

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

15 MAY 2014

Meeting Status: **Public**

Purpose of Report: For Decision

ACTIVITY REPORTS:**1 JULY 2013 – 31 MARCH 2014**

- 1 This report provides the Corporate Business Committee with a quarterly performance overview of each Activity published in the 2012-32 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 Long Term Plan and related Annual Plans. This report covers the Council's performance during the first nine months of the 2013/14 year (1 July – 31 March), and reports against the 2013/14 Annual Plan and Year Two of the 2012-32 Long Term Plan.

- 4 This report summarises performance across the Council's 16 Activities as at 31 March 2014. Appendix A provides a status list of the major projects included in the Activity Reports. Appendix B provides the detailed Activity Reports which present an overview of the service and financial performance of each of the Activities. The performance results are presented in the following format:

- **Activity Overview:**

Indicates the Community Outcomes each Activity contributes to, provides an overview of Key Results for the quarter, and graphs summarising the status of Key Performance Indicators and major projects where applicable.

- **Key Performance Indicators:**

Levels of Service performance measures and targets are set out in the 2012-32 Long Term Plan. The result achieved for the quarter and the projected year end result represent delivery on these levels of service for each Activity.

- **Capital Expenditure Projects \$250,000 and above:**

These reports provide the status to date and budget of each major project over \$250,000; a comment on the upcoming milestones and critical activities; an explanation of any risks/issues being managed; and notes on any funding details.

- **Additional Significant Projects:**

The status of these additional projects is monitored due to the significant impact they have on the development of the District and community. The expenditure involved may be either operational and/or capital, and does not relate to the \$250,000 capex threshold.

- **Capital Expenditure Projects with a value of less than \$250,000:**
This section provides a summary of smaller capital expenditure for each Activity.
- **Statement of Cost of Activity:**
This table provides a summary of the service delivery cost and funding for each Activity.

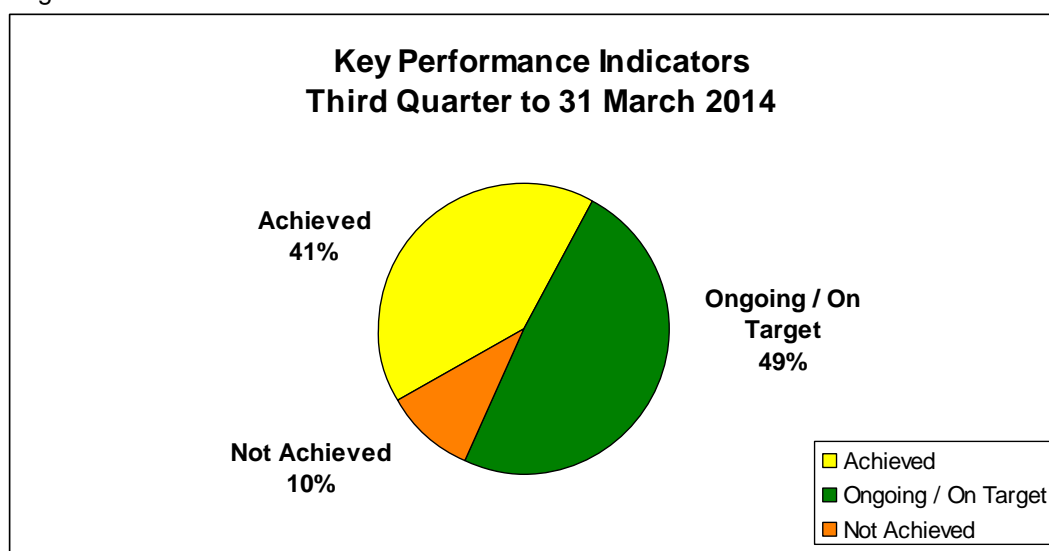
CONSIDERATIONS

Summary of Performance across all Activities

Key Performance Indicators: Level of Service Measures

- 5 There are 101 Key Performance Indicators (KPIs) for the 2013/14 year. Performance against the 99 relevant KPIs is shown in Figure 1 below:

Figure 1



Achievement Category	Third Quarter Outcome 31 March 2014
Achieved	41
Ongoing / On target	48
Not achieved	10
Total Relevant Measures	99
Not relevant this reporting period	2*
Total Level of Service Measures	101**

*Two KPI are not relevant in this reporting period due to the changes around the PDP (see the Development Management Activity Report).

**Solid Waste KPIs were reviewed in 2012/13 and reduced by one following the change in service delivery (cancellation of Council's kerbside pick up service).

- 6 Ten KPIs were not achieved at the end of the third quarter, one of these has a projected year end result of achievable.

