

## MEETING OF THE FINANCE AND AUDIT COMMITTEE

TO THE CHAIRPERSON AND MEMBERS  
OF THE COMMITTEE

### MEMBERSHIP OF THE COMMITTEE

Cr R M Kirk (Chairperson)

Cr R A Budd  
Cr R H M Johnston  
Cr N J Wagner

Cr A G Neill  
Cr T K Burke (ex officio)

A meeting of the Committee will be held on  
**Wednesday, 6 December 2006 at 8.00 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 THE COUNCIL**

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**Environment  
Canterbury**  
Your regional council

## 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**  
**FINANCE AND AUDIT COMMITTEE**

**ORDER PAPER**

1. APOLOGIES
2. MINUTES OF 7 NOVEMBER (attached) AND 22 NOVEMBER 2006 (to be tabled) MEETINGS
3. MATTERS ARISING

**MATTER FOR RECOMMENDATION TO COUNCIL**

4. TRI-ANNUAL REPORT FOR PERIOD 1 JULY 2006 TO 30 SEPTEMBER 2006

**MATTER FOR COMMITTEE DECISION**

5. FEEDBACK ON THE ANNUAL PLAN REVIEW EXERCISE CARRIED OUT BY FINANCE AND AUDIT COMMITTEE  
(The Chairman will lead discussion on this item.)
6. EXTRAORDINARY AND URGENT BUSINESS
7. NOTICES OF MOTION
8. MEETING WITH PUBLIC EXCLUDED
  - 8.1 MINUTES OF 7 NOVEMBER MEETING AND MATTERS ARISING
9. NEXT MEETING – 7 DECEMBER 2006
10. CLOSURE

**ENVIRONMENT CANTERBURY**  
**FINANCE AND AUDIT COMMITTEE**

**MINUTES OF THE MEETING HELD IN THE COUNCIL CHAMBER,  
ENVIRONMENT CANTERBURY, 58 KILMORE STREET, CHRISTCHURCH  
ON TUESDAY, 7 NOVEMBER 2006 AT 8.05 A.M.**

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2. MINUTES OF 10 OCTOBER AND 26 OCTOBER 2006 MEETINGS
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5. INVESTMENT POLICY
6. UNIFORM ANNUAL GENERAL CHARGES
7. WATER MANAGEMENT CHARGING
8. EXTRAORDINARY AND URGENT BUSINESS
9. NOTICES OF MOTION
10. MEETING WITH PUBLIC EXCLUDED
  - 10.1 MINUTES OF 10 OCTOBER 2006 AND MATTERS ARISING
  - 10.2 MINUTES OF 26 OCTOBER 2006 AND MATTERS ARISING
  - 10.3 TARGET PEST ENTERPRISES LIMITED ANNUAL REPORT
11. NEXT MEETING – 22 NOVEMBER 2006
12. CLOSURE

**PRESENT**

Crs R M Kirk (Chairperson), R A Budd, T K Burke, R H M Johnston and A G Neill.

**MANAGERS AND OFFICERS PRESENT**

B R Jenkins (Chief Executive), I W Thomas (Director Finance and Corporate Services), N C Pilbrow (Manager Finance and Corporate Services) and J C Pani (Manager Secretariat).

**1. APOLOGIES**

Cr N J Wagner.

Item 10 was taken at this time.

The meeting moved into public excluded meeting from 8.07 a.m. until 8.40 a.m.

## 10. MEETING WITH PUBLIC EXCLUDED

*Resolved*

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

- 10.1 Minutes of 10 October 2006 and Matters Arising*
- 10.2 Minutes of 26 October 2006 and Matters Arising*
- 10.3 Target Pest Enterprises Limited Annual Report*

*The general subject of the matter 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:*

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>10.1 Minutes of 10 October 2006 and Matters Arising</i>	<i>That good reason exists for not discussing the matter with the public present and is not outweighed by the public interest.</i>	<i>Section 48(1)(a)</i>
<i>10.2 Minutes of 26 October 2006 and Matters Arising</i>		
<i>10.3 Target Pest Enterprises Limited Annual Report</i>		

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

*10.1 Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations, (including commercial and industrial negotiations) 7(2)(i).*

*10.2 & 10.3*

*Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the council-controlled organisation which supplied or which is the subject of the information - section 7(2)(b)(ii).*

*The meeting further resolved that Martin Hadlee, Paul Ash and Tom Pickles (Target Pest Enterprises Limited) remain for discussion on item 10.3.*

*Cr Kirk/Cr Burke*

The meeting resumed in open meeting at 8.40 a.m.

## 2. MINUTES OF 10 OCTOBER AND 26 OCTOBER 2006 MEETINGS

### *Resolved*

*That the minutes of the 10 October 2006 meeting, as circulated, be confirmed as a true and correct record and be adopted.*

Cr Budd/Cr Burke

### *Resolved*

*That the minutes of the 26 October 2006 meeting, as circulated, be confirmed as a true and correct record and be adopted.*

Cr Johnston/Cr Burke

## 3. MATTERS ARISING

There were no matters arising from the minutes of 10 and 26 October meetings.

## 4. REVIEW OF PORTFOLIOS FOR THE 2007/08 ANNUAL PLAN

Wayne Thomas (Director Finance and Corporate Services) presented this item for the Committee to adopt a set of questions to be used to review portfolios' preparations for the 2007/2008 Annual Plan.

The following points were noted for consideration with the questions circulated to Councillors for discussion at the series of Portfolio Committee meetings commencing 14 November:

Question 3 – Include “type” with “levels of service”.

Question 4 – Include “or project outcome” with “service delivery”.

Question 9 – Include new projects within or beyond Portfolio.

It was confirmed that the purpose of the questionnaire and finance and Audit Committee involvement in the process was to ensure that Portfolio Chairs were conversant with Portfolio responsibilities, including funding of these responsibilities, and levels of service.

