

**Chairperson and Committee Members**  
CORPORATE BUSINESS COMMITTEE

10 NOVEMBER 2011

Meeting Status: **Public**

Purpose of Report: For Information

**ACTIVITY REPORTS**  
**FIRST QUARTER - 1 JULY TO 30 SEPTEMBER 2011**

**PURPOSE OF REPORT**

- 1 This report provides the Corporate Business Committee with a quarterly performance overview of each Activity published in the 2011/12 Annual 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 2011/12 Annual Plan.
- 4 This cover report provides a Summary of Performance across all of the Activities listed in the 2011/12 Annual 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 way of measuring throughout the financial year how well the organisation is delivering on the objectives published in the 2011/12 Annual 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**  
The results are presented in two categories: Key Actions/Outputs and Level of Service Measures.
- **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 2011/12 Annual 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 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.

5 Activity Reports are scheduled to be presented to the Corporate Business Committee no more than six weeks following the end of each quarter.

## CONSIDERATIONS

### Summary of Performance across all Activities

#### **Key Performance Indicators: Actions /Outputs.**

6 These cover the more project based work associated with each Activity. There are 20 Key Actions/Outputs listed across the 17 activities in the 2011/12 Annual Plan. Three of those are not relevant for this reporting period. The performance of the remaining 17 relevant Key Actions / Outputs to 30 September 2011 is graphed in Figure 1 below:

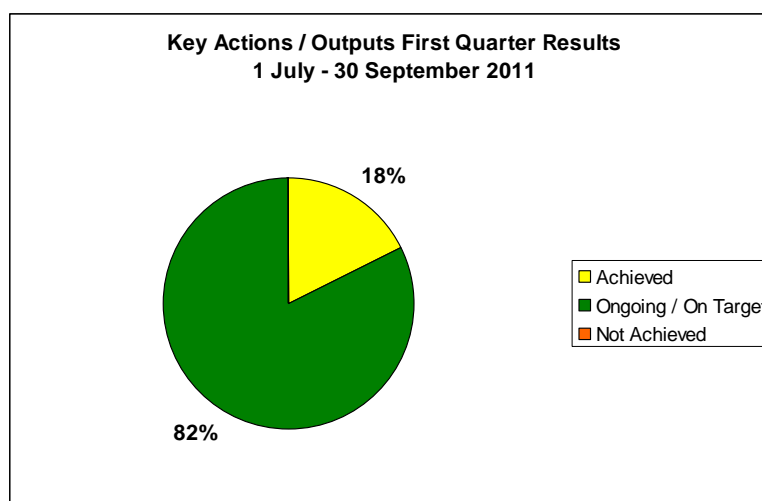


Figure 1

Achievement Category	Three Month Result to 30 September 2011
Achieved	3
Ongoing / On target	14
Not achieved	0
<b>Total Relevant Key Actions / Outputs</b>	<b>17</b>
Not relevant this reporting period	3
No longer required	0
<b>Total Key Actions / Outputs</b>	<b>20</b>

- 7 The level of performance graphed in Figure 1 is as expected for the first three months work of the financial year. The year end outcome is expected to remain the same. Figure 2 below graphs that projection.

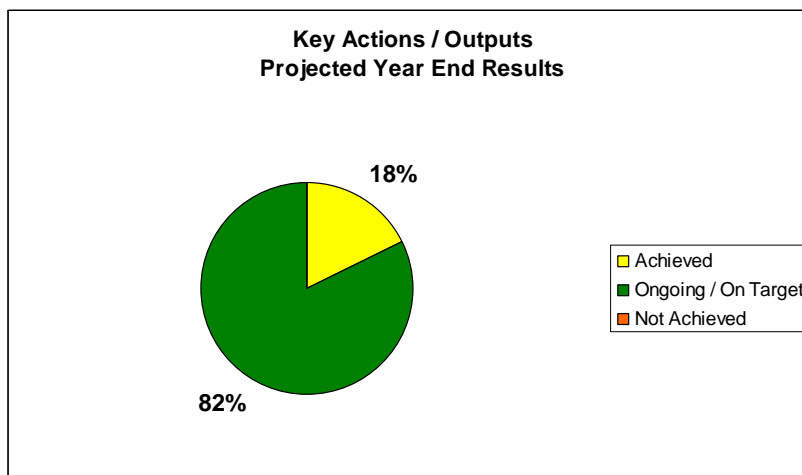


Figure 2

Achievement Category	Projected Year End Outcome 2011/12
Achieved	3
Ongoing / On target	14
Not achieved	0
<b>Total Relevant Key Actions / Outputs</b>	<b>17</b>
Not relevant this reporting period	3
No longer required	0
<b>Total Key Actions / Outputs</b>	<b>20</b>

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

- 8 These measures cover the work undertaken in each Activity that does not have a specific end date. There are 110 Level of Service Measures; five of which are not relevant in this reporting period. Performance against the remaining 105 relevant Level of Service Measures is shown in Figure 3 below:

