

CANTERBURY REGIONAL COUNCIL
Kaunihera Taiao ki Waitaha

AGENDA|2018

PERFORMANCE, AUDIT AND RISK COMMITTEE

Thursday 24 May 2018
Time: 2.00pm

Venue: Council Chamber,
200 Tuam Street, Christchurch

Performance, Audit and Risk Committee

Membership

Chair

Rod Cullinane

Environment Canterbury

Councillors:

Claire McKay

John Sunckell

Lan Pham

Peter Scott

ENVIRONMENT CANTERBURY
PERFORMANCE, AUDIT AND RISK COMMITTEE

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

4. Risk

4.1. Health and Safety Performance, Audit and Risk Committee (PARC) report

Date of meeting	Thursday, 24 May 2018
Author	Matthew Bennett Health and Safety Advisor
Portfolio Director	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.

Recommendations

That the Performance, Audit and Risk Committee:

- **Receive the Health and Safety Governance Report for May.**

Attachments

- Health and Safety Report

Health and Safety Report

Recommendations

That the Performance, Audit and Risk Committee:

- 1. Receive this report on Health and Safety progress and indicators.**

Summary

- Progress has been made during the past month on process improvement for health and safety performance data, continued review of the health and safety strategy and the ground work for a suite of standard operating procedures for the Operations Group.
- Since the last governance report the lead indicators have been reviewed and determined that there is further room to improve collation and presentation of data and trends.
- Five incidents were reported in May, two were insignificant and three minor. Two of the investigations have been closed, two are ongoing and one is overdue.

Health and Safety Strategy Work Programme

Strategy Update

The current strategy has 12 measures: four are complete and five require continuous monitoring which is occurring. The following measures are being actively worked on:

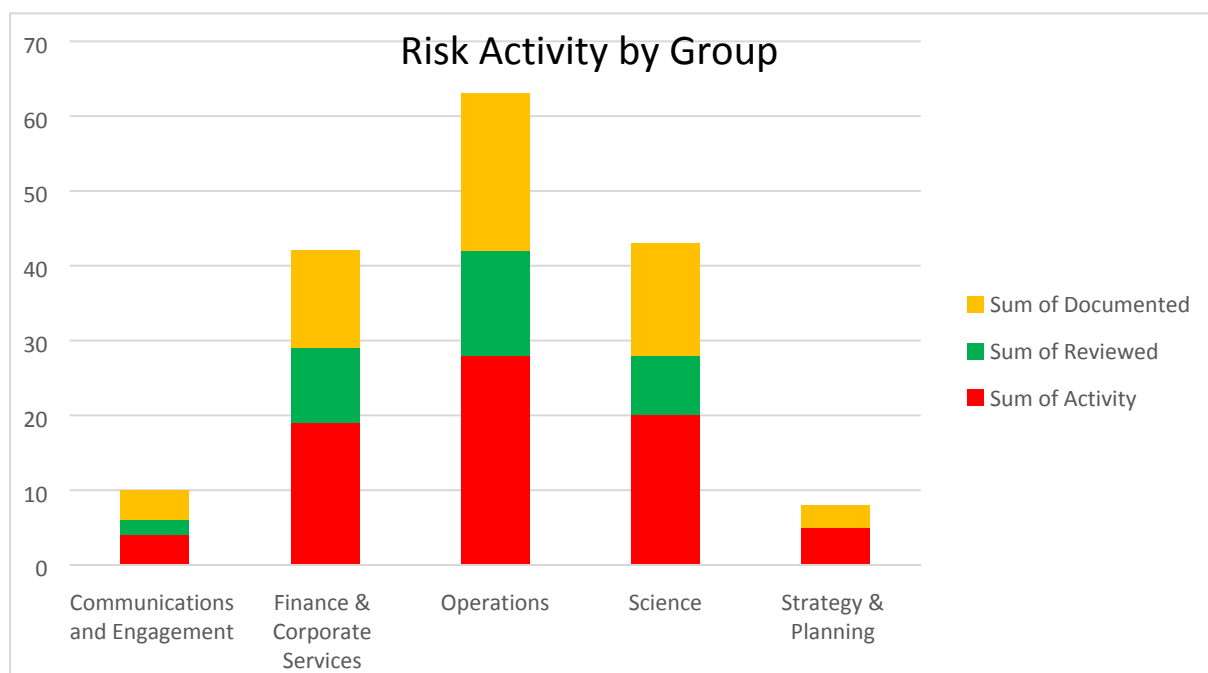
- Section Training / competency plan
- Development of Safe Systems of Work: HIGH 75%, MEDIUM 35%
- Contractor procurement and management

Lead Indicators

A lead indicator is a measure preceding an event used to drive and measure improvement and prevention activities. They are evidence that we are actively doing things to improve Health and Safety systems and conditions in our organisation, whether it be training, audits or identifying ergonomic opportunities. Lead indicators are those things we are doing now, which will hopefully have a positive impact in the future.

Risk Profile

This chart shows the risk profile by group, measured by the number of “risk activities” (activities done that potentially cause harm). Red shows identified activities where there are no plans, procedures or mitigations embedded, amber shows where a plan, procedure or mitigation is in place while green is where a procedure is in place and has been reviewed and determined are fit for purpose.



Improvement and Corrective Actions

Improvements and corrective actions are activities that have resulted from inspections, enquiries, audits and reviews. They are a strong performance indicator as they show the ability of ECan to learn and effectively implement improvements. We are working on a method to collect, record and present data on our performance in this area. There are several important improvements underway:

- Developing a centralised record of building evacuation status and requirements.
- Improving the use and understanding of the Hazard Register.
- Producing improved field resources for the critical risk rules.

Audits and Inspections

Thirteen external reviews have been lined up for 2018. So far one has been closed off with a very positive result, a further three are underway, and one more is about to be initiated. The remainder will be spread across the latter half of the year.

In addition, there will be an internal desktop audit of the overall health and safety management structure and each section will set an internal programme of review of specific activities as a part of their annual health and safety planning.

Training

Environment Canterbury has a catalogue of 37 health and safety related training courses, with each role having different requirements. The demand for training is consistently met within an acceptable timeframe. Of note:

- Refresher training on both Advanced Driver and 4WD training has been delivered in line with the introduction of new vehicles into the fleet,
- The introduction of Hazard Register Training has been received with a lot of interest,
- There has been a request for a customised programme for staff involved in the oversight of contractors.

Occupational Health

The occupational health risk to Environment Canterbury workers is generally low, with field and depot workers having an elevated exposure. Our testing regime includes the following checks (staff are tested based on risk factors associated with their work):

- Noise Induced Hearing Loss (NIHL),
- Eyes,
- Lung Function – dust and asbestos,
- Blood – hepatitis A + B, Chemical exposure.

Results from testing show only low rates of NIHL, which is within acceptable limits and is primarily indicated to be non-work related.

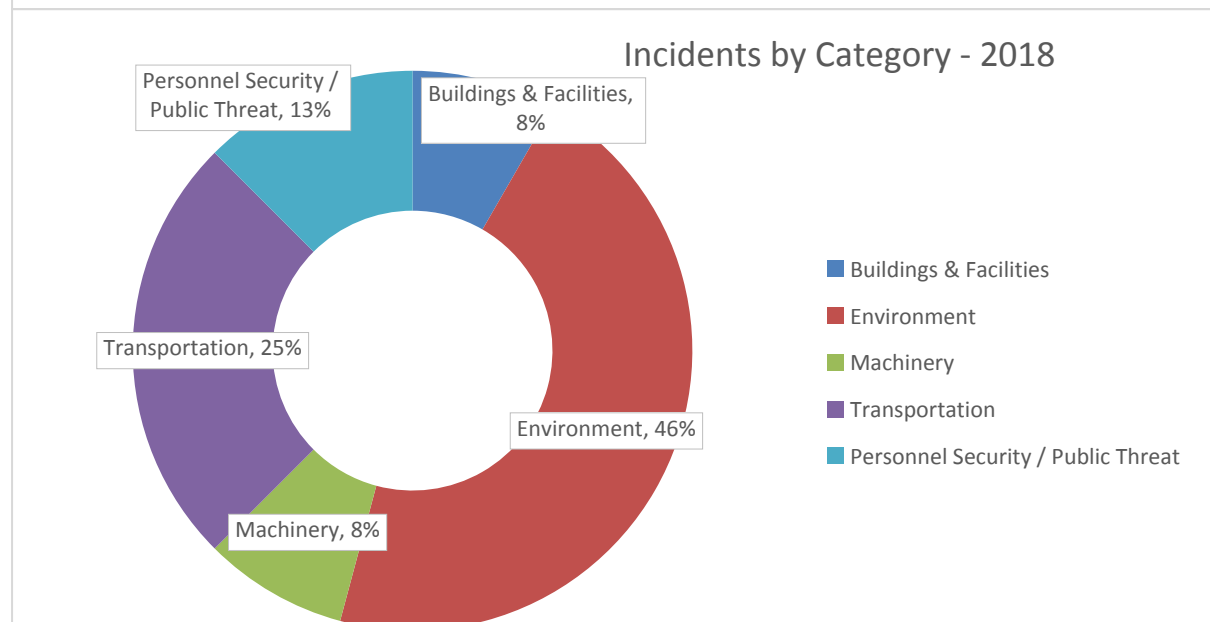
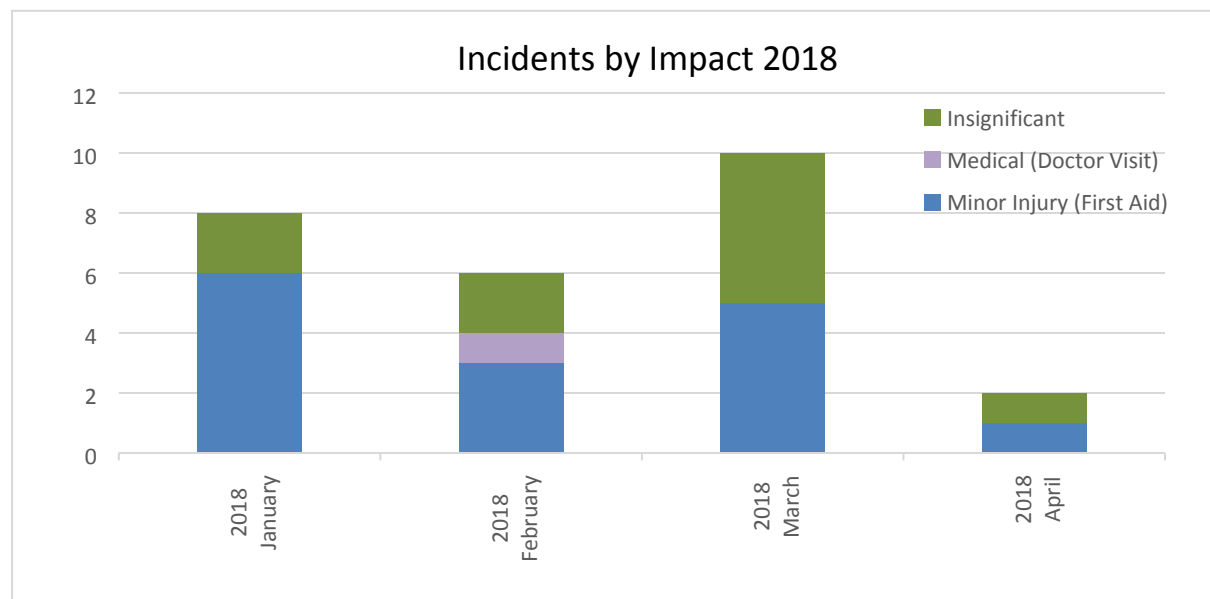
The other area of occupational health that we focus on for office based workers is workstation ergonomics and we have an active programme of assessment that is proving effective at mitigating harm.

Lag Indicators

Incidents

Incidents occurred in April:

	Event	Impact	Status
1	Trip in Kainga Yard	Minor harm	Closed
2	Trip on Tuam St stairs	Minor harm	Closed
3	Trapped in elevator	Insignificant harm	Ongoing
4	Burn on machine exhaust	Minor harm	Ongoing
5	Potential tractor rollover	Insignificant harm	Overdue



5. Performance

5.1. Action List

Performance, Audit and Risk Committee (PARC) report

Date of meeting	24 May 2018
Author	Katherine Harbrow, CFO
Endorsed by	Miles McConway, Director Finance & Corporate Services

Purpose

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

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 for the 24 May 2018 meeting agenda**

Attachments

- Current PAR Action List

Performance, Audit & Risk Committee Action List

#	Action Request Date	Resolution/Request	Action Taken	By Whom	Notes/Dates
		Future Meetings:			
	02/03/2017	Workshop on operational performance report to be arranged. Workshop will focus on what metrics can be included in future reports	To be arranged once line of sight work is completed	Katherine Harbrow	
		Efficiency and Productivity Reporting	Ongoing	Miles McConway	
		Current Meeting:			
1		8+4 Forecast Report: As part of the monthly operations report include details on the required run rate to achieve the 8+4 forecast at year end.	Extra commentary added to Operations Report	Chantel Mills	
2		Public Transport Report: Results of 3-month WIFI trial to be included in public transport report when available	Awaiting results of trial	Stewart Gibbon	

5.2. Operational Report April 2018

Performance, Audit and Risk Committee (PARC) report

Date of meeting	Thursday 24th May 2018
Author	Chantel Mills Team Leader – Corporate Reporting
Endorsed by	Katherine Harbrow Chief Financial Officer

Purpose

To report on operational performance by portfolio for the ten-month period ended 30 April 2018.

Value proposition

To enhance the Performance, Audit and Risk Committee's understanding of the organisations operational performance.

Recommendations

That the Performance, Audit and Risk Committee:

- **receives the Operational Performance report for the ten months ended 30 April 2018.**

Background

The Performance, Audit and Risk Committee (PARC) Operations Report for April 2018 includes service delivery and related financial performance information for the 2017/18 year to date.

Overall Performance

82 of the 88 measured Levels of Service (LoS) performance targets for the year are on track to be achieved or have been achieved (93.2%).

For the ten months ended 30 April 2018 an operating surplus (excluding business units and other non-operating income) of \$1.32 million is reported against a budgeted deficit of \$3.59 million, or a \$4.91 million favourable variance against budget. This variance consists of \$2.39 million more revenue and \$2.51 million less expenditure than budget.

Performance against Levels of Service (LoS)

We have 93 LoS targets in 2017/18, with 5 not being measured (i.e. 1 in Air Quality; 1 in Canterbury Water Management Strategy; and 3 in Passenger Transport), leaving 88 targets being reported on in the Operational Performance Report.

At 30 April 2018, 81 of the 88 measured LoS targets are on track and we have achieved 1 LoS target in CWMS. There are 6 LoS targets flagged as either 'Not on track' or 'Will not be Achieved' ~ see below:

TARGET	Current Month	Prior Month	Portfolio	Narration
Orari-Temuka-Opihi-Pareora and Waimakariri scheduled for Year 3 LTP (2017/18).	Will not be Achieved	Will not be Achieved	CWMS	The OTOP and Waimakariri notification dates have been delayed.
Target dates for statutory plan public notification are met.	Will not be Achieved	Not on track	CON	It is anticipated that the OTOP notification date may need to be delayed, and also the already acknowledged delay in the Waimakariri notification date.
A reduction in the number of resource consent applications where further information is required (s92 requests) is achieved through pre-application meetings.	Not on track	Not on track	CON	Higher number of request, which is most likely due to the more complex applications. Looking at s92 requests is not a good measure of whether or not applicants clearly understand the quality of the application required to be submitted.
A median of 24 days or less of total elapsed time is achieved.	Not on track	Not on track	CON	There has been an increase in complex consent applications which take more time to process. However, this does not represent a reduction in quality of work.
100% of medium or high potential impact dams have registered a Dam Safety Assurance Programme.	Not on track	On Track	CON	Dam safety standards revoked by government.
Environment Canterbury's policy advice meets NZIER's good practice standards with scores on average 6.75 or better.	Will not be Achieved	Will not be Achieved	REG LEAD	Assessment score for 2017/18 is 6.7 (.05 below Level of Service target score).

Please refer to the attached Levels of Service Report for further details.

Financial Performance

Revenue

Rates revenue is in line with budget. User pays and Other revenue are slightly higher (8.79%) than budget and Grants are slightly lower (0.50%) than expected.

User pays and Other revenue

Transport, Greater Christchurch Rebuild and Urban Development user pays revenue is \$0.6 million higher than anticipated because of higher public transport contract revenue year to date.

