

Environment Canterbury
Meeting of the Performance, Audit and Risk Committee
129th Meeting

To the Chairperson and Members of the Committee

Cr Rod Cullinane (Chair)

Cr Claire McKay

Cr Lan Pham

Cr Peter Scott

Cr John Sunckell

Date of Meeting: Thursday 2 March 2017

Time: 2.00 pm

Venue: Council Chamber, Environment Canterbury,
200 Tuam Street, Christchurch

Agendas are available on our website three days prior to the date of the meeting -
<http://ecan.govt.nz/news-and-notice/minutes/pages/default.aspx>

Bill Bayfield
Chief Executive

Recommendations in reports are not to be taken as Council Policy until adopted by the Council



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ENVIRONMENT CANTERBURY
PERFORMANCE, AUDIT AND RISK COMMITTEE

TABLE OF CONTENTS

1. Apologies.....	3
2. Conflict of Interest	3
3. Deputations and Petitions.....	3
4. Confirmation of Minutes.....	4
4.1. Minutes of previous meeting 9 February 2017	4
5. Matters Arising.....	11
5.1. Matters Arising	11
6. Performance	12
6.1. Action List	12
6.2. Operations Report January 2017	15
6.3. Financial Health Report January 2017	32
6.4. Greater Christchurch Metro Financial Update	39
7. Risk	43
7.1. Health and Safety	43
8. Public Excluded	47
9. Extraordinary and Urgent Business.....	48
10. Notices of Motion.....	48
11. Questions	48
12. Closure.....	48
13. Next Meeting.....	48

- 1. Apologies**
- 2. Conflict of Interest**
- 3. Deputations and Petitions**

4. Confirmation of Minutes

4.1. Minutes of previous meeting 9 February 2017

**CANTERBURY REGIONAL COUNCIL
ENVIRONMENT CANTERBURY**

REPORT OF THE PERFORMANCE, AUDIT AND RISK COMMITTEE

**THE 128th MEETING HELD IN THE COUNCIL CHAMBER
200 TUAM STREET, CHRISTCHURCH
ON THURSDAY, 9 FEBRUARY 2017 AT 2.04PM**

CONTENTS

1. Apologies
2. Conflicts Of Interest
3. Deputations and Petitions
4. Confirmation of Minutes – 1 December 2016
5. Performance
 - 5.1 Action List
 - 5.2 Operational Performance Report October 2016
 - 5.3 Financial Health Report October 2016
 - 5.4 Greater Christchurch Metro Financial Update
 - 5.5 Treasury Function
 - 5.6 Review of Performance, Audit and Risk Committee Terms of Reference
 - 5.7 2017/18 Annual Plan Engagement
6. Audit
 - 6.1 Follow up on Audit New Zealand 2015/16 Management Report Advice
 - 6.2 Internal Audit
7. Risk
 - 7.1 Health and Safety
 - 7.2 Risk Management
8. Extraordinary and Urgent Business
9. Notices of Motion
10. Questions
11. Next Meeting
12. Closure

PRESENT

Councillors Rod Cullinane (Chair), Claire McKay, Lan Pham, Peter Scott and John Sunckell

IN ATTENDANCE

Chairman David Bedford

MANAGEMENT AND OFFICERS PRESENT

Miles McConway (Director Finance and Corporate Service), Stefanie Rixecker (Director Science), Don Rule (Chief Operating Officer), Katherine Trought (Director Communications), Catherine Schache (General Counsel), Katherine Harbrow (Chief Financial Officer), and Louise McDonald (Senior Administration Officer)

Report writers and other staff were also in attendance.

WELCOME

Cr Cullinane welcomed everybody to this meeting.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. DEPUTATIONS AND PETITIONS

There were no petitions or requests for deputations received.

4. CONFIRMATION OF MINUTES

Meeting held 1 December 2016.

Refer page 3 - Performance, Audit and Risk Committee Agenda

Resolved

That the Council:

Confirms as a true and correct record and adopts the minutes of the meeting held on 1 December 2016: subject to the following amendments:

- **item 4.2 – 454 water consents**
- **item 5.1 – Julian Tan of Audit New Zealand advised that he had worked with Cr Cullinane.**

Cr McKay/Cr Sunckell
CARRIED

Part of the meeting held with the public excluded on 1 December 2016.

Refer page 9 - Performance, Audit and Risk Committee Agenda

Resolved

That the Council:

Confirms as a true and correct record and adopts the minutes of part of the meeting, held with the public excluded, on 1 December 2016.

Cr Pham/Cr McKay
CARRIED

5. PERFORMANCE

5.1 Action List

Refer page 11 – Performance, Audit and Risk Committee Agenda

Miles McConway presented this report.

Resolved

That the Performance, Audit and Risk Committee receive the Action List – 9 February 2017.

Cr Scott/Cr McKay
CARRIED

5.2 Operational Performance Report

Refer page 14 – Performance, Audit and Risk Committee Agenda

Wendy Gainford presented this report for the year to 31 December 2016.

Resolved

That the Performance, Audit and Risk Committee receive the Operational Performance report for the year to 31 December 2016.

Cr Scott/Cr Pham
CARRIED

5.3 Financial Health Report

Refer page 33 – Performance, Audit and Risk Committee Agenda

Wendy Gainford presented this report.

The following information was requested:

- More detail on the variance in the consultancy expenditure that is currently \$1.5M under budget.
- Average month end cash balances over the last two years.

Resolved

That the Performance, Audit and Risk Committee receive the monthly financial health report for the period ending 31 December 2016.

Cr Sunckell/Cr McKay
CARRIED

5.4 Greater Christchurch Metro Financial Update

Refer page 40 – Performance, Audit and Risk Committee Agenda

Rob Woods presented this report. Responding to questions regarding patronage levels, he advised that 2017 should see an improvement in passenger trips to the central business district as more workers move into the city. But there are still a lot of roadworks and changes in land use patterns that will affect patronage for some routes.

The increase in the commerciality ratio for December 2016 was noted and clarification sought on the relationship with patronage for that month.

Resolved

That the Performance, Audit and Risk Committee receives the financial update on the Greater Christchurch Metro Programme.

Cr Scott/Cr Pham
CARRIED

5.5 Treasury Function

Refer page 44 - Performance, Audit and Risk Agenda

John McClelland presented this report.

The Committee expressed interest in the role of Council's treasury advisor (Bancorp) and requested an informal meeting with their advisor.

Resolved

That the Performance, Audit and Risk Committee receives the treasury function report.

Cr McKay/Cr Pham
CARRIED

5.6 Review of Performance, Audit and Risk Committee Terms of Reference

Refer page 79-Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented this report and tabled a revised copy of the proposed committee terms of reference with minor changes to layout and grammar.

Resolved

That the Performance, Audit and Risk Committee recommends to the Council:

- 1. That the revised Terms of Reference for the Performance, Audit and Risk Committee be adopted.**

Cr Sunckell/Cr Scott
CARRIED

5.7 2017/18 Annual Plan Engagement

Refer page 84 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented this report.

There was discussion about the Councillors' involvement in the informal engagement. Staff will prepare information that Councillors can take to meetings with stakeholders including Territorial Authorities and Zone Committees.

Resolved

**That the Performance, Audit and Risk Committee recommends to the Council:
That the Council:**

- 1. uses an informal engagement process similar to that used last year for the draft 2017/18 Annual Plan and as outlined in this report and attachments;**
- 2. accepts online feedback as well as written feedback for the 2017/18 Annual Plan;**
- 3. notes that at this stage there is an indicative total rate increase of 2.9% in the draft 2017/18 Annual Plan; and**

4. that the draft 2016/17 Annual Plan and engagement document presented at the 23 February 2017 Council meeting are the documents to be used in the engagement process.

Cr McKay/Cr Pham
CARRIED

6. AUDIT

6.1 Follow up on Audit New Zealand 2015/16 Management Report Actions

Refer page 87 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented this report.

Resolved

That the Performance, Audit and Risk Committee receive the follow up report on Audit New Zealand 2015/16 Management Report Actions.

Cr Scott /Cr Sunckell
CARRIED

6.2 Internal Audit

Refer page 91 – Performance, Audit and Risk Committee Agenda

Tanya Clifford presented this report.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Approve changes as indicated in the Internal Audit Charter; and**
- 2. Notes the responses to questions raised at the December Performance, Audit and Risk Committee meeting.**

Cr Sunckell/Cr McKay
CARRIED

7. RISK

7.1 Health and Safety Report

Refer page 102 – Performance, Audit and Risk Committee Agenda

Miles McConway presented this report.

Resolved

That the Performance, Audit and Risk Committee receive the Health and Safety report.

Cr Scott/Cr Pham
CARRIED

7.2 Risk Management

Refer page 106 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented this item, inviting Councillors to advise staff of any risks to the Council.

Councillors asked for reports on the following reviewing risks associated with the following:

- Drinking water standards. This to include identifying nitrate and pathogen trends.
- The use of OVERSEER in a consent process.

Resolved

That the Performance, Audit and Risk Committee advises staff of the following issues where a risk management review is required:

- **Reputational risk**
- **Drinking water assessment**
- **The use of OVERSEER in a consent process**

Cr Phan/Cr McKay
CARRIED

8. EXTRAORDINARY AND URGENT BUSINESS

There was no extraordinary or urgent business.

9. NOTICES OF MOTION

There were no notices of motion.

10. QUESTIONS

There were no questions.

11. NEXT MEETING

Thursday 2 March 2017 at 2 p.m

CLOSURE

The meeting closed at 3.18 pm.

CONFIRMED

DATE _____ CHAIRPERSON _____

5. Matters Arising

5.1. Matters Arising

6. Performance

6.1. Action List

Performance, Audit and Risk Committee (PARC) Report



Author	Katherine Harbrow Chief Financial Officer
Endorsed by	Miles McConway Director Finance and Corporate Services

Purpose

Attached is the Action List for the Performance, Audit and Risk Committee (PARC).

The purpose of this report is to record matters raised at the PARC meetings that require substantial follow up actions and to provide delivery times and accountability.

Recommendations

That the Performance, Audit and Risk Committee receive the Action List 2 March 2017.

Attachments

1. Action List

Performance, Audit & Risk Committee Action List

#	Meeting Date	Resolution/Request	Action Taken	By Whom	Notes/Dates
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Ongoing:

1.	11/08/2016	Efficiency and Productivity Reporting	Reports to be provided	Miles McConway	Ongoing
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Current meeting:

2.	9/2/17	Page 36 – explanation to be provided for \$1.5m consultancy underspend in expenditure	Information provided in Financial Health cover report	Wendy Gainford	Completed
3.	9/2/17	Page 37 – Provide average month end cash balances over the last two years	Information provided in Financial Health Report	Wendy Gainford	Completed
4.	9/2/17	Arrange for Bancorp (treasury advisor) to meet PAR Councillors	Miles O'Connor will attend March PARC	John McClelland	Arranged
5.	9/2/17	For the 2017/18 confirm what engagement is planned with Zones, what assistance can be provided for constituency meetings and potential briefing before TA meetings on local issues	Communications and Engagement Plan was provide to PARC outlining the key relationships and engagement tactics. Detailed schedule of meetings – including zone committees – is being worked through with Governance Services.	Tafflyn Bradford-James	Completed
6.	9/2/17	Risk assurance initiatives	Information provided in March PARC agenda	Katherine Harbrow/ Stefanie Rixecker/Katherine Trought	Completed

#	Date of Meeting	Resolution/Request	Action Taken	By Whom	Notes/Dates
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Future meetings:

	11/08/2016	Service Reviews (Section 17A of the Local Government Act 2002)	Report to be provided by 8 August 2017	Miles McConway	August 2017
	2/6/2016	Benchmarking Administration and Support Services report or alternative benchmarking survey to be followed up in six months	Report to be provided in six months	Miles McConway	Request with SOLGM re Business Excellence benchmarking
	1/12/17	Health and Safety report to include benchmarking information against other councils (if possible)	Information to be provided to the next meeting	Matt Bennett	Discussions with a few other councils and it appears they are in a similar state to us. However we are all using different measures. DoC are a strong potential to bench mark against/ align with them. Will provide further update next PAR meeting.

6.2. Operations Report January 2017

Performance, Audit and Risk Committee (PARC) Report



Author	Wendy Gainford Team Leader Corporate Reporting
Endorsed by	Katherine Harbrow Chief Financial Officer

Purpose

To report operational performance by portfolio for the year to 31 January 2017.

Value proposition

The Performance, Audit and Risk Committee's understanding of the operational performance of the organisation is enhanced.

Recommendations

That the Performance, Audit and risk Committee:

- 1. Receive the Operational Performance report for the year to 31 January 2017.**

Proposal

Background

The Performance, Audit and Risk Committee (PARC) Operations Report for January 2017 includes service delivery and related financial performance information for the 2016/17 year to date.

Overall Performance

Performance against levels of service targets is unchanged from the prior month, 99% of Levels of Service performance targets are expected to be achieved by year end, some have already been achieved and one target will not be achieved.

Revenue is \$0.3M or 0.4% over budget and expenditure is \$2.2M or 2.5% under budget, leading to a reserve accumulation of \$0.6M, as opposed to the budget which anticipated reserve use of \$1.6M at this point in the year.

This is very similar to the December result which was revenue \$0.4M over budget and expenditure \$1.8M under budget.