Five of the remaining nine not achieved results are due to staff resourcing issues. Three of these fall in the Building Control and Resource Consents activity and are due to the high volume of activity in this area this year and staff vacancies earlier in the year. Additional staff have been employed to manage this and performance has improved as a result but the targets are 100% and these can not be met for these three KPIs.

The other two not achieved results due to staff resourcing issues fall in the Environmental Protection activity and are due to requirements for additional inspections and customer liaison reporting, fencing of swimming pools and administration for the implementation of the Sale and Supply of Alcohol Act 2012. The criteria for these Environmental Protection KPIs will be reviewed during the 2015 LTP process.

An additional not achieved KPI was in the Libraries, Arts and Museums activity and was due to the need for staff training in the new archival software system before heritage collection items could be digitised

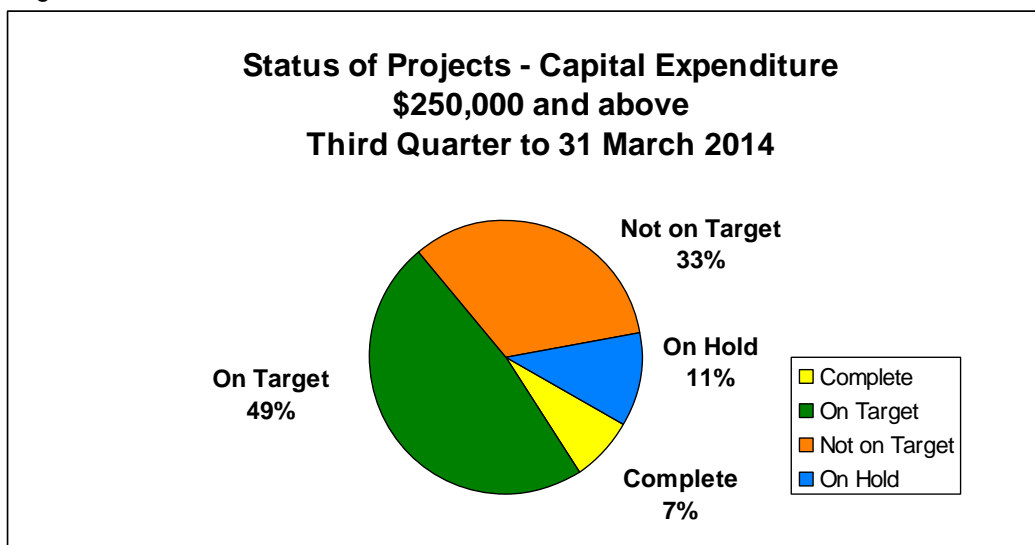
A further two of the not achieved results are attributable to issues with the KPI measures. One of these is in the Solid Waste activity and will be reviewed in the LTP process with a view to including a 'per capita' factor in the calculation for measuring this KPI. The other is in the Wastewater Management activity where the KPI should have explicitly stated that only pump station spills were to be counted in this measure. This will be amended during the 2015 LTP process.

The final not achieved result falls in the Water Management activity where the number of unplanned water service outages was above the target (a reduction in outages compared to last year). This was an outcome of the water meter installation programme.

Summary of Projects – Capital Expenditure \$250,000 and above

- 7 There were 27 Capital Expenditure Projects with a value of \$250,000 and above scheduled in the 2013/14 financial year. The graph at Figure 2 below provides a performance summary of these projects to the end of the third quarter.

Figure 2



Two of these projects are complete and 13 are on target. Three are on hold either directly (two) to defer expenditure and restrain rates increases or indirectly, in the case of the Kākāriki Stormwater upgrade, as deferring the project will allow integration with the SH1 revocation and will reduce costs.