User pays and other revenue are higher than budget in the Hazards, risk and safety portfolio. We have received \$0.45 million extra revenue from user pays engineering works, poplar logging in river berms and willow pole sales in flood protection and control works. We have also managed to recover \$0.27 million more than anticipated in relation to the 2016 North Canterbury Earthquake.

CWMS received \$0.68 million external funding to support regional infrastructure projects, which includes \$0.29 million from The Crown to the OTOP Acceleration Fund.

User pays and other revenue in the Planning, Consents and Compliance portfolio are \$0.47 million lower than budget. Consent processing application revenue is \$0.80 million lower than budget due to fewer consent applications being received than anticipated and is offset by lower corresponding expenditure, resulting in a near break-even year to date result. RMA consent monitoring and incident response user pays revenue is \$0.28 million more than expected.

Grants

Biodiversity and biosecurity have received additional grant revenue of \$2.34 million from the Ministry of Primary Industries (MPI) towards the control of wilding conifer.

Transport, Greater Christchurch Rebuild and Urban Development grant revenue is \$1.70 million underbudget due to capital grant funded IT projects being delayed (\$0.74 million), lower contract grant revenue (\$0.45 million), and lower than anticipated marketing activity (\$0.20 million).

Expenditure

CWMS operating expenses are \$0.53 million (2.5%) under budget, and consists of a \$1.19 million underspend on the RMA Water Framework due to delays in contracting for Omnibus 2019 sub-regional plan work; and a \$0.70 million over spend in Zone and Regional Delivery with higher campaign costs than budgeted. Campaigns to date have included 'Consent to farm', 'Can I Swim here', 'Farm audit programme', and 'Good Management Practice'.

Transport, Greater Christchurch Rebuild and Urban Development operating expenses are \$1.73 (2.9%) lower than budget because of delays to IT projects, lower bus contract expenditure and less marketing being undertaken. Community transport programmes are \$0.43 million overspent due to increased patronage – the overspend is partially offset by higher grants and other income (\$0.28 million).

Hazards, risk and safety portfolio operating expenses are \$0.56 million (2.6%) under spent, and is driven by lower than anticipated uptake of grant funded waste recovery services re the North Canterbury earthquake (\$0.40 million); delays in tendering for technical geological hazard and fluvial works (\$0.29 million); and deferral of the Coastal Environment Plan to 2019/20. Flooding events in July and February have resulted in emergency management being \$0.49 million overspent.

The operating expenditure for the Planning, consents and compliance portfolio is \$1.40 million (10.6%) lower than anticipated. Consent application processing costs are lower than budget and reflects the actual volume of consents processed this year (vs the estimated volume). We have seen a reduction in the number of events requiring incident response and investigation (\$0.38 million) this year; and desktop water data monitoring has reduced the need for as many field visits, thereby lowering associated monitoring costs.

Biosecurity expenditure is \$2.23 million higher than budget and is primarily due to wilding conifer control work, which is funded by grant revenue received from MPI.

Actual vs 8+4 Forecast tracking

Forecast expenditure on all portfolios for the 2017/18 year is \$169 million. Expenditure to the end of April is \$135 million, meaning we will need to spend \$34 million (20% of the forecast) in May and June to meet forecast expenditure.

The current position is similar to the same time last year, where 21% of full year expenditure was incurred in the last two months of the financial year.

PORTFOLIO	2017/18				2016/17		
	ACT	FCAST	FCAST	%	ACT	ACT	%
	JUL-APR	FULL YR	MAY_JUN		FULL YR	MAY-JUN	
Air quality	3,510	4,448	937	21%	3,452	944	27%
Biodiversity and biosecurity	9,121	12,609	3,488	28%	12,226	4,633	38%
Canterbury Water Management Strategy	21,022	26,918	5,897	22%	24,526	5,711	23%
Hazards, risks and safety	20,685	26,317	5,632	21%	26,665	5,519	21%
Planning, consents and compliance	11,783	14,236	2,453	17%	14,285	2,710	19%
Regional leadership	11,128	13,276	2,148	16%	12,835	2,545	20%
Transport, Greater Christchurch rebuild & urban development	57,800	71,194	13,394	19%	67,946	12,484	18%
TOTAL	135,049	168,998	33,949	20%	161,933	34,545	21%

Attachments

- Operational Performance Report April 2018
- Levels of Service Report April 2018

File reference	[SharePoint link for this paper]
Peer reviewers	[Names of two peer reviewers who have reviewed this paper]

LEVELS OF SERVICE TARGETS

88

Achieved

1

On Track

81

Not On Track

3

Won't Achieve

3

OPERATING PERFORMANCE

REVENUE

136.37 M

Goal: 133.97 M 1.79%

EXPENDITURE

135.05 M

Goal: 137.56 M -1.83%

SURPLUS/DEFICIT

1.32 M

Goal: -3.59 M

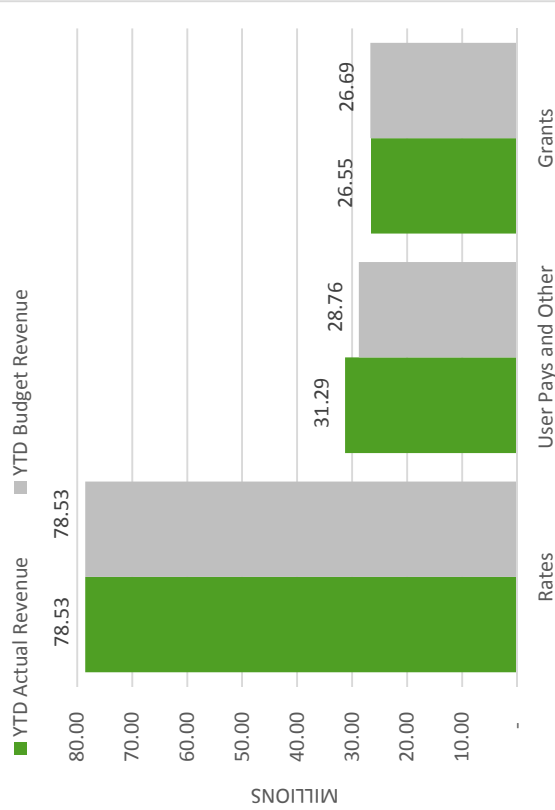


Reporting Period

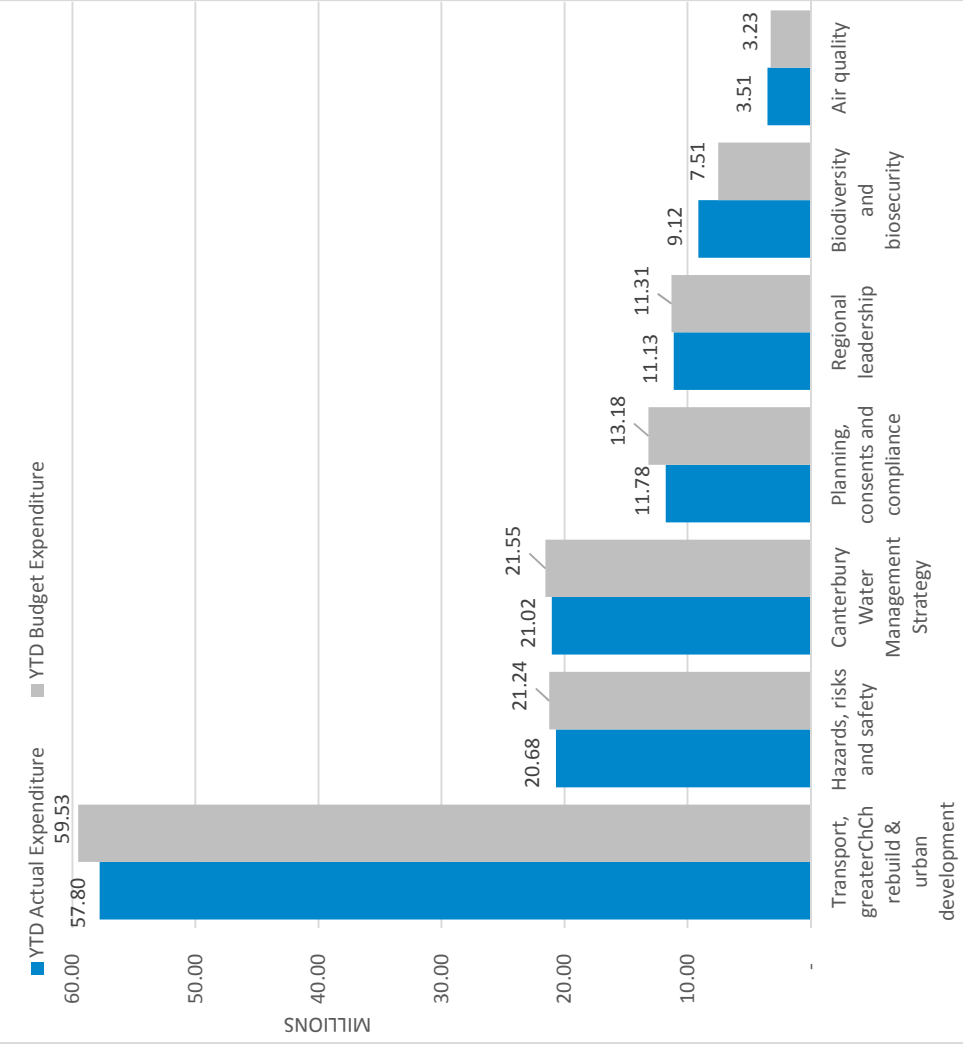
1/07/2017

30/04/2018

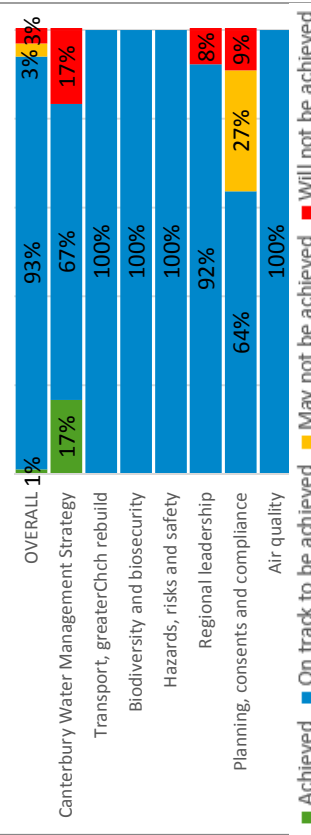
REVENUE



EXPENDITURE



LEVELS OF SERVICE TARGETS BY PORTFOLIO

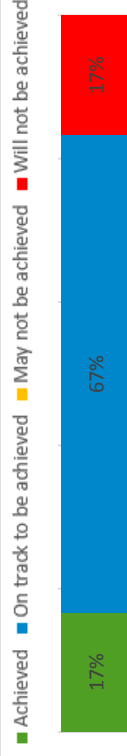


CANTERBURY WATER MANAGEMENT STRATEGY

LEVELS OF SERVICE TARGETS



STATUS: LEVELS OF SERVICE TARGETS



Levels of Service

5

Measures

6

Targets

7

Not Measured This Year

1

COMMENTS ON SERVICE DELIVERY

Zone committees are concluding Council meetings on annual reports. Community engagement on Waimakariri and OTOP subregional processes are underway/being considered respectively. Declaration in H/W has been sought by Forest and Bird. Significant surface water science work in OTOP, Waimakariri & H/W planning projects undertaken. 2019 Omnibus Plan Change scoping work is now advancing. Regional infrastructure projects are also progressing well. Groundwater monitoring programmes progressing as planned, and numerous investigations underway. Universal sites management project underway. Preliminary work on wells database replacement started. Zone and Regional Delivery are maintaining a strong focus on GMP campaigns and Land Management Advice.

WATCHLIST

The following targets were not achieved in 2016/17:

The annual progress report on joint work programmes with CDHB, Irrigation NZ, the Canterbury dairy industry, Fish and Game (North Canterbury and Central South Canterbury) was not made available on our website at 30/06/2017.

EMERGING ISSUES

There is overspend of \$500k for zone and regional delivery due to increased workloads related to advice to landowners, FEP auditing, and earthquake recovery work. There is an anticipated overspend in surface water monitoring (\$100k) due to three flood incidents (July 2017, January 2018 and February 2018) and North Canterbury earthquake resulting in ongoing increased site maintenance (constant river bed changes impacting gauges).

ACRONYMS / ADDITIONAL NOTES / METRICS

FEP: Farm Environment Plan
GMP: Good Management Practice
H/W: Hurunui/Waiau
LAWA: Land Air Water Aotearoa
OTOP: Orari Temuka Opitahi Pareora water zone
ZIP: Zone Implementation Plan

CANTERBURY WATER MANAGEMENT STRATEGY OPERATING PERFORMANCE

REVENUE
20.36 M
Goal: 19.66 M 3.58%

REVENUE

Revenue is within budget and includes external funding from central government and industry (\$680k) to support regional infrastructure projects.

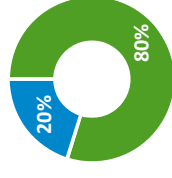
EXPENDITURE
21.02 M
Goal: 21.55 M -2.45%

EXPENDITURE

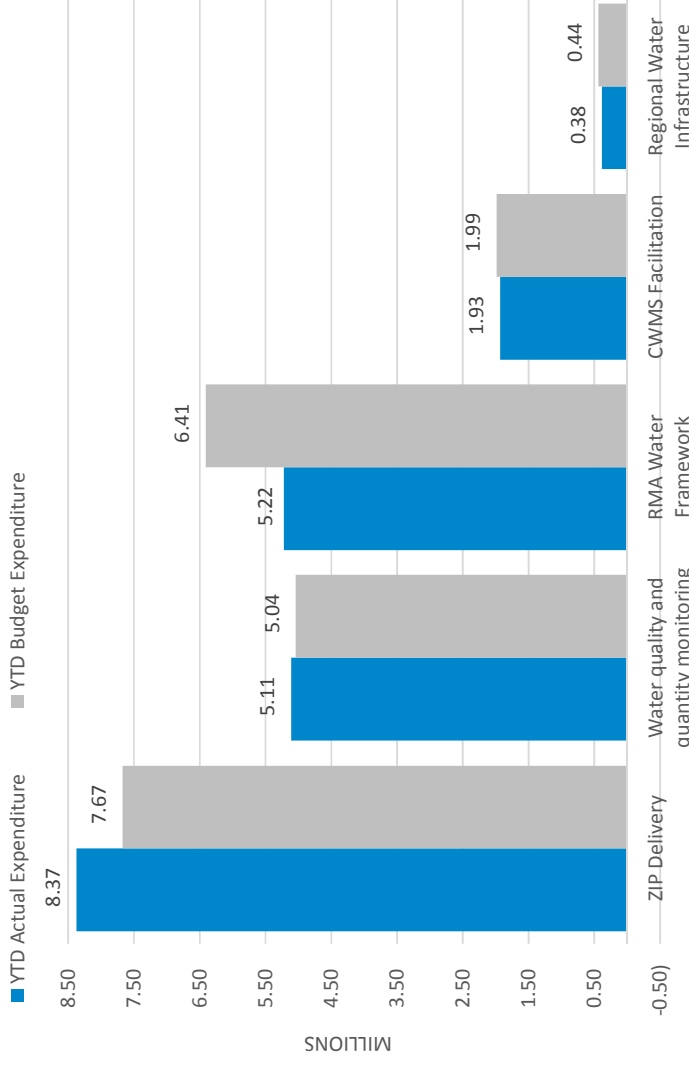
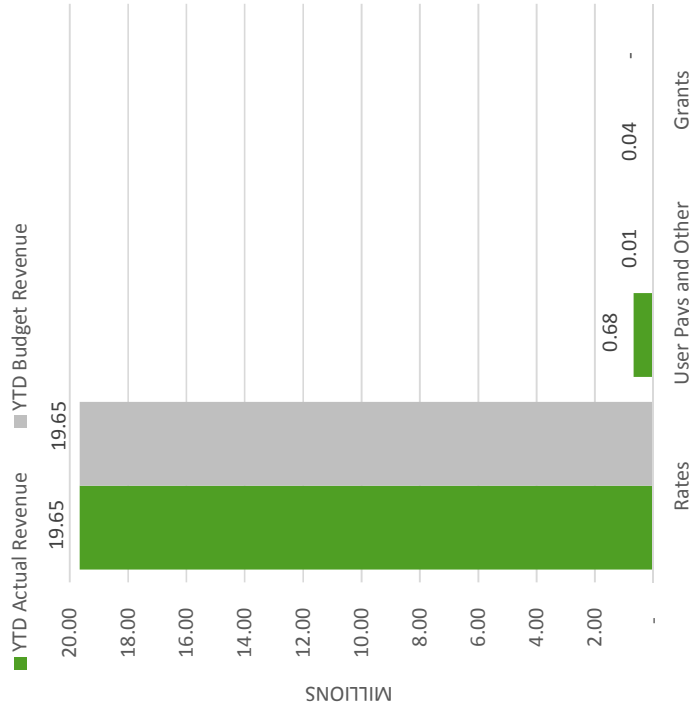
Overspend in ZIP Delivery due to a combination of Land Management advice on campaigns including consent to farm, LAWA summer swim, support for Farm Audit Programme, North Canterbury earthquake recovery, and GMP campaigns. Underspend in RMA Water Framework due to delays with contracting work for Omnibus 2019 Sub Regionals, and expenditure being lower than expected due to efficient planning approaches and utilisation of staff resource.

