serious injury or fatal crash in the first quarter (compared to 1 in the same quarter last year). (2018/19 result was 'Not achieved' as 10.2 average compared to 9.8 for previous five year period)
Residents (%) who are satisfied with the condition of roads	70%	On target (72%)	The provisional result from the first quarter ROS was 72% (from all 208 respondents), (2017/18 result was 80%)
Residents (%) who are satisfied with the condition of footpaths	65%	On target (65%)	The provisional result from the first quarter ROS was a score of 65% (200 of 208 respondents), (2018/19 result was 66%)
Not on target			
Residents (%) who are satisfied with street lighting	85%	Not on target (83%)	The provisional result for the first quarter ROS was a score of 83% (201 of 208 respondents) (2018/19 result was 85%)

Appendix B – Access and transport activity report (1 July to 30 September 2019)

Performance measures	Target	Result	Comment
Not due yet			
Percentage of the sealed local road network that is resurfaced (DIA mandatory measure)	5% (expressed as kilometres)	Not yet due	This is reported on at the end of the year
Roads that meet smooth roads standards. (DIA mandatory measure)	Overall Smooth Travel Exposure is above 85%	Not yet due	This is reported on at the end of the year (2018/19 result was 87%)
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 on at the end of the year. (2018/19 result was that, of the 20% of the network surveyed, 94% was in good or better condition.)
Average cost of local roading per kilometre is comparable with similar councils in New Zealand	Achieve	Not yet due	This is reported on at the end of the year. (2018/19 result was 'Achieved')
Percentage of service requests relating to roads and footpaths responded to within 3-5 hrs (urgent), 15 days (non-urgent). (DIA mandatory measure)	Roads 85% Footpaths 85%	Not yet due	This is reported on at the end of the year. (2018/19 result was 'Not achieved')



Coastal management

Whakahaere takutai

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$0.30m (ytd)
\$0.28m budget (ytd)

FY Outlook

Year to date



→ Minor variance, on track for year end

Capital expenditure

Costs for our capital projects

\$0.15m (ytd)
\$0.14m budget (ytd)
FY forecast \$0.02m underspend

FY Outlook

Year to date



→ Minor variance, lower spending planned for the year.

→ The lower spending relates to coastal signage and coastal restoration.

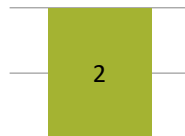
Projects



■ On target

The Coastal renewals project is on target.

Performance measures



■ On target










→ Both KPIs were on target at the end of the first quarter 2019/20.

Summary of projects

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

1. Coastal renewals				
<p>→ Materials have been purchased for coastal assets renewals and replacements at Raumati Beach launching ramp, Willow Grove, and Rosetta Road. Physical works on site are to commence in mid-October 2019.</p> <p>→ Consenting requirements have been investigated for the replacement of the retaining wall situated on the left bank at the mouth of Wharemauku Stream.</p> <p>→ Work has started to determine Council responsibilities/liabilities related to the Raumati Seawall.</p> <p>→ Work is underway to identify the critical assets needing renewal/ replacement based on the condition assessments undertaken last year.</p> <p><i>(Note: The Paekākāriki seawall upgrade project had detailed designs completed on schedule in 2018/19 but the build is not due to start until 2021/22.)</i></p>				
Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
16	494	494		

2. Other projects					
Project	Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Comment
Minor projects	138	177	153		No issues.

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

Other key developments

- Paekākāriki seawall Building Consent application lodged with Council.
- Resolving the Old Coach Route ownership issue is in progress.
- The Wharemauku blockwall Long Term Solution Option report is 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%	On target (100%)	There were 9 requests in the first quarter. One of these was urgent and was responded to within 24 hours. (2018/19 result was 100%)
Stormwater beach outlets are kept clear	80%	On target (100%)	All beach outlets cleaned and kept clear. (2018/19 result was 100%)



Solid waste

Para ūtonga

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$0.26m (ytd)
\$0.28m budget (ytd)



→ Minor variance, on track for year end

Operating income

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

\$0.15m (ytd)
\$ 0.15m budget (ytd)

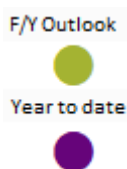


→ Minor variance, on track for year end

Capital expenditure

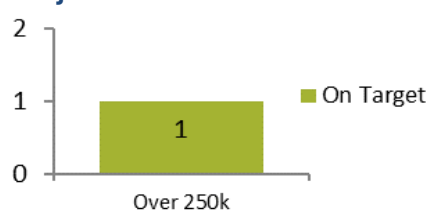
Costs for our capital projects

\$0.01m (ytd)
\$0.04m budget (ytd)
FY forecast \$0.00 variance



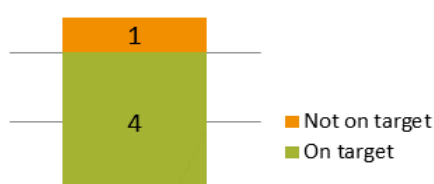
→ On budget , on track for year end

Projects



→ The Otaihanga Landfill Capping project is a multi-year capex over \$250,000 project (although it is coming to the end of its life and will be under \$250,000 capex in the current year spend). It is on target.

Performance measures (KPI)












→ One of five KPI is not on target. The KPI regarding resident satisfaction with the waste minimisation education, information and advice available reported a satisfaction result of 63%, against a target of 75% for the year. Council is currently recruiting for additional waste minimisation resources to improve our services in this area.

Summary of projects

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

1. Landfill Capping				
<p>→ There remains 1.55 Ha of landfill to be formally capped as part of the landfill closure project. Capping is progressing as appropriate fill material becomes available.</p> <p>→ The development of expanded wetlands at the Otaihanga landfill were completed in June 2019 including planting of the wetlands and surrounds.</p>				
Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
14	168	168		The material for capping the landfill is purchased when available.

