

Chairperson and Committee Members  
**CORPORATE BUSINESS COMMITTEE**

14 FEBRUARY 2013

Meeting Status: **Public**

Purpose of Report: For Information

## **ACTIVITY REPORTS SECOND QUARTER - 1 OCTOBER TO 31 DECEMBER 2012**

### **PURPOSE OF REPORT**

- 1 This report provides the Corporate Business Committee with a quarterly performance overview of each Activity published in the 2012 Long Term Plan.

### **SIGNIFICANCE OF DECISION**

- 2 The Council's significance policy is not triggered by this report.

### **BACKGROUND**

- 3 The Corporate Business Committee is responsible for monitoring Council's performance against the 2012/13 Annual Plan, which is essentially Year One of the 2012 Long Term Plan. As such Activity Reports are scheduled to be presented to the Corporate Business Committee no more than six weeks following the end of each quarter.
- 4 This report summarises performance across all of the Activities listed in the 2012 Long Term Plan. Appendix A provides a summary list of the projects included in the Activity Reports. The detailed Activity Reports, attached as Appendix B, provide the Committee with a means of measuring how well the organisation is delivering on the objectives published in the 2012 Long Term Plan. The performance results are presented in the following format:
  - **Activity Overview:**  
This provides an overview of Activity highlights, a summary of key performance indicator results and, where applicable, a summary of project status.
  - **Key Performance Indicators:**  
Levels of Service have been extracted from the 2012 Long Term Plan. The performance measures and performance targets are representative of the major aspects of the activities provided in each Activity.
  - **Capital Expenditure Projects \$250,000 and above:**  
This provides the status of each key project over \$250,000 together with a narrative non-financial overview of progress.
  - **Additional Significant Projects:**  
This provides the status of additional key projects. These projects are contained in the 2012 Long Term Plan and while not necessarily having large capital expenditure budgets associated with them, they do have an important impact on how this Council delivers upon its Annual Plan and Long Term Plan commitments.

- **Capital Expenditure Projects with a value of less than \$250,000:**  
This provides a summary of Capital Expenditure for the Activity.
- **Statement of Cost of Activity:**  
This provides a summary of the cost and funding to deliver services in each Activity.

## CONSIDERATIONS

### Summary of Performance across all Activities

#### Key Performance Indicators: Level of Service Measures.

- 5 There are 102 Level of Service Measures; eight of which are not relevant in this reporting period. Performance against the remaining 94 relevant Level of Service Measures is shown in Figure 1 below:

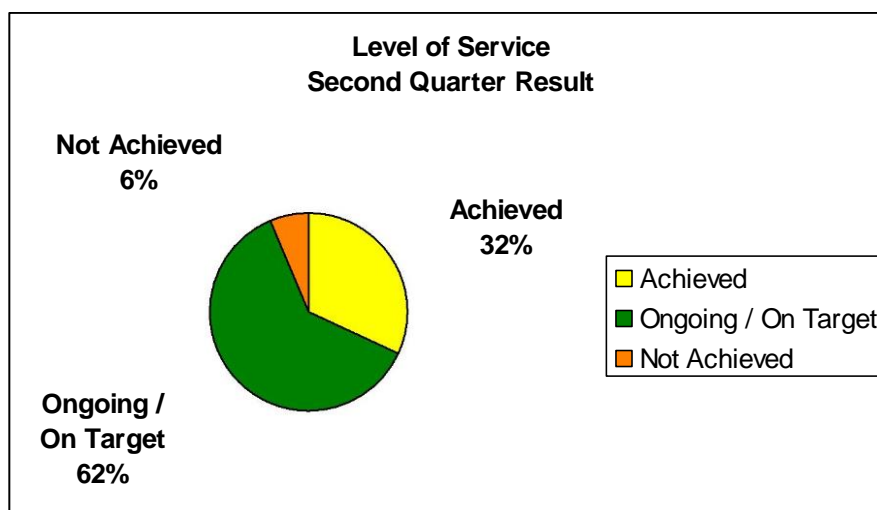


Figure 1

Achievement Category	Progress to 31 December 2012
Achieved	30
Ongoing / On target	58
Not achieved	6
<b>Total Relevant Measures</b>	<b>94</b>
Not relevant this reporting period	8
<b>Total Level of Service Measures</b>	<b>102</b>

- 6 The six not achieved results can be found in the levels of service for the Building Control and Resource Consents, Environmental Protection and Wastewater activities.

