

## COMBINED PORTFOLIOS COMMITTEE

### TO THE CHAIRPERSON AND MEMBERS

#### MEMBERSHIP

- Cr T K Burke – Council Chairperson
- Cr R A Budd – Chair, Air Quality/Energy Portfolio Committee
- Cr A S Carroll
- Cr E H Cunningham
- Cr R H M Johnston – Chair, Pests and Biosecurity Portfolio Committee
- Cr R M Kirk – Chair, Coastal Environment/Navigation Safety Portfolio Committee
- Cr R I R Little – Chair, Land, Biodiversity/Waste, Hazardous Substances and Contaminated Sites Portfolio Committee
- Cr A R McKay – Chair, Hazards/Emergency Management Portfolio Committee
- Cr A G Neill
- Cr M E Oldfield – Chair, Water Quality, Quantity & Ecosystems Portfolio Committee
- Cr J F Slee
- Cr N J Wagner – Chair, Public Passenger Transport Portfolio Committee
- Cr J M Waters – Chair, Regional Land Transport Portfolio Committee
- Cr W E Woods

A meeting of the Committee will be held on

**Tuesday 31 July 2007 at 9.30 a.m.**

**VENUE:** Council Chamber  
First Floor  
Pegasus Building  
58 Kilmore Street  
**CHRISTCHURCH**

**BUSINESS:** As per Order Paper attached

Dr Bryan Jenkins  
**CHIEF EXECUTIVE**

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE TAKEN  
AS COUNCIL POLICY UNTIL ADOPTED BY COUNCIL**

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## COMPLIANCE WITH LOCAL GOVERNMENT ACT 2002 DECISION-MAKING REQUIREMENTS

Except as below, a statement of compliance and a completed decision checklist is required for any agenda item on a council committee or the council recommending that a decision be made. This will be the responsibility of the person signing off the agenda item.

### The compliance statement and checklist will not be used for:

- Recommendations that information be received or that the Council make a decision.
- Decisions taken under the Resource Management Act 1991 or the Biosecurity Act 1993 in relation to resource consents, decisions required when following the procedures set out in Schedule 1 of the Resource Management Act 1991, other permissions, submissions on plans, or references to the Environment Court.
- Decisions taken to proceed with enforcement procedures under various primary or secondary legislation or regulations, including procedures under the Resource Management Act 1991, the Biosecurity Act 1993, the Local Government Act 2002, and Environment Canterbury Bylaws.
- Administrative and personnel decisions that are entirely internal to Environment Canterbury.
- Other decisions where the procedures to be followed are set out in Legislation.

### COMPLIANCE STATEMENT

The council committee (or the council) must formally certify that:

- (a) It is satisfied that it has sufficient information about the options and their benefits and costs, in terms of the region's social, economic, environmental and cultural well-being and the effects on community outcomes, bearing in mind the significance of the decisions.
- (b) It is satisfied that it knows enough about and has given adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decision.

### INFORMATION CHECKLIST

(a)	A Statement of the Proposed Decision
(b)	A Statement of the Objective of the Proposed Decision and the Issue or Problem being addressed
(c)	A list of all reasonably practicable options, (including doing nothing).
(d)	For each option in (c): An evaluation of the Benefits and Costs, in terms of the region's social, economic, environmental and cultural well-being.
(e)	For each option in (c): A statement of the extent to which community outcomes would be promoted or achieved in an integrated and efficient manner.
(f)	For each option in (c): A statement of the Impact, if any, on Environment Canterbury's capacity to undertake its statutory responsibilities
(g)	If the Proposed Decision is a significant decision in relation to land or a body of water, a statement of how Maori values have been taken into account
(h)	A Statement of significant inconsistencies, if any, with any Existing Policy, Plan or Legislation arising from the Proposed Decision.
(i)	A statement how the views and preferences of affected or interested persons have been given adequate consideration during the definition of the problem or issue, the objective, the assessment of options and the development of the proposed decision, including the particular contribution of Maori to the decision-making process.

### Notes:

The significance of proposals and decisions determines how much time, money and effort is put into exploring and evaluating options and obtaining the views of affected and interested parties. The significance of proposals and decisions is determined through reference to criteria contained in the policy on significance.

The policy on significance together with Section 76 of the Local Government Act 2002 set out the Council's requirements in relation to decisions. Some decisions can only be made through the Long-Term Council Community Plan, or after the Special Consultative Procedures set out in the Act have been used, (refer to the policy on significance and the Act).

All decisions of Environment Canterbury are subject to the decision-making requirements of section 76 of the Act unless inconsistent with specific requirements of other legislation.

**ENVIRONMENT CANTERBURY**  
**COMBINED PORTFOLIOS COMMITTEE**

**ORDER PAPER**

1. APOLOGIES  
Leave of Absence – Cr J M Waters
2. MINUTES OF MEETING – 15 MARCH 2007
3. MATTERS ARISING
4. DEPUTATIONS AND PETITIONS

**MATTER FOR RECOMMENDATION TO COUNCIL**

5. 2006/07 ANNUAL REPORT- PORTFOLIO REPORTS
6. NOTICE OF MOTION
7. EXTRAORDINARY AND URGENT BUSINESS
8. QUESTIONS

**ENVIRONMENT CANTERBURY**

**COMBINED PORTFOLIOS COMMITTEE**

MINUTES OF THE MEETING HELD IN THE COUNCIL CHAMBER, 58 KILMORE STREET,  
CHRISTCHURCH ON 15 MARCH 2007 AT 9.30AM

**PRESENT**

Crs T K Burke (Chair), R A Budd, A S Carroll, E H Cunningham, R H M Johnston, R M Kirk,  
R I R Little, J F Slee, J M Waters (from 9.35am) and W E Woods.

