

Committee Members

Cr Lyndal Ludlow (Chair)
Cr Allan Baird
Cr Neville Cook
Cr Lloyd McCallum (Deputy)

Cr Jeremy McPhail
Bruce Robertson (*R Bruce Robertson Ltd, Consultant*)
Chairman Nicol Horrell (*ex officio*)



Organisational Performance and Audit Committee

(Arataki Mahi me Tātaki Kauta)

Environment Southland Council Chambers
and via Zoom digital link

9.00 am

2 September 2020

AGENDA

(Rarangi Take)

1. Welcome (*Haere mai*)
2. Apologies (*Nga pa pouri*)
3. Declarations of Interest
4. Public Forum, Petitions and Deputations (*He Huinga tuku korero*)
5. Confirmation of Minutes (*Whakau korero*) – 22 July 2020
6. Notification of Extraordinary and Urgent Business (*He Panui Autaia hei Totoia Pakihi*)
 - 6.1 Supplementary Reports
 - 6.2 Other
7. Questions (*Patai*)
8. Chairman and Councillors' Reports (*Nga Purongo-a-Tumuaki me nga Kaunihera*)
9. General Manager, Corporate Services Report – 20/OPAC/70
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10. Extraordinary and Urgent Business (*Panui Autaia hei Totoia Pakihi*)

11. Public Excluded Business (*He hui Pakihi e hara mo te iwi*)

- Confirmation of Minutes – 22 July 2020

General Manager, Corporate Services Report – 20/OPAC/70

- Item 9 - Local Government Official Information and Meetings Act 1987 - Summary of Enquiries for 1 January to 30 June 202059
- Item 10 - Divisional Update.....63
- Item 11 - Overview Governance Level Risk Management64

N C Selman
General Manager, Corporate Services

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



Terms of Reference Organisational Performance and Audit Committee

Council assigns to the Committee responsibilities from time-to-time, and the Committee provides advice and reports back to Council on:

1. oversight of tasks associated with the development of organisational strategic plan;
2. governance input into the development of output plans and budgets together with associated financial policies which support the delivery of the strategic plans, especially Long-term Plans and Annual Plans;
3. governance oversight of performance reporting to Council regularly, including making recommendations as required, relating to Local Government Act annual reporting and audit by:
 - reviewing periodic high level output reporting against targets and investigating areas of significant non-performance;
 - reviewing related financial performance against budget and investigating areas of significant non-performance;
 - monitoring overall financial wellbeing against budget;
 - monitoring investment performance and receiving periodic briefings from fund managers;
 - providing governance oversight to the completion of external audits including consideration of internal controls;
4. governance oversight to the maintenance and development of corporate disciplines and infrastructure, including facilities, systems and risk management procedures;
5. governance oversight to delegations of authority and associated internal organisational policy development.



Confirmation of Minutes

- **Organisational Performance and Audit Committee Meeting – 22 July 2020**

**Minutes of the Organisational Performance and Audit
Committee (*Arataki Mahi me Tātaki Kauta*) Meeting of
the Southland Regional Council, held onsite on
Wednesday, 22 July 2020**



Present: Cr L Ludlow (Chair)
Chairman N Horrell
Cr A Baird
Cr L McCallum
Cr J McPhail
Mr B Robertson (via Zoom)

Also Present: Cr D Stevens
Cr E Roy

In Attendance:

Mr R A Phillips	(Chief Executive)
Mr N Selman	(General Manager, Corporate Services)
Mr V Smith	(General Manager, Policy, Planning & Regulatory Services)
Mrs W Falconer	(General Manager, Strategy & Engagement)
Ms A Kubrycht	(General Manager, People & Capability)
Mr J Streat	(General Manager, Operations)
Mrs T Hawkins	(Finance Manager)
Ms G Jefferies	(Communications and Engagement Manager)
Mrs A Henderson	(Senior Communications Coordinator)
Mr B Rickertsen	(Digital Media Coordinator)
Ms J Lloyd	(Management Accountant)
Mrs T Adendorff	(Financial Accountant)
Ms R Millar	(Strategy & Partnerships Advisor)
Ms A Meade	(Operations Manager, Biosecurity and Biodiversity)
Ms L Hicks	(Policy and Planning Manager)
Mrs M Weston	(PA)

1 Welcome (*Haere mai*)

The Chairman welcomed members to the Organisational Performance and Audit Committee meeting for July 2020 and those attending the live stream of this event.