Performance against Levels of Service Targets

Of the 97 targets for 2016/17, three targets have been achieved and 93 are on track. It is anticipated that one target will not be achieved:

The level of service target that will not be achieved is in the Planning, Consents and Compliance Portfolio Level of Service 3, Measure 2 - "the median total time for all resource consent applications received is 21 days", as reported to PARC in December.

Full details of all levels of service, measures, targets and current status are included in the last six pages of the report. Please note there are three Public Passenger Transport targets under LoS1 and one CWMS target under LoS3 being monitored although they are not targets for the current year, these are excluded from performance reporting.

Financial Performance

Revenue

Overall revenue is \$0.3M or 0.4% above budget with the largest variance on User Pays and Other revenue, this is attributable to additional revenue received from the Ministry of the Environment for the clean up of an electroplater site in Timaru.

Expenditure

Canterbury Water Management Strategy (CWMS) is underspent by \$1.1M, which equates to 8% of budget. Zone delivery work has been underspent to date as the Science Group focus has been on sub-regional work, this is forecast to be closer to budget by year end however as contracted work commences.

Transport, Greater Christchurch rebuild and urban development is currently \$1.1M underspent due to lower than expected indexation and a delay in expansion of the Blue line service. This reduction in operating cost exceeds the reduction in fare revenue, therefore the net year to date position is actually ahead of budget. The year end position is expected to be over budget by \$0.5M, a contribution to the national ticketing programme is currently under discussion.

The Hazards, Risks and Safety portfolio has both increased expenditure and revenue of \$0.9M due to the Timaru electroplater cleanup as mentioned above. Leased land receipts are also above expectation due to favourable arbitration outcomes (\$0.3M), and harvest revenue is higher than budget (\$0.3M). Flood protection expenditure to January was \$0.6M below budget. Emergency Operations Centre (EOC) expenditure on EQ response is currently \$1.7M, some of this may be reimbursed from central government and other agencies. A claim for EQ related costs is currently being complied. 100% of EOC welfare costs will be refunded by the Ministry of Civil Defence and Emergency Management (MCDEM). The remainder of EQ costs maybe be 60% refunded by MCDEM or be funded from reserves. No income has been recognised in the accounts as yet. The net result for the portfolio is a revenue variance of \$2.0M with an expenditure variance of \$1.6M.

Planning, consents and compliance revenue is below budget by \$0.9M, with expenditure below budget by \$0.6M. The main driver of both variances is lower than budgeted volume of consent application processing work.

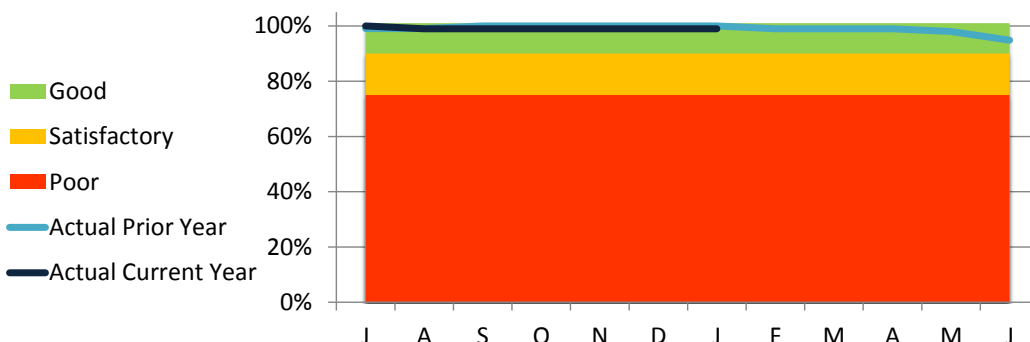
8 + 4 Forecast

The 8+4 forecast will be carried out at the end of February, this will identify any commitments which need to be carried over into the 2017/18 Annual Plan and will also give a better indication of the reserve levels which will be held at year end.

Attachments

- Operations Report January 2017

Delivery of Levels of Service Targets



Summary of Levels of Service Targets

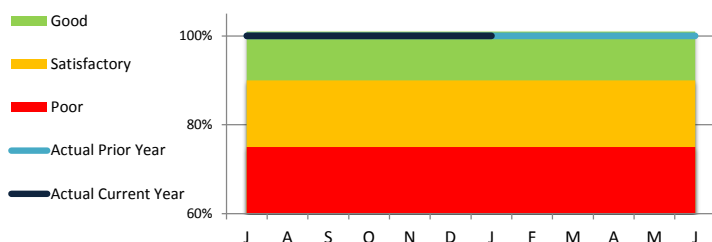
Total	% OK	Won't Achieve	Not On Track	On Track	Achieved
97	96	1	0	93	3
100%	99%	1.0%	0.0%	95.9%	3.1%

Levels of Service Targets by Portfolio	Total	% OK	Won't Achieve	Not On Track	On Track	Achieved
CWMS	6	100%	0	0	6	0
Transport, GCR & UD	10	100%	0	0	9	1
Regional leadership	15	100%	0	0	13	2
Air quality	5	100%	0	0	5	0
Biodiversity & biosecurity	16	100%	0	0	16	0
Hazards, risks & safety	34	100%	0	0	34	0
Planning, consents & compliance	11	91%	1	0	10	0

Summary of Financial Performance

	Year to Date \$m					Full Year \$m			
FUNDING OF SERVICES - REVENUE	Act	Bud	Var	%		Fcast	Bud	Var	%
Rates	50.8	50.8	0	0%		91.9	91.9	0	0%
Grants	15.5	15.8	(0.3)	-2%		30.9	29.9	1.0	3%
User Pays and other	20.7	20.1	0.6	3%		35.2	35.6	(0.4)	-1%
Total Revenue	87.1	86.7	0.3	0%		158.0	157.4	0.6	0%
DELIVERY OF SERVICES - EXPENDITURE	Act	Bud	Var	%		Fcast	Bud	Var	%
Canterbury Water Management Strategy (CWMS)	12.8	13.9	(1.1)	-8%		25.6	25.3	0.4	1%
Transport, greater Christchurch rebuild and urban development	38.3	39.3	(1.1)	-3%		69.9	69.3	0.5	1%
Regional leadership	7.0	7.4	(0.4)	-6%		13.1	13.1	0.0	0%
Air quality	1.8	2.0	(0.2)	-8%		3.8	3.7	0.2	5%
Biodiversity and biosecurity	4.1	4.6	(0.5)	-11%		9.5	9.4	0.2	2%
Hazards, risks and safety	14.4	12.8	1.6	12%		24.6	23.2	1.5	6%
Planning, consents and compliance	7.8	8.4	(0.6)	-7%		15.2	15.1	0.1	1%
Total Expenditure	86.2	88.4	(2.2)	-3%		161.9	159.0	2.9	2%
Reserve Accumulation / (Use)	0.9	(1.6)	2.6			(3.9)	(1.6)	(2.3)	

Delivery of Levels of Service Targets



Total	Will not be achieved	Not on track	On track	Achieved
6	0	0	6	0
	0.0%	0.0%	100%	0%
	0.0%		100.0%	



Levels of Service = 5 Measures = 7 Targets = 7 Not measured this year = 1

The chart reports on performance against targets - refer to LoS Summary for details of Levels of Service, Measures and Targets for this portfolio.

Comments on service delivery

Delivery of Targets: Facilitation of Zone Committees continues and operations work to delivery on zone committee priority outcomes. Work underway on Upper Waitaki hydrogeology, Barkers Creek, Christchurch groundwater systems and water reports. Waimakariri and OTOP science work progressing; currently testing and reporting on scenarios, second scenario analysis underway. Final report for OTOP water resource project expected by late February. Second draft of follow up OTOP IAF project nearly complete.

Comments on financial performance:

Revenue: Revenue is still under budget due to further delays in consultants completing OTOP Water Resource Study (due to significant health issue). Final project report and IAF invoicing expected to be ready by the end of February.

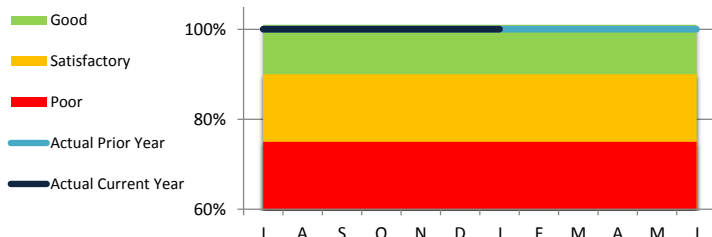
Expenditure: Lower expenditure due to - costs associated with resolving appeals on LWRP Omnibus and controlled activity matter decisions lower than expected, land quality and erosion monitoring contracted projects are progressing slower than contract timeframe milestones - delaying timeframe payments, within ZIP Delivery structure re-alignment and resourcing - now bedding in.

Emerging Issues: No emerging issues - please note - Some changes to work in response to the Earthquakes in the Northern Zone. Will work with Zone Committee to reprioritise focus in light of community demand.

	Year to Date					Full Year			
FUNDING OF SERVICES - REVENUE	Act	Bud	Var	%		Fcast	Bud	Var	%
Rates	12.9	12.9	-	0%		23.4	23.4	-	0%
Grants	0.0	0.2	(0.2)	-93%		0.3	0.3	-	0%
UP and other	0.1	0.0	0.1	+100%		0.0	0.0	-	0%
Total Revenue	13.0	13.1	(0.1)	-1%		23.7	23.7	-	0%
DELIVERY OF SERVICES - EXPENDITURE	Act	Bud	Var	%		Fcast	Bud	Var	%
CWMS Facilitation	1.1	1.2	(0.1)	-6%		2.2	2.2	-	0%
Water quality and quantity monitoring	3.1	3.3	(0.3)	-8%		6.0	6.0	-	0%
RMA Water Framework	4.1	4.4	(0.2)	-6%		8.3	8.0	0.4	4%
ZIP Delivery	4.0	4.5	(0.5)	-12%		8.3	8.3	-	0%
Regional Water Infrastructure	0.5	0.5	(0.0)	-7%		0.8	0.8	-	0%
Total Expenditure	12.8	13.9	(1.1)	-8%		25.6	25.3	0.4	1%
Reserve Accumulation / (Use)	0.2	(0.9)	1.0			(1.9)	(1.5)	(0.4)	

Director: Don Rule & Jill Atkinson - Programme Manager: Sam Elder

Delivery of Levels of Service Targets



Total	Will not be achieved	Not on track	On track	Achieved
10	0	0	9	1
	0.0%	0.0%	90%	10%
	0.0%		100.0%	



Levels of Service = 5 Measures = 13 Targets = 13 Not measured this year = 3
 The chart reports on performance against targets - refer to LoS Summary for details of Levels of Service, Measures and Targets for this portfolio.

Comments on service delivery

Delivery of Targets: The Regional Transport Committee has been re-established and will meet for this first time in this triennium in February. We are working with UDS partners to scope the UDS Review, and engage with Regenerate Christchurch and CCC on regeneration plans for the Otakaro/Avon River Corridor and Cranford Basin. RPTP review will commence this month with contributions from GCPTJC. Patronage for Dec remains static against 2015, with YTD numbers slightly down (-2.5%) on last year.

Achieved Targets: Canterbury Regional Council ratifies the update of the Greater Christchurch Urban Development Strategy as recommended by the Urban Development Strategy Implementation Committee.

Comments on financial performance:

Revenue: All revenue categories are within budget tolerance, however reduced bus patronage has resulted in lower than expected user pays revenue.

Expenditure: Community Transport is over budget due to the higher than anticipated take up of the Total Mobility service. Operating costs for the Greater Christchurch Metro are under budget due to lower indexation, the September level was 0% compared to budgeted 2%. The delay in expanding the Blue Line service has also contributed to reduced operating costs, now scheduled for April. The Urban Development Strategy (UDS) review has not yet commenced, with timing to be decided by the UDS Implementation Committee.