SURPLUS/DEFICIT
-0.66 M
Goal: -1.89 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET



■ YTD Actual ■ Budget Left



TRANSPORT, GREATER CHRISTCHURCH REBUILD AND URBAN DEVELOPMENT

LEVELS OF SERVICE TARGETS

9

ACHIEVED

0

ON TRACK

9

NOT ON TRACK

0

WON'T ACHIEVE

0

STATUS: LEVELS OF SERVICE TARGETS

■ Achieved ■ On track to be achieved ■ May not be achieved ■ Will not be achieved

100%

Levels of Service

5

Measures

12

Targets

12

Not Measured This Year

3

COMMENTS ON SERVICE DELIVERY

Delivery of the statutory and strategic work programme for the RTC remains on track. The GCP continues to progress the work required to give effect to the NPS-UDC, including the HBDCA and FDS. Environment Canterbury also continues to provide technical and planning advice on various regeneration plans and strategies in Greater Christchurch. The Whakaraupo/Lyttelton Harbour Catchment Management Plan was publicly launched on 7 March. The GCPTJC will comment review of the draft RPTP this month leading up to its release for consultation in August. Total Mobility cost remains higher than budgeted. Patronage in Greater Christchurch up slightly in April, with year-to-date currently sitting at 1.0% up on last year.

WATCHLIST

EMERGING ISSUES

LTP deliberations commence shortly following completion of the hearings process. With the draft RPTP due out for consultation in August, there is a risk of misalignment between these two process

ACRONYMS / ADDITIONAL NOTES / METRICS

FDS: Future Development Strategy
GCP: Greater Christchurch Partnership
GCPTJC: Greater Christchurch Public Transport Joint Committee
HBDCA: Housing and Business Development Transport Capacity Assessment
LTP: 2018-28 Long Term Plan
NPS-UDC: National Policy Statement on Urban Development Capacity
RPTP: Regional Public Transport Plan
RTC: Regional Transport Committee

TRANSPORT, GREATER CHRISTCHURCH REBUILD AND URBAN DEVELOPMENT OPERATING PERFORMANCE

REVENUE
57.58 M
Goal: 58.44 M -1.46%

REVENUE

Revenue for the Greater Christchurch Metro programme is \$1.3 million lower than budget. Due to less expenditure less grant funding has been claimed from NZTA. This is mainly due to delays to the delivery of IT projects, lower than expected marketing activity, and timing of public transport infrastructure claims from CCC.

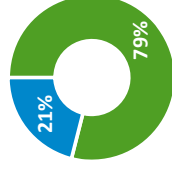
EXPENDITURE
57.8 M
Goal: 59.53 M -2.91%

EXPENDITURE

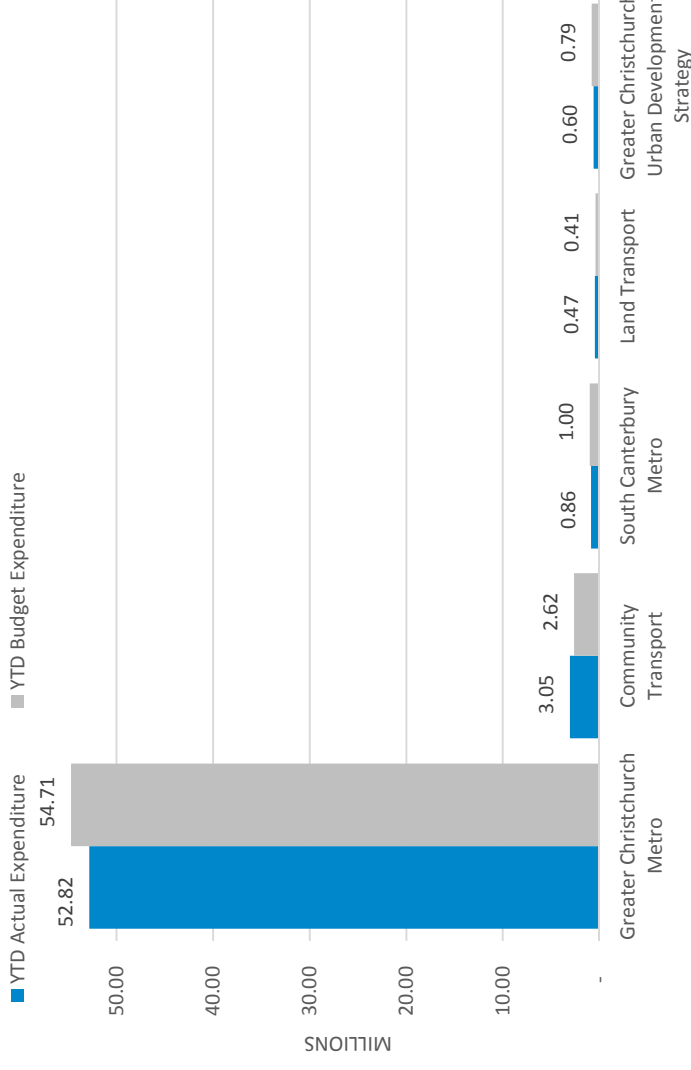
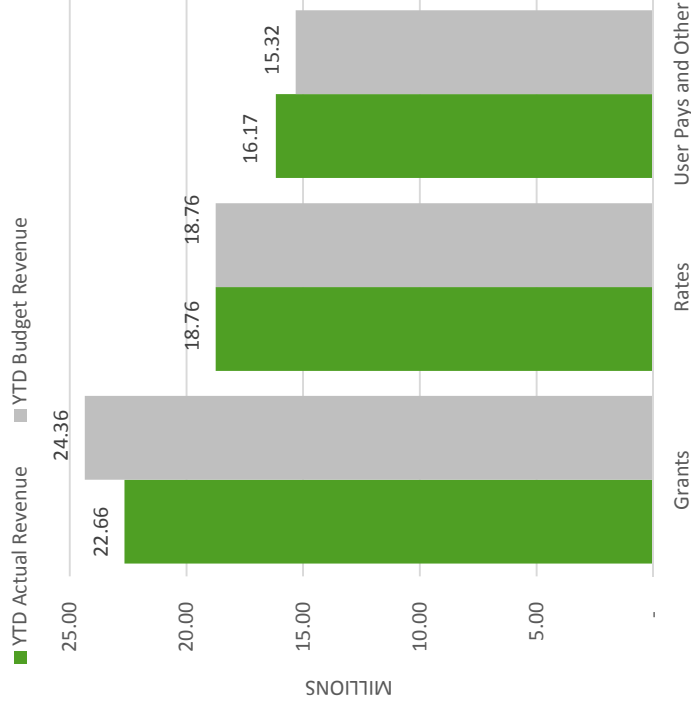
There is a \$1.9 million underspend for the Greater Christchurch Metro programme, which is mainly due to delays to the delivery of IT projects, lower than expected marketing activity, timing of public transport infrastructure claims from CCC, and lower than budget labour costs.

SURPLUS/DEFICIT
-0.22 M
Goal: -1.09 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET



■ YTD Actual ■ Budget Left



**REGIONAL LEADERSHIP
LEVELS OF SERVICE TARGETS**

13

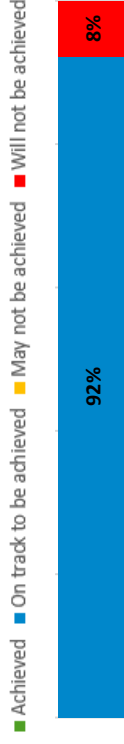
**ACHIEVED
0**

**ON TRACK
12**

**NOT ON TRACK
0**

**WON'T ACHIEVE
1**

STATUS: LEVELS OF SERVICE TARGETS



Levels of Service

7

Measures

12

Targets

13

Not Measured This Year

0

COMMENTS ON SERVICE DELIVERY

The next Living Here issue will be published in July with the LTP outcomes. A new stakeholder relationship tool went live on 30 April. This is running in parallel to a integrated CWMS zone delivery tool which also has a 'relationships' component. Our environment reporting snapshot report: Air quality in the Canterbury Region Winter 2017 is being made ready for publication. Work on the 2018-28 Long Term Plan has moved into the deliberation phase. All those submitters who wished to be heard by the Councillors are scheduled for 30 April / 1 & 2 May. These hearings and the written submissions will then be debated in a public Council meeting on the 23 May. Adoption date for the LTP is set for 21 June 2018.

WATCHLIST

The following targets were not achieved in 2016/17:

A total of 75% of survey respondents rate the relationship as good or very good (on scale of very poor, poor, fair, good and very good). By 2017 - 80%) - The full stakeholder satisfaction survey is not carried out every year (i.e. 16/17 was a non survey year). However the 15/16 year result showed 85% of the survey respondents rated the relationship as good or very good, meeting the 2017 target of 80% one year early.

EMERGING ISSUES

ECan Council will hold their third workshop on Representation Review on 3rd May which will inform the development of the initial representation proposal that will go out for public consultation.

ACRONYMS / ADDITIONAL NOTES / METRICS

Chatham Island is a contracted service.
CWMS: Canterbury Water Management Strategy
LAWA: Land Air Water Aotearoa
LTP: 2018-28 Long Term Plan

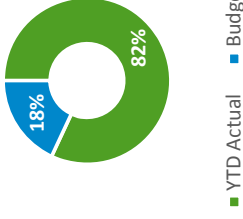
REGIONAL LEADERSHIP OPERATING PERFORMANCE

REVENUE
9.75 M
Goal: 9.79 M -0.45%

EXPENDITURE
11.13 M
Goal: 11.31 M -1.64%

SURPLUS/DEFICIT
-1.38 M
Goal: -1.52 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET

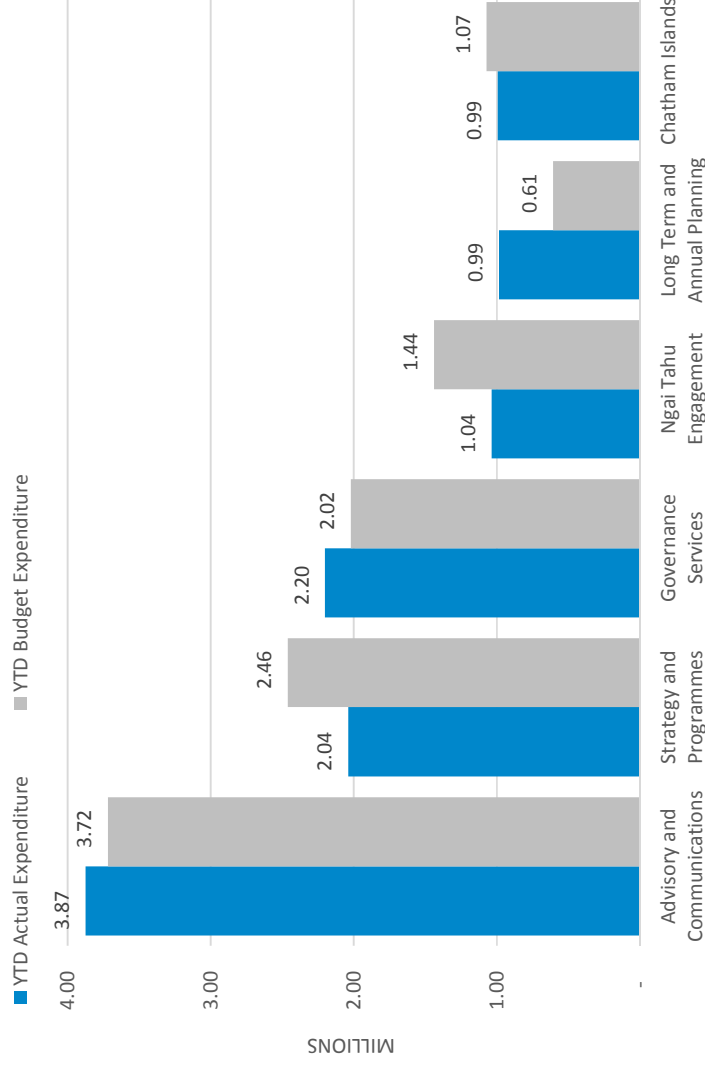
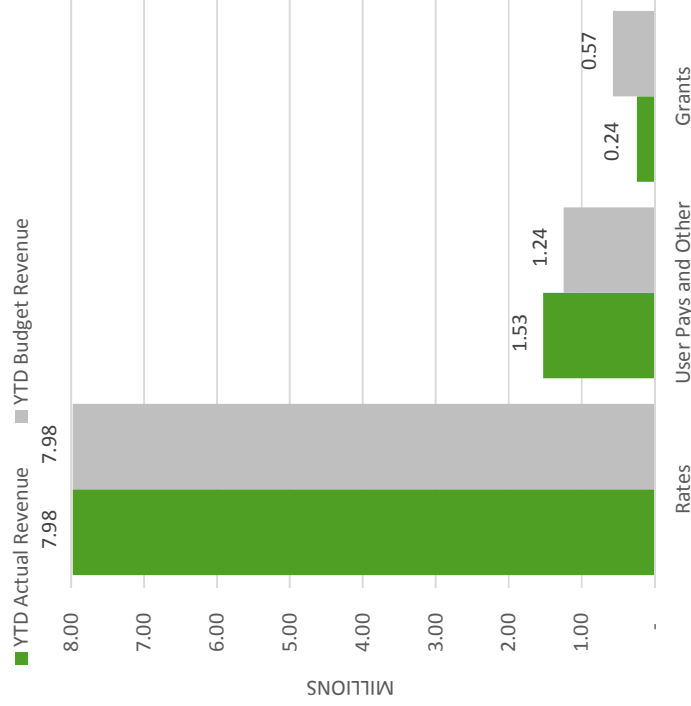


EXPENDITURE

There has been an underspend in Tuia and Strategy Programmes due to lower than budgeted labour costs together with lower demand for tangata whenua advisory projects. The long term plan is overspent as a result of Council developing a new engagement tool which enabled better information for the public to see the proportion of rates spent on different functions and activities.

REVENUE

Revenue progressing in line with budget.



AIR QUALITY

LEVELS OF SERVICE TARGETS

4

ACHIEVED

0

ON TRACK

4

NOT ON TRACK

0

WON'T ACHIEVE

0

STATUS: LEVELS OF SERVICE TARGETS

■ Achieved ■ On track to be achieved ■ May not be achieved ■ Will not be achieved



Levels of Service

3

Measures

3

Targets

5

Not Measured This Year

1

COMMENTS ON SERVICE DELIVERY

Overall, service delivery is on track. Home heating media coverage has started ahead of winter.

WATCHLIST

The following targets were not achieved in 2016/17:

Adoption and implementation of the Canterbury Air Plan 2015 - The revised Air Plan was not operative at the end of 2016/17. Adoption is proposed for November 2017 subject to Council approval to ensure resolution of appeals.

EMERGING ISSUES

Anticipate a portfolio overspend of up to \$0.5mil mostly due to unbudgeted implementation work in South Canterbury, consultancy work relating to the ULEB authorisation process, and interest rate charge running under budget for Clean Heat Loans.

ACRONYMS / ADDITIONAL NOTES / METRICS

ULEB: Ultra Low Emission Burner

AIR QUALITY OPERATING PERFORMANCE

REVENUE
2.93 M
Goal: 2.98 M -1.84%

REVENUE

Revenue is slightly under budget due to interest charge rate being lower than budgeted for Clean Heat Loans.