2. Other projects					
Project	Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Comment
Minor projects	-	13	13		

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

Other key developments

- The Waste Minimisation Taskforce (approved for establishment by the Strategy and Policy Committee on 21 March 2019) held its first meeting on the 16 May 2019. The taskforce is currently meeting fortnightly and has been tasked to report to Council on how actions from the Waste Minimisation and Management Plan may be implemented to achieve the most cost-effective reduction in the volume of waste materials in the district. The taskforce is scheduled to report to Council on 12 December 2019
- Preparation of a submission to the Ministry for the Environment on the proposed priority products and priority product stewardship scheme guidelines
- Waste minimisation activities included:
 - Promotion of Plastic Free July in-house and on social media.
 - Installation of an additional wormfarm to manage organic waste from the Maple and Civic Buildings and Novella Café.
 - Advertising and receiving of applications for 2019/20 Waste Levy Grants – a total of 18 applications for Community grants and 10 expressions of interest for New Technology and Seed Funding grants were received.
 - Work with the regional group of Waste Minimisation Officers on a regional event waste management guide progressed and will be completed and promoted in Q2.

Appendix B – Solid waste chapter (1 July to 30 September 2019)

- A talk to Ōtaki College year 13 social studies students who are planning a waste minimisation project at the College.
- A staff clean up for Keep New Zealand Beautiful Week, as well as support of four community clean-up events.
- Progressing the Maclean Park recycling bin project – bins are to be installed in the second quarter this year.
- Regular visits to Transfer Stations to inform customers on waste diversion options (e.g. recycling, home composting).

Performance measures

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

Performance measures	Target	Result (ytd)	Comment
On target			
Residents (%) who are satisfied with the standard of kerbside collections	85%	On target (85%)	The provisional result for the first quarter Resident Opinion Survey was 88% satisfied (150 of 208 respondents). (2018/19 result was 88%)
Number of days disposal facilities are open	357 days per year	On target	Facilities met opening targets for the first quarter.
Licensed collectors are compliant with licence requirements	Achieve	On target	No official warnings issued.
Illegally dumped waste is removed within two working days	85%	On target (95%)	There were 56 service requests, of which 53 were resolved within two days.
Not on target			
Residents (%) who are satisfied with the waste minimisation education, information and advice available	75%	Not on target (63%)	The provisional result for the first quarter Resident Opinion Survey was 63% satisfied (42 of 208 respondents). (2018/19 result was 64%)



Stormwater

Whakahaere wai araha

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$0.91m (ytd)
\$0.90m budget (ytd)

FY Outlook

Year to date

→ Minor variance, on track for year end

Operating income

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

\$0.05m (ytd)
\$ 0.04m budget (ytd)

FY Outlook

Year to date

→ Moderate variance, additional income forecast for year end.

→ M2PP have agreed to pay Council \$100,000 in lieu of undertaking lining works on several stormwater pipes they installed as part of the overall project.

Capital expenditure

Costs for our capital projects

\$0.93m (ytd)
\$0.55m budget (ytd)

FY forecast \$0.0m variance

FY Outlook

Year to date

→ Minor variance, on track for year end

Projects

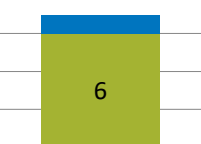


■ On target

Over 250k

→ Both projects (Major and Minor stormwater programmes) are broadly on target despite some consenting delays with individual projects within those programmes. This has been addressed by bringing forward other works that don't require consents.

Performance measures (KPI)



■ Not yet due

■ On target

→ Six KPIs were on target at the end of the first quarter 2019/20.

→ One KPI is not due yet.

Summary of projects

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










1. Major stormwater projects

The major stormwater projects cover the design and construction of major drainage systems to accommodate run off from less frequent storms (1 in 50 year or 1 in 100 year events). These projects include upgrading under capacity networks, stream works, pumping systems etc. and the main purpose of major stormwater projects is to eliminate the risk of loss of life and property damage due to flooding. The projects covered under this in 2019/20 are mainly focused on alleviating habitable floor flooding and include: stormwater upgrades for Kena Kena, Moa Road, Karaka Grove, Alexander Bridge, Titoki, Riwai, Amohia Stage 1, Kākāriki, Raumati Road Area 1, Sunshine Avenue, Amohia diversion, Charnwood Grove, Richmond Avenue and Asset renewals in areas not affected by under capacity pipes in Paraparaumu Catchments 8 and 1. Kena Kena – construction related to areas not needing a resource consent will commence in October/November 2019.

- Riwai Street, Sunshine Avenue and Kākāriki – continuing to work on resource consent applications, plan to lodge first two by December 2019 and latter by February 2020.
- Moa Road, Karaka Grove and Alexander Bridge are in various stages of the design process. Moa Road is planned for construction to start in early March 2020.
- Raumati Road (Area 1) – pump station assessments raised concerns about adding more flows to the current pump station, so now carrying out more investigation work based on alternative design options.
- Titoki Street and Amohia Street (Stage 1) – due to the difficulties experienced in gaining resource consents, we have changed the design concept for both projects and are working up the new designs.
- New projects were started this quarter for the Amohia Catchment diversion, Charnwood Grove and Richmond Avenue stormwater upgrades. Detailed investigations and design options are in progress.
- Designs are completed for asset renewals in areas not affected by under capacity network in Paraparaumu catchments 8 and 1. Procurement of physical works will start in October 2019 and March 2020, respectively.

Key risks/issues: May be difficulties in gaining GWRC consents and iwi inputs may cause delays to most of the Stormwater major projects.

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
797	3,133	3,133		Delays/difficulties with some resource consents so advancing other work.

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

2. Minor stormwater projects

The minor stormwater project includes the design and construction of minor drainage systems to accommodate run off from more frequent storms (1 in 5 year or 1 in 10 year events). These projects include renewal of existing assets, construction of overland flow paths, minor stormwater upgrades and extensions including upgrading inlet control devices such as stormwater sumps (cost of each project is in the order of \$10,000 to \$100,000). Work has been completed in the final two of last year's 14 minor improvement locations.

- Completed the physical works at William Street but have now added more work as a variation to the contract.
- Tender documentation has been completed for the 2019/20 minor improvements works.
- Designs have been completed for works at Awanui Drive and Matene Place.

Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
136	523	523		Progressing well.

Other key developments

- There were 154 service requests in the first quarter of 2019/20, compared to 152 in the same quarter last year.
- 5 more projects added to the Major works programme (16 in total now).
- Districtwide Water Quality tender (for a period of 4 years) compiled. Ready to advertise in early October 2019.
- Completed asset condition Investigations in 3 more Paraparaumu Catchments (3 catchments completed in 2018/19) making the total Catchments completed 6 out of 34 catchments.