### *Resolved*

*That the following 11 questions be adopted for the Review of Portfolios.*

**A:** *Level of service and level of funding*

**Q1:** *For the underlying service requirements at group of activity (portfolio) and (parent) project level, what are trends in the demand for this service or the driver for activity?*

**Q2:** *Do changes in the level of service warrant adjustments in the level of funding?*

**Q3:** *Are there any new areas of work for project input and development to address changes in level of service?*

**Q4:** *What effect would deferral, amendment or deletion have on service delivery?*

**Q5: *How does the proposed total budget for the portfolio compare with the budget in the LTCCP?***

**B: Cost effectiveness and cost efficiency of service delivery**

**Q6: *What opportunities exist for cost efficiencies in service delivery?***

**Q7: *Are there possible alternative methods of service delivery?***

**C: Project Priorities**

**Q8: *What are the relative priorities among the projects in relation to the group of activities in the portfolio?***

**Q9: *Are there new projects (or project adjustments) that have higher priority than existing projects?***

**Q10: *To accommodate new projects or project adjustments what other projects can be deferred?***

**D: Funding Alternatives**

**Q11: *Are there alternative funding sources to undertake the activities of the portfolio?***

Cr Budd/Cr Burke

## **5. INVESTMENT POLICY**

Helen Sellwood (Finance Manager) presented a discussion paper on Council's investment policy and suggested alternatives.

***Resolved***

***That the Finance and Audit Committee:***

***(a) Invites Forsyth Barr to make a presentation to the Finance & Audit Committee, and***

***(b) Notes the information in relation to borrowing.***

Cr Burke/Cr Budd

## **6. UNIFORM ANNUAL GENERAL CHARGES**

Wayne Thomas (Director Finance and Corporate Services) presented this item introducing the use of a Uniform Annual General Charge (UAGC) to part fund previously general rate funded programmes in the 2007/08 Annual Plan year and years beyond.

There was discussion on the need to incorporate any consultation on introducing a UAGC with consultation on Water Management Services Charging. A view expressed was that these matters needed to be considered in tandem with a request for proposals for both matters to be incorporated into the 2007/2008 Annual Plan. To achieve that timing, consultation proposals are to be reported to the 5 December Committee meeting.

Prior to the recommendations being put, discussion took place on whether information should be presented to the 5 December Finance and Audit Committee, or directly to Council. Staff expressed a desire for clear direction from Council on how staff should proceed with any final solution coming out of the consultation process.

**Resolved**

- (a) That proposals for the introduction of Uniform Annual General Charges and Water Management Services Charging be incorporated into the 2007/2008 Annual Plan process.**
- (b) That staff prepare consultation proposals for consideration by Finance and Audit Committee on 5 December and that Finance and Audit Committee (subject to its decision-making) report to Council on 7 December.**

Cr Budd/Cr Burke

Cr Neill requested that his vote against this motion be recorded, as he did not feel adequately informed at this stage.

**7. WATER MANAGEMENT CHARGING**

Discussion on this item was incorporated into the discussion on item 6, Uniform Annual General Charges.

**8. EXTRAORDINARY AND URGENT BUSINESS**

There was no extraordinary and urgent business.

**9. NOTICES OF MOTION**

There were no notices of motion.

**11. NEXT MEETING – 22 NOVEMBER 2006**

**12. CLOSURE**

The meeting closed at 10.50 a.m.

CONFIRMED

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

<b>AGENDA ITEM NO: 4</b>	<b>SUBJECT MATTER: TRI-ANNUAL REPORT: 1 JULY 2006 – 31 OCTOBER 2006</b>
<b>REPORT:</b> Finance and Audit Committee	<b>DATE OF MEETING:</b> 6 December 2006
<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 receive the Tri-annual Report for the period 1 July 2006 to 31 October 2006;
- To make recommendations to the Council regarding amendments to project levels of service and budgets.

## ATTACHMENTS

Tri-annual Report of Progress on Project Levels of Service 1 July 2006 to 31 October 2006.

## BACKGROUND

As a result of the shift in focus in the 2006-16 LTCCP to groups of activities, levels of service and community outcomes, the Tri-annual Report now reports on the status of *project levels of service*, as set out in the companion to the 2006-16 LTCCP, “Project Levels of Service and Funding 2006/07”, rather than on *project outputs* as in the past.

Figure 1 shows where project levels of service sit in relation to group of activity levels of service and community outcomes.

Reporting project levels of service provides the Council with a more appropriate measure of performance in respect of ECan’s contribution to community outcomes than is possible at the very detailed project output level.

Project outputs continue to form the basis of project planning and management, and for reporting progress to management. Progress on outputs is reviewed by senior managers as part of compiling the Tri-annual Report for the Council.

## WHAT’S NEW IN THE REPORT?

This report is focused at a “higher level”. As before, the report continues to include all projects with outputs that are “not on target”. However, rather than listing individual “not on target” outputs, the report lifts the focus to the impact of this on the higher level of service to which the output contributes.

Where the impact is significant and a level of service has to be amended or deferred, the project is shown under the heading “For the attention of Council”, with a recommendation for Council decision.

Where the impact is not significant and the level of service can still be achieved, albeit with management intervention, the project is shown under the heading “For the attention of Management”, with comment on the management action undertaken.