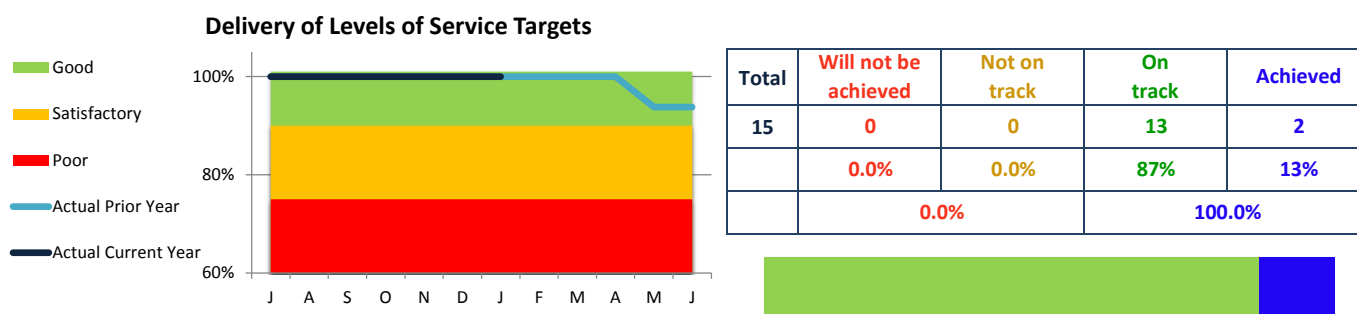
Emerging Issues: No emerging issues

	Year to Date					Full Year			
FUNDING OF SERVICES - REVENUE	Act	Bud	Var	%		Fcast	Bud	Var	%
Rates	12.3	12.3	-	0%		21.3	21.3	-	0%
Grants	14.9	15.0	(0.1)	-1%		27.9	28.3	(0.3)	-1%
UP and other	10.5	11.1	(0.6)	-5%		18.9	19.9	(1.0)	-5%
Total Revenue	37.7	38.4	(0.7)	-2%		68.1	69.4	(1.3)	-2%
DELIVERY OF SERVICES - EXPENDITURE	Act	Bud	Var	%		Fcast	Bud	Var	%
Community Transport	2.1	1.7	0.3	19%		2.9	2.9	-	0%
Greater Christchurch Metro	34.9	36.2	(1.2)	-3%		64.3	63.8	0.5	1%
Greater Christchurch Urban Development Strategy	0.4	0.6	(0.2)	-30%		1.1	1.1	0.0	1%
Land Transport	0.2	0.2	(0.0)	-5%		0.5	0.5	-	0%
South Canterbury Metro	0.6	0.6	(0.0)	-2%		1.1	1.1	-	0%
Total Expenditure	38.3	39.3	(1.1)	-3%		69.9	69.3	0.5	1%
Reserve Accumulation / (Use)	(0.5)	(0.9)	0.4			(1.8)	0.1	(1.9)	

Regional Leadership

January 2017

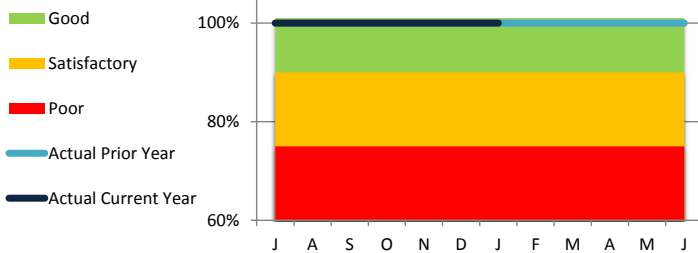
Director: Jill Atkinson - Programme Manager: David Perenara-O'Connell



Levels of Service = 7		Measures = 13	Targets = 15	Not measured this year = 0
The chart reports on performance against targets - refer to LoS Summary for details of Levels of Service, Measures and Targets for this portfolio.				
Comments on service delivery:				
Delivery of Targets:	Communication and advisory services provided as required and new ECan website continues to perform well, with positive user feedback. Development of Environment Canterbury's new map-based state of environment reporting continues. Work on biodiversity reporting that was delayed due to some staff being diverted to work on the Kaikoura and Hurunui earthquakes is now progressing. Tuia underspend re-allocated to support cultural GIS work & cultural area advisor role for Selwyn Te Waihora zone.			
Watchlist:	The following targets were not achieved in 2015/16:			Status
	- A total of 75% of staff respondents are confident in their relationship with Ngāi Tahu			On track
	- State of the Environment reporting data and information are accessible on the ECan website			On track
Achieved Targets:	A data governance framework is operational across the organisation by September 2016 Environment Canterbury's policy advice meets NZIER's good practice standards with scores on average 6.75 or better.			
Comments on financial performance:				
Revenue:	No significant variance to budget			
Expenditure:	Overall portfolio expenditure within budget with underspend within Long Term Plan and Annual Plan programme which is expected to be close to budget by year end, and underspend in Tuia programme due to delays with advisory services in Kaikoura and South Canterbury. Tuia underspend has been re-allocated to support Black Maps GIS work, cultural farm advisor role for Selwyn Te Waihora zone and consent fee remission for the Lake Forsyth/Wairewa lake opening consent.			
Emerging Issues:	No emerging issues			

	Year to Date					Full Year			
FUNDING OF SERVICES - REVENUE	Act	Bud	Var	%		Fcast	Bud	Var	%
Rates	5.8	5.8	-	0%		10.4	10.4	-	0%
Grants	0.1	0.0	0.0	82%		0.1	0.1	0.0	69%
UP and other	0.8	0.9	(0.0)	-5%		1.5	1.5	-	0%
Total Revenue	6.6	6.7	(0.0)	0%		12.0	12.0	0.0	0%
DELIVERY OF SERVICES - EXPENDITURE	Act	Bud	Var	%		Fcast	Bud	Var	%
Governance Services	1.8	1.9	(0.1)	-6%		3.0	3.0	-	0%
Regional policy, data, strategy and community engagement	4.7	4.9	(0.2)	-3%		8.9	8.9	-	0%
Ngai Tahu Engagement	0.5	0.6	(0.1)	-22%		1.3	1.3	0.0	4%
Total Expenditure	7.0	7.4	(0.4)	-6%		13.1	13.1	0.0	0%
Reserve Accumulation / (Use)	(0.4)	(0.8)	0.4			(1.1)	(1.1)	0.0	

Delivery of Levels of Service Targets



Total	Will not be achieved	Not on track	On track	Achieved
5	0	0	5	0
	0.0%	0.0%	100%	0%
	0.0%		100.0%	

Levels of Service = 3

Measures = 3

Targets = 5

Not measured this year = 0

The chart reports on performance against targets - refer to LoS Summary for details of Levels of Service, Measures and Targets for this portfolio.

Comments on service delivery

Delivery of Targets: Our summer students have finished and planning for the winter 2017 programme is underway. Expressions of interest from the public is open for the Waimate Open Fire Replacement Project and interest is strong. We will report further as this project progresses. The Air Plan appeal process is ongoing.

Comments on financial performance:

Revenue: Revenue is within budget.

Expenditure: The variance in expenditure is due to staff vacancies and lower than expected interest costs on clean heat loans.

Emerging Issues: No emerging issues

	Year to Date					Full Year			
FUNDING OF SERVICES - REVENUE	Act	Bud	Var	%		Fcast	Bud	Var	%
Rates	1.7	1.7	-	0%		3.1	3.1	-	0%
Grants	-	-	-	-		0.0	-	0.0	-
UP and other	0.2	0.2	(0.0)	-5%		0.3	0.3	-	0%
Total Revenue	1.9	1.9	(0.0)	0%		3.4	3.3	0.0	1%
DELIVERY OF SERVICES - EXPENDITURE	Act	Bud	Var	%		Fcast	Bud	Var	%
Air Quality	1.8	2.0	(0.2)	-8%		3.8	3.7	0.2	5%
Total Expenditure	1.8	2.0	(0.2)	-8%		3.8	3.7	0.2	5%
Reserve Accumulation / (Use)	0.1	(0.1)	0.2			(0.5)	(0.3)	(0.2)	

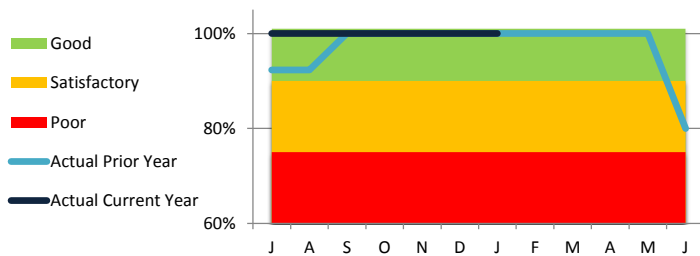
Biodiversity and Biosecurity

January 2017

Director: Don Rule - Programme Manager: Don Chittock



Delivery of Levels of Service Targets



Total	Will not be achieved	Not on track	On track	Achieved
16	0	0	16	0
	0.0%	0.0%	100%	0%
	0.0%		100.0%	

Levels of Service = 3	Measures = 8	Targets = 16	Not measured this year = 0
The chart reports on performance against targets - refer to LoS Summary for details of Levels of Service, Measures and Targets for this portfolio.			
Comments on service delivery			
Delivery of Targets:	Work on waterway rehabilitation, habitat protection and wetland restoration as well as CWMS ecosystem protection work continues in all zones. Realignment of funding processes is underway, which will improve the impact of the Immediate Steps funding stream. Pest inspections and programmes are on track, with the exception of areas affected by the Kaikoura earthquake. Te Waihora biodiversity projects slightly delayed due to weather.		
Watchlist:	The following targets were not achieved in 2015/16: - A reducing trend in pest levels identified in the Regional Pest Management Plan		Status On track
Comments on financial performance:			
Revenue:	Extra income due to the recovery of costs from partners for the rabbit RHDV1-K5 calicivirus applications.		
Expenditure:	Some variance due to delay between committing funding and paying out or paying grants up front. Spend for Regional Pest Management Plan lower than budgeted as not yet in the formal plan process. Te Waihora under spend due to delay of biodiversity projects due to weather.		
Emerging Issues:	No emerging issues.		

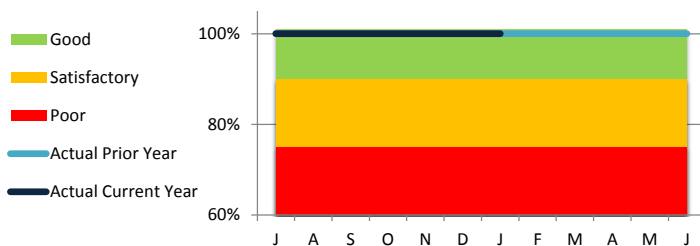
	Year to Date					Full Year			
FUNDING OF SERVICES - REVENUE	Act	Bud	Var	%		Fcast	Bud	Var	%
Rates	3.8	3.8	-	0%		7.5	7.5	-	0%
Grants	0.1	0.2	(0.1)	-36%		0.7	0.5	0.2	34%
UP and other	0.2	0.1	0.1	+100%		0.1	0.1	-	0%
Total Revenue	4.1	4.1	0.0	1%		8.3	8.1	0.2	2%
DELIVERY OF SERVICES - EXPENDITURE	Act	Bud	Var	%		Fcast	Bud	Var	%
Biodiversity & Ecosystem Health	1.8	1.9	(0.1)	-7%		4.2	4.2	0.0	1%
Biosecurity	2.0	2.2	(0.2)	-10%		4.1	4.1	-	0%
Te Waihora Restoration	0.3	0.4	(0.1)	-34%		1.2	1.0	0.1	15%
Total Expenditure	4.1	4.6	(0.5)	-11%		9.5	9.4	0.2	2%
Reserve Accumulation / (Use)	(0.0)	(0.5)	0.5			(1.2)	(1.2)	0	

Hazards, Risks and Safety

January 2017

Director: Don Rule - Programme Manager: Sam Elder

Delivery of Levels of Service Targets

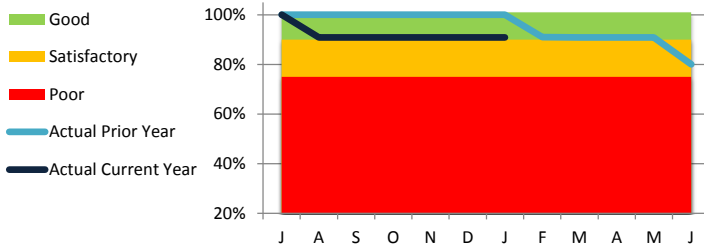


Total	Will not be achieved	Not on track	On track	Achieved
34	0	0	34	0
	0.0%	0.0%	100%	0%
	0.0%		100.0%	

Levels of Service = 10	Measures = 18	Targets = 34	Not measured this year = 0
The chart reports on performance against targets - refer to LoS Summary for details of Levels of Service, Measures and Targets for this portfolio.			
Comments on service delivery:			
Delivery of Targets:	CDEM earthquake response activities are wrapping up, with debriefing underway. We continue to support earthquake recovery in North Canterbury, with river repair work progressing well, landslide dam risk being closely monitored, the provision of information and advice on the natural hazard risks, and support for the Kaikōura Harbour remediation project. The project to identify land in Waimakariri District for the Hazardous Activities and Industries List (HAIL- ID) is now well underway with additional aerial images sourced and geo-referenced.		
Comments on financial performance:			
Revenue:	Revenue is up \$1.8m with \$0.9m government funding for Timaru electroplater clean-up, an extra \$0.9m revenue from good forest harvest and increased land rental revenue after positive arbitration settlement.		
Expenditure:	Expenditure up as a result of \$1.7m additional expenditure in Civil Defence (which is partially recoverable) and \$0.8m for Timaru electroplating cleanup (which is 100% govt funded). Partially offset in flood control spending down \$0.6m with less work required in central area after minimal flood damage and also delay in Waimakariri area from contractor unavailability. Coastal plan is down \$0.2m after earthquake focus and delays from staff recruitment.		
Emerging Issues:	Additional floodplain modelling work is needed for Kaikoura area after earthquakes changed land levels. This is likely to include modelling for both the Clarence and Kowhai floodplain areas. Annual Kaikoura cross section survey (scheduled Jan 2017) will only be partially completed due to changing land levels damaging control benchmarks.		