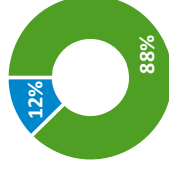
EXPENDITURE
3.51 M
Goal: 3.23 M 8.78%

EXPENDITURE

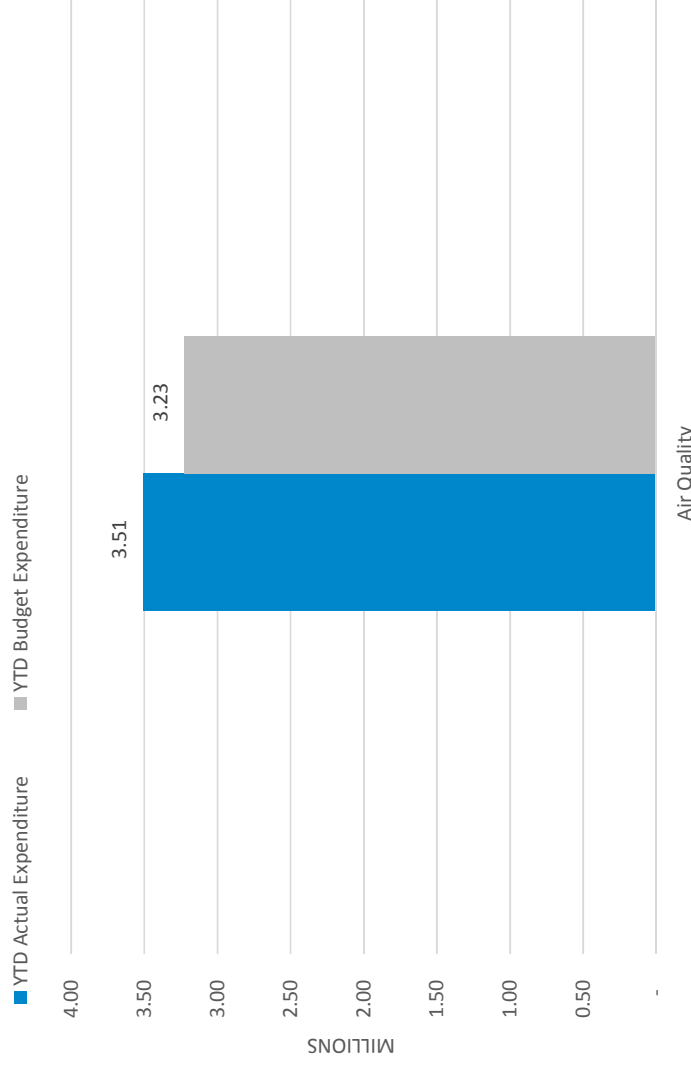
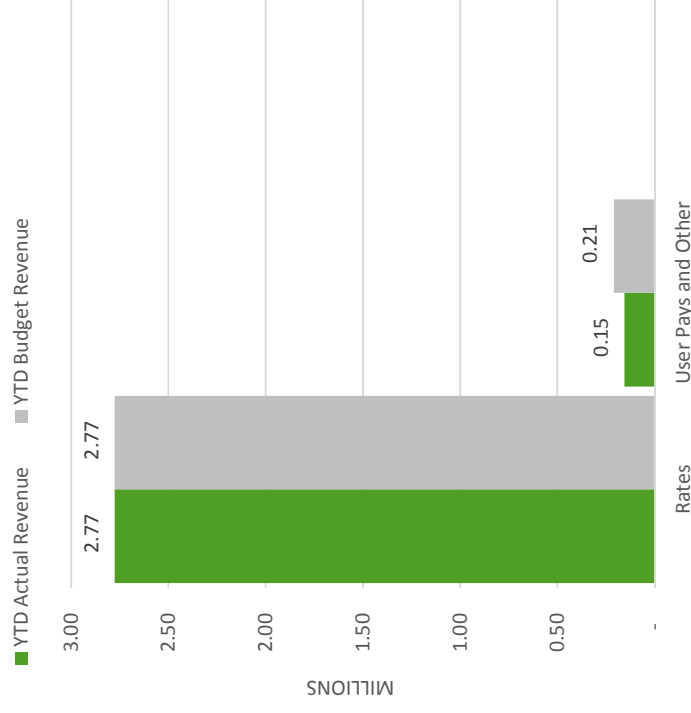
There has been an overspend resulting from unbudgeted implementation work in South Canterbury during winter 2017, the Waimate ULEB swap out initiative and 31 October 2017 compliance deadline campaign. Also costs for ULEB authorisation process consultancy work which is slightly offset by lower labour costs due to vacancies in the Investigations team.

SURPLUS/DEFICIT
-0.58 M
Goal: -0.24 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET



■ YTD Actual ■ Budget Left



**BIODIVERSITY AND BIOSECURITY
LEVELS OF SERVICE TARGETS**

11

ACHIEVED

0

ON TRACK

11

NOT ON TRACK

0

WON'T ACHIEVE

0

STATUS: LEVELS OF SERVICE TARGETS

■ Achieved ■ On track to be achieved ■ May not be achieved ■ Will not be achieved

100%

Levels of Service

3

Measures

6

Targets

11

Not Measured This Year

0

COMMENTS ON SERVICE DELIVERY

The Regional Wilding Conifer Programme is ahead of schedule. The RPMP is on track to be finalised and adopted by June 2018. Biodiversity programmes are on track and include habitat enhancement for braided river birds and planting programmes and weed control on Banks Peninsula. Te Waihora and Te Ahuriri work continues. The rabbit calicivirus release in March has had good feedback anecdotally. Monitoring results will be undertaken in May.

WATCHLIST

The following targets were not achieved in 2016/17:

A reducing trend in pest levels identified in the Regional Pest Plan.

Plant and animal pests were monitored across the region. Plan objectives vary between eradication through to containment. In 2016/17 overall pest levels were estimated to have stayed relatively static. There were decreases in some pests numbers and distribution (e.g. rooks and rabbits), some remained static (e.g. Nassella tussock in North Canterbury, gorse and broom region-wide) and some increased (e.g. wallabies in South Canterbury).

EMERGING ISSUES

No emerging issues.

ACRONYMS / ADDITIONAL NOTES / METRICS

RPPM: Regional Pest Management Plan

BIODIVERSITY AND BIOSECURITY OPERATING PERFORMANCE

REVENUE
9.32 M
Goal: 6.52 M 42.91%

REVENUE

Revenue is over budget due to additional funding from the Ministry for Primary Industries for the Regional Wilding Conifer Programme.

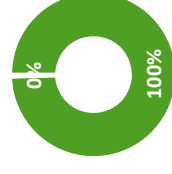
EXPENDITURE
9.12 M
Goal: 7.51 M 21.41%

EXPENDITURE

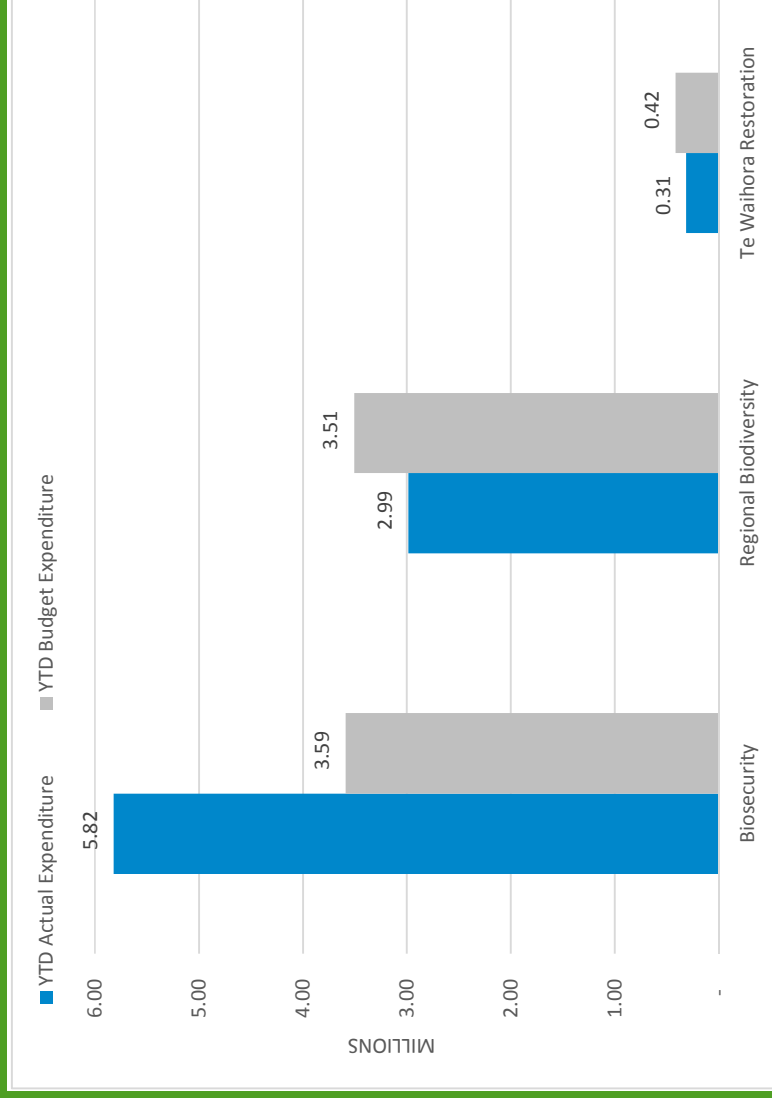
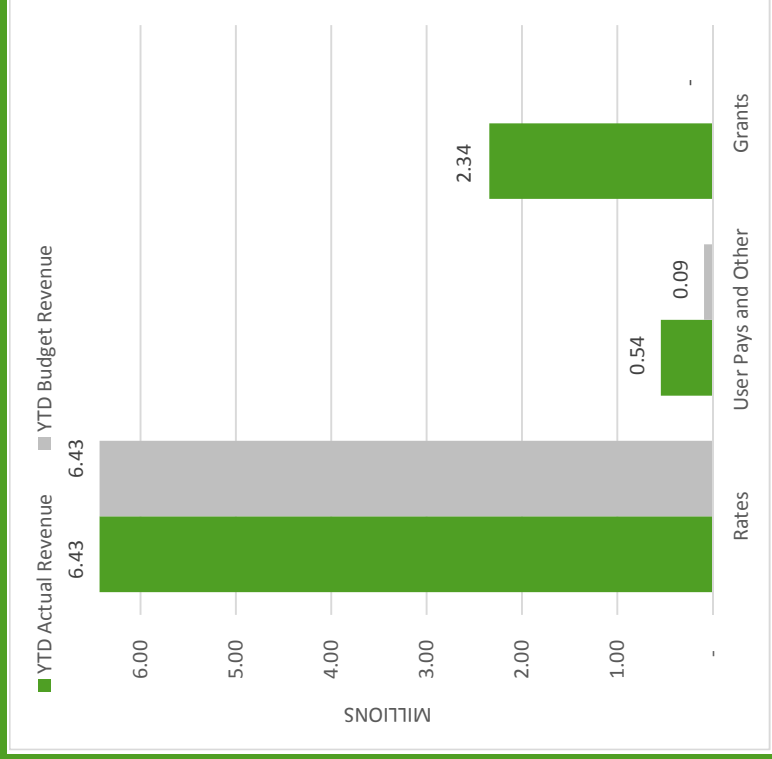
Biosecurity expenditure is up as seasonal plant pest and wilding conifer work is ahead of schedule. In addition, some significant enforcement work has been undertaken this year. Any biodiversity underspend will be addressed by grants paid in arrears at the end of the financial year.

SURPLUS/DEFICIT
0.19 M
Goal: -0.99 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET



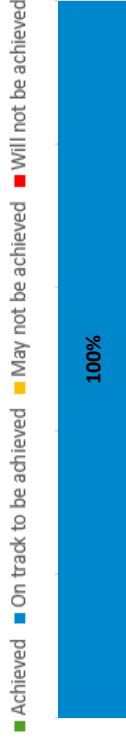
■ YTD Actual ■ Budget Left



HAZARDS, RISK AND SAFETY LEVELS OF SERVICE TARGETS



STATUS: LEVELS OF SERVICE TARGETS



Levels of Service

10

Measures

18

Targets

34

Not Measured This Year

0

COMMENTS ON SERVICE DELIVERY

The portfolio is progressing well. Highlights this month include: preparing for proposed changes to the Flood Protection and Drainage Bylaw 2013 to be publically notified late May; completion of annual Rating District Liaison meetings; the first C10 (reflecting 10 districts of Canterbury) courses for developing fly-in teams delivered by Civil Defence and Emergency Management and were attended by students from across Canterbury; a new section of track linking the Groynes with White's Crossing is well underway, and; construction has started on Stage 2 of the Universal Shipborne Automatic Identification System (AIS) project (Lyttelton, Kaikoura, Timaru).

WATCHLIST

The following targets were not achieved in 2016/17:

A total of 80% of council and CDEM survey respondents rate the relationship and service as good or very good (on a scale of very poor, poor, fair, good and very good).

EMERGING ISSUES

River erosion issues after successive high flows in South Canterbury rivers (July 2017, February 2018, April 2018) are currently being assessed.

ACRONYMS / ADDITIONAL NOTES / METRICS

MfE: Ministry for the Environment

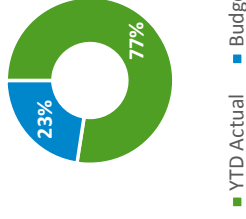
Reporting Period
1/07/2017 30/04/2018
Sam Elder

REVENUE
23.92 M
Goal: 23.4 M 2.24%

EXPENDITURE
20.68 M
Goal: 21.24 M -2.63%

SURPLUS/DEFICIT
3.24 M
Goal: 2.15 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET

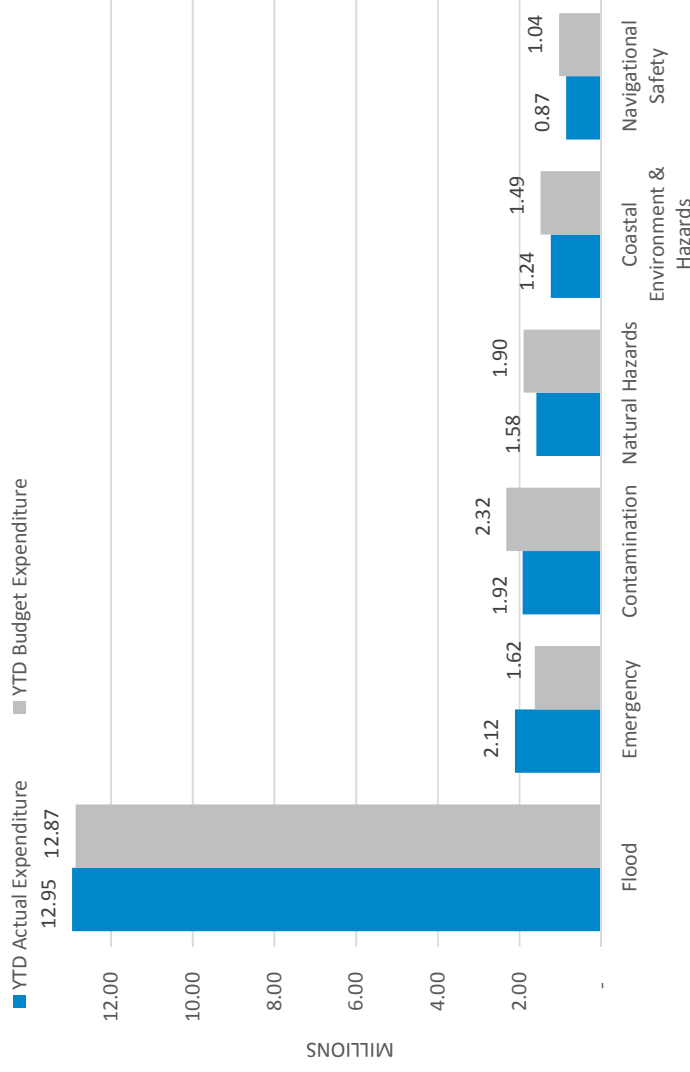
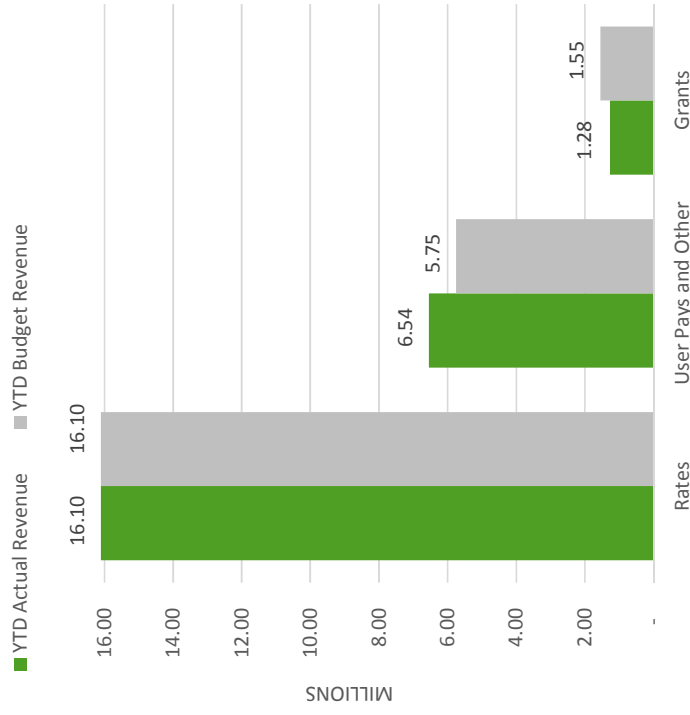


REVENUE

Contaminated Hazardous Land revenue is lower than expected with the Hurunui Kaikoura Earthquake Recovery Waste Project being extended (Oct 2018) and an associated delay in receiving cost reimbursements from MfE. Emergency Management revenue is higher than budget due to flood response reimbursements this FY, which are offset by higher than budgeted user pays revenues for engineering works, poplar logging in river berm areas and sales of willow poles.