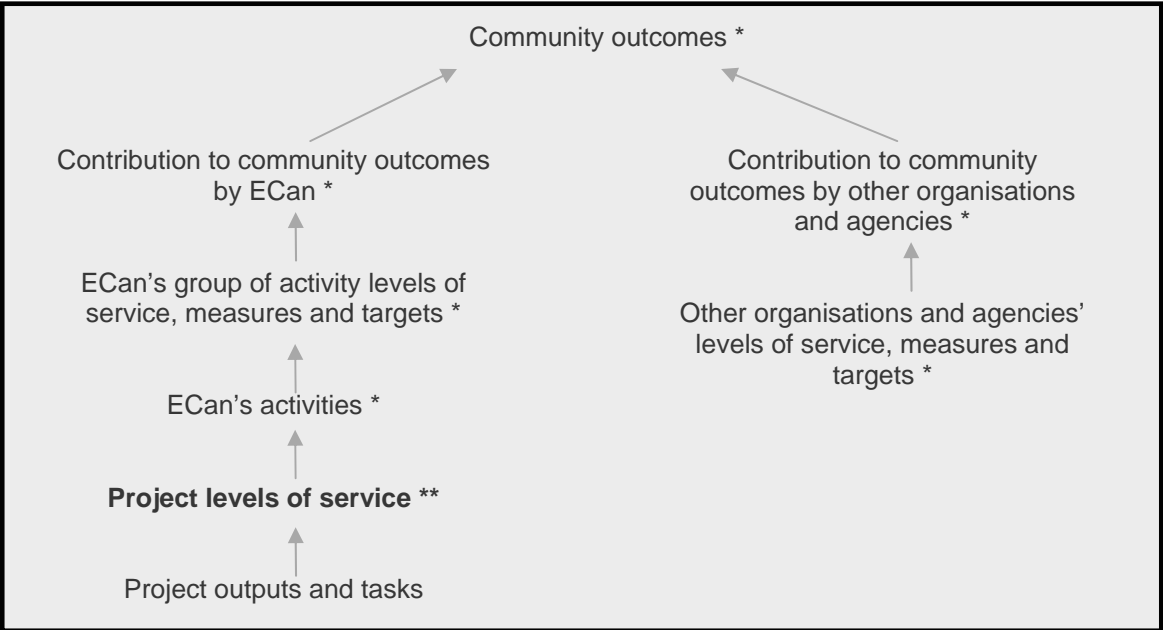
This means that changes to approved levels of service in “Project Levels of Service and Funding 2006/07” are made by the Council, leaving management of outputs to management.

**PROGRESS ACHIEVED**

The Tri-annual Report reports progress made during the first four months of the 2006/07 year. Few levels of service requiring amendment.

Levels of service achieved already	5	2%
Levels of service requiring amendment	12	5%
Levels of service being addressed by management	19	8%
Levels of service on track for completion by 30 June 2007	<u>194</u>	<u>84%</u>
	<u>230</u>	<u>100%</u>

**FIGURE 1**



\* in the LTCCP  
 \*\* in Project Levels of Service and Funding 2006/07

**REPORTING SOFTWARE UPGRADES**

This report has been compiled by adapting the previously used output report. This report is generated from the Navision financial system, which is designed primarily for handling financial data and has limitations for handling and reporting non-financial project performance information. It has limited report formatting ability and customising is expensive. Staff find entering non-financial information difficult and Councillors will be familiar with the report's odd quirks. To overcome this, new software is being installed that will allow

improvements to be made to the quality of reports (both content and presentation), including the use of "scorecard" style reporting and the ability to view reports on-line. Navision will be retained to do what it does best- manage financial data. The new software will also provide other benefits within the organisation, such as improved management of plan implementation and budgeting, and provision of performance management information.

#### **RECOMMENDATION TO THE COUNCIL**

*That the recommendations in the Tri-annual Report of Progress on Levels of Service 1 July 2006 to 31 October 2006" be approved.*

**Tri-annual Report of Progress  
on Project Levels of Service  
1 July 2006 to 31 October 2006**

**File No. PR 2C/93  
29 November 2006**

**Report Prepared by:  
Directors**

Statistics of achievement so far are summarised in Table 1 below

**Table 1 - Progress**

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
Air Quality	10	0 0%	6 60%	2 20%	2 20%	
Emergency Management	2	0 0%	2 100%	0 0%	0 0%	
Coastal Environment	16	0 0%	13 81%	0 0%	3 19%	
Energy	5	0 0%	5 100%	0 0%	0 0%	
Land	24	0 0%	19 79%	2 8%	3 13%	
Hazards	17	0 0%	12 71%	2 12%	3 18%	
Navigation Safety	5	0 0%	5 100%	0 0%	0 0%	
Pests and Biosecurity	36	0 0%	36 100%	0 0%	0 0%	
Public Passenger Transport	17	1 6%	14 82%	1 6%	1 6%	
Regional Land Transport	9	1 11%	8 89%	0 0%	0 0%	
Waste, Hazardous Subs and Contaminated Sites	16	0 0%	13 81%	1 6%	2 13%	
Water Quality, Quantity and Ecosystems	26	0 0%	19 73%	3 12%	4 15%	
Democratic Process: RMA Regulatory	26	0 0%	26 100%	0 0%	0 0%	
Democratic Process: Corp Comms & Council Processes	21	3 14%	16 76%	1 5%	1 5%	
TOTAL	230	5 2%	194 84%	12 5%	19 8%	
Community Plan Only	0	0 0%	0 0%	0 0%	0 0%	

# 3 SPECIFIC PORTFOLIO REPORTS AND RECOMMENDATION

Internal only outputs are flagged with × beside the project name.

## 3.1 Air Quality

Portfolio Manager/Convenor Linda Kirk

### Highlights this period

- Clean Heat has 16,600 registrations to date
- Completed 15,500 assessments to date

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	10	0 0%	6 60%	2 20%	2 20%	
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	

### Details

#### For the attention of Council

##### 0640 State of Environment Report - Air

**Project Leader** Ken Taylor  
**Section Manager** Ken Taylor  
**Director** George Griffiths  
**Level of Service:** 01 Collecting information for the 08/09 edition of the State of the Environment report; all year; 1 dataset, Due: 30/06/07  
**Reasons:** Delay in completion of final draft owing to unprogrammed activities. Will be ready for inclusion in final report before 31 December.  
**Impact on parent LOS:** Contributes to delay in production of report.  
**Resource implications:** None  
**Recommendation:** Amend completion date to 31 December 2006.