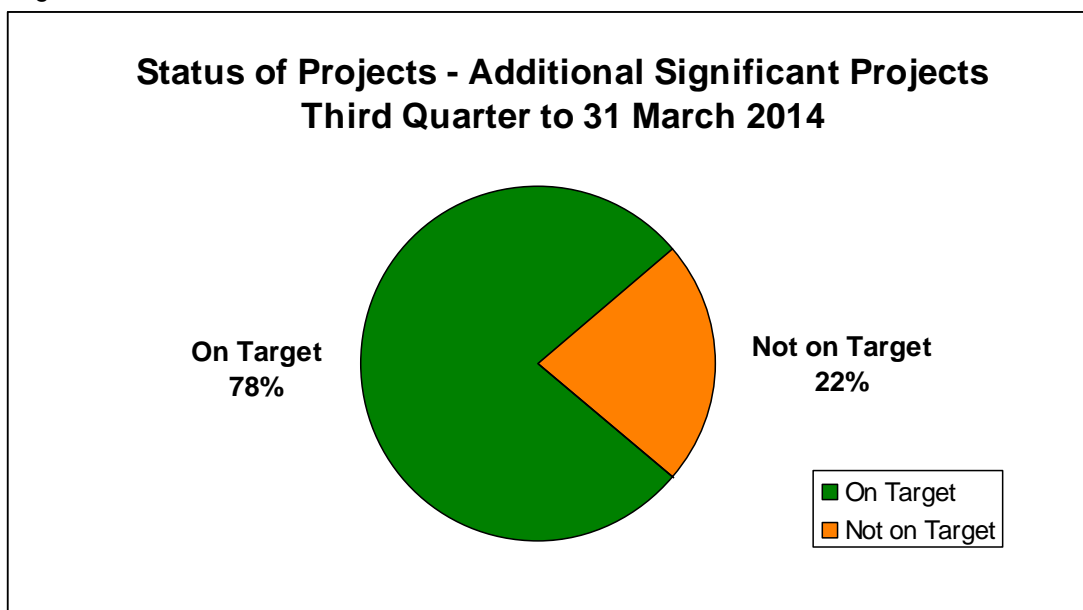
Nine of the \$250,000 and above projects are currently not on target. Three projects have been held back by consenting issues; two projects have been held up by technical issues and one project, the Aquatic Centre, was delayed due to Mainzeal’s receivership. The remaining three are explained in detail in the activity reports.

Summary of Projects – Additional Significant

- 8 An Additional Significant Project is a project that has a significant impact on community interests, but has a budget of less than \$250,000 which maybe comprised of capital expenditure and/or operating expenditure.

The graph at Figure 3 below is a summary of performance to 31 March 2014 for the nine Additional Significant Projects. Seven of these projects are on target. The District Plan Review is one of the projects that is currently not on target. The other is the Pharazyn Reserve project which was delayed due to lack of resources. A replacement facilitator has been engaged for this project and it is underway again.

Figure 3



Financial Considerations

- 9 A summary (as at 31 March 2014) of budget details for each Activity is provided in the Activity Reports attached as Appendix B to this Report SP-14-1196.

Legal Considerations

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

Delegation

- 11 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.

RECOMMENDATION

- 12 That the Corporate Business Committee notes the performance results for the third quarter (1 October 2013 to 31 March 2014) contained in the Activity Reports attached as Appendix B to this Report SP-14-1196.

Report prepared by:

Approved for submission by:

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ATTACHMENTS:

Appendix A – Summary List of Projects

Appendix B – Activity Reports

Appendix A - Summary List of Projects

Third Quarter 2013/14 Projects – Capital Expenditure \$250,000 and above		
Activity	Project Name	Status Category
Access and Transport	Kāpiti Road at Milne Drive, Te Roto Drive Intersection	ORANGE
	Major Bridge Repairs (NZTA)	GREEN
	Sealed Road Resurfacing	GREEN
Coastal Management	Coastal Protection Paekākāriki	GREEN
Community Facilities	Coastlands Aquatic Centre	ORANGE
	Coastlands Aquatic Centre – Second Hydroslide	BLUE
	Raumati Pool Closure and Building Reuse	BLUE
	Ōtaki Replace Roof Over Pool	YELLOW
Development Management	Strategic Land Purchase	GREEN
	Town Centre Development	GREEN
Economic Development	Clean Technology Development	ORANGE
Libraries, Arts and Museums	Library Reconfiguration	GREEN
Parks and Open Space	Howarth Block Development	GREEN
Stormwater Management	Kākāriki SH1 and Awanui Upgrades	BLUE
	Paraparaumu Beach Local Catchments Upgrade	YELLOW
	Waikākāriki Stream Gravel Extraction	GREEN
	Ōtaki Beach Pump Station	ORANGE
Supporting Social Wellbeing	Kāpiti Youth Centre	GREEN
Wastewater Management	Pehi Kupa Street Renewal	ORANGE
	Rauparaha Wastewater Pump Station Emergency Storage – Stage 2	ORANGE
	Paraparaumu Wastewater Treatment Plant Drier replacement	GREEN
	Milne Drive Wastewater Pumping Station Upgrade	ORANGE
	Ōtaki Pumping Station renewals	GREEN
	Ōtaki Wastewater Treatment Plant oxidation lagoon desludging	GREEN
Water Management	Additional Water Supply – Recharge River with Groundwater (RRwG)	ORANGE
	Water Treatment Plant Renewal	ORANGE
Other Corporate Support	Council 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