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| Report No: | RFN11-11-10 |
| File No: | |
| Date: | 19 October 2011 |
| Decision Required | |

REPORT SUMMARY

Report to: Corporate Services Committee
Meeting Date: 10 November 2011
Report Author: Peter Thomson, Engineering Manager and Jim Frater,
Manager Property Services
Subject: **Property Services and Engineering Services Draft
Activity Management Plan Endorsement – RFN11-11-10**

EXECUTIVE SUMMARY

This report covers the draft Activity Management Plans (AMPs) for Council's Property Services and Engineering Services activities. It seeks endorsement of the draft AMPs to enable them to feed into the Long Term Plan (LTP) process and to go out for public consultation through the LTP process.

RECOMMENDATION/S

Staff recommend that the report be received and the Committee endorses the Engineering Services and Property Services AMPs (with or without amendments).

DRAFT RESOLUTION

THAT the Corporate Services Committee:

1. **Receives the Property Services and Engineering Services Draft Activity Management Plan Endorsement report RFN11-11-10 and;**
2. **Endorses the draft Activity Management Plans for the following activities subject to incorporating changes as discussed, as summarised in Appendices 1 – 10 attached to this report:**
 - a) **Property Services**
 - b) **Port Tarakohe**
 - c) **Aerodromes**
 - d) **Transportation**
 - e) **Coastal Structures**
 - f) **Water Supply**
 - g) **Wastewater**
 - h) **Stormwater**
 - i) **Solid Waste**
 - j) **Rivers**

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Manager Property Services
Subject: **Property Services and Engineering Services Draft
Activity Management Plan Endorsement – RFN11-11-10**

1. Purpose

- 1.1 The purposes of this report are for the Corporate Services Committee to endorse the draft Activity Management Plans (AMPs) for the Property Services and Engineering Services activities and to seek any feedback Councillors have on the structure and wording contained in the draft AMPs.
- 1.2 Please note that the draft AMPs were prepared prior to the workshops held in the week of 31 October and that staff will make the necessary amendments to reflect discussions at the workshops.

2. Background

- 2.1 AMPs describe the functions carried out under each activity, why Council carries out the activity, key issues, levels of service, performance measures, key projects, funding sources and other matters relating to performing the functions.
- 2.2 AMPs provide the underlying activity information that feeds into the Long Term Plan (LTP), covering operations and maintenance costs, asset renewals and new services or capital works projects proposed for each activity.
- 2.3 AMPs are updated three yearly to tied into the LTP process. Council's auditors (Audit NZ) will be auditing the AMPs as part of the Draft LTP audit process to ensure consistency between levels of service and financial information in both documents.

3. Present Situation/Matters to be Considered

- 3.1 Council currently has AMPs for each of the Property Services and Engineering Services activities, which were endorsed as part of the Ten Year Plan 2009-2019 preparation.
- 3.2 Staff have recently updated the AMPs as part of the LTP 2012-2022 process.
- 3.3 The other Community Services AMPs and the Environment and Planning AMPs have already been endorsed by Council.
- 3.4 Attached as Appendices 1 – 10 are the summaries of the draft AMPs for the Property Services and Engineering Services activities. A copy of each of the full draft AMPs is available for viewing in the Councillors' Lounge. CDs of the draft AMPs can be requested from Robyn Scherer, if required.
- 3.5 Councillors endorsement is sought for the information contained in the draft AMPs on: why Council carries out the activity, the key issues, levels of service, performance measures, key projects, funding sources and other matters relating to performing the functions. There are still some sections in the draft AMPs to be completed, particularly the financial information and the list of projects might change depending on the decisions that Council makes through the process of preparing the Draft LTP. These matters will be finalised and the budget information included after Council has made the relevant decisions.
- 3.6 The draft AMPs are also currently subject to an independent external peer review by Waugh Consultants.
- 3.7 The AMPs have been brought to the Corporate Services Committee for endorsement, due to timing of relevant meetings. The Property Services AMPs would normally come to this Committee via the Enterprises Subcommittee and the Engineering Services AMPs would normally have gone to the Engineering Services Committee, however, timing has dictated the need to come directly to this Committee for Councillor feedback on the documents and endorsement of them.
- 3.8 Staff consider that endorsement of the AMPs can fall within the broad delegations of the Corporate Services Committee, as the AMPs are part of the LTP process and the financial management responsibilities of the Committee.

4. Financial/Budgetary Considerations

- 4.1 There are no direct financial or budgetary considerations relating to this report, as those matters will be considered through the Draft LTP process.

5. Options

- 5.1 The options available to the Committee are to:
- a) Endorse the AMPs, with or without amendment
 - b) Not endorse the AMPs and advise staff of the changes that need to be made to the AMPs prior to bringing them back to Council for consideration.

6. Pros and Cons of Options

a) Endorse the AMPs, with or without amendment

- 6.1 Endorsing the AMPs (with or without amendment) enables them to be used as the basis for preparing the Draft LTP and provides staff with clear direction on Council's expectations for the activities. Endorsement of the AMPs lets Council's auditors know that Councillors have seen and accepted the content of the documents for the audit process which will commence towards the end of November 2011.
- 6.2 There is the ability for Councillors to provide feedback to staff and for minor amendments to be made to the AMPs while still enabling them to be endorsed by the Committee.

b) Not endorse the AMPs and advise staff of the changes that need to be made to the AMPs prior to bringing them back to Council for consideration

- 6.3 This option would be appropriate if the Committee considered major changes were needed to some or all of the AMPs.
- 6.4 The Committee may consider that some AMPs can be endorsed now but that others need to major changes and need to come back for consideration prior to endorsement.

7. Significance

- 7.1 This is not a significant decision according to the Council's Significance Policy because the AMPs are just an input into the LTP process and the LTP will go through a Special Consultative Process.

8. Recommendation/s

- 8.1 Staff recommend that the report be received and the Committee endorses the Engineering Services and Property Services AMPs (with or without minor amendments).

9. Timeline/Next Steps

- 9.1 If the draft AMPs are endorsed by the Committee, the financial information and projects for each activity will be finalised and included in the draft AMPs, which will then be audited by Audit NZ. The draft AMPs will be amended for any recommendations that emerge from the independent peer review, and any changes to activities that are developed through the Council's draft LTP workshop/meeting processes. The completed draft AMPs will be made available as supporting information at the time when the Draft LTP is out for public consultation. The AMPs will be finalised once the LTP is completed in May/June 2012.

10. Draft Resolution

THAT the Corporate Services Committee:

- 1. Receives the Property Services and Engineering Services Draft Activity Management Plan Endorsement report RFN11-11-10 and;**
- 2. Endorses the draft Activity Management Plans for the following activities subject to incorporating changes as discussed, as summarised in Appendices 1 – 9 attached to this report:**
 - a) Property Services**
 - b) Port Tarakohe**
 - c) Aerodromes**
 - d) Transportation**
 - e) Coastal Structures**
 - k)**
 - f) Water Supply**
 - g) Wastewater**
 - h) Stormwater**
 - i) Solid Waste**
 - j) Rivers**

Appendices:

- 1) Property Services Draft Activity Management Plan**
- 2) Port Tarakohe Draft Activity Management Plan**
- 3) Aerodromes Draft Activity Management Plan**
- 4) Transportation Draft Activity Management Plan**
- 5) Coastal Structures Draft Activity Management Plan**
- 6) Water Supply Draft Activity Management Plan**
- 7) Wastewater Draft Activity Management Plan**
- 8) Stormwater Draft Activity Management Plan**
- 9) Solid Waste Draft Activity Management Plan**
- 10) Rivers Draft Activity Management Plan**