##### 0341 Natural Resources RP - Air

**Project Leader** Linda Kirk  
**Section Manager** John Glennie  
**Director** John Talbot  
**Level of Service:** 01 Progressing the air chapter of the Proposed Natural Resources Regional Plan and initiating variations to address air quality issues in Timaru, Kaiapoi, Rangiora and Ashburton; 1 set of decisions; 1 plan variation, Due: 30/06/07  
**Reasons:** Awaiting recommendations from Commissioners before decisions can be release. These are expected February 2007. Variations are not expected to be notified until end of October 2007 due to community advisory group processes now taking place for various towns in the region.  
**Impact on parent LOS:** None.  
**Resource implications:** None - existing staff will be needed to undertake community advisory group processes for the variation development.  
**Recommendation:** That the quantity be amended to: 1 set of recommendations received.

## For the attention of Management

### 0662 Resource Consent Compliance Monitoring - Air

<b>Project Leader</b>	Evan Walker
<b>Section Manager</b>	Evan Walker
<b>Director</b>	Mike Freeman
<b>Level of Service:</b>	01 Monitoring resource consents for compliance in accordance to Monitoring Procedures manual and all significant non-compliances are actioned; all year; all significant non-compliances are followed to resolution, Due: 30/06/07
<b>Reasons:</b>	Monitoring Hours significantly under budgetIncreased staff vacancies coinciding with section expansion; difficulty recruiting to Timaru.
<b>Impact on parent LOS:</b>	Increased risk that significant non-compliance will not be detected or followed through to a timely resolution
<b>Resource implications:</b>	Highly likley that cost recovery targets will not be met; increased pressure on staff may exacerbate turnover.
<b>Recommendation:</b>	That recrtuiment efforts be stepped up to ensure full compliment of staff

### 0653 Resource Consent Processing - Air

<b>Project Leader</b>	Donald Rule
<b>Section Manager</b>	Don Rule
<b>Director</b>	Mike Freeman
<b>Level of Service:</b>	01 Making decisions on resource consent applications; decisions made within statutory timeframes; surveyed customer rating exceeds 80% positive, Due: 30/06/07
<b>Reasons:</b>	Quantity of applications exceeds available processing resource.
<b>Impact on parent LOS:</b>	Statutory timeframes will not always be met.
<b>Resource implications:</b>	Continuing pressure on staff may result in high level of staff turnover, and make financial targets more difficult to achieve.
<b>Recommendation:</b>	That continued efforts to maintain staffing levels and attract new staff are made.

## 3.2 Emergency Management

**Portfolio Manager/Convenor** John Fisher

### Highlights this period

- Group involved until mid-Sept with co-ordination of recovery from snow event
- Involvement with multi-agency Influenza Pandemic planning continues

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	2	0 0%	2 100%	0 0%	0 0%	
Community Plan Only	0	0 0%	0 0%	0 0%	0 0%	

## 3.3 Coastal Environment

**Portfolio Manager/Convenor** Justin Cope

## Highlights this period

- Excluded areas for aquaculture approved by Council.

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	16	0 0%	13 81%	0 0%	3 19%	
Community Plan Only	0	0 0%	0 0%	0 0%	0 0%	

## Details

### For the attention of Management

#### 0682 Resource Consent Processing - Coastal Environment

<b>Project Leader</b>	Donald Rule
<b>Section Manager</b>	Don Rule
<b>Director</b>	Mike Freeman
<b>Level of Service:</b>	01 Making decisions on resource consent applications; decisions made within statutory timeframes; surveyed customer rating exceeds 80% positive, Due: 30/06/07
<b>Reasons:</b>	Quantity of applications exceeds available processing resource.
<b>Impact on parent LOS:</b>	Statutory timeframes will not always be met.
<b>Resource implications:</b>	Continuing pressure on staff may result in high level of staff turnover, and make financial targets more difficult to achieve.
<b>Recommendation:</b>	That continued efforts to maintain staffing levels and attract new staff are made.

#### 0661 Resource Consent Compliance Monitoring - Coastal Environment

<b>Project Leader</b>	Evan Walker
<b>Section Manager</b>	Evan Walker
<b>Director</b>	Mike Freeman
<b>Level of Service:</b>	01 Monitoring resource consents for compliance in accordance to Monitoring Procedures manual and all significant non-compliances are actioned; all year; all significant non-compliances are followed to resolution, Due: 30/06/07
<b>Reasons:</b>	Monitoring Hours significantly under budget Increased staff vacancies coinciding with section expansion; difficulty recruiting to Timaru.
<b>Impact on parent LOS:</b>	Increased risk that significant non-compliance will not be detected or followed through to a timely resolution
<b>Resource implications:</b>	Highly likely that cost recovery targets will not be met; increased pressure on staff may exacerbate turnover.
<b>Recommendation:</b>	That recruitment efforts be stepped up to ensure full compliment of staff

#### 0230 Public Information - Coastal

<b>Project Leader</b>	Justin Cope
<b>Section Manager</b>	Ken Taylor
<b>Director</b>	George Griffiths
<b>Level of Service:</b>	01 Facilitating a coastal research and management workshop for the region, with workshop notes published in New Zealand Coastal Society newsletter; 1 workshop, 90% of respondents benefiting from the workshop, Due: 30/06/07
<b>Reasons:</b>	A planned coastal research and management workshop is not required as attendees

will have attended the recent national NZ Coastal Society Conference.