Performance measures

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

Performance measures	Target	Result	Comment
On target			
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)	There were 154 service requests to-date, 122 were flooding related complaints. Of those 122, 45 were urgent and the median response time was 0 days (less than 24 hours). (2018/19 result was less than 24 hrs)
	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 the 77 non-urgent flooding related complaints. (2018/19 result was 3 days)
Percentage of all buildings that have been inundated due to minor flooding are visited within four weeks	90%	On target (100%)	There was 1 building (garages) related minor flooding requests this year. Visited within less than 1 day. (2018/19 result was 100%)
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 (5.6 per 1000)	The 122 flooding related complaints in the year to date translate to 5.6 per 1,000 connections (<i>estimate of 22,390 connections – from 2018/19</i>). (2018/19 result was 15.15 per 1,000)
Number of buildings (habitable floors) reported to be flooded as a result of a less than 1-in-50 year rain event (DIA mandatory measure)	Less than 3 per 1000 properties connected to the council's stormwater system	On target	No habitable floors were affected by flooding events. (2018/19 result was 'Achieved')
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 in relation those resource consents. (DIA mandatory measure)	None	On target (None)	There has been no non-compliance with Council's resource consents for discharge from its stormwater system in the first quarter.
Not due yet			
Major flood protection and control works are maintained, repaired and renewed to the key standards as defined in the council's activity management plan (DIA mandatory measure)	Achieve	Not yet due	No major stormwater projects have been completed to date in this year. (2018/19 result was 'Achieved')



Wastewater management

Whakahaere wai para

First quarter activity report – 1 July to 30 September 2019

Purpose

To provide wastewater (sewerage) infrastructure that protects public health and the natural environment and provides continuity of service 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 this activity (excluding overheads)

\$1.83m (ytd)
\$2.00m budget (ytd)

FY Outlook

Year to date

→ Minor variance, on track for year end.

Operating income

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

\$0.01m (ytd)
\$ 0.07m budget (ytd)

FY Outlook

Year to date

→ Minor variance, on track for year end

→ The lower income this quarter is due to lower development contributions.

Capital expenditure

Costs for our capital projects

\$0.20m (ytd)
\$0.24m budget (ytd)

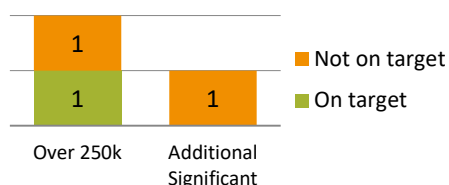
FY Outlook

Year to date

FY forecast \$0.03 underspend

→ Moderate variance, on track for year end

Projects

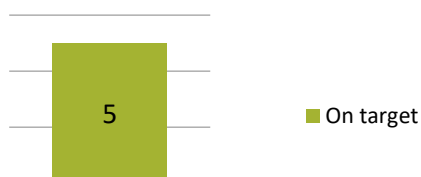


→ There are three significant projects.

→ The Paraparaumu WWTP renewals project is currently on target – but is on its critical path.

→ The Paraparaumu WWTP resource consent renewals and Ōtaki WWTP upgrade projects are forecast to overspend.

Performance measures (KPI)



→ All five KPIs were on target at the end of the first quarter 2019/20.

Summary of projects

There are three significant wastewater management projects, all of which are capex projects of \$250,000 and above, these are summarised in the first three tables below. There are a further three under \$250,000 capex summarised briefly in table 4 below.

1. Paraparaumu wastewater treatment plant (WWTP) renewals				
<p>→ Procurement of replacement sludge feed pumps for the decanting centrifuges commenced in quarter four of 2018/19 and was completed this quarter.</p> <p>→ Intrusive investigation in clarifier 1 was planned for summer but a drive mechanism problem in August 2019 provided an opportunity to bring that forward. Drone and remote scanning technology was used to develop detailed drawings for this work and reduce risk from having to enter the structure to undertake this work.</p> <p>→ The study of the sludge decanting centrifuges and their conveyors is complete and procurement of long lead components has been actioned.</p> <p>→ However, critical renewal works programmed for this year mean the project is currently forecast to exceed its allocated budget. Options to defer or offset this expenditure are being investigated.</p>				
Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
139	284	399	\$⬆️	Forecast over budget due to urgent renewal work for the No1 clarifier.

2. Paraparaumu WWTP – resource consent renewals				
<p>→ Whole effluent toxicity testing and emerging organic contaminants sampling programmes are developing to plan.</p> <p>→ Ongoing efforts are being made to meaningfully engage tāngata whenua in the re-consenting of the Paraparaumu WWTP. All our iwi have been invited to participate and to identify how this could be best achieved. The draft project governance arrangements, vision and objectives, and engagement and communications strategy have been provided and continuing progress updates will be given as the work develops.</p> <p>→ The project is now on its critical path to develop an application and the next phase being worked through is the development of the full list of options, fatal flaw considerations and the resulting long list. Governance will consider if the consent should continue or be put on hold.</p> <p><u>Key risks/issues</u></p> <ul style="list-style-type: none"> That consultation delays will require Council to take an alternate path and apply for an extension to the existing consent. <i>(Sean to review)</i> 				
Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
63	695	462	\$⬆️	Currently forecasting an underspend.

Project status key					
Complete	🟡	On target	🟢	Not on target	🟠
Ahead	🕒⬆️	Lagging	🕒⬆️	Underspend	\$⬆️
				Overspend	\$⬆️
				On hold	🔵
				High risk	🔴

3. Ōtaki WWTP upgrades				
<p>→ The improvements to the land treatment discharge area (LTDA) at the Ōtaki WWTP include treated wastewater pumping and pipe distribution systems upgrades, and supporting grounds maintenance work. The planting for grounds maintenance is planned to be undertaken in the winter 2020 planting season.</p> <p>→ A site-wide condition and capacity study that commenced in the fourth quarter is continuing to update asset investment planning information.</p> <p>→ Draft design information was completed for the Ōtaki wastewater treatment plan. The scope included treated wastewater pumping & pipe distribution system upgrades and site wide condition and capacity study was completed in Q1. Procurement and market approach to be delivered in the coming months.</p>				
Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Financial Commentary
12	158	201	\$📈	Currently forecasting an overspend.