- 7 The projected year end performance for the 98 Level of Service Measures that will be relevant at year end is shown in Figure 2 below:

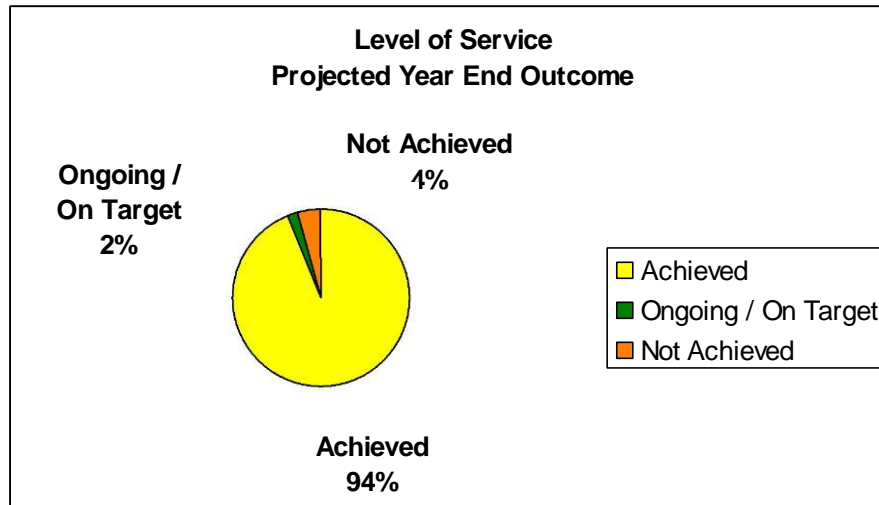


Figure 2

Achievement Category	Projected Year End Outcome 2012/13
Achieved	92
Ongoing / On target	2
Not achieved	4
<b>Total Relevant Measures</b>	<b>98</b>
Not relevant this reporting period	4
<b>Total Level of Service Measures</b>	<b>102</b>

- 8 The four projected not achieved results can be found in the levels of service for the Building Control and Resource Consents and Wastewater activities.

**Summary of Projects - Capital Expenditure \$250,000 and Above**

- 9 There are 32 Capital Expenditure Projects with a value of \$250,000 and above scheduled in this financial year. Figure 3 below is a summary of progress to 31 December 2012.

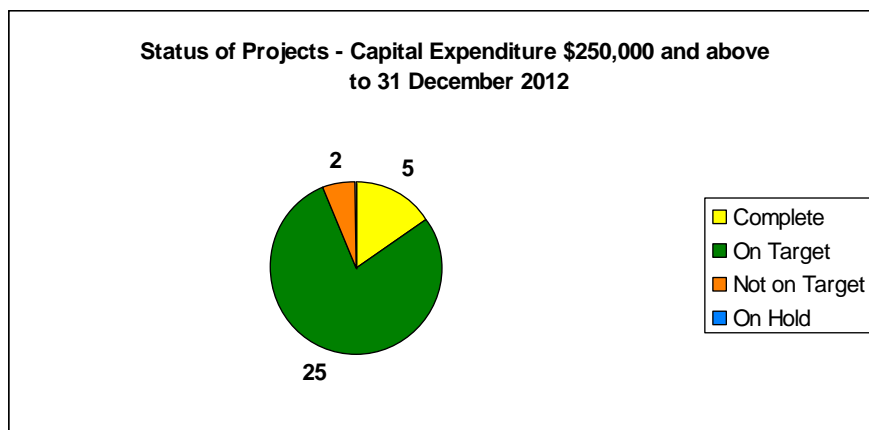


Figure 3

### Summary of Projects - Additional Significant

- 10 The graph below at Figure 4 is a summary of progress to 31 December 2012 for the 10 Additional Significant Projects.

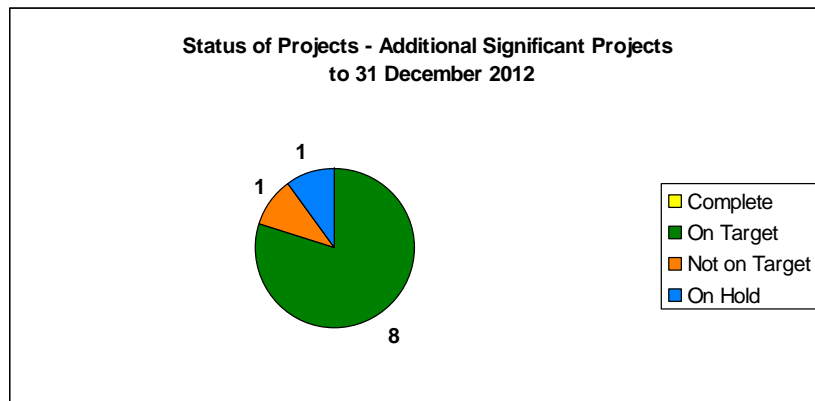


Figure 4

### Financial Considerations

- 11 A summary (as at 31 December 2012) of budget detail for each Activity is provided in the Activity Reports attached as Appendix B to this Report SP-13-795.