**Impact on parent LOS:** None

**Resource implications:** None

**Recommendation:** That no change is required to the level of service.

### 3.4 Energy

**Portfolio Manager/Convenor** Mike O'Connell

#### Highlights this period

- The Canterbury Regional Energy Strategy Group continues its preliminary project work on laying the groundwork for a supply of affordable, secure and sustainable energy for Canterbury community. The initial stage has been about data gathering concerning the status of the regional electricity grid, and non-grid energy systems.
- At least three renewable energy projects have been profiled at Council workshops.

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	5	0 0%	5 100%	0 0%	0 0%	
Community Plan Only	0	0 0%	0 0%	0 0%	0 0%	

### 3.5 Land

**Portfolio Manager/Convenor** Rob Phillips

#### Highlights this period

- Biodiversity Advisory Group established and making good progress.

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	24	0 0%	19 79%	2 8%	3 13%	
Community Plan Only	0	0 0%	0 0%	0 0%	0 0%	

#### Details

#### For the attention of Council

##### 0641 State of Environment Report - Land

**Project Leader** Ken Taylor

**Section Manager** Ken Taylor

**Director** George Griffiths

**Level of Service:** 01 Collecting information for the 2008/09 edition of the State of the Environment report; all year; 1 dataset, Due: 30/06/07

**Reasons:** Delays in production of drafts of some chapters not yet completed because of unprogrammed work (hearings etc), but good progress in most areas now.

**Impact on parent LOS:** Delay in production of report - should be completed by 28 Feb 2007.

**Resource implications:** None.

**Recommendation:** Amend completion date to 28 February 2007.

#### **0619 Urban Development Strategy**

**Project Leader** Laurie McCallum

**Section Manager** Laurie McCallum

**Director** John Talbot

**Level of Service:** 01 Participating in development of an Urban Development Strategy for metropolitan Christchurch to provide direction for landuse and transport; notify by 30 Oct 06, adopt by 28 Feb 07; 1 strategy, Due: 28/02/07

**Reasons:** Progress has been slower than originally forecast.

**Impact on parent LOS:** None

**Resource implications:** None

**Recommendation:** That current dates be changed to read; notify by 6 Nov 06, adopt by 30 Apr 07; 1 strategy, Due 30/04/07.

#### **For the attention of Management**

#### **0706 ECan Forest Management**

**Project Leader** David Owen (PRO)

**Section Manager** Neville Bishell

**Director** Wayne Thomas

**Level of Service:** 01 Maintaining commercial forests that support the flood protection infrastructure on Canterbury rivers or the protection of land from soil erosion; all year; 2500ha, Due: 30/06/07

**Reasons:** 41 out of 50 ha planted due to harvesting not completed as projected.

**Impact on parent LOS:** Nil

**Resource implications:** Minimal

**Recommendation:** Increase planting 07/08

#### **0656 Resource Consent Compliance Monitoring - Land**

**Project Leader** Evan Walker

**Section Manager** Evan Walker

**Director** Mike Freeman

**Level of Service:** 01 Monitoring resource consents for compliance in accordance to Monitoring Procedures manual and all significant non-compliances are actioned; all year; all significant non-compliances are followed to resolution, Due: 30/06/07

**Reasons:** Monitoring Hours significantly under budget Increased staff vacancies coinciding with section expansion; difficulty recruiting to Timaru.

**Impact on parent LOS:** Increased risk that significant non-compliance will not be detected or followed through to a timely resolution

**Resource implications:** Highly likley that cost recovery targets will not be met; increased pressure on staff may exacerbate turnover.

**Recommendation:** That recruitment efforts be stepped up to ensure full complement of staff

#### **0652 Resource Consent Processing - Land**

**Project Leader** Donald Rule

**Section Manager** Don Rule

**Director** Mike Freeman

**Level of Service:** 01 Making decisions on resource consent applications; decisions made within statutory timeframes; surveyed customer rating exceeds 80% positive, Due: 30/06/07

**Reasons:** Quantity of applications exceeds available processing resource.  
**Impact on parent LOS:** Statutory timeframes will not always be met.  
**Resource implications:** Continuing pressure on staff may result in high level of staff turnover, and make financial targets more difficult to achieve.  
**Recommendation:** That continued efforts to maintain staffing levels and attract new staff are made.

### 3.6 Hazards

**Portfolio Manager/Convenor** Brodie Young

#### Highlights this period

- Dangerous dams policy applauded by stakeholders including other Regional Councils and Meridian Energy.
- Developed river protection easements for accretion claims within rating districts to protect rating districts interests.
- Develop drainage easement to provide access for maintenance of draining district where land is sub-divided.
- Submission made on Central Plains Water consent.
- Unable to resource review of design bed level for Waimakariri Gravel consents.
- Gravel, accretion claims, subdivision, riparian development issues putting section under strain.
- Consent monitoring issues

#### **OUTPUT SUMMARY YEAR TO DATE**

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	17	0 0%	12 71%	2 12%	3 18%	
Community Plan Only	0	0 0%	0 0%	0 0%	0 0%	

#### Details

#### For the attention of Council

##### **0648 State of Environment Report - Natural Hazards**

**Project Leader** Ken Taylor  
**Section Manager** Ken Taylor  
**Director** George Griffiths  
**Level of Service:** 01 Collecting information for the 08/09 edition of the State of the Environment report; all year; 1 dataset, Due: 30/06/07  
**Reasons:** Delays in completion of first draft owing to other commitments. Will be completed by 30 November.  
**Impact on parent LOS:** Delay in production of final report.  
**Resource implications:** None.  
**Recommendation:** Amend completion date to 31 December 2006.