4. Other projects					
Project	Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Comment
Planned wastewater network renewals	41	100	188		Expenditure in line with program and offset with unplanned renewals
Wastewater reticulation network upgrades	5	200	200		Program of works to be delivered by June 2020
Wastewater unplanned network renewals	11	223	175		Expenditure in line with program and offset with planned renewals

Other key developments

- The detailed 2019/20 Water Professional Services Panel (WPSP) works programme has been developed. The annual programme of investigations, inspections and feasibility studies is underway or being scoped in detail for delivery. This work will be used to identify any improvements needed and better inform future long term planning of renewals, upgrades and resilience projects.
- As regards the wastewater network in particular, the focus for 2019/20 is on condition assessment and asset investment planning. Current investigations include: the ongoing Wastewater Pumping Station condition assessments programme, condition assessment of key wastewater pipework, and the current Wastewater Network Performance programme. Current work also includes further updates of our hydraulic models to consider the latest climate change profiles and population growth information.
- Consultants have been engaged to investigate containment standards for our wastewater network that will inform investment planning for the 2021 long term plan.

Performance measures summary

There are five key performance indicators (KPIs) in the wastewater management activity. All five were on target at the end of at the end of the first quarter 2019/20.

Performance measures	Target	Result (ytd)	Comment
On target			
Median response times to sewage overflows resulting from a blockage or other fault measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Less than or equal to 1 hour	On target	Median attendance time was 17 minutes, for 28 blockages or faults attended in the first quarter. (2018/19 result was 20 minutes)
Median response times to sewage overflows resulting from a blockage or other fault measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Less than or equal to 5 hours	On target	Median resolution time was 2 hours and 1 minute, for 28 blockages or faults resolved in the first quarter. (2018/19 result was 2 hrs and 29 mins)
Number of complaints received by council about any of the following: a) sewage odour; b) sewerage system faults; c) sewerage system blockages, and d) council's response to issues with the sewerage system. <i>(DIA mandatory measure)</i>	Less than 7.2 complaints per 1,000 connections to Council's sewerage system.	On target (1.4 complaints per 1,000 connections)	29 complaints were received in the first quarter (from a total of 20,292 connections). (2018/19 result was 4.8 per 1,000)
Number of dry weather sewerage overflows <i>(DIA mandatory measure)</i>	At or below 2 per 1000 connections to Council's sewerage system	On target (nil overflows per 1,000 connections)	There were no dry weather overflows this quarter, thus no notifiable events (out of a total of 20,292 connections). (2018/19 result was 2.56 per 1,000)
Compliance with council's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders; and d) convictions, received by council in relation to those resource consents. <i>(DIA mandatory measure)</i>	None	On target	No non-compliance actions in the first quarter.



Water management

Whakahaere wai

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$1.69m (ytd)

\$1.80m budget (ytd)

F/Y Outlook



Year to date



→ Minor variance, on track for year end.

Operating income

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

\$0.08m (ytd)

\$ 0.06m budget (ytd)

F/Y Outlook



Year to date



→ Moderate variance, on track for year end

→ The lower income this quarter is due to lower development contributions.

Capital expenditure

Costs for our capital projects

\$0.38m (ytd)

\$0.25m budget (ytd)

FY forecast \$6.22m underspend

F/Y Outlook



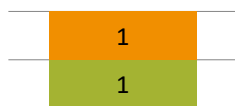
Year to date



→ Moderate variance, lower capital spending planned for the year.

→ The lower capital spending forecast is due to the intention to carry forward \$6.2 million of the funding for the drinking water safety and resilience project to 2020/21.

Projects



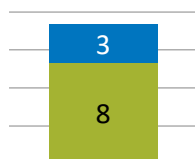
Not on target

On target

Over 250k

→ There are two water management projects. Both are over \$250,000 capex projects. The DWRSP is not on target – design work will be completed this year but construction works are now planned for next year.

Performance measures



Not yet due



On target

→ Eight KPIs were on target at the end of the first quarter 2019/20.

→ Three KPIs are not yet due as results are only available at the end of the year.










Summary of projects

The two significant water management projects this year are summarised below.

1. Drinking water safety and resilience project				
<p>→ Not on target due to delays in the establishment of the Water Professional Services Panel in 2018/19 to allow for a strategic procurement review. Those delays held back the awarding of the contract for the DWSRP and although the design work is progressing well the construction work is now planned to start in 2020/21.</p> <p>→ The preliminary design for the Waikanae WTP Stage 2 upgrades has been completed and is being reviewed by Council staff.</p> <p>→ The strategic review of the source and treatment options for the Ōtaki and Hautere water supply schemes is substantially completed. This review provides strategic direction for short, medium and longer term investment in these schemes.</p> <p>→ A procurement workshop to support the development of the strategy for the procurement of future physical works was undertaken.</p> <p>→ A detailed communications plan for the project has been developed.</p>				
Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
267	8,090	1,804	 	Delays from last year have had flow-on effects. The design of the works is progressing well now but construction has been deferred to 2020/21. Approval for a carry forward of the projected underspend will be sought in the near future.

2. Network renewals and upgrades				
<p>→ Work on reactive lateral replacements is ongoing.</p> <p>→ The new Zone Meter for Ngaio Road installed in 2018/19 is now fully operational following connection to the mains power supply.</p> <p>→ Asset condition assessment and renewal planning activities are underway for the bulk main from the Waikanae water treatment plant to the Riwai Reservoir, and for districtwide network renewals.</p> <p>→ The design for the Tasman Road water supply main (to the Ōtaki CBD) has been delayed pending the outcome of the strategic review of water source and treatment options being finalised with the Water Safety and Resilience Project.</p> <p>→ A programme of backflow prevention risk assessment and development of policy documentation is underway, to offer investment planning guidance by the end of 2019/20</p>				
Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
48	1,576	1,587		Underway – modest forecast overspend

Project status key

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

3. Other projects					
Project	Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Comment
Network unplanned renewals	57	210	226		Modest forecast overspend
Minor projects	7	217	251	📈	Additional forecast spend on water meter renewals and minor renewals at the Waikanae water treatment plant