EXPENDITURE

Emergency overspend is due to three flood event activations/responses during the year. Contaminated Hazardous Land underspend due to Hurunui/Kaikoura Earthquake Waste Recovery Project having lower uptake by property owners than expected (extended to Oct 2018). Natural Hazards underspend in Geological Hazard & Risk Investigations and Fluvial Monitoring due to delayed tendering for some technical work (expected to be on budget by year end). Coastal Environment programme underspend due to deferral of Coastal Plan review to 2019/2020 FY.

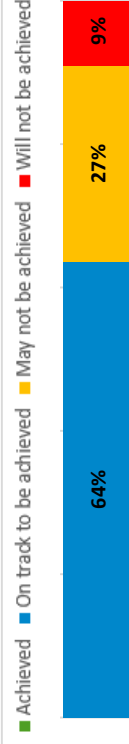


PLANNING, CONSENTS AND COMPLIANCE

LEVELS OF SERVICE TARGETS



STATUS: LEVELS OF SERVICE TARGETS



Levels of Service

6

COMMENTS ON SERVICE DELIVERY

On-going support is being provided to TAs with district plan reviews, and in particular Mackenzie DC and Waitaki DC. The regional plan development timetable will not be maintained as plans for Waimakariri and OTOP are delayed. The statutory timeframe for processing of consent applications in April was 99.2%. There has been a strong focus on priority based consents monitoring and associated advisory work, including YAQMP. Requests for further information (s92) are higher where pre-application advice is given as these are generally more complex applications. This level of service is proposed to change 1 July 2018 to measure the proportion which require more information under s88 of the RMA as this better measure the quality of advice.

WATCHLIST

The following targets were not achieved in 2016/17:

A reduction in the number of resource consent applications where further information is required (s92 requests) is achieved through pre-application advice. The number remained steady at 20% but the number of applications returned due to incompleteness reduced.

A median of 21 days or less of total elapsed time to was not achieved - the target was revised to 24 days during 2016/17.

100% of medium and high potential impact dams have registered a Dam Safety Assurance Programme. Dam safety standards were revoked. ECan developed guidelines, but don't have the ability to enforce these.

Measures

10

Targets

11

EMERGING ISSUES

Dam safety standards were revoked by the government. Guidelines are being developed but are unlikely to be agreed before 30 June 2018.

ACRONYMS / ADDITIONAL NOTES / METRICS

DC: District council
GMP: Good Management Practice
OTOP: Orari Temuka Opihi Pareora water zone
RMA: Resource Management Act 1991
TA: Territorial Authority
YAQMP: Yaldhurst Air Quality Monitoring Programme

Not Measured This Year

0

Reporting Period
1/07/2017 30/04/2018
Sam Elder

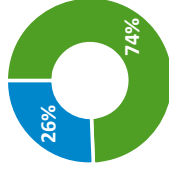
PLANNING, CONSENTS AND COMPLIANCE OPERATING PERFORMANCE

REVENUE
12.51 M
Goal: 13.18 M -5.14%

EXPENDITURE
11.78 M
Goal: 13.18 M -10.62%

SURPLUS/DEFICIT
0.72 M
Goal: 0 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET



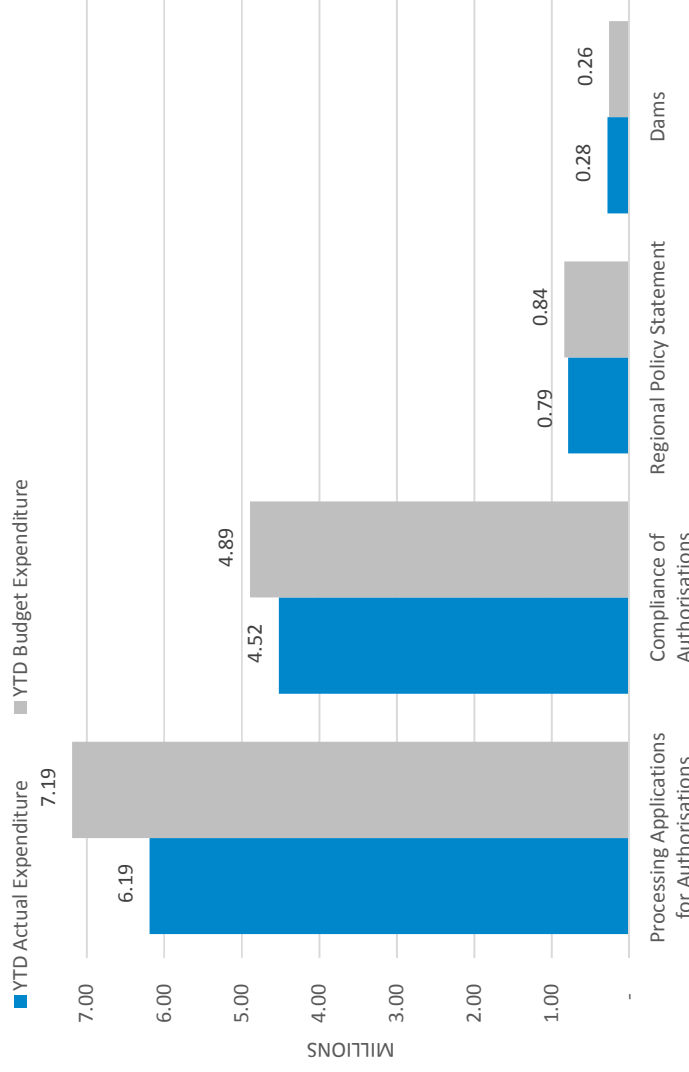
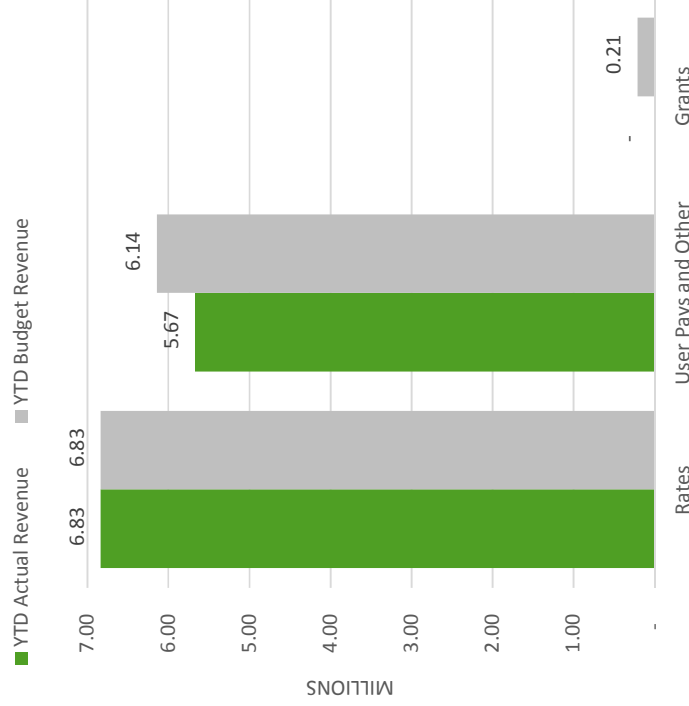
■ YTD Actual ■ Budget Left

EXPENDITURE

The under spend in compliance monitoring is due to the use of desktop monitoring of water data and less field visits. There is also under spend in incidence response due to fewer events requiring response and investigations. Resources being used to support implementation of GMP on farms. There is an under spend in consent processing which reflects the actual volume of consents processed which differs from the volume budgeted. The revenue in consent processing is lower by a similar amount reflecting an almost breakeven result.

REVENUE

User pays revenue from RMA consent application processing is lower than budgeted due to the lower than expected number of applications.



ALL PORTFOLIO LEVELS OF SERVICE
Operational Performance Report
As at 30 April 2018



		Current Month	Prior Month	Portfolio
AIR QUALITY				
Canterbury airsheds progress towards the National Environmental Standards for Air Quality.				
MEASURE	Air quality monitoring and reporting occurs across Canterbury airsheds.			
TARGET	Airshed monitoring and reporting capability is maintained as required by the National Environmental Standard for Air Quality.	On Track	On Track	AIR
TARGET	Outcomes-focused reporting frameworks, eg. polluted airshed graphs of PM10 showing concentration reductions, are made public.	On Track	On Track	AIR
Joint work programmes are developed with health boards and territorial authorities to support air quality outcomes.				
MEASURE	Agreements are in place with health boards and territorial authorities.			
TARGET	Two joint work programmes in place and delivered each year.	On Track	On Track	AIR
The Canterbury Air Plan 2015 and airshed action plans are in place.				
MEASURE	Adoption and implementation of the Canterbury Air Plan 2015.			
TARGET	Air Plans are operative.	Not Measured	Not Measured	AIR
TARGET	Implementation plans are in place for seven polluted airsheds as agreed with territorial authorities and health boards.	On Track	On Track	AIR
BIODIVERSITY AND BIOSECURITY				
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.				
MEASURE	On-the-ground projects to protect and restore indigenous biodiversity.			
TARGET	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	On Track	BIO
TARGET	Investment in biodiversity initiatives is made in accordance with zone and regional work programmes.	On Track	On Track	BIO
TARGET	At least two biodiversity projects are initiated or progressed in each CWMS zone annually.	On Track	On Track	BIO
MEASURE	Regional biodiversity policy and strategies are given effect to.			
TARGET	Support development of biodiversity content resulting from territorial authority district plan reviews in the Canterbury region.	On Track	On Track	BIO
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.				
MEASURE	Implementation of a Regional Pest Management Plan that meets the requirements of the Biosecurity Act 1993.			
TARGET	Objectives in the Regional Pest Management Plan are met.	On Track	On Track	BIO
TARGET	A proposed new Regional Pest Management Plan is operative by June 2018.	On Track	On Track	BIO
MEASURE	Regional incursion response capability is maintained.			
TARGET	Management plans are in place and/or response decisions progressed for 100% of new pests detected.	On Track	On Track	BIO
TARGET	Regional incursion response capability and capacity is maintained as agreed under the National Biosecurity Capability Network.	On Track	On Track	BIO
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).				
MEASURE	Implementation of the Whakaora Te Waihora Joint Cultural and Ecological Restoration Plan.			
TARGET	An annual work programme is agreed by programme partners and completed work reported to this group by 30 June 2018.	On Track	On Track	BIO
TARGET	At least 80% of survey respondents rate the relationship as good or very good (on a scale of very poor, poor, fair, good and very good).	On Track	On Track	BIO
MEASURE	Parties to the Te Waihora Co-Governance agreement are satisfied with the relationship and outcomes achieved with Environment Canterbury.			
TARGET	Annual survey undertaken, assessed and analysed. Performance of Service Level Agreements is monitored.	On Track	On Track	BIO
CANTERBURY WATER MANAGEMENT STRATEGY				
In partnership with the Canterbury region's 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.				
MEASURE	Report received from each committee on their progress with implementation of their Zone Implementation Programmes and the ten target areas. Annual update from the CWMS regional committee.			
TARGET	11 reports that demonstrate progress on - environmental restoration - improved water quality - water quality initiatives - improved water use efficiency and land management - infrastructure for reliable water supply	Achieved	Achieved	CWMS
Gather and make available information on water quantity, water quality, ecosystem health, soils, and progress towards the CWMS targets.				
MEASURE	See detailed table including: - rainfall - river flows - river/stream water quality - lake water quality - marine water quality - estuary water quality - ecosystem health - groundwater levels - groundwater quality - land - recreational swimming - water use			

		Current Month	Prior Month	Portfolio
TARGET	See detailed table that includes: - number of sites - frequency of measure - availability of information	On Track	On Track	CWMS
MEASURE	Report on progress towards CWMS targets is complete.			
TARGET	No report due in 2017/18 - the report is produced every two years.	Not Measured	Not Measured	CWMS
Work with the zone committees to lead a community process to collaboratively establish environmental limits for water quality and water quantity in Canterbury.				
MEASURE	A schedule of RMA plans or variations is notified that reflects the community recommendations for environmental limits.			
TARGET	Orari-Temuka-Ophi-Pareora and Waimakariri scheduled for Year 3 LTP (2017/18).	Will not be Achieved	Will not be Achieved	CWMS
In partnership with other parties, implement the recommendations in the zone implementation and regional programmes.				
MEASURE	Annual zone work programmes agreed by zone committees, made available and completed.			
TARGET	Ten work programmes available with progress reporting on the website by June 2018.	On Track	On Track	CWMS
MEASURE	Joint work programmes with CDHB, Irrigation New Zealand, the Canterbury dairy industry, Fish & Game (North Canterbury and Central South Island).			
TARGET	Annual progress report on joint work programme available on the website.	On Track	On Track	CWMS
Facilitate an integrated approach to development of water infrastructure in Canterbury that delivers on all the CWMS targets.				
MEASURE	An annual schedule of work, that influences irrigation development in the region, is agreed with the CWMS Regional Committee.			
TARGET	A regional infrastructure work programme is available with quarterly progress reporting on the website.	On Track	On Track	CWMS
HAZARDS, RISKS AND SAFETY				
Environment Canterbury collects and provides natural hazard information for tsunami, earthquake, landslide and floodplain hazards to increase community awareness and guide longer-term development.				
MEASURE	Ensuring natural hazard information is available.			
TARGET	A total of 90% of advice regarding natural hazard information, in relation to private property, is provided within ten working days.	On Track	On Track	HAZ
TARGET	New technical reports and information are available on Environment Canterbury's website within six months and are available at all times.	On Track	On Track	HAZ
MEASURE	Providing advice to partner organisations on implementing hazard risk reduction measures.			
TARGET	Investigations undertaken and reports produced as scheduled and formally delivered to territorial authorities, with a table of reports displayed annually.	On Track	On Track	HAZ
TARGET	A total of 80% of councils and CDEM survey respondents rate the relationship and service as good or very good (on a scale of very poor, poor, fair, good and very good).	On Track	On Track	HAZ
Environment Canterbury enables safe navigation for ships and other commercial vessels in ports, harbours and coastal areas.				
MEASURE	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.			
TARGET	Risk assessment regime and Safety Management System approved by Maritime New Zealand.	On Track	On Track	HAZ
TARGET	ISO 9001:2008 certification and monitoring of the Safety Management System.	On Track	On Track	HAZ
TARGET	Operational overview and emergency response function available at all times.	On Track	On Track	HAZ
TARGET	Qualified, experienced and independent Harbourmaster.	On Track	On Track	HAZ
Environment Canterbury enables safe navigation for recreational vessel users of the coast, harbours and inland waterways.				
MEASURE	Navigation safety bylaws and a navigational safety officer are in place and provide guidance on the safe navigation of vessels within the region.			
TARGET	A navigation safety officer is employed to liaise with communities, user groups and organisations.	On Track	On Track	HAZ
Reducing flood risk.				
MEASURE	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.			
TARGET	River scheme reviews are completed in the priority order as set out in the LTP (pages 105-107).	On Track	On Track	HAZ
TARGET	All completed river reviews result in 'small' works occurring one year after the review, 'medium' one-to-three years after review, and 'large' one-to-ten years after review.	On Track	On Track	HAZ
MEASURE	Flood protection infrastructure is maintained against agreed levels of service in consultation with river rating district committees.			
TARGET	Construction of flood protection infrastructure will be completed following consultation with river rating committees and in accordance with the agree capital expenditure programme.	On Track	On Track	HAZ
TARGET	Deferred maintenance does not adversely impact the achievement of service objectives in any River Management Plan.	On Track	On Track	HAZ
TARGET	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	On Track	HAZ
MEASURE	Flood prediction information and river flood warnings are provided to key agencies when agreed trigger levels are exceeded.			
TARGET	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	On Track	HAZ
MEASURE	Accurate region-wide warnings are issued in accordance with established flood protocols.			
TARGET	Flood warning protocols will be reviewed after each significant flood event.	On Track	On Track	HAZ
MEASURE	Up-to-date and timely river flow, rainfall and flood warning advice is available through Environment Canterbury's website.			
TARGET	Appropriate flood warning advice is available on Environment Canterbury's website during flood events.	On Track	On Track	HAZ
Sustainably manage the extraction of gravel from rivers.				
MEASURE	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.			
TARGET	Extraction of gravel from rivers does not increase flood or erosion risk.	On Track	On Track	HAZ
Environment Canterbury provides cost-effective and safe open-space leisure and recreation opportunities on Council-owned land.				
MEASURE	Implement a management plan for regional parks.			

