
QUARTERLY REPORT (OCTOBER - DECEMBER 2004)

1. Purpose of report

This report provides an update on progress made on delivering the initiatives and activities contained in the Annual Plan 2004/05. It also contains a consolidated financial overview of the second quarter of 2004/05.

2. Recommendation

It is recommended that the Committee:

1. *Receive the information.*

3. Structure of the report

This report contains the following information:

- Progress on all the new initiatives outlined in the Annual Plan
- Consolidated financial overview
- Detailed information, by Key Achievement Area, of all activities within the Annual Plan
- Operational and capital expenditure for all projects
- Health and safety capital consolidated fund
- Wellington City Council property

4. Review of the report

At the Strategy and Policy briefing, officers from the Planning, Performance and Research unit will record any questions that Management Team members cannot answer, and to provide a written answer to those questions within five working days. These written answers will be circulated to all Councillors. In this way officers from operational business units can reduce their need to attend the meeting whilst still providing detailed answers to Councillors questions. Councillors may also wish to submit questions prior to the meeting that can be answered at the meeting or in writing.

5. Conclusion

This report is a synopsis of all Council activity relating to the Annual Plan 2004/05. This report will be published for the first three quarters of each financial year, with the fourth quarter being the Annual Report.

The report format clearly links strategy to operational activity and expands the volume and range of performance information presented.

The report has been designed to be leading edge in terms of content and design in comparison to reports produced by other councils and organisations in the private and public sectors. The report contains all information for each activity in a one page snapshot in most cases. The style should make it easier for Councillors to find specific information and areas of interest. The content and presentation of this report will be continuously improved to respond to the changing needs of Councillors.

This report has replaced the City Focus (Chief Executive's Quarterly Report).

Contact Officer: Andrew McKenzie, Chief Financial Officer