Other key developments

- The annual reporting process on the operation of the river recharge scheme was completed and the annual reports lodged with Greater Wellington Regional Council. The scheme was successfully operated in 2018/19 for 10 days. The final administrative amendments to the consent to remove the requirements during the baseline monitoring period have been complete. This will streamline the ongoing operation of this scheme.
- The river recharge scheme has successfully proven it is operable to the four approved ongoing mitigation plans, and is under adaptive management for the remainder of the fifteen-year period to the full extent of its stage one capacity.
- An inspection of the clarifier at the Waikanae WTP in August 2019 further supported the need for its renewal and provided an opportunity to complete interim mechanical repairs to reinforce aging equipment and maintain reliable service while the new clarifier is constructed.
- The 2019/20 Water Professional Services Panel (WPSP) works programme has been substantially scoped and Consultant Service Orders (CSOs) approved. Work is underway in the inspections of reservoirs, pipelines and water treatment plants and in master planning for the growth projected in the Otaki water supply network and for coming legislative changes. This work will be used to identify any improvements needed and better inform the Long Term Plan of renewals, upgrades and resilience projects.

Performance measures

Performance measures	Target	Result	Comment
On target			
Median response times to a fault or unplanned interruption to our water network measured by attendance time (from the time council receives notification to the time that staff are on-site) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 1 hour	On target (10 min)	Median attendance time was 10 minutes for 9 urgent water interruptions. (2018/19 result was 15 minutes)
	Non-urgent = less than or equal to 3 days	On target (4 hours, 45 min)	Median attendance time was 4 hours and 45 minutes for 200 non-urgent water faults. (2018/19 result was 3hrs, 27 min)
Median response times to a fault or unplanned interruption to our water network measured by resolution time (from the time that council receives notification to the time that staff confirm resolution) <i>(DIA mandatory measure)</i>	Urgent = less than or equal to 5 hours	On target (1 hour, 14 min)	Median resolution time was 1 hour and 14 minutes for 9 urgent water interruptions. (2018/19 result was 1 hr, 38 min)
	Non-urgent = less than or equal to 4 days	On target (26 hours, 30 min) ¹	Median resolution time was 26 hours and 30 minutes for 90 non-urgent water faults. (2018/19 result was 25 hrs, 2 min)

1. An internal audit of the 'Water – non-urgent' SR response times found that 108 of the originally reported 198 service requests needed to be excluded from this measure because they were either duplicates, private issues, internal requests or there was no fault found. This resulted in a significant increase in the reported median resolution time from 7 hours and 11 minutes to the now reported 26 hours and 30 minutes.

Appendix B – Water management chapter (1 July to 30 September 2019)

Performance measures	Target	Result	Comment
On target			
<p>Measure the total number of complaints received by council, per 1000 connections, to council's networked reticulation system, about any of the following:</p> <ul style="list-style-type: none"> a) drinking water clarity; b) drinking water taste; c) drinking water odour; d) drinking water pressure or flow; e) continuity of supply; and f) council's response to any of these issues. <p><i>(DIA mandatory measure)</i></p>	At or below 6.2 complaints per 1,000 connections	On target	<p>A total of 12 'complaints' were logged this year (3 water quality [taste/odour], 9 service requests for no water supply). With a total of 23,020 connections, 12 complaints translate to 0.52 complaints per 1,000 connections.</p> <p>(2018/19 result was 5.56 per 1,000)</p>
Residents who are satisfied with the quality of council's water supply (taste, odour, clarity)	80%	On target (83%)	The provisional result from the resident Opinion Survey for the first quarter is 83% (from 181 out of 208 respondents). (2018/19 result was 85%)
Peak water consumption in litres per person per day (l/p/d)	At or below 490 l/p/d	On target	<p>Peak day water use for the year to date was 309 l/p/d.</p> <p>(2018/19 result was 399 l/p/d)</p>
<p>Average water consumption in litres per person per day</p> <p><i>(DIA mandatory measure)</i></p>	At or below 325 l/p/d	On target	<p>Average use for year to date was 281 l/p/d.</p> <p>(2018/19 result was 302 l/p/d)</p>
Not yet due			
<p>Percentage of real water loss from the Council's networked reticulation system.</p> <p><i>(DIA mandatory measure)²</i></p>	At or below 23.6%	Not yet due	<p>The water loss from the council's network for 2019/2020 will be calculated at the end of the financial year.</p> <p>(2018/19 result was 18%)</p>
<p>Measure the extent to which the district's drinking water supply complies with:</p> <ul style="list-style-type: none"> a) part 4 of the drinking-water standards (bacteria compliance criteria); and b) part 5 of the drinking-water standards (protozoal compliance criteria) <p><i>(DIA mandatory measure)</i></p>	a) Achieve 100%	Not yet due	<p>Confirmed compliance results are not due until later in 2020 from the Drinking Water Assessors (DWAs).</p> <p>The result for 2018/19 was 'Not achieved' because of a corrupt data block causing a loss of compliance data on 1 September 2018.</p> <p>A programme of remedial measures is underway to avoid a similar data corruption reoccurrence. The work planned over 2019-22 through the LTP will resolve any issues with turbidity spikes causing non-compliance.</p> <p>(2018/19 result was 'Not achieved')</p>
	b) Achieve 100%	Not yet due	<p>Note that the Ōtaki and Hautere supplies will not be 100% compliant until upgrade work is undertaken which is programmed in the 2018 LTP for 2019–2022.</p> <p>(2018/19 result was 'Not achieved')</p>

Regulatory Services

- Districtwide planning
- Regulatory services



Districtwide planning

Ngā kaupapa takiwa

First quarter activity report – 1 July to 30 September 2019

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 this activity (excluding overheads)

\$0.30m (ytd)
\$0.51m budget (ytd)

FY Outlook

Year to date

- Moderate variance, on track for year end.
- The lower spending this quarter is mostly due to time spent planning the initial stage of the coastal programme and the timing of appeals.

Operating income

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

\$0.02m (ytd)
\$0.00m budget (ytd)

FY Outlook

Year to date

- Moderate variance, on track for year end.
- Additional income received in the first quarter from Greater Wellington for their contribution to the population forecast online platform.

