

Chairperson and Committee Members  
**CORPORATE BUSINESS COMMITTEE**

**18 AUGUST 2011**

Meeting Status: Public

Purpose of Report: For information

## **ACTIVITY REPORTS FOURTH QUARTER – 1 APRIL TO 30 JUNE 2011**

### **PURPOSE OF REPORT**

- 1 This report provides the Corporate Business Committee with a quarterly performance overview of each Activity published in the 2010/11 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 2010/11 Annual Plan.

- 4 This cover report provides a Summary of Performance across all of the Activities listed in the 2010/11 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 2010/11 Annual Plan. The year end results will contribute to the 2010/11 Annual Report. 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 2010/11 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.

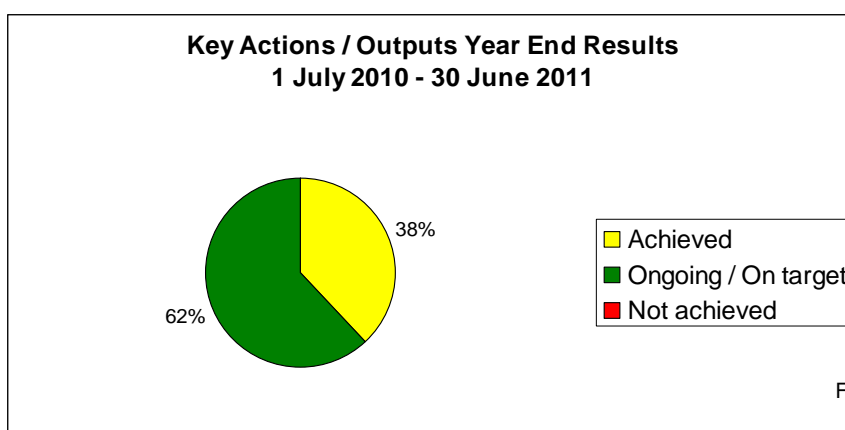
5. Activity Reports are scheduled to be presented to the Corporate Business Committee no more than six weeks following the end of each quarter.

## 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 27 Key Actions/Outputs listed across the 16 activities in the 2010/11 Annual Plan, six of those are not relevant or no longer required at year end. The performance of the remaining 21 relevant Key Actions / Outputs to 30 June 2011 is graphed in Figure 1 below:



Achievement Category	Twelve Month Result to 30 June 2011
Achieved	8
Ongoing / On target	13
Not achieved	0
<b>Total Relevant Key Actions / Outputs</b>	<b>21</b>
Not relevant this reporting period	4
No longer required	2
<b>Total Key Actions / Outputs</b>	<b>27</b>

- 7 **Key Performance Indicators: Level of Service Measures.** These measures cover the work undertaken in each Activity that does not have a specific end date. There are 111 Level of Service Measures; four of which are not relevant or no longer required at year end. The performance of the remaining 107 relevant Level of Service Measures is graphed in Figure 2 below:

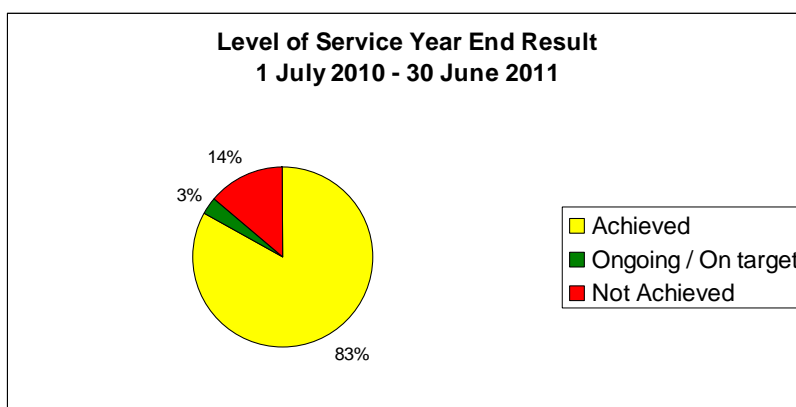


Figure 2

Achievement Category	Progress to 30 June 2011
Achieved	89
Ongoing / On target	3
Not achieved	15
<b>Total Relevant Measures</b>	<b>107</b>
Not relevant this reporting period	4
No longer required	0
<b>Total Level of Service Measures</b>	<b>111</b>

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

8 There were 30 Capital Expenditure projects with a value of \$250,000 and above scheduled for this financial year. The graph below at Figure 3 is a summary at year end for the Capital Expenditure projects.