FUNDING OF SERVICES - REVENUE	Year to Date				Full Year			
	Act	Bud	Var	%	Fcast	Bud	Var	%
Rates	10.3	10.3	-	0%	18.8	18.8	-	0%
Grants	0.4	0.3	0.1	51%	1.5	0.5	1.0	+100%
UP and other	5.6	3.7	1.8	49%	7.0	6.4	0.6	10%
Total Revenue	16.3	14.3	2.0	14%	27.3	25.7	1.6	6%
DELIVERY OF SERVICES - EXPENDITURE	Year to Date				Full Year			
	Act	Bud	Var	%	Fcast	Bud	Var	%
Natural Hazards	1.2	1.2	(0.1)	-7%	2.5	2.4	0.1	3%
Navigational and recreational boating safety	0.6	0.6	(0.0)	-7%	1.3	1.2	0.1	11%
Flood protection and control works	7.7	8.3	(0.6)	-7%	14.9	14.8	0.1	1%
Coastal environment and hazards	0.8	1.0	(0.2)	-23%	1.9	1.9	-	0%
Emergency Management	2.6	0.9	1.7	+100%	1.8	1.7	0.1	6%
Contaminated hazardous land and waste	1.5	0.7	0.8	+100%	2.4	1.3	1.0	77%
Total Expenditure	14.4	12.8	1.6	12%	24.6	23.2	1.5	6%
Reserve Accumulation / (Use)	1.9	1.5	0.4		2.7	2.5	0.2	

Delivery of Levels of Service Targets



Total	Will not be achieved	Not on track	On track	Achieved
11	1	0	10	0
	9.1%	0.0%	91%	0%
	9.1%		90.9%	



Levels of Service = 6	Measures = 10	Targets = 11	Not measured this year = 0
The chart reports on performance against targets - refer to LoS Summary for details of Levels of Service, Measures and Targets for this portfolio.			
Comments on service delivery			
Delivery of Targets:	We continue to support district councils with district plan reviews and plan changes. Outstanding RMA consent appeals which are still creating significant cost are P&E Ltd, Infinity Investments, WIL and the remaining Upper Waitaki appeals. One consent review is underway (Waitaki PC3) which is consent holder funded and running to budget. There is an under-recovery of revenue on labour in Consent Monitoring as a result of the transition of compliance officers into Zone Teams and move to an integrated zone delivery model. Budget and performance indicators relating to this are currently being reset.		
Will Not Achieve:	The median total time for all resource consent applications received is 21 days.		
Watchlist:	The following targets were not achieved in 2015/16:		Status
	- The median total time for all resource consent applications received is 21 days		Will not be achieved
	- All active moderate and major non-compliance issues are resolved or in the process of being resolved		On track
Comments on financial performance:			
Revenue:	Revenue is \$0.9M under budget, driven by lower than budgeted volume of consent applications; less chargeable work on consent monitoring due to other zone priorities; a delay in invoicing regional partners for WEMT activities (this is due to occur within the next month); and dam consents applications being phased later in the year than expected.		
Expenditure:	We continue to support district councils with district plan reviews and plan changes. Outstanding RMA consent appeals which are still creating significant cost are P&E Ltd, Infinity Investments, WIL and the remaining Upper Waitaki appeals. One consent review is underway (Waitaki PC3) which is consent holder funded and running to budget. There is an under-recovery of revenue on labour in Consent Monitoring as a result of the transition of compliance officers into Zone Teams and move to an integrated zone delivery model. Budget and performance indicators relating to this are currently being reset.		
Emerging Issues:	Council has been advised that the Level of Service related to median time for processing of consents will not be achieved due to an increased proportion of complex consents and associated elapsed processing time for these consents. The current median processing time is 24 days compared to the target of 21 days.		

	Year to Date				Full Year			
FUNDING OF SERVICES - REVENUE	Act	Bud	Var	%	Fcast	Bud	Var	%
Rates	4.1	4.1	-	0%	7.4	7.4	-	-
Grants	-	0.1	(0.1)	-100%	0.3	0.3	-	-
UP and other	3.4	4.2	(0.8)	-19%	7.4	7.4	-	-
Total Revenue	7.5	8.4	(0.9)	-11%	15.1	15.1	-	-
DELIVERY OF SERVICES - EXPENDITURE	Act	Bud	Var	%	Fcast	Bud	Var	%
Compliance of Authorisations	3.0	3.1	(0.1)	-3%	5.6	5.6	-	-
Processing applications for authorisations	4.3	4.7	(0.4)	-9%	8.6	8.5	0.1	0.0
Regional Policy Statement	0.5	0.5	(0.1)	-9%	1.0	1.0	-	-
Total Expenditure	7.8	8.4	(0.6)	-7%	15.2	15.1	0.1	0.0
Performance, Audit and Risk Committee - 2 March 2017					25 of 48			
serve Accumulation / (Use)	(0.3)	0.0	(0.4)		(0.1)	0.0	(0.1)	

ALL PORTFOLIO LEVELS OF SERVICE
Operational Performance Report
As At January 2017

Canterbury Water Management Strategy		Delivery Last Month	Delivery This Month
Programme: CWMS Committee Facilitation		Last Month	This Month
LoS 1 - In partnership with Canterbury regions district and city councils and Ngai Tahu, facilitate the CWMS zone and regional committees to provide ongoing and improved community input to water management decisions.			
Report received from each committee on their progress with implementation of their Zone Implementation Programmes and the ten target areas.	Eleven reports that demonstrate progress on: - environmental restoration - improved water quality - improved water use efficiency and land management - infrastructure for reliable water supply	On track to be achieved	On track to be achieved
Programme: Environmental monitoring and progress reporting		Last Month	This Month
LoS 2 - Gather and make available information on water quantity, water quality, ecosystem health, soils, and progress towards the CWMS targets.			
See detailed table including measures and monitoring for: - rainfall - river flows - river water quality - lake water quality - marine water quality - Estuary water quality - Ecosystem health - Groundwater levels - Groundwater quality - Land - Recreational swimming - Water use	See detailed table including targets associated with: - number of sites measured - Frequency of measure - availability of information	On track to be achieved	On track to be achieved
Report on progress towards CWMS targets is complete	Report completed in June 2017	On track to be achieved	On track to be achieved
Programme: RMA water framework		Last Month	This Month
LoS 3 - Work with the zone committees to lead a community process to collaboratively establish environmental limits for water quality and water quantity in Canterbury.			
A schedule of RMA plans or variations is notified that reflects the community recommendations for environmental limits	No RMA plans or variations scheduled for year 2 LTP (2016/17). Orari Opihi Pareora and Waimakariri scheduled for year 3 LTP (2017-2018)	On track to be achieved	On track to be achieved
Programme: ZIP delivery		Last Month	This Month
LoS 4 - In partnership with other parties, implement the recommendations in the zone implementation and regional programmes.			
Annual zone work programmes agreed by zone committees, made available and completed	Ten work programmes available with progress reporting on the website by June 2017	On track to be achieved	On track to be achieved
Joint work programmes with CDHB, Irrigation New Zealand, the Canterbury dairy industry, Fish and Game (North Canterbury and Central South Island).	Annual work programme and report on progress available on the website.	On track to be achieved	On track to be achieved
Programme: Regional water infrastructure		Last Month	This Month
LoS 5 - Facilitate an integrated approach to development of water infrastructure in Canterbury that delivers on all the CWMS targets.			
An annual schedule of work which influences irrigation development in the region is agreed with the CWMS Regional Committee	A regional infrastructure work programme is available with quarterly progress reporting on the website.	On track to be achieved	On track to be achieved
Transport, Greater Christchurch Rebuild and Urban Development		Last Month	This Month
Programme: Public passenger transport		Last Month	This Month
LoS 1 - Deliver quality public transport services that meet the needs of the community and result in increased patronage.			
Provide quality public transport services that take people where they want to go.	95% of passengers are satisfied or better with the overall service.	On track to be achieved	On track to be achieved
The number of passenger boardings per year in greater Christchurch and Timaru.	20 million trips by 2020 and 35 million trips by 2030.	May not be achieved	May not be achieved
Proportion of total trips made by public transport in greater Christchurch.	3% of total trips by 2020 and 5% of total trips by 2030.	May not be achieved	On track to be achieved
Proportion of costs covered by passenger fares.	50% cost recovery in Canterbury in 2020.	May not be achieved	May not be achieved
Provide Total Mobility scheme for transport-disadvantaged people.	Less than 5% of registered Total Mobility passengers make a complaint to Environment Canterbury about the service they received.	On track to be achieved	On track to be achieved

ALL PORTFOLIO LEVELS OF SERVICE

Operational Performance Report

As At January 2017

Number of communities who receive support from Environment Canterbury to establish Community Vehicle Trusts where conventional public transport services are not feasible.	100% of all communities who approach Environment Canterbury regarding vehicle trusts are offered support.	On track to be achieved	On track to be achieved
Programme: Regional land transport		Last Month	This Month
LoS 2 - Through the Regional Transport Committee, produce, implement and review a Regional Land Transport Plan and provide strategic leadership for integrated transport planning across the region.			
Regional land transport plans are produced every three years.	Deliver the regional land transport plans within time frames.	On track to be achieved	On track to be achieved
Provision of administrative support to the Regional Transport Committee and associated working groups.	The Regional Transport Committee and associated working groups receive support at regular meetings.	On track to be achieved	On track to be achieved
Advocate for integrated transport solutions regionally.	Lead the development and implementation of a joint work programme for integrated regional transport.	On track to be achieved	On track to be achieved
Programme: Greater Christchurch rebuild and urban development		Last Month	This Month
Support earthquake recovery and rebuild in greater christchurch through the effective development, implementation and transitioning of recovery plans and programmes.			
LoS 3 - Support strategic partners by participation in any work and groups as required.			
Participate in future use of residential red zone processes.	Timely contribution to the future use of the red zone technical, working and steering groups as an when required.	On track to be achieved	On track to be achieved
LoS 4 - Lead the review of the Greater Christchurch Urban Development Strategy			
Canterbury Regional Council ratifies the update of the Greater Christchurch Urban Development Strategy as recommended by the Urban Development Strategy Implementation Committee.	By August 2016	Achieved	Achieved
Canterbury Regional Council works with strategic partners to begin a review of the Greater Christchurch Urban Development Strategy with a vision agreed through community engagement.	Results of community engagement considered by June 2017	On track to be achieved	On track to be achieved
LoS 5 - Complete planning and consent monitoring associated with Whakaraupo/Lyttelton Harbour catchment and the Lyttelton Port Recovery Plan			
Implement the relevant actions arising from the Lyttelton Port Recovery Plan.	A Whakaraupo/Lyttelton Harbour catchment plan is under development with key stakeholders and partners.	On track to be achieved	On track to be achieved
Regional Leadership		Last Month	This Month
Programme: Governance services		Last Month	This Month
LoS 1 - A programme of relationship and engagement agreements is developed and maintained with councils, government agencies, key industry groups and non-government organisations.			
Relationships and agreements are maintained with the Canterbury District Health Board, and at least two formal industry or non-government organisation agreements, and members of these organisations are satisfied with the relationship and outcomes achieved with Environment Canterbury.	A total of 75% of survey respondents rate the relationship as good or very good (on a scale of very poor, poor, fair, good and very good). By 2017 - 80%.	On track to be achieved	On track to be achieved
Environment Canterbury commits to and supports the Mayoral Forum, Chief Executives Forum and Canterbury Regional Strategy and Policy Forum.	Environment Canterbury supports or is asked to lead at least one regionally significant policy or strategic matter each year.	On track to be achieved	On track to be achieved
Programme: Regional policy, data, strategy and community engagement		Last Month	This Month
LoS 2 - Environment Canterbury collects, maintains and shares quality assured data and information, and uses this to inform policy development and implementation and to support regional sustainable development.			
State of the Environment reporting information is published annually on four environmental domains: air, coastal, biodiversity/ecosystem health, and water.	State of the Environment reporting data and information is readily accessible through the Environment Canterbury website for CWMS zones and Canterbury airsheds.	On track to be achieved	On track to be achieved
	State of the Environment reporting is published each year in accordance with Ministry for the Environment frameworks.	On track to be achieved	On track to be achieved
Environment Canterbury's strategic long-term planning, policy, decision-making, implementation and reporting are improved via integrated information and data management systems to bring together environmental, consents, organisational and other information to support outcomes-focused reporting.	A data governance framework is operational across the organisation by September 2016	Achieved	Achieved
LoS 3 - 'Environment Canterbury meets legislative reporting and compliance obligations through the Long-Term Plan, Annual Plans and Annual Reports, and provides accessible, easily understood reports to the community of our activities, plans and management of resources (environmental, financial and other resources).			
The long-term plans, annual plans and annual reports are completed within statutory time frames, with effective engagement with the community, Environment Canterbury's partners and relevant groups and agencies.	All statutory planning requirements and financial reporting standards are met.	On track to be achieved	On track to be achieved
	Year 3 LTP budgets and work programmes are reviewed, proposed change considered and community engagement decided and communicated.	On track to be achieved	On track to be achieved
LoS 4 - 'Environment Canterbury maintains a strategic long-term policy focus to ensure that planning, policy and decision-making, and advice and submissions on central government policy and legislative changes, are well-informed, purposefully directed and outcomes-focused.			

