

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

17 FEBRUARY 2010

Meeting Status: Public

Purpose of Report: For information

ACTIVITY REPORTS SECOND QUARTER – 1 OCTOBER TO 31 DECEMBER 2010

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 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.

- **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 27 Key Actions/Outputs listed across the 16 activities in the 2010/11 Annual Plan. Five of those are not relevant for this reporting period or no longer required. The performance of the remaining 22 relevant Key Actions / Outputs to 31 December 2010 is graphed in Figure 1 below:

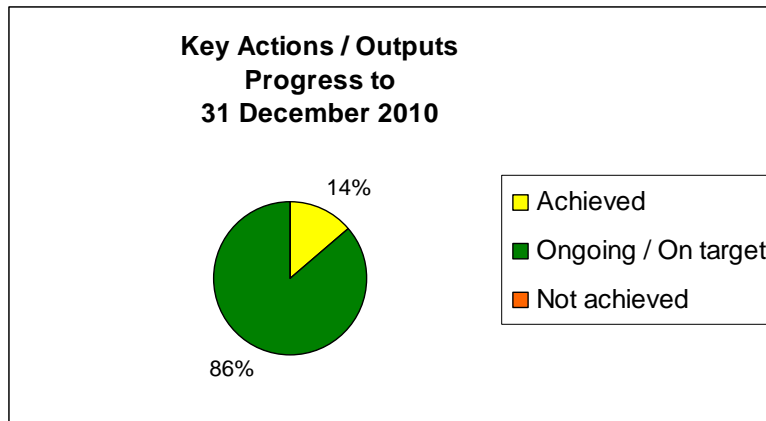


Figure 1

Achievement Category	Six Month Result to 31 December 2010
Achieved	3
Ongoing / On target	19
Not achieved	0
Total Relevant Key Actions / Outputs	22
Not relevant this reporting period	4
No longer required	1
Total Key Actions / Outputs	27

7. The level of performance graphed above is as expected for the first six months work of the financial year. However, the year end outcome is expected to improve on that result with 50% projected to be achieved and 50% ongoing / on target. Figure 2 over-page graphs that projection.

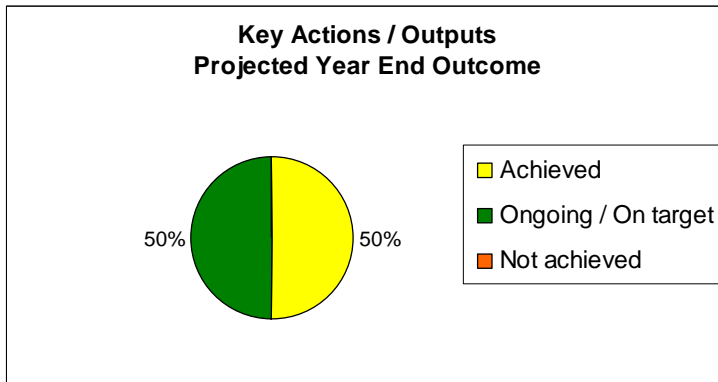


Figure 2

Achievement Category	Projected Year End Outcome 2010/11
Achieved	11
Ongoing / On target	11
Not achieved	0
Total Relevant Key Actions / Outputs	22
Not relevant this reporting period	4
No longer required	1
Total Key Actions / Outputs	27

- 8 **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 110 Level of Service Measures; six of which are not relevant or no longer required in this reporting period. Performance against the remaining 104 relevant Level of Service Measures is shown in Figure 3 below:

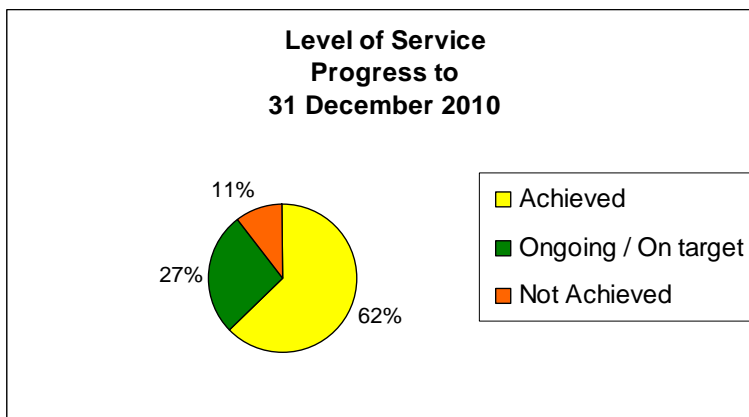


Figure 3

Achievement Category	Progress to 31 December 2010
Achieved	65
Ongoing / On target	28
Not achieved	11
Total Relevant Measures	104
Not relevant this reporting period	6
No longer required	0
Total Level of Service Measures	110

9 The projected year end performance for the 107 Level of Service Measures that will be relevant at year end is shown in Figure 4 below:

