

Chairperson and Committee Members
CORPORATE BUSINESS COMMITTEE

9 DECEMBER 2010

Meeting Status: Public

Purpose of Report: For information

ACTIVITY REPORTS FIRST QUARTER – 1 JULY TO 30 SEPTEMBER 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.

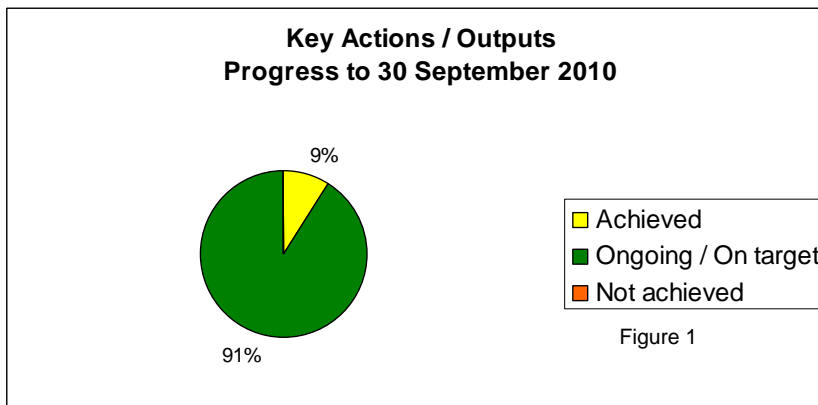
5. Activity Reports are scheduled to be presented to the Corporate Business Committee no more than six weeks following the end of each quarter. The timing of the recent elections resulted in a delay in the presentation of this report. Future reports will be presented as per the schedule.

CONSIDERATIONS

Summary of Performance across all Activities

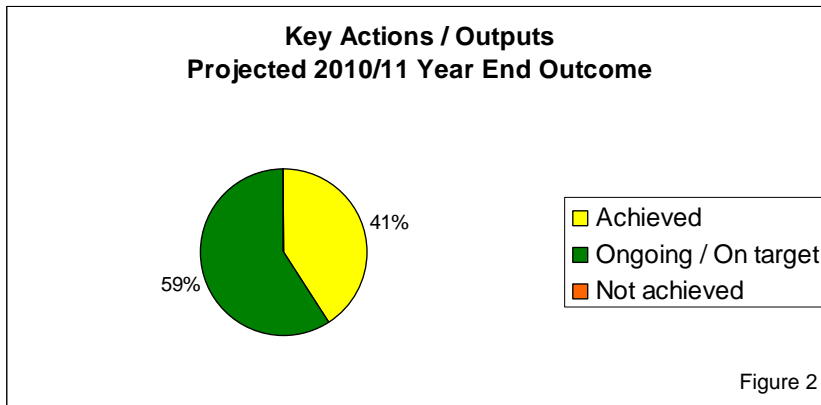
Key Performance Indicators: Actions /Outputs.

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 30 September 2010 is graphed in Figure 1 below:



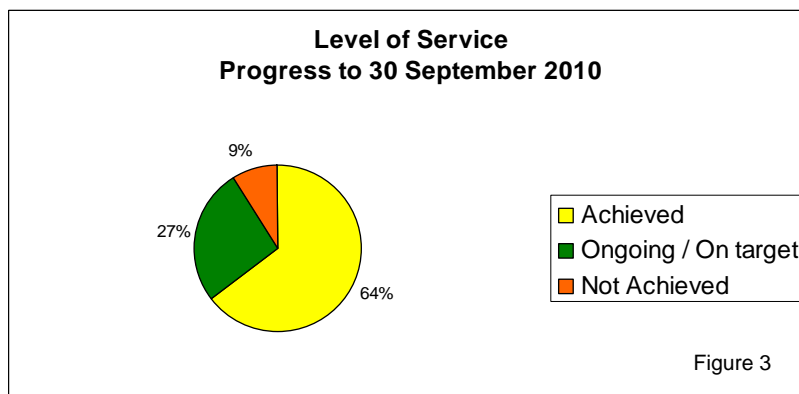
Achievement Category	Three Month Result to 30 September 2010
Achieved	1
Ongoing / On target	21
Not achieved	0
Total Relevant Key Actions / Outputs	22
Not relevant this reporting period	4
No longer required	1
Total Key Actions / Outputs	27

7. The level of performance graphed above is as expected for the first three months work of a new financial year. However, the year end outcome is expected to improve on that result with 41% projected to be achieved and 59% ongoing / on target. Figure 2 over-page graphs that projection.