		Current Month	Prior Month	Portfolio
TARGET	Three regional parks are maintained and developed in accordance with their management plans, with a balance between safe and cost effective recreational use, biodiversity and efficient and appropriate forestry management.	On Track	On Track	HAZ
MEASURE	Restoration projects on wetland and lowland forests.			
TARGET	Restoration management will be applied to at least 170ha of wetland and lowland regenerating forest.	On Track	On Track	HAZ
MEASURE	Management of Council ground lease and licences reflects best practice.			
TARGET	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	On Track	HAZ
TARGET	The Land Management Plan remains operative.	On Track	On Track	HAZ
TARGET	2016/17/18: All new leases will be managed in accordance with Environment Canterbury's Land Management Plan.	On Track	On Track	HAZ
TARGET	Indigenous plant communities, including mahinga kai, are protected and enhanced.	On Track	On Track	HAZ
TARGET	Ngāi Tahu sites are protected.	On Track	On Track	HAZ
Provide information about coastal hazards.				
MEASURE	Coastal areas susceptible to coastal erosion and sea water flooding identified and mapped.			
TARGET	A total of 100% of coastal erosion areas mapped.	On Track	On Track	HAZ
Maintain a regional marine oil spill response capability.				
MEASURE	Availability of a regional response capability that meets Maritime New Zealand's requirements.			
TARGET	Available at all times.	On Track	On Track	HAZ
Environment Canterbury is an active partner of the Canterbury CDEM group and provides for the support, information and administration needs of the group office.				
MEASURE	Environment Canterbury is a supportive partner within the Canterbury Civil Defence Emergency Management Group.			
TARGET	Participate fully as an active partner in achieving the objectives of the Group plan.	On Track	On Track	HAZ
TARGET	All emergency events are responded to as required.	On Track	On Track	HAZ
Environment Canterbury reduces risk to human health and the environment from waste, hazardous substances and contaminated sites.				
MEASURE	Priority regional and national waste projects are supported in partnership with territorial authorities, industry and other agencies.			
TARGET	Two projects are co-ordinated across the region.	On Track	On Track	HAZ
TARGET	Project milestones are achieved and signed off by funding partners (Ministry for the Environment).	On Track	On Track	HAZ
TARGET	100% of all enquires on waste and hazardous substance from industry, other agencies and territorial authorities are responded to.	On Track	On Track	HAZ
MEASURE	Environment Canterbury undertakes investigations for the purposes of identifying and monitoring contaminated land.			
TARGET	Information on the Listed Land Use Register (LLUR) is up-to-date, and 100% of technical enquiries are responded to.	On Track	On Track	HAZ
TARGET	One joint contaminated land identification project is carried out with a territorial authority partner.	On Track	On Track	HAZ
PLANNING, CONSENTS AND COMPLIANCE				
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.				
MEASURE	A regional plan development timetable is established and maintained. The timetable is made publicly available.			
TARGET	Target dates for statutory plan public notification are met.	Will not be Achieved	Not on track	CON
TARGET	Statutory plans are supported by implementation plans covering consents, compliance and communication activities.	On Track	On Track	CON
Environment Canterbury works collaboratively with the region's district and city councils in the review of their district plans.				
MEASURE	District and city plans are supported by Environment Canterbury and these plans give effect to regional policies.			
TARGET	Survey of territorial authorities regarding collaboration and support for review of district plans.	On Track	On Track	CON
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.				
MEASURE	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.			
TARGET	A reduction in the number of resource consent applications where further information is required (s92 requests) is achieved through pre-application meetings.	Not on track	Not on track	CON
MEASURE	The median total time for all resource consent applications received is 24 days.			
TARGET	A median of 24 days or less of total elapsed time is achieved.	Not on track	Not on track	CON
Resource consents support the delivery and outcomes of regional plans and building control legislation.				
MEASURE	The percentage of resource consents consistent with the Resource Management Act 1991 requirements, including proposed and operative regional plan requirements and non-statutory strategies.			
TARGET	Achieve a score of 'very good' (being 90% or above) based on independent audit.	On Track	On Track	CON
Compliance and monitoring of natural and physical resources are aligned with Environment Canterbury's key priorities.				
MEASURE	All identified moderate and major non-compliance issues, and any consequent adverse effects, are resolved or in the process of being resolved.			
TARGET	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	On Track	CON
MEASURE	An annual planning, consent and compliance implementation report is produced to support regional plan development and quarterly progress reporting.			
TARGET	Planning, consent and compliance reviews are completed and reported.	On Track	On Track	CON
MEASURE	Each year ten catchment-based compliance work plans are discussed with CWMS zone committees.			
TARGET	Ten compliance work plans are discussed and an annual report is provided to zone committees.	On Track	On Track	CON
Environment Canterbury's consent and compliance processes will ensure the safe and sustainable design and construction of dams and associated structures.				
MEASURE	Dams classified as medium or high potential impact have a registered Dam Safety Assurance Programme.			
TARGET	100% of medium or high potential impact dams have registered a Dam Safety Assurance Programme.	Not on track	On Track	CON

		Current Month	Prior Month	Portfolio
MEASURE	Once a complying building consent application is lodged, decisions are made within the statutory 20 working days.			
TARGET	100% compliant building consent applications are processed and granted within 20 working days.	On Track	On Track	CON
TRANSPORT, GREATER CHRISTCHURCH REBUILD & URBAN DEVELOPMENT				
Deliver quality public transport services that meet the needs of the community and results in increased patronage.				
MEASURE	Provide quality public transport services that take people where they want to go.			
TARGET	95% of passengers are satisfied or better with the overall service.	On Track	On Track	PT
MEASURE	The number of passenger boardings per year in greater Christchurch and Timaru.			
TARGET	20 million trips by 2020 and 35 million trips by 2030.	Not Measured	Not Measured	PT
MEASURE	Proportion of total trips made by public transport in greater Christchurch.			
TARGET	3% of total trips by 2020 and 5% of total trips by 2030.	Not Measured	Not Measured	PT
MEASURE	Proportion of costs covered by passenger fares.			
TARGET	50% cost recovery in Canterbury in 2020.	Not Measured	Not Measured	PT
MEASURE	Provide Total Mobility scheme for transport-disadvantaged people.			
TARGET	Less than 5% of registered Total Mobility passengers make a complaint to Environment Canterbury about the service they received.	On Track	On Track	PT
MEASURE	Number of communities who receive support from Environment Canterbury to establish Community Vehicle Trusts where conventional public transport services are not feasible.			
TARGET	100% of all communities who approach Environment Canterbury regarding vehicle trusts are offered support.	On Track	On Track	PT
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.				
MEASURE	Regional Land Transport Plans are produced every six years, with a review after three years.			
TARGET	Complete the review of the Regional Land Transport Plan by June 2018.	On Track	On Track	PT
MEASURE	Provision of administrative support to the Regional Transport Committee and associated working groups.			
TARGET	The Regional Transport Committee and associated working groups receive support at regular meetings.	On Track	On Track	PT
MEASURE	Advocate for integrated transport solutions regionally.			
TARGET	Lead the development and implementation of a joint work programme for integrated regional transport.	On Track	On Track	PT
Support earthquake recovery and rebuild in greater Christchurch through the effective development, implementation and transitioning of recovery plans and programmes.				
MEASURE	Participate in future use of residential red zone processes.			
TARGET	Timely contribution to the future use of the red zone technical, working and steering groups as an when required.	On Track	On Track	PT
Lead the review of the Greater Christchurch Urban Development Strategy.				
MEASURE	Canterbury Regional Council works with strategic partners on a review of the Greater Christchurch Urban Development Strategy, commencing in 2017, and completed in 2019.			
TARGET	Working to the Greater Christchurch Partnership Committee defined timeframes. Environment Canterbury provides input on the Review's scope and approach, and determines the resourcing it will provide to support the process. The engagement process, scope, time frames and resourcing for the review are engaged by the partners, and implementation commenced.	On Track	On Track	PT
Complete planning and consent monitoring associated with Whakaraupo/Lyttelton harbour catchment and the Lyttelton Port Recovery Plan.				
MEASURE	Implement the relevant actions arising from the Lyttelton Port Recovery Plan.			
TARGET	A Whakaraupo/Lyttelton Harbour Catchment Management Plan is under development with key stakeholders and partners.	On Track	On Track	PT
REGIONAL LEADERSHIP				
A programme of relationship and engagement agreements is developed and maintained with councils, government agencies, key industry groups and non-government organisations.				
MEASURE	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.			
TARGET	A total of 80% of survey respondents rate the relationship as good or very good (on a scale of very poor, poor, fair, good and very good).	On Track	On Track	REG LEAD
MEASURE	Environment Canterbury commits to and supports the Mayoral Forum, Chief Executives Forum and Canterbury Policy Forum.			
TARGET	Environment Canterbury supports or is asked to lead at least one regionally significant policy or strategic matter each year.	On Track	On Track	REG LEAD
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.				
MEASURE	State of the Environment reporting information is published annually on four environmental domains: air, coastal, biodiversity/ecosystem health, and water.			
TARGET	State of the Environment reporting data and information is readily accessible through the Environment Canterbury website for CWMS zones and Canterbury airsheds.	On Track	On Track	REG LEAD
TARGET	State of the Environment reporting is published each year in accordance with Ministry for the Environment frameworks.	On Track	On Track	REG LEAD
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).				
MEASURE	The long-term plans, annual plans and annual reports are completed within statutory timeframes, with effective engagement with the community, Environment Canterbury's partners and relevant groups and agencies.			
TARGET	All statutory planning requirements and financial reporting standards are met.	On Track	On Track	REG LEAD
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.				
MEASURE	Environment Canterbury's policy advice is independently assessed each year by NZIER.			

		Current Month	Prior Month	Portfolio
TARGET	Environment Canterbury's policy advice meets NZIER's good practice standards with scores on average 6.75 or better.	Will not be Achieved	Will not be Achieved	REG LEAD
Governance, co-governance and working relationship arrangements are in place with nga Rūnanga and Te Rūnanga o Ngāi Tahu .				
MEASURE	At least quarterly governance meetings are held with Rūnanga chairs and Te Rūnanga, with an agreed work plan in place.			
TARGET	Governance agreements and work plans are in place and reviewed annually.	On Track	On Track	REG LEAD
MEASURE	A regular working group forum is held with mandated nga Rūnanga members to improve engagement at an operational level, including recommendations to the governance group.			
TARGET	All required meetings have been held and issues arising have been responded to.	On Track	On Track	REG LEAD
MEASURE	Co-governance protocols are established, monitored and evaluated.			
TARGET	Each year, two new work programmes have co-governance protocols in operation.	On Track	On Track	REG LEAD
Environment Canterbury supports Ngāi Tahu to fulfil their role and responsibilities as tangata whenua and				
MEASURE	Ngāi Tahu members working with Environment Canterbury on behalf of their Papatipu Rūnanga and/or Te Rūnanga are satisfied with the Tuia programme.			
TARGET	A total of 80% of survey respondents rate the relationship as good or very good (on a scale of very poor, poor, fair, good and very good).	On Track	On Track	REG LEAD
MEASURE	Service level agreements are in place with each Rūnanga through their advisory service business.			
TARGET	Each year at least two new sections of Environment Canterbury are contracting advice from Rūnanga advisory services.	On Track	On Track	REG LEAD
The Tuia programme and ethic is integrated and fostered through all Environment Canterbury activities and work programmes.				
MEASURE	Staff working with Ngāi Tahu well-equipped and capable in their engagement.			
TARGET	A total of 80% of staff respondents are confident in their relationship with Ngāi Tahu.	On Track	On Track	REG LEAD
MEASURE	Work programmes explicitly provide for the Tuia relationship.			
TARGET	Service Level Agreements and/or Tuia staff are providing necessary advice to work programmes.	On Track	On Track	REG LEAD

5.3. Financial Health Report April 2018

Performance, Audit and Risk Committee (PARC) report

Date of meeting	Thursday 26th April 2018
Author	Chantel Mills Team Leader – Corporate Reporting
Endorsed by	Katherine Harbrow Chief Financial Officer

Purpose

To report on the financial results for the ten-month period ended 30 April 2018.

Recommendations

That the Performance, Audit and Risk Committee:

- receives the monthly Financial Health report for the ten months ended 30 April 2018.

Background

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

The financial results for the period ended 30 April 2018 have been prepared and are now presented to the Performance, Audit and Risk Committee for review.

Financial Performance

Surplus/Deficit

As at 30 April 2018, we had an operating surplus (excluding business units and other non-operating income) of \$1.32 million is reported against a budgeted deficit of \$3.59 million, or a \$4.91 million favourable variance to budget.

This variance consists of \$2.39 million more revenue and \$2.51 million less expenditure than budget.

Revenue

Rates revenue is in line with budget. User pays and Other revenue are slightly higher (8.79%) than budget and Grants are slightly lower (0.50%) than expected.

Expenditure

Goods and services (2.66%) and Labour (9.08%) are underbudget; while overheads are 7.17% overbudget.

Most of the goods and services underspend is on contractors and consultancy. Operational labour costs are lower than anticipated due to staff changes and vacancies.

Portfolios

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

Cashflow, Debtors and Debt

Treasury Performance

Total cash at bank (including investments) was \$20.96 million at 30 April 2018 and includes a balance on Metrocards of \$3.50 million. Environment Canterbury's cash balance is therefore \$23.60 million compared to a policy of \$12.20 million. Our actual cash reserves are higher than policy as we are holding \$5 million in anticipation of early settlement on the Tuam Street land in August 2018. Other cash inputs on hand include funds from property sales during the year and grant revenue received in advance for the wilding conifer programme.

Debtors and Debt

77% of our outstanding debt (excluding rates) relate to the current month, and approximately 10% of our outstanding debt (excluding rates) is over 90 days old.

Capital Expenditure

Capital Works projects remain on track however YTD expenditure is 35.92% underbudget (March: 37.58%), with most of the variance relating to delayed passenger transport IT projects and lower than anticipated YTD spend on catchment work projects.

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 and between financial years. Utilisation of reserves forms part of the prudent financial management of Environment Canterbury's finances.