### 0303 Waimakariri R Floodplain Planning

<b>Project Leader</b>	Laurie McCallum
<b>Section Manager</b>	Laurie McCallum
<b>Director</b>	John Talbot
<b>Level of Service:</b>	01 Making progress on resolving floodplain management planning issues with land owners on the south side of the lower Waimakariri River; all year; as required, Due: 30/06/07
<b>Reasons:</b>	Lack of resources at the Christchurch City Council have meant this work has not yet commenced and is likely to be delayed.
<b>Impact on parent LOS:</b>	Will not be completed by the due date of 30 June 2007.
<b>Resource implications:</b>	None.
<b>Recommendation:</b>	Amend LoS to read "Making progress through Christchurch City plan processes on resolving floodplain management planning issues with land owners....."

### For the attention of Management

### 0730 Catchment Works In Rating Districts

<b>Project Leader</b>	Ross Vesey
<b>Section Manager</b>	Ross Vesey
<b>Director</b>	Ken Lawn
<b>Level of Service:</b>	01 Maintaining and operating erosion, flood and drainage schemes to agreed performance levels; all year; maintenance programmes for 60 schemes, Due: 30/06/07
<b>Reasons:</b>	Consenting for Waimakariri Flood Protection Project requires additional \$989,526 in current financial year. Repairs following November 14 flood damage may increase expenditure for some rating districts by more than 10%.
<b>Impact on parent LOS:</b>	None.
<b>Resource implications:</b>	Possible levels of expenditure greater than budgeted to be recovered in future years.
<b>Recommendation:</b>	Await reports on extent of flood damage.

### 0349 Advisory - River Engineering

<b>Project Leader</b>	Ross Vesey
<b>Section Manager</b>	Ross Vesey
<b>Director</b>	Ken Lawn
<b>Level of Service:</b>	01 Providing advice on river engineering and erosion control; all year; as required, Due: 30/06/07
<b>Reasons:</b>	Gravel Management being carried out under this code. Allocation will be over-spent.
<b>Impact on parent LOS:</b>	Likely over spending on gravel management.
<b>Resource implications:</b>	This levels of expenditure in subsequent years will be recovered through proposed gravel charges.
<b>Recommendation:</b>	Consider method of funding of overspending in this year.

### 0320 Avon River/Otakaro Floodplain Management Strategy

<b>Project Leader</b>	Laurie McCallum
<b>Section Manager</b>	Laurie McCallum
<b>Director</b>	John Talbot
<b>Level of Service:</b>	01 Publishing a draft floodplain management strategy for the Avon River/Otakaro floodplain, jointly with the Christchurch City Council (subject to CCC resource availability) and releasing it for public consultation; 1 draft strategy, Due:

30/06/07

- Reasons:** Lack of resources at the Christchurch City Council have meant this work has not yet commenced and is likely to be delayed.
- Impact on parent LOS:** Will not be completed by the due date of 30 June 2007.
- Resource implications:** None.
- Recommendation:** Continue to liaise with Christchurch City about this significant natural hazards issue.

### 3.7 Navigation Safety

Portfolio Manager/Convenor Tony Whitely

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	5	0 0%	5 100%	0 0%	0 0%	
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	

### 3.8 Pests and Biosecurity

Portfolio Manager/Convenor Rob Phillips

#### Highlights this period

- New plant pest accord signed.
- 11 Notices of Direction for noncompliant rabbit level served, 6 of these on LINZ
- Compliance inspections have been completed on 588 properties, 29 Notices of
- Annual nassella news publised and distributed to all rural properties in Hurunui
- 

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	36	0 0%	36 100%	0 0%	0 0%	
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	

### 3.9 Public Passenger Transport

Portfolio Manager/Convenor Jill Atkinson

#### Highlights this period

- A biodiesel trial was initiated involving Leopard Coachlines and Christchurch Bus Services. Both the results from the trial and the feedback from the public has been encouraging.
- The new Northern Star service was launched on October 30. The service operates in the Waimakariri District and offers a faster more direct trips into Christchurch as well as greater frequency and shuttle connections between centres within the district.

- The Metro website was updated in September 06 presenting a fresh new image and a greater array of information.
- The Amazing Metro Race was again held in the July school holidays with great success.
- The PT Strategy draft was completed and has been consulted upon with an 80.4% approval rate. The results of the PT Strategy consultation will be presented to Council on December 7 with a recommendation for acceptance.
- Preparation is under way for the new Timaru service to commence January 8 2007.

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	17	1 6%	14 82%	1 6%	1 6%	
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	

## Details

### For the attention of Council

#### 0464 Passenger Services Contract Payments

**Project Leader** David Stenhouse  
**Section Manager** Wayne Holton-Jeffreys  
**Director** Ken Lawn  
**Level of Service:** 01 Paying for passenger services; monthly; 12 payments per contract, Due: 30/06/07  
**Reasons:** Inflation indexation through volatile fuel and labour prices are impacting on contract payments. December's LTNZ indexing figures have just been received and expected relief due to the decrease in diesel prices has not eventuated.  
**Impact on parent LOS:**  
**Resource implications:** Budget likely to be exceeded by between \$1.5 million and \$2.3 million with 50% funded by LTNZ and 50% funded from PT Reserve  
**Recommendation:** Approval of use of Reserve to fund the deficit

### For the attention of Management

#### 0465 Total Mobility

**Project Leader** Wayne Holton-Jeffreys  
**Section Manager** Wayne Holton-Jeffreys  
**Director** Ken Lawn  
**Level of Service:** 01 Managing Total Mobility schemes; monthly; 12 payments for 4 schemes, Due: 30/06/07  
**Reasons:** Phase 2 of national review of TM has been delayed by Minister of Transport  
**Impact on parent LOS:** Upgrade to TM database may be delayed pending the determination of LTNZ national guidelines  
**Resource implications:** Possibility of additional IT staff time  
**Recommendation:** Monitor

## 3.10 Regional Land Transport

**Portfolio Manager/Convenor** Jill Atkinson

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	9	1 11%	8 89%	0 0%	0 0%	
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	

### 3.11 Waste, Hazardous Subs and Contaminated Sites

Portfolio Manager/Convenor Helen Davies

#### Highlights this period

- two new PPOs recruited
- Submission made on Waste Minimisation Bill
- New Waste Exchange funded in Waimakariri District
- 2006 Clean Green Business Awards were judged and presented in Ashburton: overall winners Ashburton Meat Processors and Oil Seed Extraction.