Projects

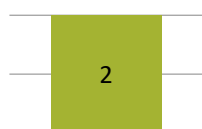


■ On target

Additional significant

- The District Plan Review is the only significant Districtwide Planning project.
- On track for year end.

Performance measures (KPI)



■ On target

- Both Districtwide Planning KPIs were on target as at the end of the first quarter 2019/20.

Summary of projects

There is one significant project in this activity, the District Plan Review. It is an additional significant project that has greater than \$250,000 but its all operational expenditure.

1. District Plan Review

- One appeal (Amateur Radio) fully resolved and two appeals (Carter and Blackburne) withdrawn. Seven of the 18 appeals remain live (including three partially resolved appeals, five appeals fully resolved and six appeals withdrawn by the appellants).
- Variation 3 to the Proposed District Plan publicly notified and submissions received; further submissions called for and received.
- Variation 2 to the Proposed District Plan publicly notified and submissions received; further submissions called for.
- Council approved public notification of Variation 4 to the Proposed District Plan.

Key risks/issues:

- Unpredictable time resolution of six of the seven outstanding appeals dependent on the capacity of the Environment Court.
- Recruiting for District Plan team vacancies in a competitive market for RMA planners.

Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
72	559	559		On track for year end.

Project status key

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

Performance measures

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

Performance measures	Target	Result (ytd)	Comment
On target			
Residents (%) who agree that the district is developing in a way that takes into account its unique character and natural environment	75%	On target (76%)	The provisional result from the first quarter's Resident Opinion Survey was 76% (from 200 of 208 respondents) (2017/18 result was 77%).
Develop and monitor a strategic policy framework and research programme to underpin the district plan and long term plan	Achieve	On target	The 2018-21 policy work programme was adopted by Council on 24 January 2019. The Strategy and Policy Committee received an update on the policy work programme on 5 September 2019. Two new policies were added to the programme: <ul style="list-style-type: none"> i). Market (Support) Policy scheduled from March 2020 to February 2021. ii). Gifting (Vested assets) Policy – scheduled from November 2019 to June 2020.



Regulatory services

Ratonga whakaritenga

First quarter activity report – 1 July to 30 September 2019

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)

\$1.18m (ytd)
\$1.41m budget (ytd)

FY Outlook



Year to date



- Moderate variance for this quarter, on track for year end.
- The lower spending for this quarter relates to personnel vacancies.

Operating income

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

\$1.69m (ytd)
\$1.59m budget (ytd)

FY Outlook



Year to date



- Minor variance, on track for year end.

Capital expenditure

Costs for our capital projects

\$0.01m (ytd)
\$0.08m budget (ytd)

FY Outlook



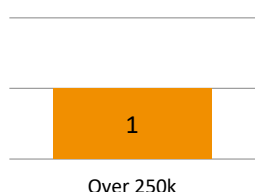
Year to date



FY forecast \$0.15m overspend

- Moderate variance for this quarter, forecast higher spending for the year.
- Higher forecast spending relates to additional costs for the Animal Management Centre renewal.

Projects

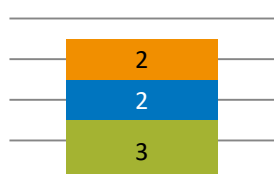


Not on target

Over 250k

- There is one significant Regulatory Services project, the Animal Management Centre renewal.
- It is forecast to cost more than initially budgeted as investigation found some hidden issues with the building.

Performance measures (KPI)



Not on target
Not yet due
On target

- Two of the seven KPIs was not on target but at least one of these should recover over coming quarters.
- Three KPIs are on target at the end of the first quarter and two are not yet due.

Significant projects

There is one significant Regulatory Services project summarised below.

1. Animal Management Centre renewal				
<p>→ The Animal Management Centre renewal project is currently reported as not on target as the scope of the works have increased since the budget was set and the project is now forecast to significantly exceed the initial budget.</p> <p>→ The detailed construction design documentation was completed for the Animal Management Centre. The Building Consent application was lodged in August and the contract was uploaded on the Government Electronic Tendering Services (GETS). We didn't receive any responses from interested parties so are currently doing direct approach to companies seeking their interest.</p> <p><u>Key risks/issues:</u></p> <ul style="list-style-type: none"> ▪ A risk that we may be unable to secure contractor within timeframe resulting in delays in project completion. ▪ The revised forecast costs are based on an increased scope of works. There is a dearth of suitably experienced contractors available for small construction works of this nature. 				
Costs ytd (\$'000)	Budget (\$'000)	Forecast (\$'000)	Status	Financial Commentary
15	238	390	\$📉	Detailed investigation of this project has resulted in an increased scope of works, due to the hidden condition of the building, and hence an increase in the forecast spend.

Other key developments

Regulatory services

- Regulatory Services received a total of 2512 service requests in the first quarter of 2019/20. Of those requests 2371 (94.4%) were responded to within required times against a target of 95%. 1.5 percent of those service request types not responded to in time related to noise control complaints and rely on an external contractor. The performance of this external contractor is currently being addressed.
- This first quarter, Regulatory Services received 10 compliments and five complaints about service received. The complaints were investigated and two were not upheld.
- This first quarter, 161 Land Information Memoranda (LIM) were issued with an average of six days to issue. All LIMs were issued within the statutory timeframes.

Building

- This first quarter, 325 building consents were processed compared with 279 for the first quarter last year (18% increase). All except one of these consents were issued within 20 days with an average processing time of 12 days. The one issued overtime was due to staff error setting the wrong status in our database.
- 1,526 building consent inspections were undertaken this quarter. This compares with 1,647 building inspections in the same quarter last year (a 9% decrease) continuing the trend of a lighter inspection workload. The reasons given for needing extensions of time to start work seem to indicate that there is a shortage of available builders which may explain some of the drop off in inspection demand.
- 196 code compliance certificates were issued this quarter (256 for the same period last year).

Appendix B – Regulatory services chapter (1 July to 30 September 2019)

- Preparatory work underway for welcoming IANZ Auditors to Council to audit our Building Consent Authority functions. This is a mandatory two-yearly audit which will occur in the next quarter.