ALL PORTFOLIO LEVELS OF SERVICE

Operational Performance Report

As At January 2017

Environment Canterbury's policy advice is independently assessed each year by NZIER.		Environment Canterbury's policy advice meets NZIER's good practice standards with scores on average 6.75 or better.		Achieved	Achieved
Programme: Ngāi Tahu engagement				Last Month	This Month
LoS 5 - Governance, co-governance and working relationship arrangements are in place with ngā Rūnanga and Te Rūnanga o Ngāi Tahu.					
At least quarterly governance meetings are held with Runanga chairs and Te Runanga, with an agreed work plan in place.	Governance agreements and work plans are in place and reviewed annually.		On track to be achieved	On track to be achieved	
A regular working group forum is held with mandated ngā Runanga members to improve engagement at an operational level, including recommendations to the governance group.	All required meetings have been held and issues arising have been responded to.		On track to be achieved	On track to be achieved	
Co-governance protocols are established, monitored and evaluated.	Each year, two new work programmes have co-governance protocols in operation.		On track to be achieved	On track to be achieved	
LoS 6 - Environment Canterbury supports Ngāi Tahu to fulfil their roles and responsibilities as tangata whenua and kaitiaki.					
Ngai Tahu members working with Environment Canterbury on behalf of their Papatipu Runanga and/or Te Runanga are satisfied with the Tuia programme.	A total of 75% of survey respondents rate the relationship as good or very good (on a scale of very poor, poor, fair, good and very good). By 2017 - 80%.		On track to be achieved	On track to be achieved	
Service level agreements are in place with each Runanga through their advisory service business.	Each year at least two new sections of Environment Canterbury are contracting advice from Runanga advisory services.		On track to be achieved	On track to be achieved	
LoS 7 - The Tuia programme and ethic are integrated and fostered through all Environment Canterbury activities and work programmes.					
Staff feel confident and capable in their dealings and relationships with Ngai Tahu.	A total of 75% of staff respondents are confident in their relationship with Ngai Tahu. By 2017 - 80%.		On track to be achieved	On track to be achieved	
Work programmes explicitly provide for the Tuia relationship.	Service level agreements and/or Tuia staff are providing necessary advice to work programmes.		On track to be achieved	On track to be achieved	
Air Quality				Last Month	This Month
Programme: Air Quality				Last Month	This Month
LoS 1 - Canterbury airsheds progress towards the National Environmental Standards for Air Quality.					
Air quality monitoring and reporting occurs across Canterbury airsheds	Airshed monitoring and reporting capability is maintained as required by the National Environmental Standard for Air Quality.		On track to be achieved	On track to be achieved	
	Outcomes-focused reporting frameworks, e.g. polluted airshed graphs of PM10 showing concentration reductions, are made public.		On track to be achieved	On track to be achieved	
LoS 2 - Joint work programmes are developed with health boards and territorial authorities to support air quality outcomes.					
Agreements are in place with health boards and territorial authorities	Two joint work programmes in place and delivered each year		On track to be achieved	On track to be achieved	
LoS 3 - The Canterbury Air Plan 2015 and airshed action plans are in place.					
Adoption and implementation of the Canterbury Air Plan 2015.	2016/17: Revised Air Plan operative.		On track to be achieved	On track to be achieved	
	Implementation plans are in place for seven polluted airsheds as agreed with territorial authorities and health boards.		On track to be achieved	On track to be achieved	
Portfolio: Biodiversity and Biosecurity				Last Month	This Month
Programme: Biodiversity and Ecosystem Health				Last Month	This Month
LoS 1 - Environment Canterbury works with Ngāi Tahu, communities, territorial authorities, Department of Conservation, land occupiers and other recreational, environmental and industry parties to protect and restore Canterbury's indigenous biodiversity and aquatic ecosystem health.					
On-the-ground projects to protect and restore indigenous biodiversity.	An annual increase in the area within the region that is protected (legally or physically), or subject to restoration activities, e.g. restoration planting.		On track to be achieved	On track to be achieved	
	Tactical plans for on-going biodiversity investment are agreed by all CWMS zone committees by June 2017.		On track to be achieved	On track to be achieved	
	At least two biodiversity projects are initiated or progressed in each CWMS zone annually.		On track to be achieved	On track to be achieved	
Regional biodiversity policy and strategies are given effect to.	Support development of biodiversity content resulting from territorial authority district plan reviews in the Canterbury region.		On track to be achieved	On track to be achieved	
	Advice or update is provided to the Canterbury Region Biodiversity Strategy signatories on strategic direction by June 2017.		On track to be achieved	On track to be achieved	
State of the Environment reporting information is published annually for biodiversity/ecosystem health environmental domain.	State of the Environment reporting data and information are accessible on the Environment Canterbury website.		On track to be achieved	On track to be achieved	
	State of the Environment reporting is published each year in accordance with Ministry for the Environment frameworks.		On track to be achieved	On track to be achieved	
Programme: Biosecurity				Last Month	This Month
LoS 2 - Environment Canterbury administers and implements a Regional Pest Management Plan. Implementation distinguishes between new pest incursions and pre-existing pests with both managed in a cost-effective and equitable way.					
Implementation of a Regional Pest Management Plan that meets the requirements of the Biosecurity Act 1993.	A reducing trend in pest levels identified in the Regional Pest Management Plan.		On track to be achieved	On track to be achieved	
	A proposed new Regional Pest Management Plan is notified by June 2017, and is operative by June 2018.		On track to be achieved	On track to be achieved	
Development and implementation of new pathway management initiatives.	All work programmes developed in year 1 of the LTP will be under implementation and reporting commenced by 30 June 2017.		On track to be achieved	On track to be achieved	
Regional incursion response capability is maintained.	Management plans are in place and/or response decisions progressed for 100% of new pests detected.		On track to be achieved	On track to be achieved	

Performance, Audit and Risk Committee - 2 March 201728 of 48

ALL PORTFOLIO LEVELS OF SERVICE
Operational Performance Report
As At January 2017



Regional incursion response capability and capacity is maintained as agreed under the National Biosecurity Capability Network.		On track to be achieved	On track to be achieved
Programme: Whakaora Te Waihora		Last Month	This Month
LoS 3 - Environment Canterbury will work in partnership with Ngāi Tahu to implement a joint programme to progress the two-generational vision to restore and rejuvenate the mauri and ecosystem health of Te Waihora (Lake Ellesmere).			
Implementation of the Whakaora Te Waihora Joint Cultural and Ecological Restoration Plan.	The Joint Restoration Plan is reviewed, updated and approved by programme partners by December 2016.	On track to be achieved	On track to be achieved
	An annual work programme is agreed by programme partners and completed work reported to this group by 30 June 2017	On track to be achieved	On track to be achieved
	At least 75% of survey respondents rate the relationship as good or very good (on a scale of very poor, poor, fair, good and very good). By 2017 - 80%.	On track to be achieved	On track to be achieved
	Parties to the Te Waihora Co-Governance agreement are satisfied with the relationship and outcomes achieved with Environment Canterbury	On track to be achieved	On track to be achieved
Hazards, Risks and Safety		Last Month	This Month
Programme: Natural hazards		Last Month	This Month
LoS 1 - Environment Canterbury collects and provides natural hazard information for tsunami, earthquake, landslide and floodplain hazards to increase community awareness and guide longer-term development.			
Ensuring natural hazard information is available.	A total of 90% of advice regarding natural hazard information, in relation to private property, is provided within 10 working days.	On track to be achieved	On track to be achieved
	New technical reports and information are available on Environment Canterbury's website within six months and are available at all times.	On track to be achieved	On track to be achieved
	Investigations undertaken and reports produced as scheduled and formally delivered to territorial authorities, with table of reports displayed annually.	On track to be achieved	On track to be achieved
	A total of 75% of councils and Civil Defence Emergency Management survey respondents rate the relationship and service as good or very good (on a scale of very poor, poor, fair, good and very good). By 2017 - 80%.	On track to be achieved	On track to be achieved
Providing advice to partner organisations on implementing hazard risk reduction measures.	Investigations undertaken and reports produced as scheduled and formally delivered to territorial authorities, with table of reports displayed annually.	On track to be achieved	On track to be achieved
	A total of 75% of councils and Civil Defence Emergency Management survey respondents rate the relationship and service as good or very good (on a scale of very poor, poor, fair, good and very good). By 2017 - 80%.	On track to be achieved	On track to be achieved
	Investigations undertaken and reports produced as scheduled and formally delivered to territorial authorities, with table of reports displayed annually.	On track to be achieved	On track to be achieved
	A total of 75% of councils and Civil Defence Emergency Management survey respondents rate the relationship and service as good or very good (on a scale of very poor, poor, fair, good and very good). By 2017 - 80%.	On track to be achieved	On track to be achieved
Programme: Navigational and recreational boating safety		Last Month	This Month
LoS 2 - Environment Canterbury enables safe navigation for ships and other commercial vessels in ports, harbours and coastal areas.			
The operation of an approved risk assessment regime, safety management system and appropriate risk control measures for the ports of Lyttelton and Timaru, the harbour areas of Kaikoura and Akaroa, and the coastal waters of the region.	Risk assessment regime and Safety Management System approved by Maritime New Zealand.	On track to be achieved	On track to be achieved
	ISO 9001:2008 certification and monitoring of the Safety Management System.	On track to be achieved	On track to be achieved
	Operational overview and emergency response function available at all times.	On track to be achieved	On track to be achieved
	Qualified, experienced and independent harbour master.	On track to be achieved	On track to be achieved
LoS 3 - Environment Canterbury enables safe navigation for recreational vessel users of the coast, harbours and inland waterways.			
Navigation safety bylaws and a navigational safety officer are in place and provide guidance on the safe navigation of vessels within the region.	A navigation safety officer is employed to liaise with communities, user groups and organisations.	On track to be achieved	On track to be achieved
Programme: Flood protection and control works		Last Month	This Month
LoS 4 - Reducing flood risk			
Environment Canterbury's infrastructure strategy outlines river management for the next 30 years and includes a schedule of river reviews to deliver strategy outcomes. The river review schedule is made publicly available.	River scheme review are completed as scheduled in the LTP (pages 105-107)	On track to be achieved	On track to be achieved
	All completed river reviews resulting in "small" works occur one year after review, "medium" one to three years after review, and "large" one to ten years after review.	On track to be achieved	On track to be achieved
	Construction of flood protection infrastructure will be completed following consultation with river rating committees and in accordance with the agreed capital expenditure programme.	On track to be achieved	On track to be achieved
	Deferred maintenance does not adversely impact the achievement of service objectives in any River Management Plan.	On track to be achieved	On track to be achieved
Flood protection infrastructure is maintained against agreed levels of service in consultation with river rating district committees.	Following any significant hazard event, e.g. earthquake, flood, fire, and when safe to do so, engineering staff undertake prompt on-site assessments of river protection infrastructure at affected locations.	On track to be achieved	On track to be achieved
	Police, Civil Defence management, media, KiwiRail, New Zealand Transport Agency and territorial authorities will receive flood warnings in accordance with established flood protocols.	On track to be achieved	On track to be achieved
	Police, Civil Defence management, media, KiwiRail, New Zealand Transport Agency and territorial authorities will receive flood warnings in accordance with established flood protocols.	On track to be achieved	On track to be achieved
	Police, Civil Defence management, media, KiwiRail, New Zealand Transport Agency and territorial authorities will receive flood warnings in accordance with established flood protocols.	On track to be achieved	On track to be achieved
Flood prediction information and river flood warnings are provided to key agencies when agreed trigger levels are exceeded.		On track to be achieved	On track to be achieved

ALL PORTFOLIO LEVELS OF SERVICE

Operational Performance Report

As At January 2017



Accurate region wide warnings are issued in accordance with established flood protocols.	Flood warning protocols will be reviewed after each significant flood event.	On track to be achieved	On track to be achieved
Up-to-date and timely river flow, rainfall and flood warning advice is available through Environment Canterbury's website.	Appropriate flood warning advice is available on Environment Canterbury's website during flood events.	On track to be achieved	On track to be achieved
LoS 5 - Sustainably manage the extraction of gravel from rivers.			
Environment Canterbury manages the sustainable extraction of gravel for flood management and erosion control purposes while protecting and enhancing environmental, cultural, social and economic values.	Extraction of gravel from rivers does not increase flood or erosion risk.	On track to be achieved	On track to be achieved
LoS 6 - Environment Canterbury provides cost-effective and safe open-space leisure and recreation opportunities on Council-owned land.			
Implement a management plan for regional parks.	All plans are operative and implemented to agreed objectives.	On track to be achieved	On track to be achieved
Restoration projects on wetland and lowland forests.	Restoration management will be applied to at least 140 ha of wetland and lowland regenerating forest.	On track to be achieved	On track to be achieved
Management of Council ground lease and licences reflects best practice.	Leases are monitored and at least 95% of those due for renewal in this financial year comply with lease terms and conditions and regional rules while maintaining acceptable risk levels and market rentals.	On track to be achieved	On track to be achieved
	The land management plan remains operative.	On track to be achieved	On track to be achieved
	2016/17/18 - All new leases will be managed in accordance with Environment Canterbury's land management plan.	On track to be achieved	On track to be achieved
	Indigenous plant communities, including mahinga kai, are protected and enhanced.	On track to be achieved	On track to be achieved
	Ngai Tahu sites are protected	On track to be achieved	On track to be achieved
Programme: Coastal Environment and Hazards		Last Month	This Month
LoS 7 - Provide information about coastal hazards.			
Coastal areas susceptible to coastal erosion and sea water flooding identified and mapped.	A total of 100% of coastal erosion areas mapped.	On track to be achieved	On track to be achieved
LoS 8 - Maintain a regional marine oil spill capability.			
Availability of a regional response capability that meets Maritime New Zealand's requirements.	Available at all times.	On track to be achieved	On track to be achieved
Programme: Emergency management		Last Month	This Month
LoS 9 - Environment Canterbury is an active partner of the Canterbury CDEM group and provides for the support, information and administration needs of the group office.			
Environment Canterbury is a supportive partner within the Canterbury Civil Defence Emergency Management group.	Participate fully as an active partner in achieving the objectives of the group plan.	On track to be achieved	On track to be achieved
	All emergency events are responded to as required.	On track to be achieved	On track to be achieved
Programme: Contaminated hazardous land and waste		Last Month	This Month
LoS 10 - Environment Canterbury reduces risk to human health and the environment from waste, hazardous substances and contaminated sites.			
Priority regional and national waste projects are supported in partnership with territorial authorities, industry and other agencies.	Two projects are co-ordinated across the region.	On track to be achieved	On track to be achieved
	Project milestones are achieved and signed off by funding partners (Ministry for the Environment).	On track to be achieved	On track to be achieved
	100% of all enquiries on waste and hazardous substance from industry, other agencies and territorial authorities are responded to.	On track to be achieved	On track to be achieved
Environment Canterbury undertakes investigations for the purposes of identifying and monitoring contaminated land.	Information on the Listed Land Use Register is up to date, and 100% of technical enquiries are responded to.	On track to be achieved	On track to be achieved
	One joint contaminated land identification project is carried out with a territorial authority partner.	On track to be achieved	On track to be achieved
Planning, Consents and Compliance		Last Month	This Month
Programme: Regional Planning		Last Month	This Month
LoS 1 - Environment Canterbury's regional policy and plans serve the community in an efficient and timely manner in line with the planning timetable set out in the Long-Term Plan.			
A regional plan development timetable is established and maintained. The timetable is made publicly available.	Target dates for statutory plan public notification are met.	On track to be achieved	On track to be achieved
	Statutory plans are supported by implementation plans covering consents, compliance and communication activities.	On track to be achieved	On track to be achieved
LoS 2 - Environment Canterbury works collaboratively with the region's district and city councils in the review of their district plans.			
District and city plans are supported by Environment Canterbury and these plans give effect to regional policies.	Survey of territorial authorities regarding collaboration and support for review of district plans.	On track to be achieved	On track to be achieved
Programme: Consents		Last Month	This Month
LoS 3 - Information and support is provided to resource consent applicants and building control authority applicants (dams) to assist them in the delivery of high quality applications and information to ensure the efficient and timely processing of resource consents.			