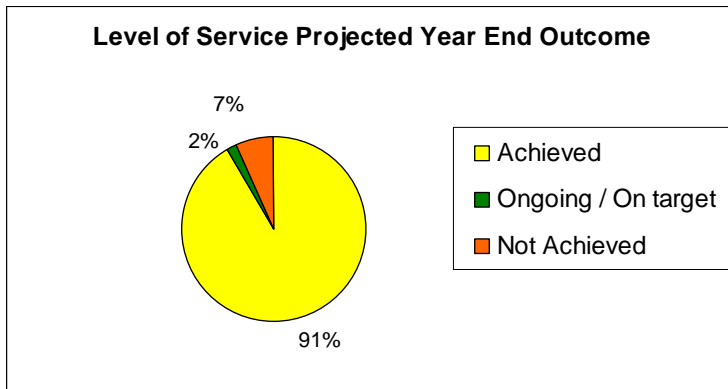


Figure 4

Achievement Category	Projected Year End Outcome 2010/11
Achieved	98
Ongoing / On target	2
Not achieved	7
Total Relevant Measures	107
Not relevant this reporting period	3
No longer required	0
Total Level of Service Measures	110

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

10 There are 29 Capital Expenditure projects with a value of \$250,000 and above scheduled for this financial year. Figure 5 below is a summary of progress to 31 December 2010.

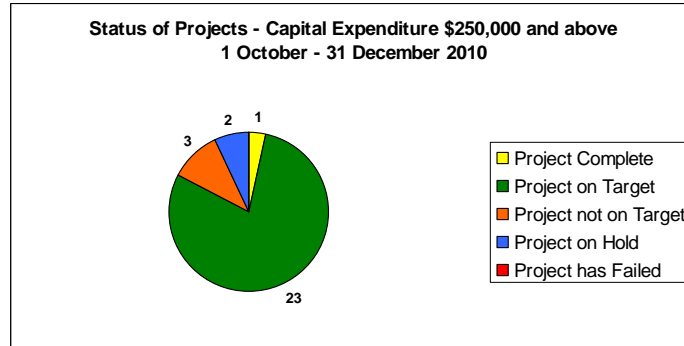


Figure 5

Summary of Projects - Additional Significant

11 The graph below at Figure 6 is a summary of progress to 31 December 2010 for the 17 Additional Significant projects.

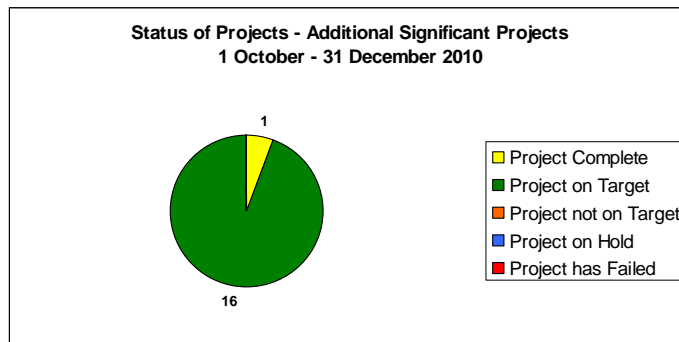


Figure 6

Financial Considerations

12 The Activity Reports attached as Appendix B to this Report provide a summary, as at 31 December 2010, 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-11-105.

Report prepared by:

Approved for submission by:

**Katrina Shieffelbein
Monitoring Officer**

**Gael Ferguson
Group Manager
Strategy and Partnerships**

**Warwick Read
Group Manager
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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	Green
	Intersection Upgrade – Kāpiti Road & Rimu Road	GL-17929 GL-17911	Green
	Rata Road Upgrade	GL-17956	Green
	Sealed Road Resurfacing	GL-1792B	Green
	The Esplanade Upgrade	GL-17952 GL-17950	Green
	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	Green
Community Facilities	Hockey Turf Changing Facilities	GL-150C5	Green
	New Aquatic Centre	GL-15556	Green
	Rimu Road Building Alterations	GL-0125D	Orange
Development Management	Ōtaki Main Street Upgrade	GL-18244	Green
	Raumati Beach Town Centre Upgrade	GL-18246	Green
	Strategic Land Purchase	GL-13170 GL-150BJ	Green
Parks and Open Space	Maclean Park Development	GL-150C2	Green
	Public Toilet – Te Atiawa Park	GL-14041	Green
Stormwater Management	Mazengarb Maps/ Projects	GL-381D6	Green
	Raumati CBD Stormwater Upgrade	GL-381D2	Green
	Waikakariki Stream Gravel Extraction	GL-18412	Blue
Wastewater Management	Balance Tanks Waikanae	GL-4884N	Orange
	Ōtaki Wastewater Treatment Plant Sludge Upgrade	GL-5884T	Green
	Wood Burner/ Boiler	GL-4775B	Yellow
Water Management	Additional Water Supply / Storage Capacity	GL-484E1	Green
	Milne Drive to Kiwi Road Pipeline	GL-38331	Green
	Ōtaki Reservoir	GL-58311	Orange
	Reinforce Beach Reticulation	GL-4833H	Green
	Waikanae Water Treatment Plant Renewal	GL-48471 GL-48451	Green
Other Corporate Services	Hardware Upgrades – PCs	GL-01971	Green
	Hardware Upgrades – Servers	GL-01973	Green

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	Rental 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	Green
Water Management	Water Conservation Plan	GL-484E2 GL-484E3 GL-484E4 GL-484E5 GL-484E6 GL-484E7	Green
Other Corporate Services	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



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.