Resource consents

- The Resource Consents team issued 80 consents in the first quarter (compared to 73 resource consents in the same quarter last year). All but one were processed non-notified and 23 had time extensions under section 37 of the Resource Management Act¹. For those non-notified consents that did not have their statutory timeframes extended, the average processing time was 14 days against a target of 17 days.
- One consent was processed via public notification. This application was to construct an electronic billboard sign which does not comply with the permitted activity standards at 129 Kapiti Road, Paraparaumu. A hearing was held on 4 July 2019 and a decision was made to approve the sign subject to conditions by an independent commissioner on 5 August 2019.
- The Resource Consents team processed 12 permitted boundary activities, two certificates of compliance and two notices of requirements this quarter. The average processing time for permitted boundary activities was 7.5 days against a statutory timeframe of 10 working days.
- The Resource Consents team has received and processed 20 certifications for subdivisions in the first quarter of this year, compared to 18 at the same time last year. These certifications related to a total of 30 new allotments (48 last year).
- On 10 July the Resource Consents team sent a newsletter to our regular customers providing information on the e-Plan, National Monitoring System results for the 2017/2018 year, the withdrawal of the hydraulic neutrality provisions and an update on the PDP appeals relating to Chapter 4 - Coastal Environment. It is proposed to send another newsletter at the start of October.
- Major input has continued this year into the three major roading projects within the Kapiti District. PP20 has continued to ramp up construction this quarter resulting in a significant increase in workload for the Development Control Team. Compliance staff have also been ensuring that Mackays to Peka Peka is meeting its plantings and landscaping obligations as it gets closer to transferring the responsibility back to NZTA. Transmission Gully continues to progress its works within the district and regular monitoring checks have been undertaken.

Environmental Health, Licensing and Compliance

- In the first quarter, 62 of the 218 currently registered food businesses which operate under a template food control plan were verified by the team. In addition, 13 support or follow-up visits were undertaken for new businesses owners or to investigate complaints from members of the public.
- Only one health licensed premises (a new funeral home) was inspected as all other required inspections were undertaken in the second half of the previous financial year.
- Inspections were carried out of all 15 premises for which an alcohol licence was granted or renewed. 33 special licences were issued, and 59 managers' certificates were issued or renewed.

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

Appendix B – Regulatory services chapter (1 July to 30 September 2019)

- Compliance Officers carried out 61 inspections of swimming pool barriers, including taking follow-up action where the barrier was found to be non-compliant.

Public Spaces and Animal management

- This quarter the Public Spaces and Animal Management team received three urgent service requests for 'dog attacks'. All were on stock or other animals. The team received three service requests relating to 'dog threatening'. One involved a threat to person and the other two related to threat to stock or other animal. All urgent requests were responded to within the required one hour.

Performance measures

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

Performance measures	Target	Result	Comment
On target			
Average working days to process building consents will not exceed 17 days	Achieve	On target (12 days)	325 BCs were issued in the first quarter. All but 1 was completed within 20 working days. Average processing time is 12 days.
Average working days to process non-notified resource consents will not exceed 17 days	Achieve	On target (14 days)	For the first quarter the average excluding consents deferred under s.37 was 14 working days. (2018/19 result was 15 days).
All dog attack and threatening behaviour requests for service (classified as urgent) are responded to within 1 hour of notification	100%	On target (100%)	There were 6 service requests for urgent dog attacks or threatening dogs for this quarter. All complaints were responded to within one hour of receipt of call.
Not on target			
Percentage of service requests that are responded to within corporate standards are responded to in time	95%	Not on target (94.4%)	2,371 of 2,512 service requests received in the first quarter were responded to within time. (2018/19 result was 95%)
Ratio of compliments to complaints greater than 3:1	Achieve	Not on target (2:1)	Received 10 compliments and 5 complaints in the quarter. 2 complaints were not upheld. (2018/19 result was 4.3:1).
Not due yet			
Percentage of survey respondents that agree that the regulatory events are good or very good	93%	Not yet due	No stakeholder events were held this quarter (2018/19 result was 97.7%).
Building Consent Authority (BCA) accreditation is retained	Achieve	Not yet due	Next assessment audit is due in October 2019. We achieved BCA accreditation in October 2017 at the last audit. (2018/19 result was 'Achieved').

Appendix B – Regulatory services chapter (1 July to 30 September 2019)

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%	On target (98%)	For breakdown of survey results see Chart 1 overleaf (2018/19 result was 94%)
Percentage of users / respondents agree that pre-application processes are useful and informative.	75%	On target (100%)	For breakdown of survey results see Chart 2 overleaf (2018/19 result was 96%)

Chart 1: Application survey respondent's results

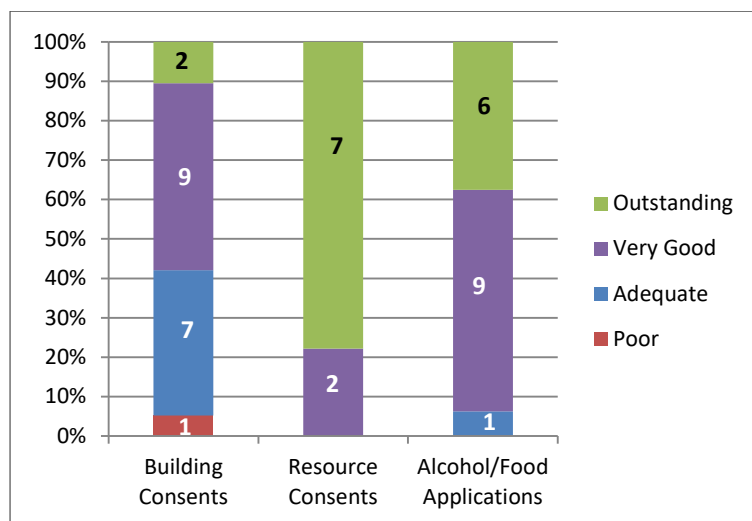
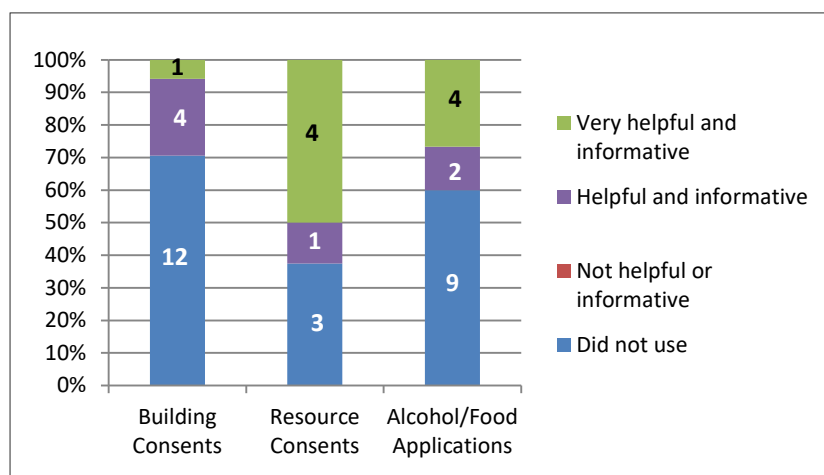