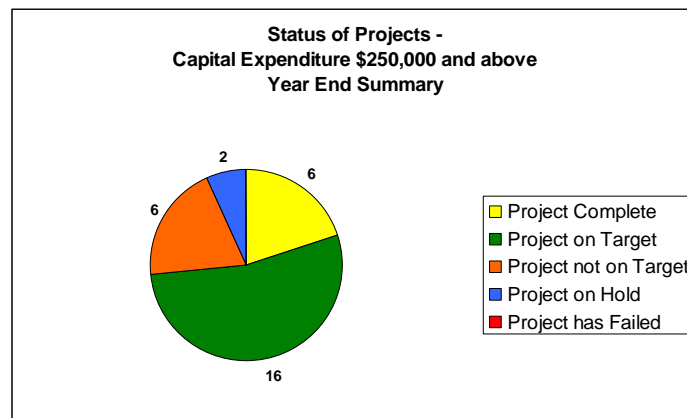


Figure 3

### Summary of Projects - Additional Significant

9 The graph below at Figure 4 is a summary at year end for the 18 Additional Significant projects.

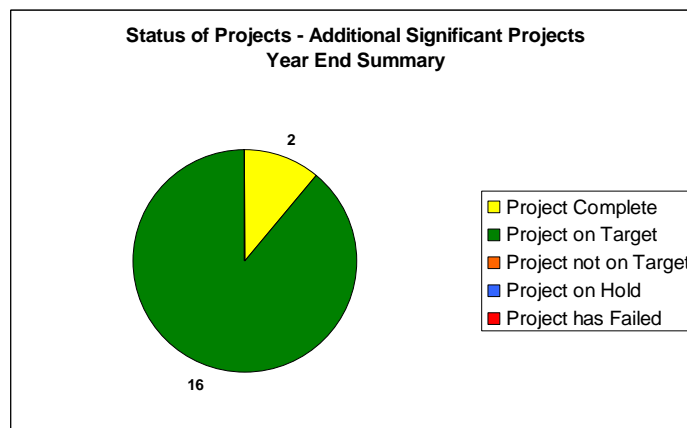


Figure 4

### Financial Considerations

10 The Activity Reports attached as Appendix B to this Report provide a summary, as at 30 June 2011, of the Capital Expenditure detail for each Activity.

### Legal Considerations

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

## Delegation

- 12 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

- 13 That the Corporate Business Committee notes the quarterly performance results contained in the Activity Reports attached as Appendix B to Report SP-11-250.

**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**

This Appendix provides a summary list of projects discussed in the Activity Reports attached as Appendix B.

Table 1 over-page lists each project that has a value of \$250,000 and above. It also summarises the project status category of each of those projects.

Table 2 lists each project that has the status of Additional Significant Projects (Significant Impact). It also summarises the project status category of each of those projects.

## 2010/11 Projects – Capital Expenditure \$250,000 and above

Activity	Project Name	General Ledger Code	Category
Access and Transport	District Footpath Upgrade	GL-1793F	
	Intersection Upgrade – Kāpiti Road & Rimu Road	GL-17929 GL-17911	
	Minor Improvements	GL-1793A	
	Rata Road Upgrade	GL-17956	
	Sealed Road Resurfacing	GL-1792B	
	The Esplanade Upgrade	GL-17952 GL-17950	
	Western Link	GL-18660 GL-18661 GL-18662 GL-18667 GL-18660	
Coastal Management	Coastal Protection Paekākāriki	GL-18775	
	Marine Parade and Wharemauku Roads	GL-18764	
Community Facilities	Mazengarb Park Multi Sport Turf Changing Rooms	GL-150C5	
	New Aquatic Centre	GL-15556	
	Rimu Road Building Alterations	GL-0125D	
Development Management	Ōtaki Main Street Upgrade	GL-18244	
	Raumati Beach Town Centre Upgrade	GL-18246	
	Strategic Land Purchase	GL-13170 GL-150BJ	
Governance and Tangata Whenua	Hardware Upgrades – PCs	GL-01971	
	Hardware Upgrades – Servers	GL-01973	
Parks and Open Space	Maclean Park Development	GL-150C2	
	Public Toilet – Te Āti awa Park	GL-14041	
Stormwater Management	Mazengarb Maps/ Projects	GL-381D6	
	Raumati CBD Stormwater Upgrade	GL-381D2	
	Waikakariki Stream Gravel Extraction	GL-18412	
Wastewater Management	Balance Tanks Waikanae	GL-4884N	
	Ōtaki Wastewater Treatment Plant Sludge Upgrade	GL-5884T GL-5884F GL-58845	
	Wood Burner/ Boiler	GL-4775B	
Water Management	Additional Water Supply / Storage Capacity	GL-484E1	
	Milne Drive to Kiwi Road Pipeline	GL-38331	
	Ōtaki Reservoir	GL-58311	
	Reinforce Beach Reticulation	GL-4833H	
	Waikanae Water Treatment Plant Renewal	GL-48471 GL-48451	

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.**

**2010/11 Projects – Additional Significant Projects (Significant Impact)**

Activity	Project Name	General Ledger Code	Category
Access and Transport	Cycleways, Walkways, Bridleways Implementation	GL-1790A	Green
	Expressway	GL-179G2 GL-60373	Green
Coastal Management	Coastal Hazard Assessment Process	GL-18770	Green
Community Facilities	Maple Building	GL-0125B	Yellow
Development Management	District Plan Review	GL-1692E GL-16920	Green
Economic Development	Activity Review	N/A	Green
	Broadband	GL-01976	Green
	Clean Technology	N/A	Green
	Local Food Economy	GL-1332G	Green
Governance & Tangata Whenua	Regional Governance Review	N/A	Green
Libraries, Arts and Museums	Mahara Gallery / Waikanae Library Upgrade	GL-1483W GL-13542	Green
Solid Waste	Solid Waste Plan (including regional)	N/A	Green
Supporting Environmental Sustainability	Energy Efficiency Projects	GL-18320	Green
Supporting Social Wellbeing	Contracts Review	N/A	Yellow
Water Management	Water Conservation Plan	GL-484E2 GL-484E3 GL-484E4 GL-484E5 GL-484E6 GL-484E7	Green
	Water Meters	N/A	Green
Other Corporate Support	Asset Management Planning: Access & Transport; Coastal Management; Community Facilities; Parks and Open Space; Solid Waste; Stormwater Management; Wastewater Management; Water Management.	N/A	Green
	Shared Services Strategy	N/A	Green

The project status is displayed using the following categories:

Category	
	<b>Project Complete.</b>
	<b>Project on Target.</b>
	<b>Project not on Target.</b> Project encountering challenges. (i.e. there are issues with quality, schedule, budget, but these are considered recoverable).
	<b>Project has Failed.</b> 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).
	<b>Project not yet started,</b> so it is not reported.
	<b>Project on Hold.</b>