### Legal Considerations

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

### Delegation

- 13 The Corporate Business Committee has delegated authority to consider this report under the following two delegations in the Governance Structure:

Section B.3.7:

*Annual Planning*

7.3 *Authority to monitor Annual Plan implementation*

*Financial and Asset Management*

7.5 *Authority to monitor performance of the Council's financial activities, including income, operating and capital expenditure against budgets, remissions, key financial indicators and investment and debt/borrowings management."*

## RECOMMENDATIONS

- 14 That the Corporate Business Committee notes the performance results for the second quarter (1 October to 31 December 2012) contained in the Activity Reports attached as Appendix B to this Report SP-13-795.

**Report prepared by:**

**Approved for submission by:**

**Katrina Shieffelbein**  
**Monitoring Officer**

**Gael Ferguson**  
**Group Manager**  
**Strategy and Partnerships**

**Warwick Read**  
**Group Manager**  
**Finance**

## ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports

## Appendix A – Summary List of Projects

2012/13 Projects – Capital Expenditure \$250,000 and above		
Activity	Project Name	Status Category
Access and Transport	District Footpath Renewal	GREEN
	Kāpiti Road at Larch Grove Intersection Upgrade	GREEN
	Kāpiti Road at Milne Drive, Te Roto Drive Intersection	GREEN
	Kāpiti Road at Ngahina Street Upgrade	GREEN
	Major Bridge Repairs (NZTA)	GREEN
	Road Reconstruction	GREEN
	Sealed Road Resurfacing	GREEN
Coastal Management	Coastal Protection Paekakariki	GREEN
Community Facilities	Coastlands Aquatic Centre	GREEN
	Raumati Pool Closure and Building Reuse	GREEN
	Rimu Road Building Alterations – Civic Administration Building Upgrade	GREEN
Development Management	Strategic Land Purchase	GREEN
Economic Development	Clean Technology Development	GREEN
Libraries, Arts and Museums	Materials Additions	GREEN
Parks and Open Space	Main Street, Ōtaki - Upgrade Memorial Park	YELLOW
	Marine Gardens Upgrade	YELLOW
	Mazengarb Park Multi Sport Turf Changing Rooms	YELLOW
Stormwater Management	Kakariki SH1 and Awanui Upgrades	GREEN
	Ocean Road Stormwater and Watermain Upgrade	YELLOW
	Tasman Road, Ōtaki Stormwater Upgrade	GREEN
	Paraparaumu Local Catchments Upgrades	GREEN
	Waikakariki Stream Gravel Extraction	ORANGE
	Waimanu Lagoon Flood Control Gate	YELLOW
	Paraparaumu - Raumati Pump Station Planned Renewals	GREEN
Wastewater Management	Pehi Kupa Street Renewal	GREEN
	Rauparaha Wastewater Pump Station Emergency Storage – Stage 2	GREEN
	Additional Water Supply - River Recharge with Groundwater Consenting	GREEN
Water Management	Districtwide Residential Water Meters Installation Project	GREEN
	River Recharge with Groundwater Stage 1 and Water Treatment Plant Upgrade	GREEN
	Waikanae/Paraparaumu/Raumati Water Supply Land	ORANGE
	Hardware Upgrades - PC's	GREEN
Other Corporate Support	Software Systems	GREEN

Status Category	
YELLOW	Project complete
GREEN	Project on target
ORANGE	Project not on target (there are issues)
RED	Project has failed
BLUE	Project on hold

2012/13 Projects – Additional Significant Projects		
Activity	Project Name	Status Category
Access and Transport	Cycleways, Walkways, Bridleways Implementation	GREEN
	Expressway Projects	GREEN
Development Management	District Plan Review	GREEN
Economic Development	Activity Review	GREEN
	Broadband	ORANGE
Governance and Tangata Whenua	Regional Review	GREEN
Libraries, Arts and Museums	Mahara Gallery / Waikanae Library Upgrade	BLUE
Supporting Environmental Sustainability	Energy Efficiency Projects	GREEN
Water Management	Water Conservation Plan	GREEN

Status Category	
YELLOW	Project complete
GREEN	Project on target
ORANGE	Project not on target (there are issues)
RED	Project has failed
BLUE	Project on hold