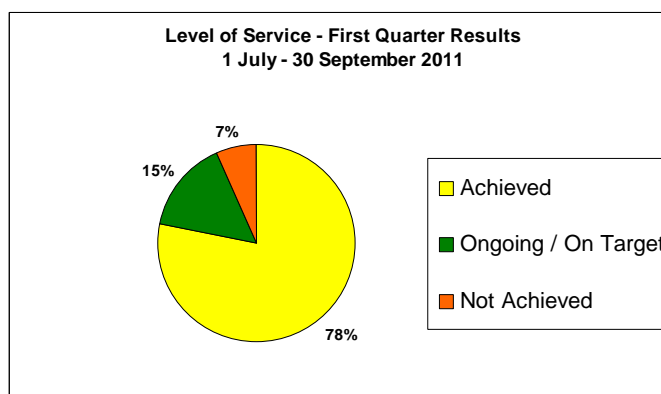


Figure 3

Achievement Category	Progress to 30 September 2011
Achieved	82
Ongoing / On target	16
Not achieved	7
<b>Total Relevant Measures</b>	<b>105</b>
Not relevant this reporting period	5
No longer required	0
<b>Total Level of Service Measures</b>	<b>110</b>

9 The projected year end performance for the 110 Level of Service Measures that will be relevant at year end is shown in Figure 4 below:

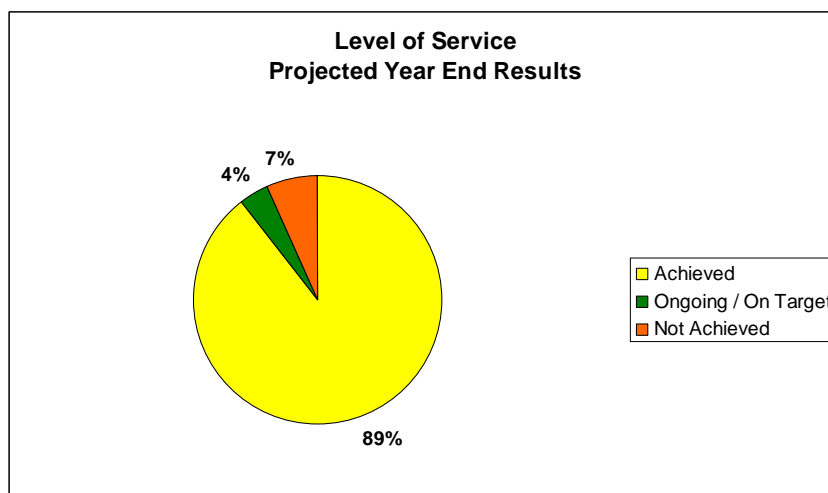


Figure 4

Achievement Category	Projected Year End Outcome 2011/12
Achieved	94
Ongoing / On target	4
Not achieved	7
<b>Total Relevant Measures</b>	<b>105</b>
Not relevant this reporting period	5
No longer required	0
<b>Total Level of Service Measures</b>	<b>110</b>

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

- 10 There are 36 Capital Expenditure projects with a value of \$250,000 and above scheduled in this financial year. Figure 5 below is a summary of progress to 30 September 2011.

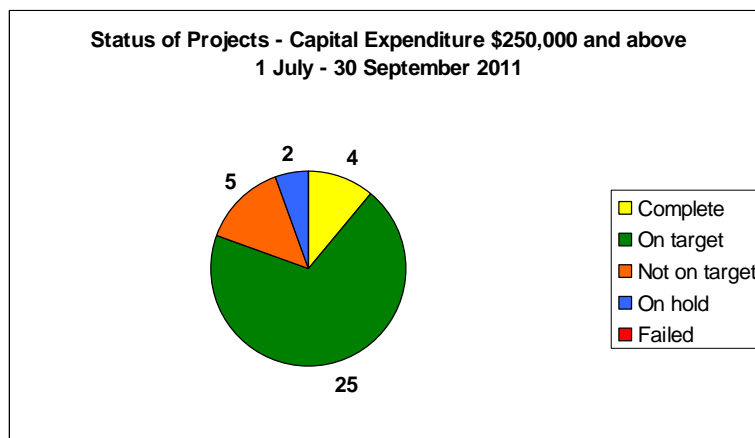


Figure 5

**Summary of Projects - Additional Significant**

- 11 The graph below at Figure 6 is a summary of progress to 30 September 2011 for the 15 Additional Significant projects.

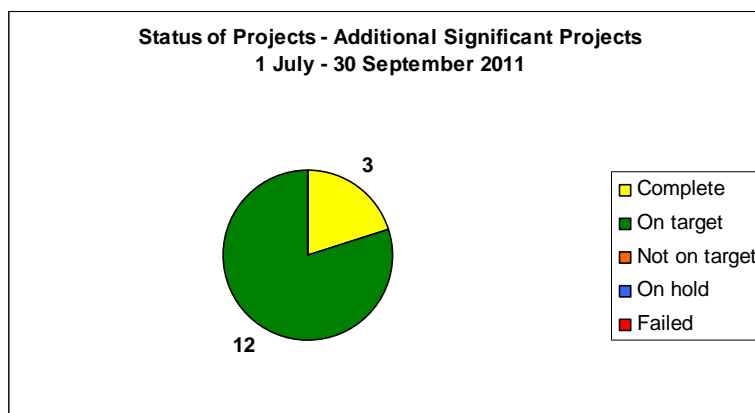


Figure 6

**Financial Considerations**

- 12 The Activity Reports attached as Appendix B to this Report provide a summary, as at 30 September 2011, of the budget detail for each Activity.