Attachments

- Financial Health Report April 2018

File reference	[SharePoint link for this paper]
Peer reviewers	[Names of two peer reviewers who have reviewed this paper]



Reporting Period
1/07/2017 30/04/2018

FINANCIAL HEALTH REPORT

REVENUE

136.37 M

Goal: 133.97 M 1.79%

EXPENDITURE

135.05 M

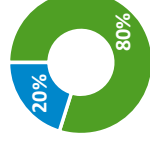
Goal: 137.56 M -1.83%

SURPLUS/DEFICIT

1.32 M

Goal: -3.59 M

YTD ACTUAL EXPENDITURE vs FULL YEAR BUDGET



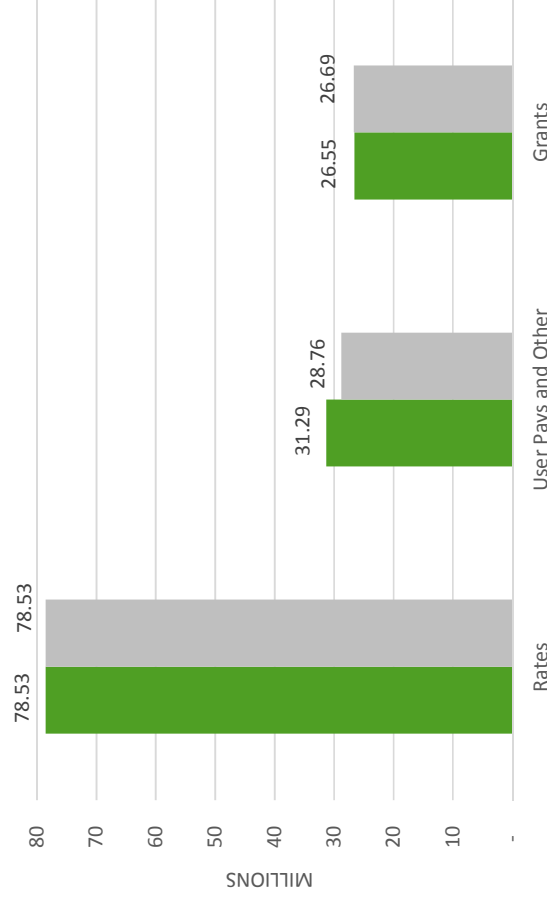
REVENUE

Revenue is \$2.39M (1.79%) higher than anticipated for the period. User pays and Other revenue are \$2.53M (8.79%) higher than expected as a result of earthquake recoveries for the 2016 North Canterbury Earthquake, more flood protection user pays work taking place, more RMA consent monitoring user pays revenue and the receipt of Crown funding in the OTOP irrigation acceleration fund. Consent processing user pays are lower than budget. Grant revenue is \$0.13M (0.50%) lower than budget due to delayed Passenger Transport IT projects, Metro contracts (and related costs) being reindexed at a lower rate than budget, and fewer bus shelter claims than anticipated for the year.

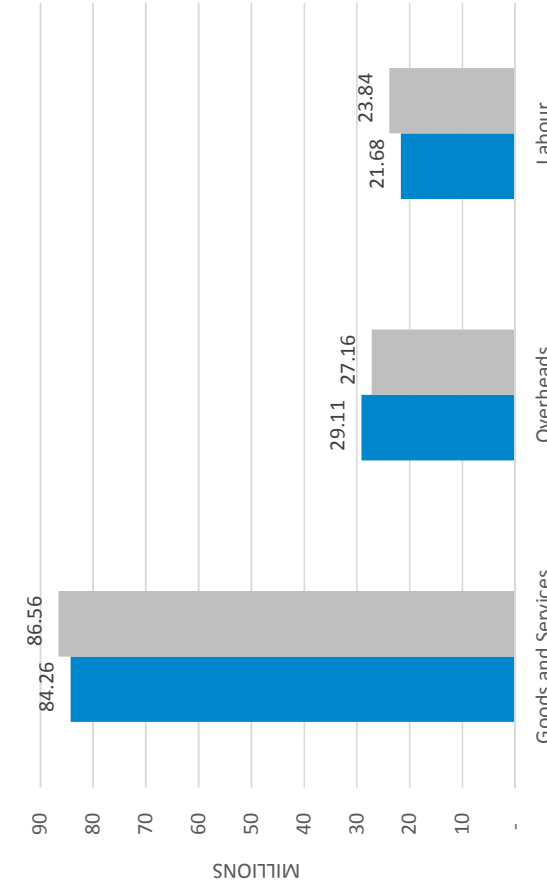
EXPENDITURE

Expenditure is \$2.51M (1.83%) under budget for the year to date. Goods and services are \$2.30M (2.66%) lower than expected, with the majority of the underspend relating to consultancy and contractors. Operational labour is \$2.16M (9.08%) underspent due to staff turnover and vacancies; and overheads are \$1.95M (7.17%) higher than budget.

YTD Actual Revenue



YTD Actual Expenditure



Total Cash and Bank (at 30 April 2018)

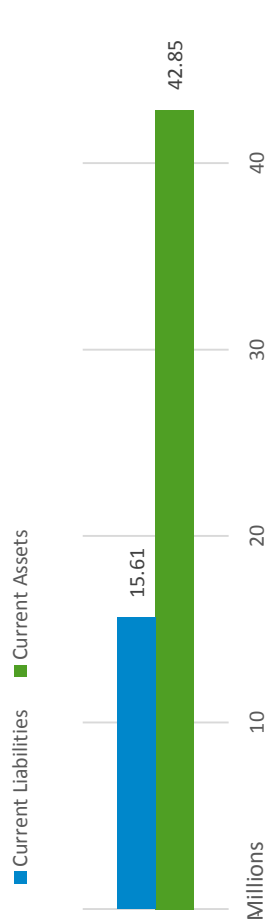
20.96 M

Investment Details (\$'000)

	\$	Maturity	Days	Rate
Cash				
	3000	14-May-18	90	3.08%
	1200	27-May-18	180	3.70%
Metrocard				
	5000	5-Jun-18	270	3.75%
	3000	11-Jun-18	90	3.00%
Investments				
	1000	23-Jul-18	180	3.48%
	900	10-Sep-18	181	3.45%
	600	17-Sep-18	180	3.50%
	1300	1-Feb-19	270	3.65%

Current Assets - Current Liabilities = Working Capital

42.85 M 15.61 M 27.24 M

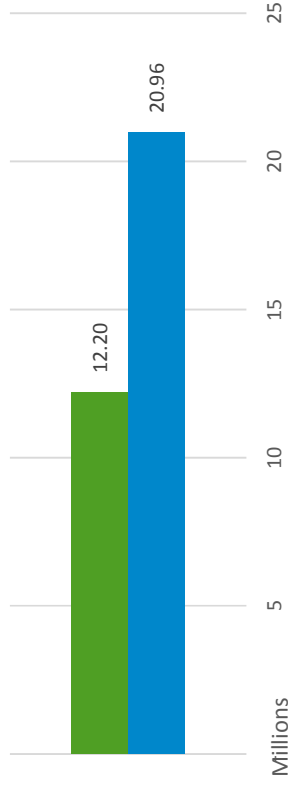


Positive working capital indicates that an organisation is able to meet its short-term payables and obligations as they fall due.

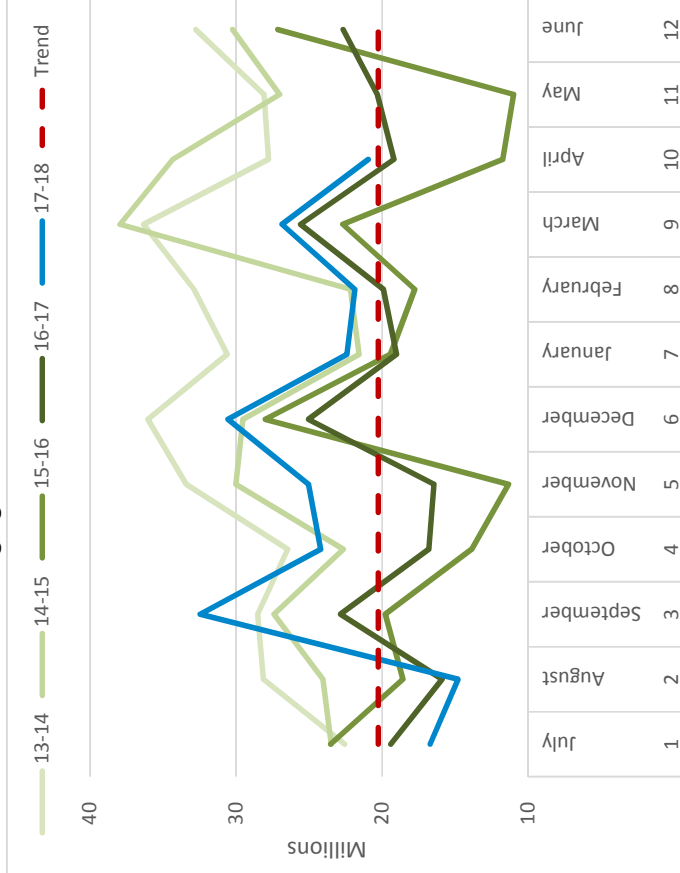
FINANCIAL POSITION

Cash and Bank	21 M
Other Current Assets	22 M
Non Current Assets	913 M
Current Liabilities	-16 M
Non Current Liabilities	-31 M
Net Assets	909 M
Equity	-909 M

Cash Reserves Policy Actual Cash and Bank



Cash and Bank Balance Tracking Against Previous Years



TOTAL OUTSTANDING DEBTS (Excluding Rates)

Period Ending 30 April 2018

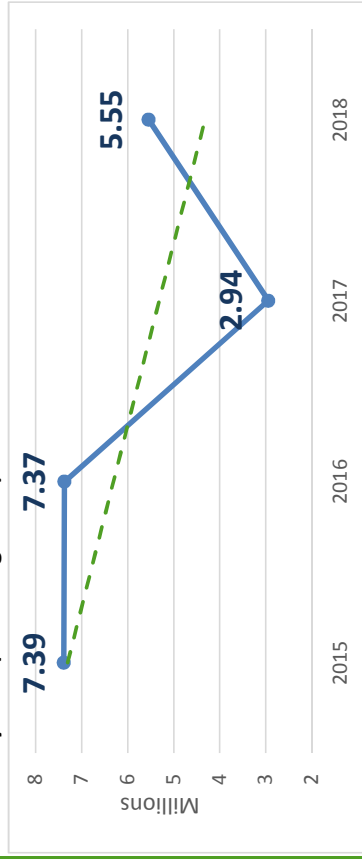
5.55 M

OVER 90 DAYS DEBT MANAGEMENT

REMINDER	PAYMENT ARRANGEMENT	OBJECTION / QUERY	COLLECTION AGENCY	OTHER*
0.04 M	0.03 M	0.02 M	0.07 M	0.38 M
TOTAL OVER 90 DAYS DEBT				0.55 M

* OTHER includes Debt recovery, Liens, Court action/Infringements

Amount by Year (Excluding Rates)

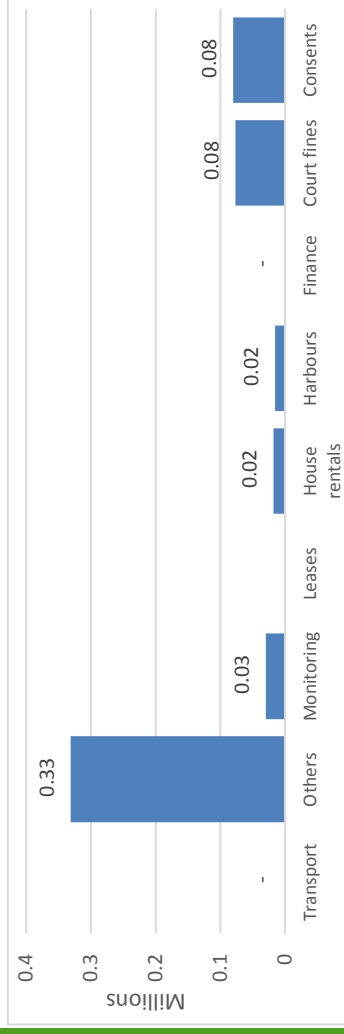


Notes

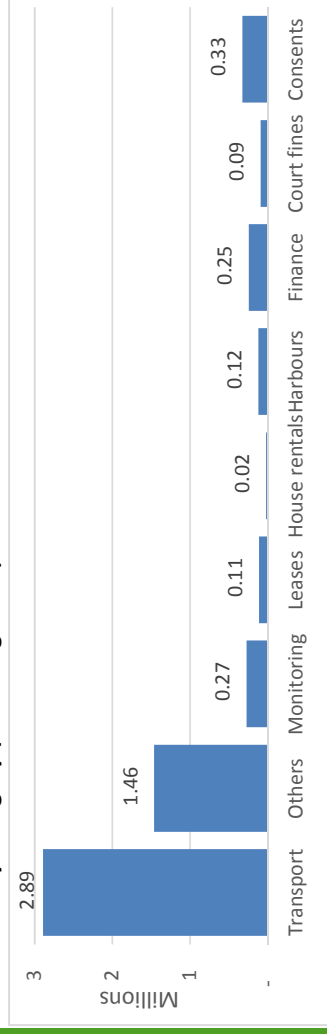
\$4.27M of the \$5.55M debt is current. \$0.55M is over 90 days and is at different stages of debt management as shown above.

Overall debt has been steadily reducing year on year since 2012/13.

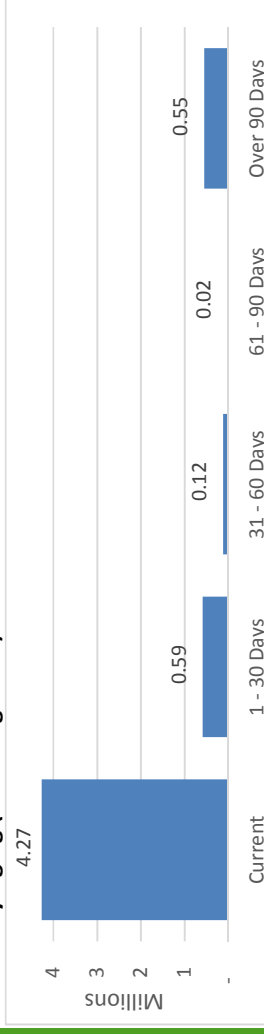
Over 90 Days Debts by Category (Excluding Rates)



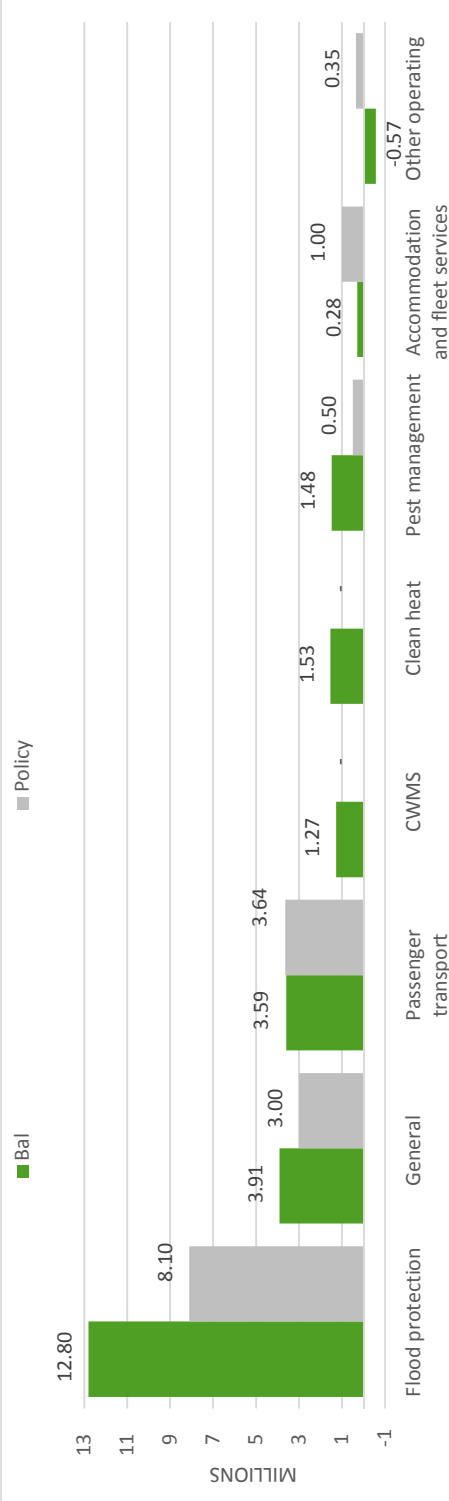
Total Debts by Category (Excluding Rates)



Amount by Aging (Excluding Rates)



MAJOR RESERVE BALANCES (at 30 April 2018)



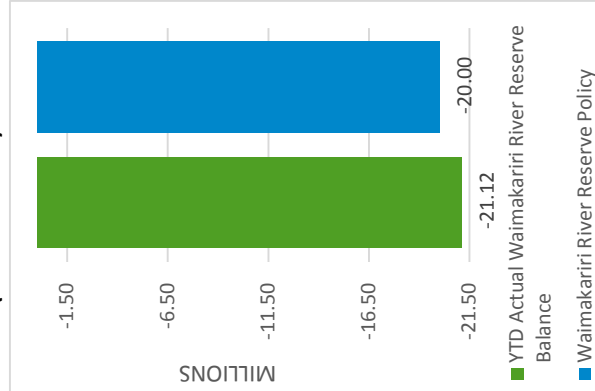
Note:

Flood protection reserves cover 74 catchments across Canterbury.