ALL PORTFOLIO LEVELS OF SERVICE

Operational Performance Report

As At January 2017

Environment Canterbury is customer-focused, resource consent applicants clearly understand the quality of application they need to submit (due to pre-application advice and guidance), and there is a reduced need to request further information from applicants.	A reduction in the number of resource consent applications where further information is required (s92 requests) is achieved through pre-application meetings.	On track to be achieved	On track to be achieved
The median total time for all resource consent applications received is 21 days.	A median of 21 days or less of total elapsed time is achieved.	Will not be achieved	Will not be achieved
LoS 4 - Resource consents support the delivery and outcomes of regional plans and building control legislation.			
The percentage of resource consents consistent with the RMA 1991 requirements, including proposed and operative regional plan requirements and non-statutory strategies.	Achieve a score of "very good" (being 90% or above) based on independent audit.	On track to be achieved	On track to be achieved
Programme: Compliance with plans and consents		Last Month	This Month
LoS 5 - Compliance and monitoring of natural and physical resources are aligned with Environment Canterbury's key priorities.			
All identified moderate and major non-compliance issues and any consequent adverse effects are resolved or in the process of being resolved.	All active moderate and major non-compliance issues are resolved or in the process of being resolved, i.e. an action plan has been developed, within the reporting year.	On track to be achieved	On track to be achieved
An annual planning, consent and compliance implementation report is produced to support regional plan development and quarterly progress reporting.	Planning, consent and compliance reviews are completed and reported.	On track to be achieved	On track to be achieved
Each year ten catchment-based compliance work plans are discussed with CWMS zone committees.	Ten compliance work plans are discussed and an annual report is provided to zone committees.	On track to be achieved	On track to be achieved
LoS 6 - Environment Canterbury's consent and compliance processes will ensure the safe and sustainable design and construction of dams and associated structures.			
Dams classified as medium or high potential impact have a registered Dam Safety Assurance Programme.	100% of medium or high potential impact dams have registered a Dam Safety Assurance Programme.	On track to be achieved	On track to be achieved
Once a complying building consent application is lodged, decisions are made within the statutory 20 working days.	100% compliant building consent applications are processed and granted within 20 working days.	On track to be achieved	On track to be achieved

6.3. Financial Health Report January 2017

Performance, Audit and Risk Committee (PARC) Report



Author	Wendy Gainford Team Leader Corporate Reporting
Endorsed by	Katherine Harbrow Chief Financial Officer

Purpose

To report on the financial results for the period ending 31 January 2017.

Value proposition

Council's understanding of the financial state of the organisation is enhanced.

Recommendations

That the Performance, Audit and Risk Committee:

1. **Receives the monthly financial health report for the seven months ending 31 January 2017.**

Proposal

Background

Monthly financial results are reported to Performance Audit and Risk Committee as part of our prudent financial management responsibilities.

The financial results for the seven months ended 31 January 2017 have been prepared and are now presented to the Performance, Audit and Risk Committee for review.

Surplus/Deficit

The year to date position is a reserve accumulation of \$0.9M, as opposed to the budget which anticipated reserve use of \$1.6M at this point in the year, a variance of \$2.6M.

This is very similar to the December result at which point the variance was \$2.2M between the actual result of a surplus of \$0.5M compared to a budgeted deficit of \$1.7M.

This surplus against budget is the sum of the combined variances reported under the revenue and expenditure explanations below.

Revenue

Revenue is \$0.3M or 0.4% over budget, the largest variance is on User Pays and Other revenue which is \$0.6M over budget due to revenue received from the Ministry for the Environment (Contaminated Sites Remediation Fund) to offset costs incurred.

Grant revenue is \$0.3M under budget with the largest variance on NZTA grant funding, this is directly linked to the lower net operating cost for public transport.

Rates revenue is accrued in line with budget until rates reconciliations from Territorial Authorities indicate otherwise.

Expenditure

Expenditure is under budget by \$2.2M or 2.5%. All expenditure categories are within 5% of budget. The largest variance on Goods and Services at \$2.4M, with the bulk of this from Consultancy which is \$1.5M under budget.

The variance on consultancy costs is spread across the organisation, however the largest underspends are within the CWMS (\$1.1M) Planning Consents and Compliance (\$0.3M) and Regional Leadership (\$0.2M) portfolios.

Overhead costs are slightly over budget by \$0.6M and Operational Labour is slightly under budget with a variance of \$0.5M.

Labour and Overheads

Operational labour costs are 3.8% below budget, restructures have impacted on operational labour and the annual salary negotiations have yet to be finalised. Overhead costs are 4.3% over budget with the largest variance due to the new ECan website which will be capitalised this year when expenditure is fully accounted for.

Portfolios

Portfolio variances to budget are explained in detail in the Operations Report.

Reserves

Major reserve balances are generally above policy level. One of the key purposes of reserves is to provide a buffer for the ups and downs of expenditure that can occur during the year. Utilisation of reserves forms part of the prudent financial management of Environment Canterbury's finances.

Cashflow, Debtors and Debt

Treasury Performance

The cash balance at the end of January was \$20M compared to the policy of \$12.2M. There are no exceedances of policy to report.

Debtors and Debt

\$3.9M of the \$5.4M debt is current, only \$0.4M is over 90 days.

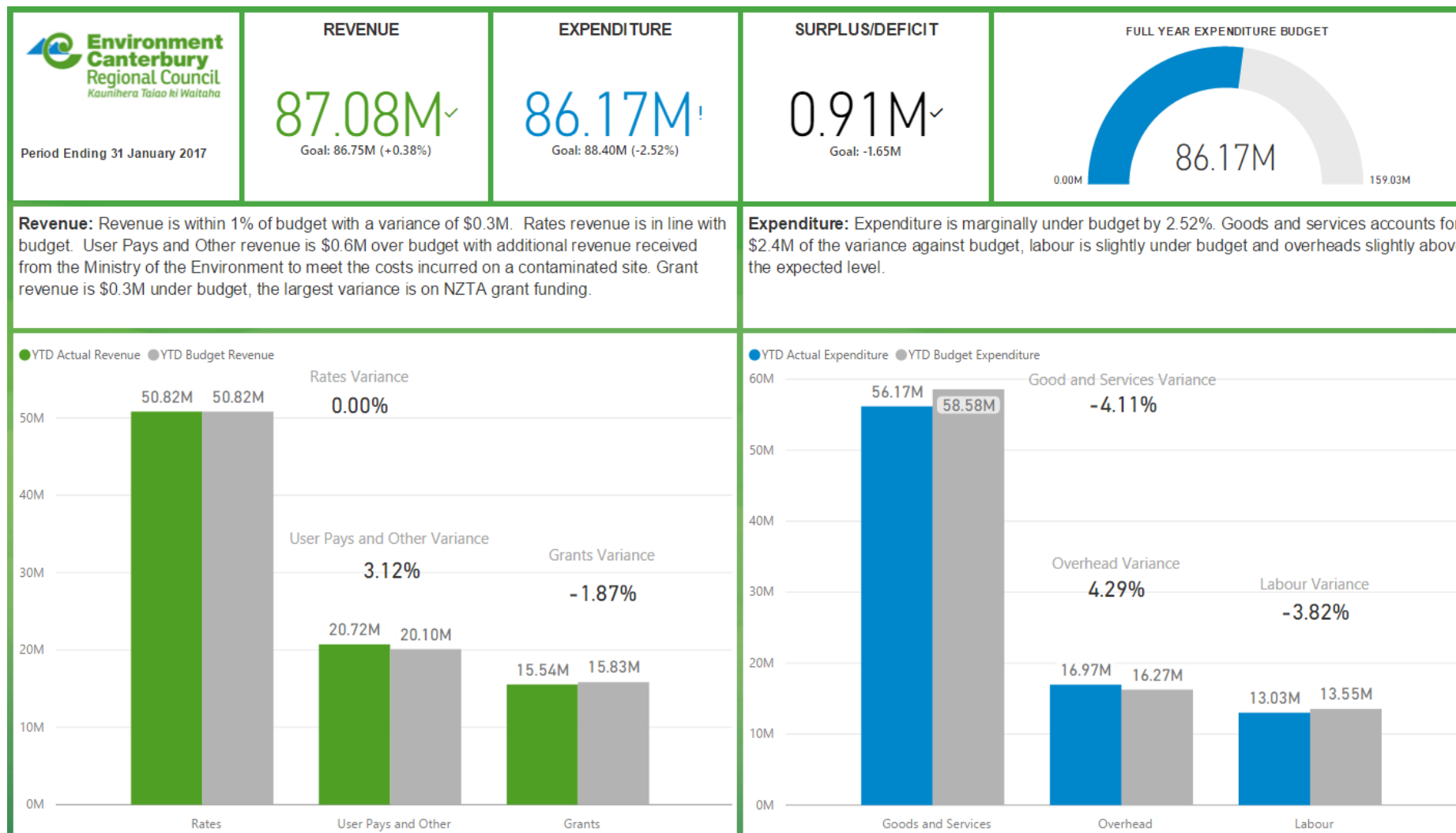
Debt remains low with interest cover well within guidelines.

Capital Expenditure

Expenditure on capital projects and flood protection is in line with budget, the variance is 0.1%.

Attachment

Financial Health Report January 2017



As at 31 January 2017

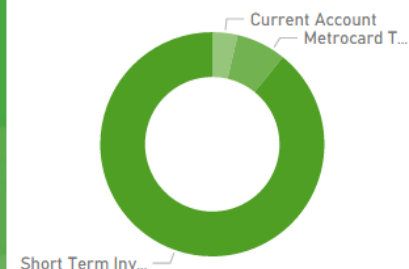
Note:

Metrocard balances \$1.4M are held in a trust account.

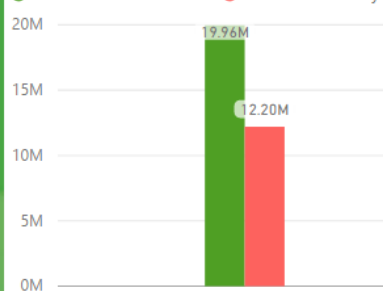
CASH AND BANK

19.96M

Total Actual Cash and Bank by Category



● Total Actual Cash and Bank ● Cash Reserves Policy



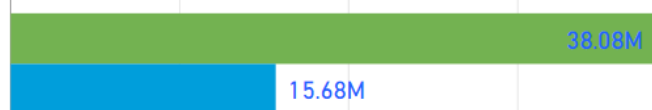
Financial Position

Cash and Bank	20M
Other Current Assets	18M
Non Current Assets	1,102M
Current Liabilities	-16M
Non Current Liabilities	-30M
Net Assets	1,094M
Equity	1,094M

● Current Assets ● Current Liabilities

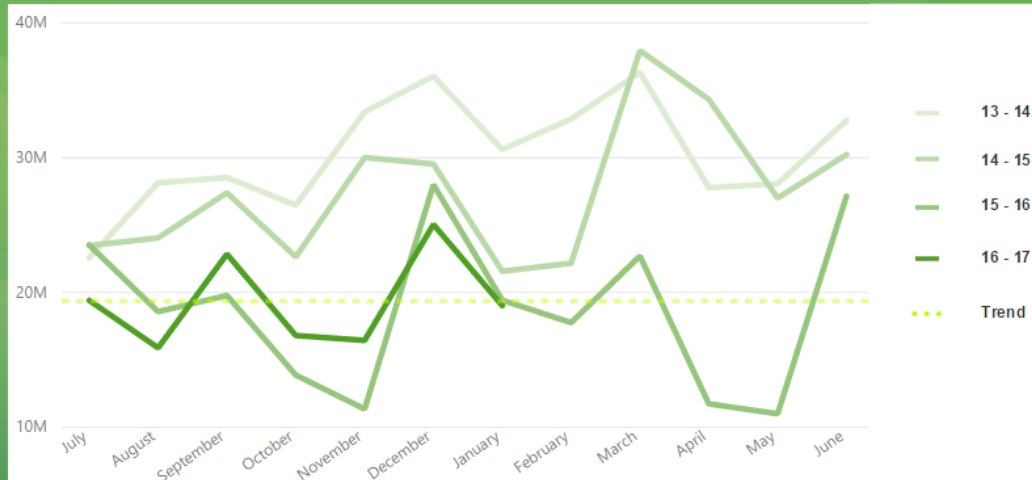
Current Assets Current Liabilities Working Capital