**MANAGEMENT AND STAFF PRESENT**

B R Jenkins (Chief Executive), J D Talbot (Director Policy and Planning), J McNee  
(Corporate Relations Advisor) M W Hill (Portfolio Secretary) and L M McDonald  
(Administration Officer)

**1. APOLOGIES**

Crs A R McKay and A G Neill - leave of absence  
Crs M E Oldfield and J M Wagner - apologies

**2. MINUTES OF MEETING – 23 NOVEMBER 2006**

***RESOLVED***

***That the minutes of the meeting held on 23 November 2006 be confirmed as a  
true and accurate record, and be adopted.***

Cr Budd/Cr Carroll

**3. MATTERS ARISING**

Cr Budd noted that the expenditure identified for the air quality portfolio was later  
reduced.

**4. DEPUTATIONS AND PETITIONS**

There were no deputations or petitions.

**5. 2007/08 DRAFT ANNUAL REPORT: COMMUNITY CONSULTATION**

Josie McNee introduced this item and explained that this year the focus of the  
communication regarding the 2007/08 Annual Plan will be on the variations from the  
Long Term Council Community Plan (LTCCP) including gravel charging and the  
targeted rate for public passenger transport in Waimakariri.

Cr Waters arrived 9.35am.

Josie McNee invited comment from the Committee on ways to undertake consultation on the Draft Annual Plan, and raised for consideration the value of having constituency stands at community events. Josie confirmed that there was no budget allocated for providing staff time at these stands.

Suggestions from the Committee included:

- The need to book places at fairs and markets in advance.
- The value of presentations to community boards, which worked well last year.
- Investigating presentations to any combined community board meetings.
- The acknowledgement that there are potentially fewer areas of interest this year.
- Provide information and posters for display at venues like the St Albans Resource Centre.
- Checking the list of people and organisations that made submissions previously and consider adding them to the current list of stakeholders.
- With “Living Here” potentially getting lost in the ‘junk mail’, consider making public notices in newspapers more prominent.

Josie McNee invited Councillors who were interested in having a constituency stand to contact her.

**RESOLVED**

***That the consultation programme for the Draft 2007-08 Annual Plan is endorsed.***

Cr Budd/Cr Kirk

**7. NEXT MEETING**

The next meeting is to be held on 31 July 2007.

**8. CLOSURE**

The meeting closed at 9.52am.

CONFIRMED

DATE \_\_\_\_\_ CHAIRPERSON \_\_\_\_\_

<b>AGENDA ITEM NO:</b> 5	<b>SUBJECT MATTER:</b> 2006/07 ANNUAL REPORT: PORTFOLIO REPORTS
<b>REPORT:</b> COMBINED PORTFOLIOS COMMITTEE	<b>DATE OF MEETING:</b> 31 JULY 2007
<b>FILE REFERENCES:</b>	<b>PORTFOLIO:</b> All <b>PROJECT:</b> - <b>OUTPUT:</b> -
<b>REPORT BY:</b> Neil Pilbrow, Portfolio Manager Finance and Corporate Services	<b>ENDORSED BY:</b> Wayne Thomas Director Finance and Corporate Services

## PURPOSE

To enable councillors to have input into how portfolios' non-financial performance is to be reported in the 2006/07 Annual Report.

## ATTACHMENTS

Draft of the portfolio section for the 2006/07 Annual Report.

## BACKGROUND

This is the first Annual Report to report against the measures and targets in the 2006-16 LTCCP.

In respect of groups of activities (portfolios), the Local Government Act requires the Council to report:

1. progress made towards community outcomes
2. any impact of this on community well-being (positive and negative)
3. actual vs intended performance for levels of service measures and targets
4. actual vs intended expenditure for groups of activities

The draft information presented has been compiled by portfolio managers and convenors and will form the basis the portfolio section of the annual report.

This year there are 73 level of service targets to be reported, contrasting with the previous year, when progress on 279 outputs was reported.

## ACHIEVEMENT OF LTCCP TARGETS

<b>Status</b>	<b>Number</b>	<b>%</b>
Achieved	43	59%
Not achieved	27	37%
Still awaiting data	3	4%
<b>Total</b>	<b>73</b>	<b>100%</b>

Where targets have not been achieved, information is provided about what was achieved.

Feedback from councillors is welcome, particularly on the style and level of detail provided. Councillors should note that this draft is "work in progress" so may contain minor typos and missing or incorrect punctuation. These will be corrected at the later proof reading stage.

The next step will be to finalise this part of the annual report and obtain confirmation from the auditors that the requirements of the LG Act have been. The auditors will then advise which levels of service they propose to carry out in-depth audits of the underlying data and supporting documentation.

Financial components of the Annual Report are currently being compiled and will be presented the Finance and Audit Committee on 19 September 2007.

The 2006/07 Annual Report and Summary will be presented to the Council for adoption on 27 September 2007.

***Recommendation***

*That the committee recommends that attached portfolio information be adopted as the basis for preparing the portfolio sections of the 2006/07 Annual Report.*