Chart 2: Rating of pre-application services



Governance and Tāngata Whenua



Governance and tāngata whenua

Kāwanatanga me ngā tāngata whenua

First quarter activity report – 1 July to 30 September 2019

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 Kapiti, they can contribute to council policy and practise.

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)

\$0.64m (ytd)
\$0.73m budget (ytd)

FY Outlook
●
Year to date
●

- Moderate variance, on track for year end.
- The lower spending for the quarter relates to emergency management.

Operating income

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

\$0.29m (ytd)
\$0.28m budget (ytd)

FY Outlook
●
Year to date
●

- Minor variance, on track for year end.

Capital expenditure

Costs for our capital projects

\$0.00m (ytd)
\$0.04m budget (ytd)

FY forecast \$0.00m variance

FY Outlook
●
Year to date
●

- Moderate variance, on track for year end.
- The lower spending for the quarter relates to Councillor's IT hardware being purchased in the second quarter.

Projects

There are no significant projects in this activity for 2019/20

- There are no significant projects in this activity this year. There are some projects that aren't regarded as significant reported in the 'Other projects' table overleaf.

Performance measures (KPI)



- Three KPIs were on target at the end of the first quarter 2019/10 and three KPIs are not yet due.

Other projects

1. Other projects					
Project	Costs ytd (\$000)	Budget (\$000)	Forecast (\$000)	Status	Comment
Civil Defence	-	13	13		
EOC building renewal	-	3	3		
Hardware	2	36	36		
Plant & vehicle renewals	1	393	393		

Other key developments

Governance

- Council adopted the Kāpiti Coast District Council Annual Report for the year ending 30 June 2019 on 26 September.
- Council approved the Subcommittee's draft terms of reference for the independent organisational review.
- Council adopted the Elected Member Remuneration Expenses and Allowances Policy with the inclusion of a Childcare Allowance for Elected Members.
- The Council resolved that an extraordinary vacancy that had been created effective from 26 June 2019 should be left vacant for the remainder of the 2016-2019 Triennium, as per clause 117(3)(b) of the Local Electoral Act 2001.
- There was one citizenship ceremony, 28 August 2019, which conferred citizenship upon 44 applicants. Their countries of origin included Britain, South Africa, Philippines, Australia, Russia, Ireland, Kiribati, Singapore and Poland.
- The Council received 51 requests under the Local Government Official Information and Meetings Act in the fourth quarter, compared to 62 in the same quarter last year.
- There were three Council meetings, eight Committee meetings and no subcommittee meetings in this quarter. There were twelve briefings and no public workshops.

Research and policy

The Research and Policy team developed the following policies, reports and submissions that were then respectively accepted/adopted/approved by Council:

- The NPS-UDC fourth quarter monitoring report was published in August 2019.
- Council adopted the Film Friendly Policy 2019 on 5 September 2019
- Council approved seven submissions this quarter:
 - The Climate Change Response (Zero Carbon) Amendment Bill - 2 July 2019.
 - The Kāinga Ora—Homes and Communities Bill - 1 August 2019

Appendix B – Governance and tāngata whenua chapter (1 July to 30 September 2019)

- Ministry of Transport's Road to Zero: Draft Road Safety Strategy 2020-2030 - 12 August 2019
- Ministry for the Environment's Proposed National Policy Statement on Urban Development – confirmed by Council 26 September 2019
- Ministry for the Environment's Proposed National Policy Statement for Highly Productive Land – confirmed by Council 26 September 2019
- Ministry for the Environment's Proposed Priority Products and Priority Product Stewardship Scheme Guidelines – 26 September 2019
- NZ Productivity Commission's Draft Report on Local Government Funding and Financing Review – 26 September 2019.

Tāngata whenua

- Te Whakaminenga o Kāpiti (TWoK) met twice in this quarter.
- Over 120 people attended the 2019/20 Maramataka launch at Whakarongotai Marae on 2 August 2019. Te Ātiawa ki Whakarongotai collated content for the maramataka. The theme was based on the ART confederation and celebrated the 10th anniversary of the maramataka.
- Ongoing support was provided to iwi partners to engage within council activities.
- Ongoing support to other internal Council activities to facilitate iwi engagement. This work continues to inform council on the critical values and aspirations that are significant to iwi and works towards meeting the legislative requirements on council in regards to iwi participation.

Performance measures

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

Performance measures	Target	Result	Comment
On target			
Council meeting agendas are available in hard copy in council service centres and/or district libraries within two working days prior to the meeting	100%	On target	
Percentage of official information requests responded to within 20 working days ¹	100%	On target	All 51 official information requests were responded to within 20 working days in this quarter (there were 62 requests in the same quarter last year).
Māori have representation on standing committees of Council and tāngata whenua working parties contribute to significant Council work programmes	Achieve	On target	We have iwi representation on all the committees we have sought it for. We also gained representatives recently for the Waste Minimisation Taskforce.
Not yet due			
Number of households that have an emergency plan and kit sufficient for three days following an emergency event	70%	Not yet due	The Residents Opinion Survey result is not due for this measure until the second quarter. (2018/19 result was 70.5%)
The memorandum of partnership is renewed each triennium	Achieve	Not yet due	MoP yet to be signed for the 2019-2022 triennium. It was signed for the 2016-2019 triennium in December 2017.
Te Whakaminenga o Kāpiti is satisfied or very satisfied with the partnership	Achieve	Not yet due	This will be reported at the end of the year (2018/19 result was 'Achieved')

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