38.08M — 15.68M = 22.40M



Positive working capital indicates that an organisation is able to meet its short-term payables and obligations as they fall due

Cash and Bank Balance Tracking Against Previous Years



TOTAL OUTSTANDING DEBTS (Excluding Rates)

Period Ending 31 January 2017

5.40M



OVER 90 DAYS DEBT MANAGEMENT

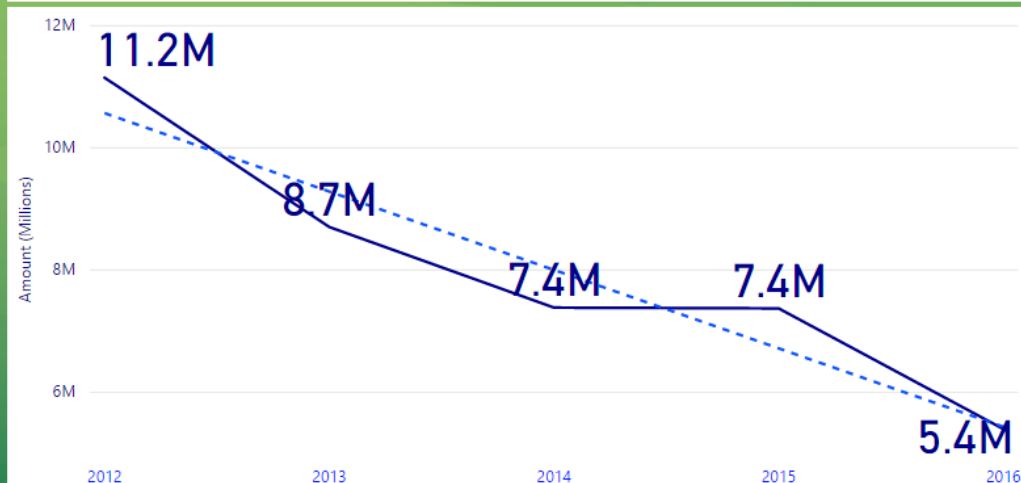
REMINDER	PAYMENT ARRANGEMENT	OBJECTION/ QUERY	OTHERS
0.00M	0.08M	0.02M	0.28M

Note:

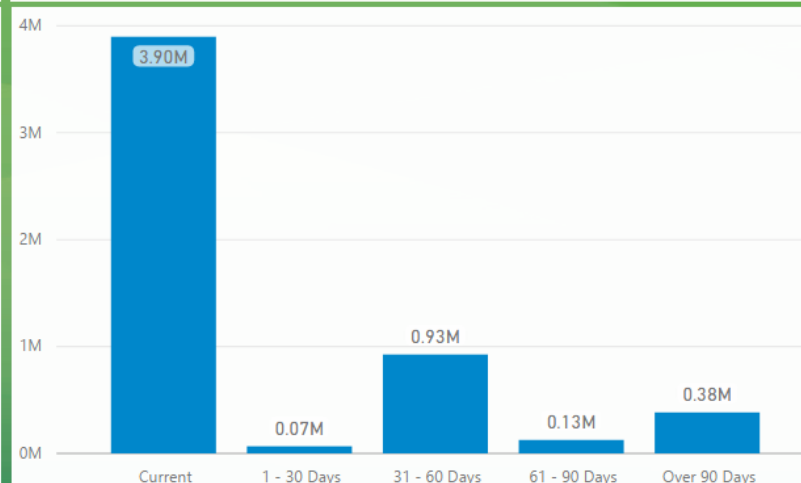
\$3.9 million of the \$5.4 million debt is current. Only \$0.38 million is over 90 days, which is at different stages of debt management as show on the left.

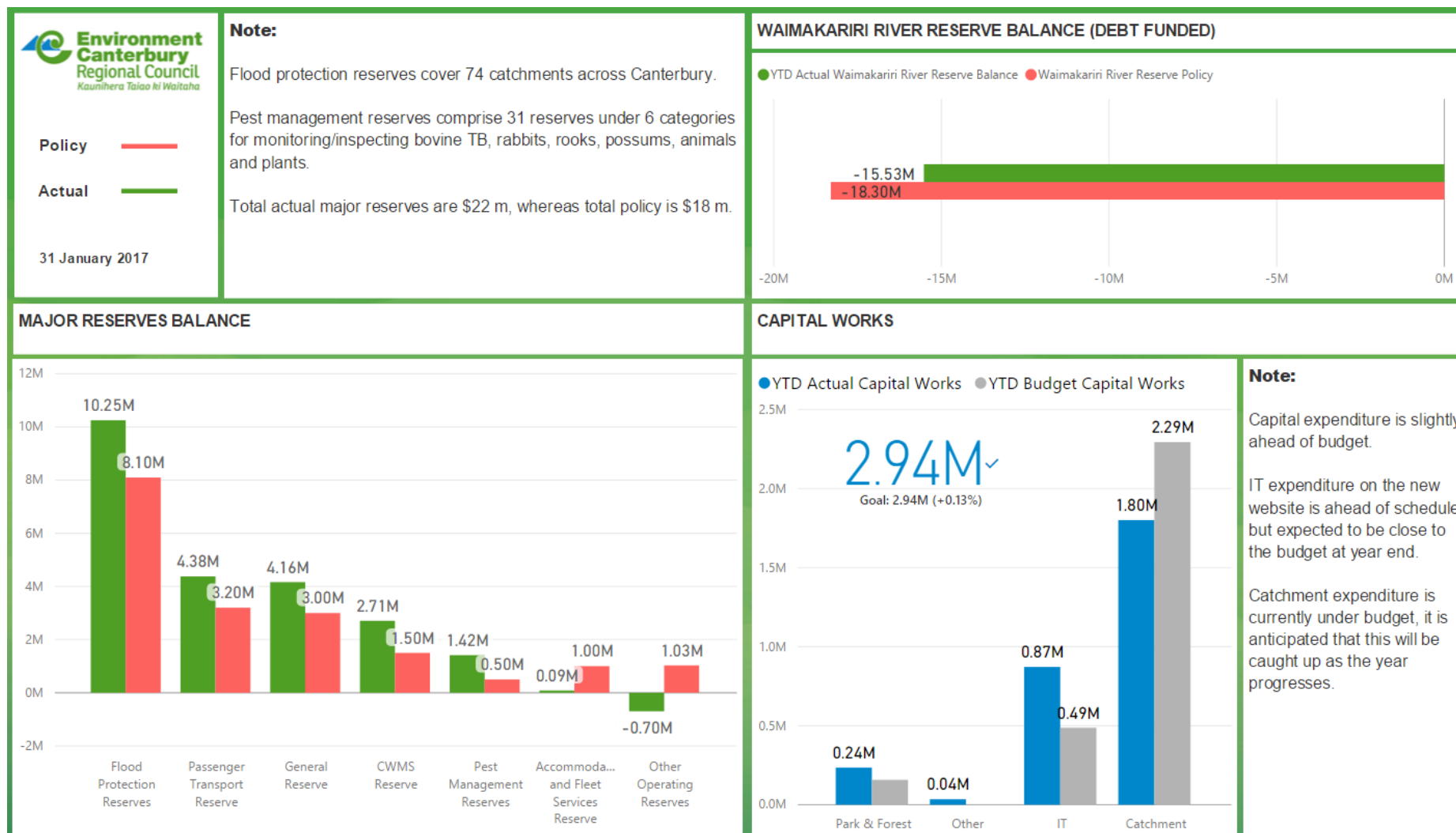
Overall, debt has been steadily reducing from \$11.2 million to \$5.4 million since 2012.

Amount by Year (Excluding Rates)



Amount by Aging (Excluding Rates)





6.4. Greater Christchurch Metro Financial Update

Performance, Audit and Risk Committee (PARC)

General Information

Author	David Stenhouse Manager Public Transport Contracts and Procurement
Endorsed by	Don Rule Chief Operating Officer

Purpose

To provide a financial update on the Greater Christchurch Metro programme.

Recommendation

That the financial update on the Greater Christchurch Metro Programme be received.

Proposal

Background

An update on the financial performance of the Greater Christchurch component of the Public Transport programme is presented on a monthly basis to the Performance, Audit and Risk Committee for review.

The following analysis is based on financial results for the seven month period from 1 July 2016 to 31 January 2017. Whilst the financial data is updated monthly, there is little variance from month to month in the commentary. Monthly activity and risks are outlined at the end of the report.

Financial Results – Greater Christchurch Metro

The table below provides details of expenditure levels for the seven months 1 July 2016 to 31 January 2017 and also the various funding sources. The financial result is also compared to the 2016/17 Annual Plan budget.

\$000	Actual	Budget	Variance
Total Expenditure	34,949	36,156	(1,207)
<i>Funded by:</i>			
General rates	6	6	-
Targeted rates	10,854	10,854	-
Grants	13,190	13,416	(226)
User Pays & other	10,437	11,018	(581)
Total Revenue	34,487	35,294	(807)
Reserve Increase / (Use)	(462)	(862)	400

The main variance of revenue and expenditure comes from bus contracts:

\$000	Category	Actual	Budget	Variance
Gross Bus Contracts	Expenditure	30,554	31,676	(1,122)
Less:				
Fare Revenue	User Pays	10,156	10,793	(637)
Super Gold Revenue	Grants	1,738	1,604	134
Interest income	Other Revenue	80	55	25
Net Bus Contracts		18,580	19,224	(644)
NZTA Grants (51%)	Grants	9,476	9,804	(328)
Targeted Rates (49%)	Targeted Rates	9,025	9,025	0
Reserve Increase / (Use)		(79)	(395)	316

Rates commission and valuation fee are not included in this table.

Gross contract costs are under budget due to lower than projected quarterly NZTA indexation adjustments, which accommodate fluctuations in key inputs like fuel, oil and labour costs. It is expected that December and March quarter indexation will increase following the fuel price increase in recent months.

Significant Blue Line changes including increased capacity, Silverstream park and ride, and the introduction of bus priority are due to commence late April 2017.

Fare revenue is down on projected levels due to less patronage than anticipated.

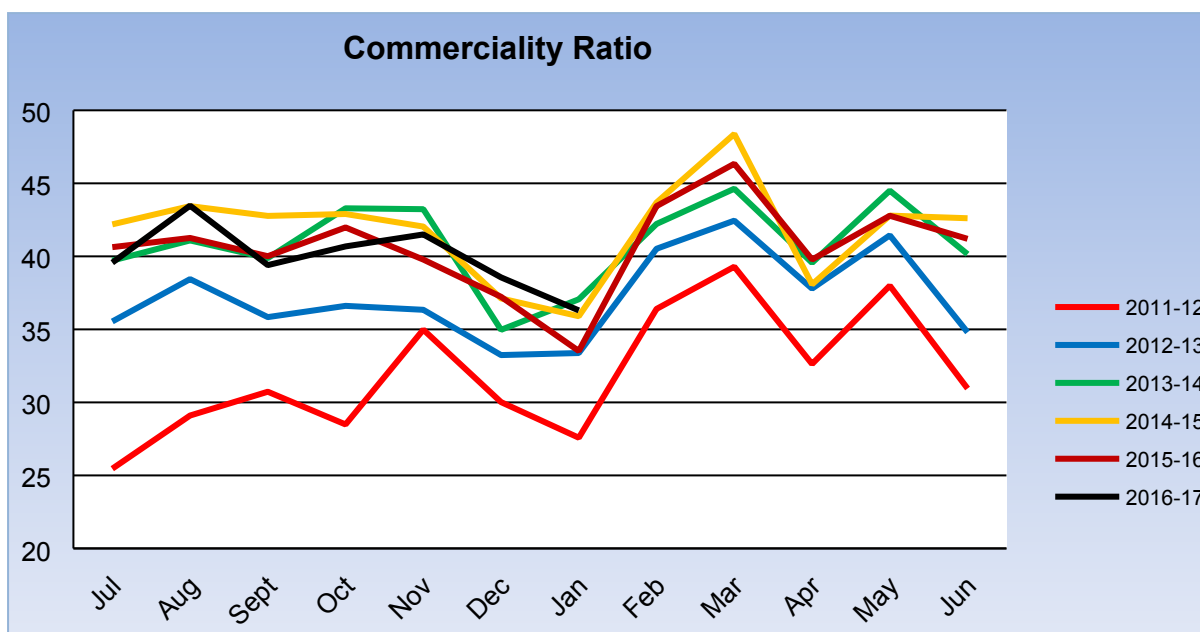
Monthly Activity

Patronage and Commerciality Ratio

Greater Christchurch patronage for January 2017 was 881,847 passenger trips. Year to date this is down 2.02% compared to the same period last year. Year on year patronage for the month of January is up 2.01%.

Commerciality Ratio for the Greater Christchurch network for January 2017 was 36.30, up from 33.52 in January 2016. This measures the proportion of gross contract costs met by all fare revenue and Super Gold card reimbursements from the New Zealand Transport Agency.