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	16	0 0%	13 81%	1 6%	2 13%	
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	

#### Details

#### For the attention of Council

##### 0624 Industrial Pollution Prevention

**Project Leader** Darren Patterson

**Section Manager** Ken Taylor

**Director** George Griffiths

**Level of Service:** 01 Undertaking site assessments using the Pollution Prevention Guide and providing guidance on pollution prevention; all year; 300 companies, Due: 30/06/07

**Reasons:** Late commencement of staff due to long recruitment process and training of new staff to ensure they had required technical skills

**Impact on parent LOS:** Target unlikely to be met

**Resource implications:** reduction in labour costs due to late commencement

**Recommendation:** reduce to 230 sites

#### For the attention of Management

##### 0667 Resource Consent Compl' Mon' - Waste Hazardous Substances and Contam. Sites

**Project Leader** Evan Walker

**Section Manager** Evan Walker

**Director** Mike Freeman

**Level of Service:** 01 Monitoring resource consents for compliance in accordance with Monitoring

**Reasons:** Procedures manual and all significant non-compliances are actioned; all year; all significant non-compliances are followed to resolution, Due: 30/06/07

**Impact on parent LOS:** Monitoring Hours significantly under budget Increased staff vacancies coinciding with section expansion; difficulty recruiting to Timaru.

**Resource implications:** Highly likley that cost recovery targets will not be met; increased pressure on staff may exacerbate turnover.

**Recommendation:** That recrtuiment efforts be stepped up to ensure full compliment of staff

### 0666 Resource Consent Processing - Waste Hazardous Substances and Contaminated Sites

**Project Leader** Donald Rule  
**Section Manager** Don Rule  
**Director** Mike Freeman

**Level of Service:** 01 Making decisions on resource consent applications; decisions made within statutory timeframes; surveyed customer rating exceeds 80% positive, Due: 30/06/07

**Reasons:** Quantity of applications exceeds available processing resource.

**Impact on parent LOS:** Statutory timeframes will not always be met.

**Resource implications:** Continuing pressure on staff may result in high level of staff turnover, and make financial targets more difficult to achieve.

**Recommendation:** That continued efforts to maintain staffing levels and attract new staff are made.

## 3.12 Water Quality, Quantity and Ecosystems

**Portfolio Manager/Convenor** Kathleen Crisley

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	26	0 0%	19 73%	3 12%	4 15%	---
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	---

### Details

#### For the attention of Council

### 0636 State of Environment Report - Water

**Project Leader** Ken Taylor  
**Section Manager** Ken Taylor  
**Director** George Griffiths

**Level of Service:** 01 Collecting information required for the 08/09 edition of the State of the Environment report; all year; 1 dataset, Due: 30/06/07

**Reasons:** 2 of the 3 chapters are prepared. The 3rd is delayed because of unprogrammed activities. Will be completed by end of November.

**Impact on parent LOS:** Delay in publication of the final report.

**Resource implications:** None.

**Recommendation:** Amend completion date to 31 December 2006.

### 0308 Opihi River & Catchment RP

<b>Project Leader</b>	Malcolm Miller
<b>Section Manager</b>	John Glennie
<b>Director</b>	John Talbot
<b>Level of Service:</b>	01 Notifying a summary of decisions requested and adding further submissions to the submissions database; 1 notification, Due: 30/06/07
<b>Reasons:</b>	Staff resources have been diverted to NRRP Ch 4-8 officer reports for hearings, so no work will be undertaken in this project this year. This has been discussed by the Water portfolio Committee.
<b>Impact on parent LOS:</b>	the level of service will not be achieved.
<b>Resource implications:</b>	Resources will be consumed in NRRP.
<b>Recommendation:</b>	That it is noted that the level of service will not be delivered on as no further work will be undertaken in this project this year.

### 0261 G/Water Investigations, Drilling & Testing

<b>Project Leader</b>	Michael Dicker
<b>Section Manager</b>	Michael Dicker
<b>Director</b>	George Griffiths
<b>Level of Service:</b>	01 Undertaking hydrogeological investigations, using drilling and testing where necessary to characterise aquifers in the region; 11 investigations, Due: 30/06/07
<b>Reasons:</b>	Reporting on scenario testing for the Ashley/Waimak groundwater investigation (output 12 of 026104) is to be deferred to 2007/08 financial year.
<b>Impact on parent LOS:</b>	Number of investigations will be reduced by 1.
<b>Resource implications:</b>	None.
<b>Recommendation:</b>	Reduce number of investigations from 11 to 10.

