

**263rd MEETING OF THE
CANTERBURY REGIONAL COUNCIL**

COUNCIL MEETING

**TO THE CHAIRMAN AND COUNCILLORS OF THE
CANTERBURY REGIONAL COUNCIL**

MEMBERSHIP OF THE COUNCIL

Cr T K Burke (Chairman)

Cr R A Budd	Cr A G Neill
Cr A S Carroll	Cr M E Oldfield
Cr E H Cunningham	Cr J F Slee
Cr R H M Johnston	Cr N J Wagner
Cr R M Kirk	Cr J M Waters
Cr R I R Little	Cr W E Woods
Cr A R McKay	

A meeting of the Council will be held on

Wednesday, 13 July 2005 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 THE 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.

CANTERBURY REGIONAL COUNCIL

COUNCIL MEETING

ORDER PAPER

1. APOLOGIES
2. LTCCP SELF ASSESSMENT RESPONSE
3. NEXT MEETING – 28 JULY 2005
4. CLOSURE

AGENDA ITEM NO: 2	SUBJECT MATTER: LTCCP SELF ASSESSMENT RESPONSE
REPORT: Council	DATE OF MEETING: 13 July 2005
FILE REFERENCES:	PORTFOLIO: All PROJECT: OUTPUT:
REPORT BY: John McEwing, Portfolio Manager Community Plan and Neil Pilbrow, Portfolio Manager Finance and Corporate Services	ENDORSED BY: Wayne Thomas Director Finance and Corporate Services

PURPOSE

This is to adopt the Council's response to the LTCCP self-assessment required by the Office of the Auditor General (OAG).

ATTACHMENT

The draft LTCCP self-assessment response.

BACKGROUND

LTCCP Self Assessment

Councils are required to complete an LTCCP self assessment to assist the OAG in understanding and considering the governance, decision-making, consultation, and performance management frameworks underlying the preparation of the LTCCP. This reflects the OAG's expanded interest in how councils are approaching their LTCCP and are performing in general. The information will be reviewed by a central group convened by the OAG, comprising both audit and sector representatives, to:

- identify good practice approaches within the local government sector, taking size, scale, and environment of Council into account; and
- locate each Council as it stands in relation to sector good practice.

| ☐ The OAG has asked that the Chief Executive and the Chair of a relevant council committee review the self-assessment response before it is submitted. However, it is felt that the whole Council should view and approve the response as aspects of the self-assessment relate to the way councillors are involved in various decision-making processes.

The self-assessment addresses the following key questions:

Question	Reason for Asking Question
1. How good is your Council at getting input from residents and users of services, and integrating that input into decision-making?	To assess the extent to which consultation with interested and affected people and organisations is inclusive and effective, including assessing:
2. Does the Council understand the needs and aspirations of its district, and what it and other stakeholders can achieve?	To help assess the extent to which the outcomes process provides a sound basis for Council decisions about its role and activities, including assessing:
3. Do elected members and staff understand their respective roles and share a common purpose of achieving the intentions set out in the LTCCP?	To assess the extent to which constructive relationships exist between the elected and administrative arms of the Council in the development of the LTCCP, including:
4. Is there clarity about which things are and are not the Council's priorities, and how does the Council assess whether its activities are achieving their objectives?	To assess the extent to which the LTCCP is based on and reflects the community outcomes or other priorities of the Council, and is clear about how the Council activities achieve their objectives, including:
5. Does the Council have good information to help it make decisions?	To assess the extent to which the Council has embedded relevant principles of the Act into its decision-making processes, including:
6. How well do the Council's actions, decisions, and practices connect intentions to results, so the Council knows whether its activities are achieving their objectives?	Our purpose is to establish that service levels and performance management systems are meaningful, relevant, reliable, and complete and will allow the Council to effectively monitor the performance and effect of its activities, including:

**The response is to be submitted to the Council's own auditor, Audit New Zealand, by
15 July 2005.**

A copy of the draft response has already been sent to Audit New Zealand so they can provide us with feedback prior to formally submitting the final approved response. Their preliminary comments will be available for the Council meeting and, together with councillor input, may result in amendments to the draft response.

Check List of Systems and Controls for LTCCP Preparation

In addition to the above self-assessment, staff from Audit New Zealand have sought information, via a check list, about the Council's key systems and controls involved in the preparation of the LTCCP. This information will assist them in preparing for the later more detailed LTCCP audit and reducing possible costs through early identification of audit issues. This has involved discussions with appropriate staff and does not require formal council endorsement.

The checklist covers the following areas:

- *Project Management Process:* How the Council ensures that there is clear accountability for the integrity of the information, and for meeting deadlines.
- *Legislative Compliance:* The procedures that the Council has in place to ensure that both the contents of the LTCCP and the decision-making process comply with the requirements of the Act, and to ensure that good project management underlies the various stages of consultation and decision-making.
- *Development of Key Policies:* The Council's key funding and financing policies and strategies established to achieve the objectives of these policies, and the controls that the Council has in place to ensure that the content of each policy meets the requirements of the Act, and that the policies are consistently and accurately applied.
- *Establishment of Service Levels:* The controls in place to ensure that intended service levels are linked to the rationale for the activity, and are supported, where appropriate, by Asset Management Plans.
- *Development of Asset Management Plans and Work Programmes:* The controls in place to ensure the Asset Management Plans are aligned with the Council's overall objectives and strategic approach.
- *Asset Management Plan Systems Controls:* The controls in place to ensure the integrity of the Asset Management Plan data/information.
- *Development of Operating Divisions Business Plans and Budgets:* The controls in place to ensure that each operating division's business plan and budget align with the statutory policies and plans of the Council, and that the budgeting process is robust.
- *Performance Monitoring and Reporting:* The controls in place to ensure the performance measures are effective, measured, and monitored.
- *Assumptions:* The controls in place to ensure that assumptions are applied consistently, accurately, and completely to all relevant data.
- *Systems Documentation:* The procedures in place to provide clear guidance to system users.
- *Systems Controls:* On key systems used to generate LTCCP estimates such as access, input, change, and version controls, integrity checks, and back-up procedures.

Initial feedback from Audit New Zealand indicates overall satisfaction with the Council's key systems and controls involved in the preparation of the LTCCP, with only a few areas needing further attention, such as documentation of procedures.

RECOMMENDATION

That the LTCCP Self Assessment response be approved for submitting to Audit New Zealand.