The target in the Canterbury Regional Public Transport Plan is to reach 50% cost recovery by the end of the 2019/2020 financial year. This represents Canterbury's contribution to the National Farebox Recovery Policy.



Metrocard

62.5% of trips in January were paid for by Metrocard, 24.5% by cash and the remaining 12.9% by Super Gold Card.

There are ongoing marketing initiatives to increase the use of metrocards and for them to be topped up online in order to reduce boarding times and promote metro use through cheaper fares. Auto-top up functionality has recently been added to the metrocard website and is proving popular and successful.

Network Risk Summary

RISKS	MONTHLY UPDATE
Additional costs associated with extensive road works and detours	Moderate: The incidence of detours across the network has reduced significantly in the current year. The risk remains however and there are a few large detours planned for 2017 which are likely to impact the network.
Fuel price increase	Moderate: Fuel prices have increased over recent months. The risk remains that any increase will have a significant effect on budgets should they exceed projections. Higher fuel prices also tend to increase metro patronage and revenue, counteracting increased contract costs.
Potential for operator to collapse due to contracted market	Low: Staff continue to work with operators to ensure they are able to operate sustainably.
Road User Charge increase	Low: Road User Charges continue to represent a risk in that any significant increase such as the one that occurred in 2012 will have an effect on budgets.
Risk of continuation of grant	Low: There is minimal risk of discontinuation of grant provided we remain within the NZTA LTP

	budget envelope. This is a 3 year budget envelope. Should diesel prices rise during the 3 year LTP there is a risk that expenditure outside of that budgeted will have to be funded by ECan.
Bus Driver retention	Moderate: Bus operators continue to find it difficult to retain drivers due to the higher wages offered by trucking firms during the rebuild. Red Bus have highlighted that they believe they will have to replace 50% of their drivers over the next 5 years, primarily due to retirement.
Ticketing System	Moderate: The ticketing system remains a risk until the Metrocard is replaced with the more secure DesFire card type. Distribution of the DesFire has commenced. This risk is mitigated to a large extent by daily reporting to ensure there are no anomalous transactions taking place within the system.

Financial Risk Update

Fuel Price

Diesel prices have increased significantly since the start of the financial year, with prices currently up 16%.

Ticketing System

The new 4K DesFire cards are being distributed. The distribution consists of new and replacement cards only. During 2017 the staged replacement of all existing 1K mifare metrocards will commence. The exact timeframe for this will be determined in alignment with the tag on/ tag off upgrade to the ticketing system.

Detours

There were no variations as a result of roadwork detours in January 2017. A variation for the detour on Manchester Street is due to commence early 2017.

Attachments

There are no attachments.

7. Risk

7.1. Health and Safety

Performance, Audit and Risk Committee (PARC) Report



Author	Matthew Bennett Health and Safety Advisor
Endorsed by	Miles McConway Director Finance and Corporate Services

Purpose

To provide a summary of information on Health and Safety matters to the Performance, Audit and Risk Committee.

Recommendation

That the Performance Audit and Risk Committee receive the Health and Safety report

Report

Health and Safety Lead Indicators

Occupational Health Monitoring

2016 / 2017 to date:	Number completed	% of required**	% indicating issue
Workstation Assessments	65 / 18	98% / 4%	10% / 0
Hearing	64 / 21	92% / 3%	3% / 0***
Vision	64 / 21	98% / 3%	0% / 0
Lung	55 / 16	98% / 6%	0% / 0
Vaccinations	18 / 9	Unknown	0% / 0
Blood Screening	5 / 0	Unknown	0% / 0

** The '% of required' is based on the total number that will be required for 2017

*** One incident of noise induced hearing loss is being investigated to establish if it is connected to work activity.

Training

Health and Safety training continues to be an essential component to ensure the mitigation of our risks. Section Managers and Team Leaders will soon be provided regular information on the training status and needs of their direct reports.

Internal Inspections and Assessments

So far, in 2017 inspections have been done on two new work premises that Environment Canterbury have moved staff into: Amberley and Templeton. Both sites are well suited for the teams that will be operating out of them; however, the inspections have identified details that are required to meet the standard we aspire to.

Contractor Monitoring

Both Operations and Science use contractors extensively for high-risk work. To date considerable progress has been made ensuring that all contractors have a health & safety management system that has been audited against an external standard. The HSWA requires additional steps are taken to manage contractors and the procurement process is being developed to capture these. Principally we are looking to identify the nature of risks and establishment of the worksite early in the procurement process in order to identify where Environment Canterbury needs to be involved. This would lead to improved monitoring of contractors.

Once the work on the procurement process is complete, consistent data on contractor performance will be put in place and we will be able to do consistent reporting.

Issues and Improvements

The Improvements Register currently has:

- 24 items to be implemented
- Since reporting to PARC last month, seven improvements that were either extended or overdue have been closed out.

The 'See It, Sort it Report It' initiative was introduced as a way to encourage staff to take action about potential hazards and issues before an incident occurs. In conjunction with the Internal Communications Team it has been promoted over the past two months and so far nine issues have been reported through it.

Policy, Procedure and Standards Reviews

The health and safety strategy will establish the performance measures that will be used for the short to medium term. These align with the Health and Safety Policy and the 'people performance' measures. Work is now underway to assist and support Line Managers to implement action plans relating to these.

External Audits

A 'Request for Proposal' (RFP) has been published on tenderlink looking for a Health & Safety Auditor. Prospective auditors have been registering enquiries and questions and we are on target to have the auditor appointed By April / May.

Health and Safety Lag Indicators

The Environment Canterbury incident rate continues to track below previous years.

Table 1: Distribution of incident by risk type level of harm over 2014 – 2017

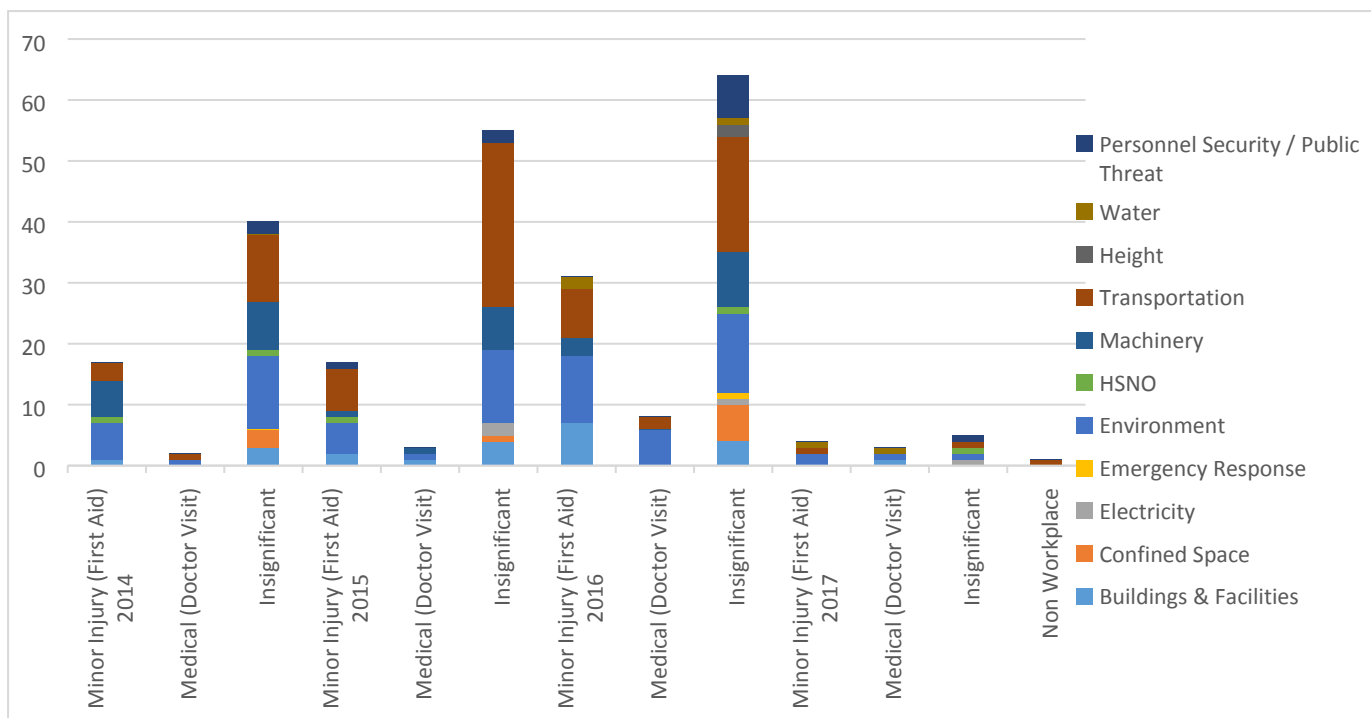
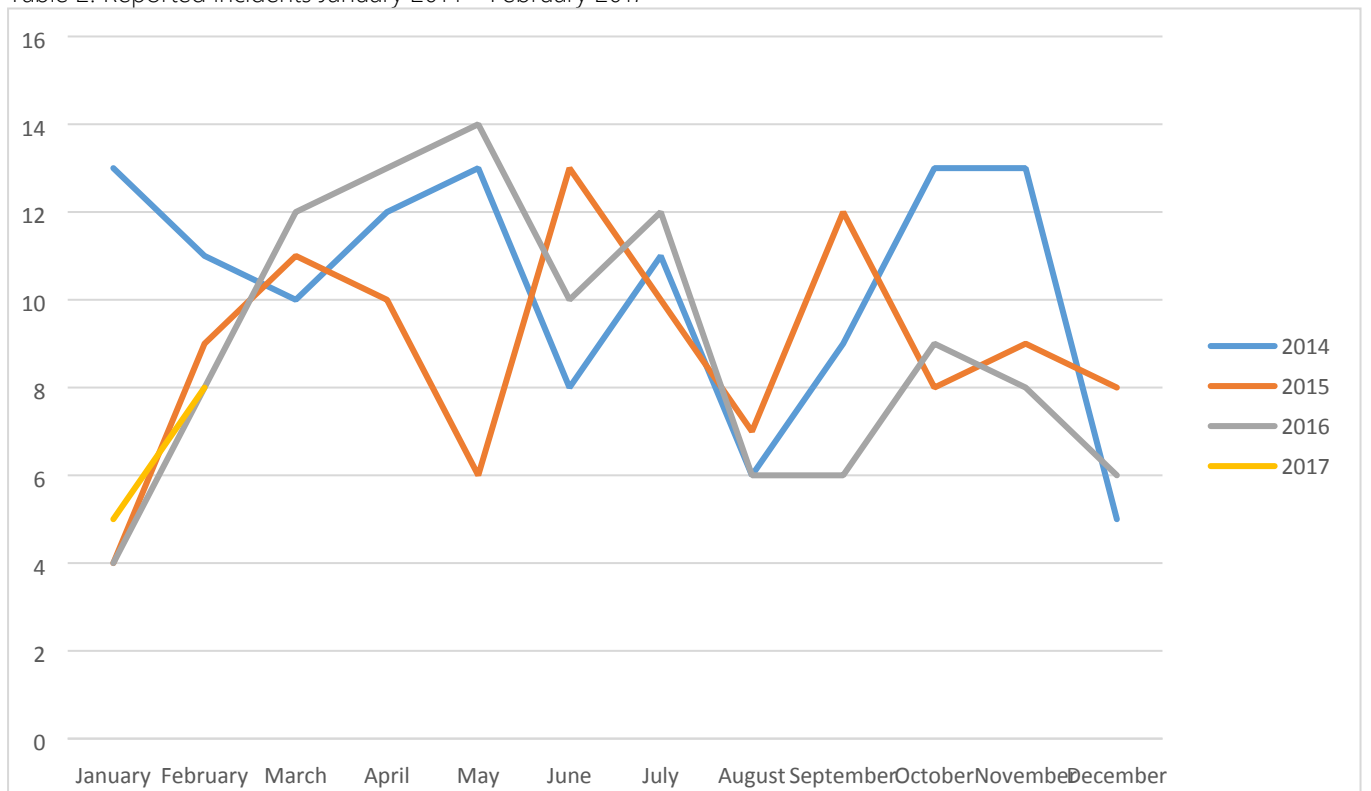


Table 2: Reported incidents January 2014 – February 2017



Looking Ahead

Health and Safety within Environment Canterbury has a constant improvement programme underway so maintains a high level of activity.

1. The Health and Safety Champions Committee will be meeting on the 10th of March. Of note on the agenda is final agreement on the Critical Risk Rules, HS Representative Structure and the HS Strategy
2. Release and maintenance of the upgrade Health and Safety Kete
3. Publishing of the Health and Safety Strategy, including the H&S Performance Measures
4. The first meeting of the Canterbury H&S Advisory Group is scheduled for the 6th of March.

8. Public Excluded Performance, Audit and Risk Committee (PARC) Report

Author	Louise McDonald Senior Administration Officer
Endorsed by	Catherine Schache General Counsel

Meeting with the public excluded

That the public be excluded from the following part of the proceedings of this meeting, namely:

1. Risk Management Standing Report

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Risk Management Standing Report	That good reason exists for not discussing the matter with the public present and is not outweighed by the public interest.	Section 48(1)(a)

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceeding of the meeting in public are as follows:

1. *To maintain legal professional privilege Section 7(2)(g)*
To protect information where disclosure would prejudice our commercial position Section 7(2)(b)
Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)

That appropriate officers remain to provide advice to the Committee.

9. Extraordinary and Urgent Business

10. Notices of Motion

11. Questions

12. Closure

13. Next Meeting