**Legal Considerations**

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

## Delegation

- 14 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

- 15 That the Corporate Business Committee notes the quarterly performance results contained in the Activity Reports attached as Appendix B to Report SP-11-414.

**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

### 2011/12 Projects – Capital Expenditure \$250,000 and above

Activity	Project Name	General Ledger Code	Category
Access and Transport	District Footpath Upgrade	GL-1793F	Green
	Hillcrest Roundabout	GL-17952	Green
	Intersection Upgrade – Kāpiti Road & Rimu Road	GL-17929 GL-17911	Orange
	Minor Improvements	GL-1793A	Green
	NZTA Traffic Services Renewals		Green
	Sealed Road Resurfacing	GL-1792B	Green
	The Esplanade Upgrade	GL-17952	Yellow
	Western Link	GL-18660 GL-18661 GL-18662 GL-18667 GL-18660	Blue
Coastal Management	Coastal Protection Paekākāriki	GL-18775	Green
	Marine Parade and Wharemauku Roads	GL-18764	Orange
Community Facilities	Mazengarb Park Multi Sport Turf Changing Room	GL-150C5	Green
	New Aquatic Centre	GL-15556	Green
	Rimu Road Building Alterations	GL-0125D	Orange
Development Management	Ōtaki Main Street Upgrade	GL-18244	Orange
	Raumati Beach Town Centre Upgrade	GL-18246	Green
	Strategic Land Purchase	GL-13170 GL-150BJ	Green
Libraries, Arts and Museums	Mahara Gallery / Waikanae Library Upgrade	GL-1483W GL-13542	Green
	Materials Additions	GL-14811	Green
Parks and Open Space	Maclean Park Development	GL-150C2	Yellow
	Main Street, Ōtaki Upgrade		Green
	Marine Gardens Upgrade		Orange
	Public Toilet – Te Atiawa Park	GL-14041	Yellow
Stormwater Management	Mazengarb Maps/ Projects	GL-381D6	Green
	Ocean Road Stormwater		Green
	Paraparaumu Beach Local Catchments Upgrade		Green
	Raumati Beach CBD Stormwater Upgrade	GL-381D2	Green
	Waikakariki Stream Gravel Extraction	GL-18412	Blue
Waimanu Lagoon Flood Control Gate		Green	
Wastewater Management	Paraparaumu – Raumati Pump Station Planned Renewals	GL-3883CB	Green
	Paraparaumu Inflow and infiltration Reduction	GL-3884U GL-3883J	Green
	Rauparaha Wastewater Pump Station Emergency Storage	GL-4884N	Green
Water Management	Additional Water Supply / Storage Capacity	GL-484E1	Green
	Ōtaki Reservoir	GL-58311	Green
	Reinforce Beach Reticulation	GL-4833H	Yellow
	Waikanae Water Treatment Plant Renewal	GL-48471 GL-48451	Green
Other Corporate Services	Hardware Upgrades – PCs	GL-01971	Green

The project status is displayed using the categories detailed on the following page.

### 2011/12 Projects – Additional Significant Projects (Significant Impact)

Activity	Project Name	General Ledger Code	Category
Access and Transport	Cycleways, Walkways, Bridleways Implementation	GL-1790A	
	Expressway	GL-179G2 GL-60373	
Coastal Management	Coastal Hazard Assessment Process	GL-18770	
Development Management	District Plan Review	GL-1692E GL-16920	
Economic Development	Activity Review	N/A	
	Broadband	GL-01976	
	Clean Technology	N/A	
	Local Food Economy	GL-1332G	
Governance and Tāngata Whenua	Regional Governance Review	N/A	
Solid Waste	Solid Waste Plan (including regional)	N/A	
Supporting Environmental Sustainability	Energy Efficiency Projects	GL-18320	
Water Management	Water Conservation Plan	GL-484E2 GL-484E3 GL-484E4 GL-484E5 GL-484E6 GL-484E7	
	Water Meters – Water Conservation		
Other Corporate Services	Asset Management Planning.	N/A	
	Shared Services Strategy	N/A	

The project status is displayed using the following categories:

#### Category



**Project Complete.**

**Project on Target.**

**Project not on Target.** Project encountering challenges. (i.e. there are issues with quality, schedule, budget, but these are considered recoverable).

**Project has Failed.** All work on this project has stopped and it is not expected to continue in the future. (i.e. project is unrecoverable – no matter how much the parameters (scope, time, effort/cost, and quality) are adjusted).

**Project not yet started,** so it is not reported.

**Project on Hold.**