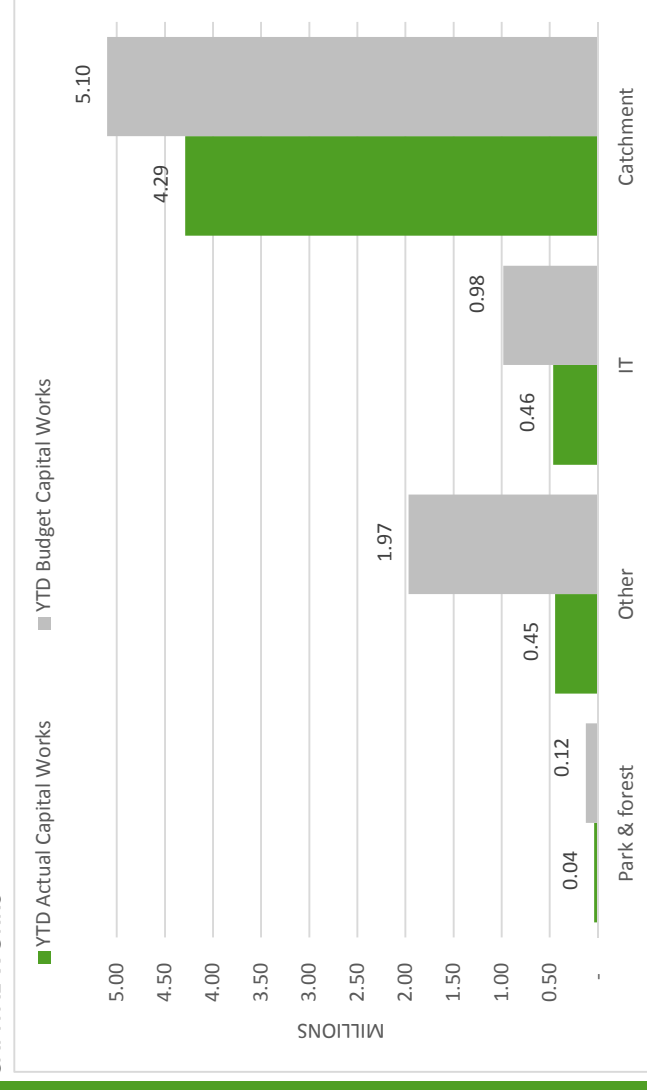
Pest management reserves comprise 31 reserves under 6 categories for monitoring/inspecting bovine TB, rabbits, rooks, possums, animals and plants.

Total actual major reserves are \$24.3M, whereas total policy is \$16.6M.

WAIMAKARIRI RIVER RESERVE BALANCE (DEBT FUNDED)



CAPITAL WORKS



5.24 M

Goal: 8.18 M -35.92%

Note:

Capital expenditure is \$2.94M lower than anticipated for the year.

IT expenditure is under budget on RMA Databases (\$0.20M); Nutrient Loss Systems (\$0.19M); and Project Prioritisation Group (\$0.12M) projects.

Catchment expenditure is \$0.81M lower than expected. Both the Waimakariri Eyre Cst Capital Works (\$0.36M) and Ashley Catchment Capital Works (\$0.34M) projects are underspent, while the Waimakariri River Flood Protection Capital Works project is very slightly underbudget for the year to date.

The majority of 'Other' capital works projects are underspent, with \$0.96M relating to 3x IT projects in the Passenger Transport space.

5.4. Efficiency and Productivity Reporting

Performance, Audit and Risk Committee (PARC) report

Date of meeting	Thursday 24th May 2018
Author	Robert Woods
Endorsed by	Miles McConway

Purpose

This paper continues a series of ongoing reports presented to the Performance, Audit and Risk Committee that illustrate ongoing initiatives to achieve efficiency and productivity gains across council activities.

Value proposition

Examples of efficiency and productivity gains across the organisation demonstrate positive changes that are being made on an ongoing basis, and that the organisation continues to focus on efficiency and productivity in its activities.

Recommendations

That the Performance, Audit and Risk Committee:

- **Receives the report and attachment.**
- **Notes the ongoing focus on this work across the organisation and that further reports will be provided to the Committee.**

Proposal

Background

In early 2016 the Performance, Audit and Risk Committee requested a report on how efficiency and productivity gains had been made in the organisation. In response a template for capturing examples of such gains was developed and ten examples were documented and presented to the Committee in August 2016. Further reports were presented in May 2017, October 2017 and at the last meeting on 1 March 2018. The Committee has requested that these reports continue to be provided.

Definitions of efficiency and productivity

The attached report focuses on capturing the key metrics that help to define the productivity and / or efficiency gain achieved. The report also allows for intangibles to be captured in

words where key metrics are not available or would be too expensive or time consuming to derive. The following paragraphs also provide a brief overview of the initiative and the benefits achieved.

Productivity is defined as “maximising output from available resources to generate value” and has an output focus. It is about “getting more from the process”. Another way of looking at it is in terms of “increasing outputs per input”. Efficiency is defined as “minimising time and money involved in generating value”. Conceptually, it is about “doing the process smarter” and has a quality (less waste / time / cost) focus. Fundamentally it is concerned with “reducing inputs per output”.

These reports are not an exact science but we can use them to tell the productivity and efficiency story where hard numbers are not available or would be too costly to collect. Telling the story also provides the opportunity to convey what has been learnt from the initiative, illustrating that the organisation continues to think in terms of the productive and efficient use of public funds.

The focus of this months report is the 200 Tuam Street building and how efficiency gains have been achieved in water and power consumption through improvements to mechanical and electrical plant and their settings. An Asset Services presentation to Council scheduled for April 2018 will provide further detail on these improvements, with up to date information on consumption figures and associated savings.

200 Tuam Street Building Efficiency Gains

The Environment Canterbury building at 200 Tuam Street came into service in April 2016 after an approximate two year construction period. After a year of operation a review of the Heating, Ventilation and Air Conditioning (HVAC) system was conducted and gave rise to a programme of improvements that are now delivering a significantly more effective level of service for building occupants and a significantly more efficient level of consumption in water and power.

These are outlined further below and Bronwyn Simmonds, Property Manager, will be available at the meeting to answer any queries the Committee may have on the initiative and its benefits.

Water Consumption

Environment Canterbury has an HVAC system that takes, circulates and re-injects ground water from beneath the building for use in its heating and cooling system. This is a technique in common use across central Christchurch by large buildings and avoids the need to draw water from the mains supply.

As a result of the HVAC system review, faulty and incompatible pumps, valves and sensors within the system were replaced under warranty and current estimates are that the system is now far more efficient and extracts significantly less water than before.

Power Consumption

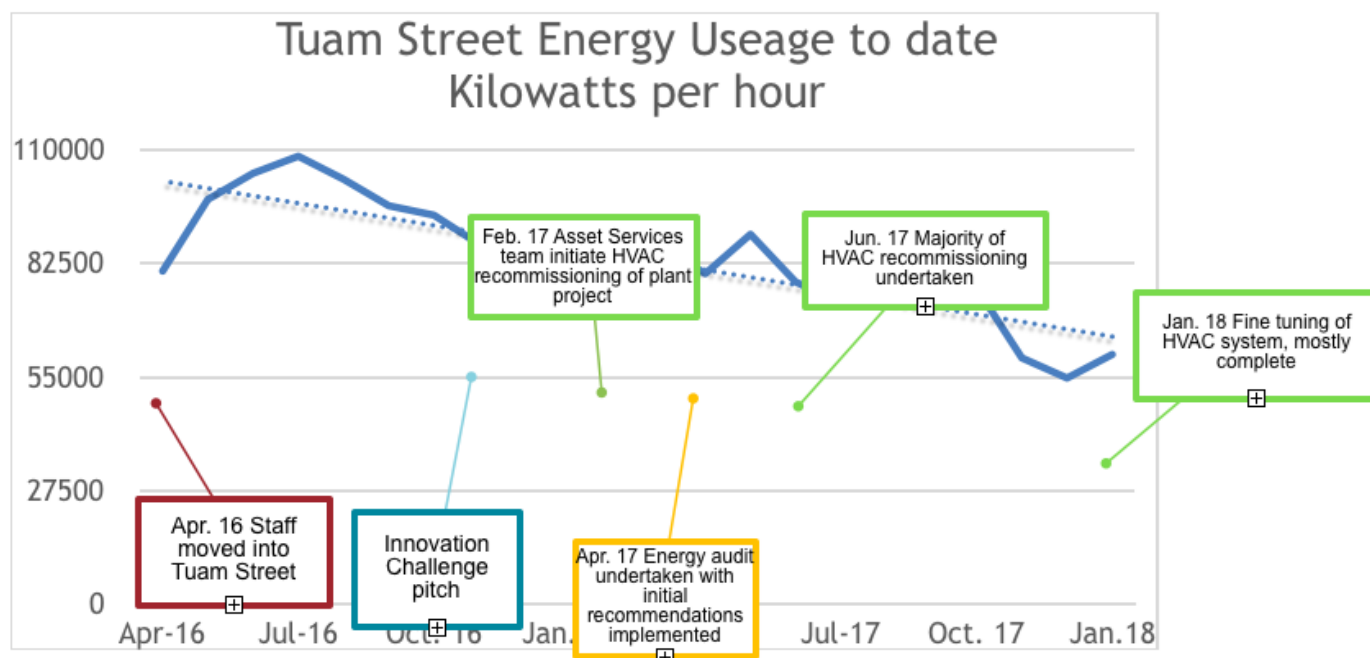
Power consumption was also found to be higher than necessary and as a result of the review and suggested fine tuning of the schedules, alongside the plant improvements, further efficiency gains were achieved.

Schedules were enhanced to better suit the operation of the building to achieve this. Prior to any changes the lighting and HVAC system were set to a simple 4am to 10pm on/off cycle throughout the year, which was found to also be running at weekends.

As a result of the review this was changed to 5am to 7pm 6 month winter cycle on Mondays (5am start to warm up the building after the weekend), and 6am to 7pm for Tuesdays to Fridays. In the summer this reverts to 6am to 7pm weekdays. After hours use is only enabled at weekends and is user actuated.

In addition to this, the on-site diesel generator is set to respond to demand signals from the electricity network company when it is more cost-effective for the generator to power the building than power from the grid.

Whilst long term trends in power consumption data are still emerging as a result of these changes, our current monthly power bills suggest over 20% savings have been achieved. With the 2017/18 summer having been the hottest on record, it is reasonable to assume the savings may tend towards a 30% cost saving over the longer term. The following graphs provide an overview of these savings.



Attachments

- E&P report

Efficiency Report

Activity name and description: 200 Tuam Street HVAC enhancements	
EFFICIENCY – Minimising time and money to generate value. Doing things smarter.	
By how much has the time taken to complete the process reduced?	This project focussed on reducing consumption of water, power and associated costs. The HVAC was rebalanced and recommissioned between June 2017 and March 2018.
By how much have other costs to complete the process reduced?	<p>The long term trend in power consumption and costs relating to the HVAC system are still emerging as final commissioning is completed in April 2018. Billing data from Meridian however suggests a 20% to 30% reduction in power costs.</p> <p>Water consumption by the HVAC system has approximately halved as a result of plant replacement and fine tuning.</p> <p>A comprehensive report on both these measures will be available in mid-2018.</p>
What is the assessment of the gain in efficiency, e.g. in words or as a percentage?	<p>Power costs have reduced by 20% to 30%. Once final commissioning of enhancements are complete in March 2018 a pattern of steady state monthly consumption will emerge, enabling better comparisons with “before” data from April 2016.</p> <p>Water consumption has approximately halved.</p>
What are the learnings from this efficiency gain?	<p>The current performance of the building, despite the hottest summer on record, provides a useful benchmark for what is possible in newly built facilities.</p> <p>It is also a good example of a “whole of life” costing approach, where higher costs in terms of capital costs are more than compensated for by operational savings over the life of the assets.</p>
Source: Bronwyn Simmonds, Property Manager	<p>Date:</p> <p>March 2018</p>

6. Audit

6.1. Internal audit standing paper

Performance, Audit and Risk Committee (PARC) report

Date of meeting	Thursday 24th May 2018
Author	Tanya Clifford
Endorsed by	Miles McConway, Director Finance & Corporate Services

Purpose

This report is a standing item to update the Committee on Environment Canterbury's internal audit programme and provide a forum for the Committee to raise concerns, meriting internal audit attention.

Recommendations

That the Performance, Audit and Risk Committee:

- **Note the progress of the internal audit programme and**
- **Advise staff either:**
 - **that there are no items meriting internal audit attention for this month or**
 - **identify the items meriting internal audit attention for consideration**

Background

This paper updates the Committee on the 2017/18 internal audit programme. The programme of works for the year was approved by the Committee at the meeting held 1 June 2017.

The areas of focus for the year were identified at the internal auditor's discretion, based on consultation with the Chief Executive and the Performance, Audit and Risk Committee. Three audits have been agreed up-front, with the Council expressing an interest that the unnamed audit be focused on compliance.

The internal audit plan for 2017/18 considered the concerns identified in the risk register, and these items were raised with Audit New Zealand to ensure there was no unnecessary audit duplication.

The Internal Audit function has an allocation within the Regional Leadership Portfolio. The working expectation is that an annual programme of four internal audits will be delivered within a \$100,000 goods and services budget.

Internal audit progress

The table below summarises the progress to date:

Area of audit	Reason for consideration	Status
Tax review; GST & FBT compliance	<p>Environment Canterbury is responsible for ensuring all tax obligations are correctly identified and paid. Key tax returns have been reviewed and analytical tools utilised to confirm Environment Canterbury complies with all the tax obligations.</p> <p>Strategic risk addressed: Compliance.</p>	Completed: the findings have been reported to the Executive Leadership Team and approved for implementing.
Digital disruption & cyber security	<p>Cyber-attacks are also increasing in frequency, sophistication and severity. The focus of this audit would be to build on the current IT systems review being undertaken. Such an audit will evaluate the controls in place to mitigate against these risks and identify what processes or procedures exist if such an event arose.</p> <p>Strategic risks addressed: Data management, operations, compliance.</p>	<p>Commenced: participating in the Canterbury Local Government Finance Managers group internal audit on 'cyber security current state analysis'.</p> <p>Fieldwork is being finalised, and a shared draft report including individual findings is expected in May and a draft management report is anticipated early June.</p>
Passenger transport -total mobility	<p>The Total Mobility Scheme was in the media (August 2016) having identified potential fraudulent operations in relation to this scheme. This scheme was reviewed internally by the passenger Transport team in consultation with the New Zealand Transportation Agency. An assessment of the implementation of recommendations from this review will be completed, identifying any additional steps taken to mitigate future risks.</p> <p>Strategic risks addressed: Passenger Transport, relationships, data management.</p>	<p>Commenced: work scoped and in progress, in-house resources utilised to ensure efficiencies. Expected outputs include a review to existing control mechanisms, automatically reconciling data, further reducing the reliance on manual controls.</p> <p>The review is expected to be completed by June 2018, including a report for management.</p>
Unnamed audit – compliance review	<p>To be effective and cost efficient in our monitoring of our compliance works, we will complete a two-stage review of our Consent Compliance Monitoring approach reviewing</p>	<p>Commenced: Fieldwork for the internal audit completed, with draft report expected to be presented to ELT mid-May. A briefing paper will be provided to Council on the 28th</p>

Area of audit	Reason for consideration	Status
	<p>our current practice (the Internal Audit) and providing insight into the drivers of future change, considering how we prepare for these in the next 5 years (the Operational review).</p> <p>Strategic risks addressed: Data management, operations, compliance.</p>	May (to inform their LTP deliberations) and a report expected to be presented to PARC 28 th June.

Cost, compliance and communication

This report is to update the Performance, Audit and Risk Committee on the internal audit programme for 2017/18. The internal audit function is provided for in the Council's annual budget.

File reference	[SharePoint link for this paper]
Peer reviewers	<p>Katherine Harbrow, CFO</p> <p>Nicholas Hill, Risk Advisor</p>

7. Public Excluded

Performance, Audit and Risk Committee (PARC) Report

Author	Louise McDonald, Senior Committee Advisor
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:

- 7.1 Action List
- 7.2 Risk 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
7.1 Action List	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)
7.2 Risk Standing Report		

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:

- 7.1 *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.

8. Notices of Motion

9. Extraordinary and Urgent Business

10. Questions

11. Next Meeting

12. Closure