Achievement Category	Projected Year End Outcome 2010/11
Achieved	8
Ongoing / On target	14
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; nine of which are not relevant or no longer required in this reporting period. Performance against the remaining 101 relevant Level of Service Measures is shown in Figure 3 below:



Achievement Category	Progress to 30 September 2010
Achieved	65
Ongoing / On target	27
Not achieved	9
Total Relevant Measures	101
Not relevant this reporting period	9
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:

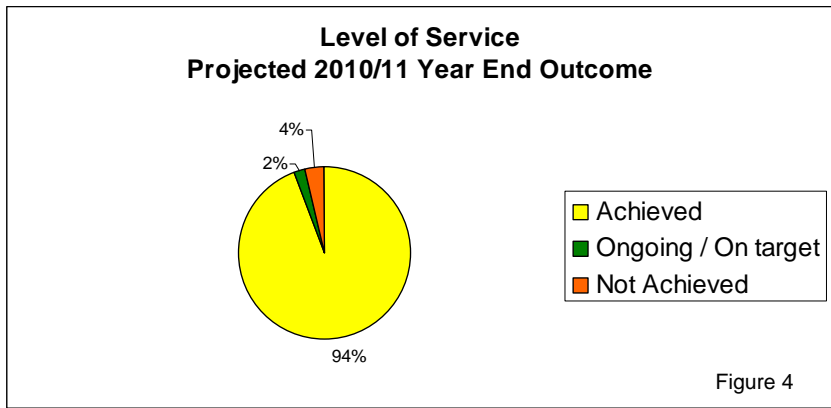
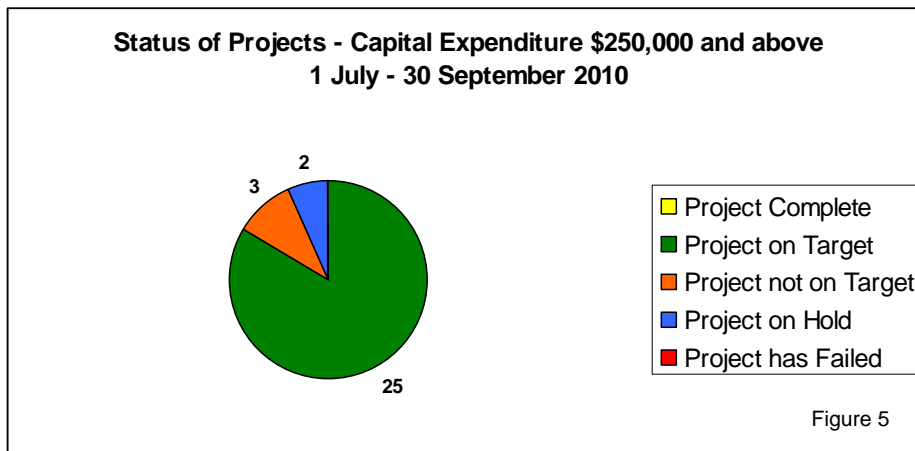


Figure 4

Achievement Category	Projected Year End Outcome 2010/11
Achieved	102
Ongoing / On target	2
Not achieved	3
Total Relevant Measures	107
Not relevant this reporting period	3
No longer required	0
Total Level of Service Measures	110