### For the attention of Management

### 0660 Resource Consent Compliance Monitoring - Water

<b>Project Leader</b>	Evan Walker
<b>Section Manager</b>	Evan Walker
<b>Director</b>	Mike Freeman
<b>Level of Service:</b>	01 Monitoring resource consents for compliance in accordance with the Monitoring Procedures manual and all significant non-compliances are actioned; all year; all significant non-compliances are followed to resolution, Due: 30/06/07
<b>Reasons:</b>	Monitoring Hours significantly under budget Increased staff vacancies coinciding with section expansion; difficulty recruiting to Timaru.
<b>Impact on parent LOS:</b>	Increased risk that significant non-compliance will not be detected or followed through to a timely resolution
<b>Resource implications:</b>	Highly likely that cost recovery targets will not be met; increased pressure on staff may exacerbate turnover.
<b>Recommendation:</b>	That recruitment efforts be stepped up to ensure full complement of staff

### 0659 Resource Consent Processing - Water

<b>Project Leader</b>	Donald Rule
<b>Section Manager</b>	Don Rule
<b>Director</b>	Mike Freeman
<b>Level of Service:</b>	01 Making decisions on resource consent applications; decisions made within statutory timeframes; surveyed customer rating exceeds 80% positive, Due:

30/06/07  
**Reasons:** Quantity of applications exceeds available processing resource.  
**Impact on parent LOS:** Statutory timeframes will not always be met.  
**Resource implications:** Continuing pressure on staff may result in high level of staff turnover, and make financial targets more difficult to achieve.  
**Recommendation:** That continued efforts to maintain staffing levels and attract new staff are made.

#### 0340 Natural Resources RP - Water

**Project Leader** John Glennie  
**Section Manager** John Glennie  
**Director** John Talbot  
**Level of Service:** 01 Providing natural resources policy and planning advice in relation to water, including: reports and advice to the Council that may lead to variations; officer report preparation and presentation; reports and recommendations on policy approaches to specific issues including environmental flow regimes for various rivers to be brought into Chapter 5 by way of variation; all year; as required, Due: 30/06/07  
**Reasons:** For Orari River, no effect in 2006/07; however results in deferral as noted in Combined Portfolios Committee meeting 22 Nov 2006. Output for Pareora will not be completed in this financial year as discussed at the Combined Portfolios Committee meeting 23 Nov 2006. This will be deferred until 2007/08.  
**Impact on parent LOS:** None.  
**Resource implications:** Budget provision 08/09 is sufficient to cover both Pareora and Orari.  
**Recommendation:** No change to the level of service, but defer Pareora output to 07/08, defer Orari output to 08/09.

#### 0275 Investigating Flow Regimes

**Project Leader** Graeme Horrell  
**Section Manager** Ken Taylor  
**Director** George Griffiths  
**Level of Service:** 01 Carrying out specific investigations in the following areas: groundwater/surface water interactions, land use impacts (afforestation), allocation, water resource mapping, and flood forecasting; 5 investigations, Due: 30/06/07  
**Reasons:** A flood forecasting model is to be prepared for the Pareora instead of the Waihi/Temuka rivers.  
**Impact on parent LOS:** None  
**Resource implications:** None  
**Recommendation:** That the change in work programme is noted

### 3.13 Democratic Process: RMA Regulatory

Portfolio Manager/Convenor Linda Kirk

#### OUTPUT SUMMARY YEAR TO DATE

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
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1st Period Jul - Oct	26	0 0%	26 100%	0 0%	0 0%
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%

### 3.14 Democratic Process: Corp Comms & Council Processes

Portfolio Manager/Convenor Josie McNee

#### Highlights this period

- 2005/06 Annual Report and Summary adopted, with clear audit.

	TOTAL	ACHIEVED	ON TARGET	REQUIRING THE ATTENTION OF COUNCIL	BEING ADDRESSED BY MANAGEMENT	PROPOSED NEW
1st Period Jul - Oct	21	3 14%	16 76%	1 5%	1 5%	
Community Plan Only	0 0	0 0%	0 0%	0 0%	0 0%	

#### Details

##### For the attention of Council

##### 0218 Awareness Surveys

**Project Leader** Chris Macann  
**Section Manager** Bill Simpson  
**Director** Wilma Falconer  
**Level of Service:** 01 Undertaking a survey of public awareness about ECan's functions; 1 survey, Due: 30/06/07  
**Reasons:** All outputs are "on target". However, this is an off-year i.e survey is only undertaken every second year.  
**Impact on parent LOS:** None  
**Resource implications:** None  
**Recommendation:** Change wording to read "The results of the survey of public awareness about ECan's functions is available for staff and Councillors on request."

##### For the attention of Management

##### 0351 Advisory Services- Corporate

**Project Leader** Martin Foley  
**Section Manager** Martin Foley  
**Director** Wilma Falconer  
**Level of Service:** 01 Providing information and advice in a timely manner in response to enquiries ; 80% or more calls answered within 20 secs; requests for information / advice responded to within 2 business days, 80% of Land Information reports processed within 10 business days; customer satisfaction survey of 'good' and 'excellent' of at least 90%; abandonment of less than 5%, Due: 30/06/07  
**Reasons:** drop in sales due less demand in rural property sale  
**Impact on parent LOS:** None  
**Resource implications:** Less revenue than budgeted  
**Recommendation:** To develop a marketing plan to increase the uptake of Land Information reports.

No change to Level of Service.

<b>AGENDA ITEM NO: 8</b>	<b>SUBJECT MATTER: MEETING WITH PUBLIC EXCLUDED</b>
<b>REPORT:</b> Finance and Audit Committee	<b>DATE OF MEETING:</b> 6 December 2006
<b>FILE REFERENCES:</b>	<b>PORTFOLIO:</b> <b>PROJECT:</b> <b>OUTPUT:</b>
<b>REPORT BY:</b> Jude Pani Manager Secretariat	<b>ENDORSED BY:</b> Bryan Jenkins Chief Executive

## MEETING WITH PUBLIC EXCLUDED

The Chairman will move:

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

### 8.1 Minutes of 7 November 2006 and Matters Arising

The general subject of the matter 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
8.1 Minutes of 7 November 2006 and Matters Arising	That good reason exists for not discussing the matter with the public present and is not outweighed by the public interest.	Section 48(1)(a)

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

Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the council-controlled organisation which supplied or which is the subject of the information - section 7(2)(b)(ii).