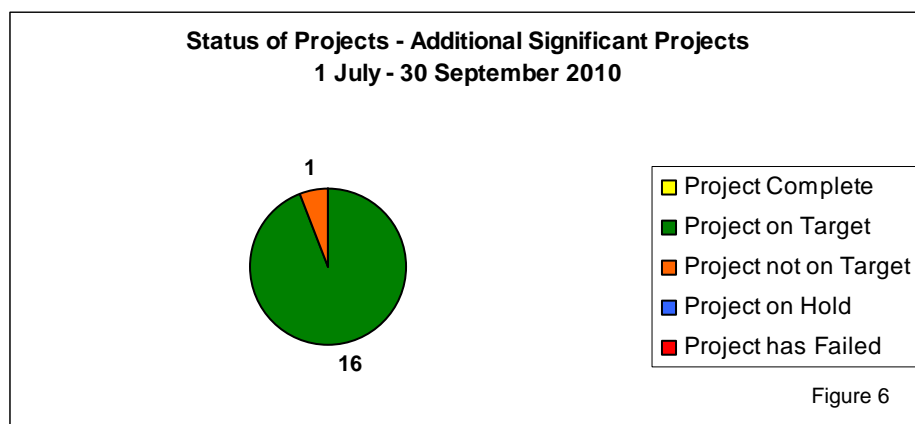
Summary of Projects - Capital Expenditure \$250,000 and Above

- 10 There are 30 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 30 September 2010.



Summary of Projects - Additional Significant

- 11 The graph below at Figure 6 is a summary of progress to 30 September 2010 for the 17 Additional Significant projects.



Financial Considerations

- 12 The Activity Reports attached as Appendix B to this Report provide a summary, as at 30 September 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-10-21.

Report prepared by:

Approved for submission by:

**Katrina Shieffelbein
Monitoring Officer**

**Gael Ferguson
Group Manager
Strategy and Partnerships**

**Warwick Read
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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	The Esplanade Upgrade	GL-17952 GL-17950	
	Rata Road Upgrade	GL-17956	
	Sealed Road Resurfacing	GL-1792B	
	District Footpath Upgrade	GL-1793F	
	Intersection Upgrade – Kāpiti Road & Rimu Road	GL-17929 GL-17911	
	Western Link	GL-18660 GL-18661 GL-18662 GL-18667 GL-18660	
Coastal Management	Marine Parade and Wharemauku Roads	GL-18764	
	Coastal Protection Paekākāriki	GL-18775	
Community Facilities	New Aquatic Centre	GL-15556	
	Hockey Turf Changing Facilities	GL-150C5	
	Rimu Road Building Alterations	GL-0125D GL-0125B	
Development Management	Ōtaki Main Street Upgrade	GL-18244	
	Raumati Beach Town Centre Upgrade	GL-18428	
	Strategic Land Purchase	GL-13170	
Parks and Open Space	Public Toilet – Te Atiawa Park	GL-14041	
	Maclean Park Development	GL-150C2	
	Education Land Purchase	GL-150BJ	
Stormwater Management	Raumati CBD Stormwater Upgrade	GL-381D2	
	Mazengarb Maps/ Projects	GL-381D6	
	Waikakariki Stream Gravel Extraction	GL-18412	
Wastewater Management	Wood Burner/ Boiler	GL-4775B	
	Ōtaki Wastewater Treatment Plant Sludge Upgrade	GL-5884T	
	Balance Tanks Waikanae	GL-4884N	
Water Management	Waikanae Water Treatment Plant Renewal	GL-48471	
	Additional Water Supply / Storage Capacity	GL-484E1	
	Milne Drive to Kiwi Road Pipeline	GL-38331	
	Reinforce Beach Reticulation	GL-4833H	
	Ōtaki Reservoir	GL-58311	
Other Corporate Services	Hardware Upgrades – Servers	GL-01973	
	Hardware Upgrades – PCs	GL-01971	

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	Green
Development Management	District Plan Review	GL-1692E GL-18770 GL-16920	Green
Economic Development	Clean Technology	N/A	Green
	Broadband	GL-01976	Green
	Activity Review	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	Orange
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.