2 Apologies (*Nga Pa Pouri*)

Resolved:

Moved Cr McPhail, seconded Cr McCallum, that an apology for lateness be recorded on behalf of Bruce Robertson.

Carried

3 Declarations of Interest

Cr McCallum advised he had requested that a list of consents he was directly involved in be prepared and held with the Interests Register, until further clarity is received from the Auditor General's office.

Mr Selman advised Council that a Pecuniary Interest discussion with the OAG, was set for later that week and the outcome of that discussion would be communicated to all.

4 Public Forum, Petitions and Deputations (*He Huinga tuku korero*)

There was no public forum, petitions or deputations presented at the meeting.

5 Confirmation of Minutes (Whakau korero) – 11 June 2020

Resolved:

Moved Cr McCallum, seconded Chairman Horrell that the minutes of the Organisational Performance and Audit Committee meeting, held on 11 June 2020, be taken as read and confirmed as true and correct record.

Carried

6 Notification of Extraordinary and Urgent Business (*He Panui Autaia hei Totoia Pakihi*)

6.1 Supplementary Reports

There were no supplementary reports tabled for inclusion in the agenda.

6.2 Other

There were no other items raised by Councillors for inclusion in the agenda.

7 Questions (*Patai*)

Cr McCallum discussed the need for the Committee to make a formal request to staff to gain a better understanding of the work programmes which lay ahead, and the funding which Environment Southland is expected to receive from Government via the Shovel Ready Projects.

Mr Phillips advised that at a future meeting of Council, a paper will be presented to the Committee for endorsement. This paper will contain a list of projects which will be undertaken, including details on how the funding will be spent. The funding process is to be fast-tracked and upfront, with an understanding that Council will need to have good project management and reporting in place for this purpose.

(Bruce Robertson joined 1.10 pm)

8 Chairman and Councillors' Reports (*Nga Purongo-a-Tumuaki me nga Kaunihera*)

Neither the Chairman nor any Councillors presented reports to the meeting.

9 General Manager, Corporate Services Report – 20/OPAC/59

⇒ Item 1 – Financial Report to 31 May 2020

Tanea Hawkins spoke to the staff report which set out the financial position of Council, which covered the eleven-month period from 1 July 2019 to 31 May 2020.

The result for the month ended 31 May 2020 is a deficit of \$733,000, which is \$368,000 better than budget.

The year-to-date (YTD) surplus is \$715,000 which is \$232,000 better than budget. YTD expenses are \$1.1 million above budget; YTD income is \$1.3 million above budget; YTD investment income is \$72,000 above budget.

Items for noting included the following:

- Revenue for the month was above budget
- Income from investments was substantially above budget
- People and Capability's budget reported a 2% improvement
- Contractors and Consultants continue to be unfavourable or above budget
- Operational costs were favourable
- Flood expenses are ongoing
- Forecast for the year-end is -\$1.5 million as a result of an improving forecast in income

A recommendation was received and consideration would be given as to how the financials could be presented in future, separating all other influences (or abnormal) from current account business e.g. Mid-Dome Trust. This will enable Council to identify the overall financial position in the financial reports in a more aligned and clear form.

Council were aware of the intention of moving Financial Reporting to a quarterly report and a workshop will be arranged for this purpose.

Resolved:

Moved Cr Cook, seconded Cr McCallum that Council note the Financial Report to 31 May 2020.

Carried

⇒ Item 2 – Investment Report to 31 May 2020

At 31 May 2020, the total of the Council's managed fund investments amounted to \$28,122,527, an increase of \$700,062 from 30 April 2020.

Resolved:

Moved Cr McCallum, seconded Cr McPhail that Council note the Investment Report to 31 May 2020.

Carried

⇒ **Item 3 – Investment Report to 30 June 2020**

At 30 June 2020, the total of the Council’s managed fund investments amounted to \$28,308,345, an increase of \$185,818 from 31 May 2020.

To-date Council’s managed fund investments amounted to \$28.8 million and continues to increase. Council noted that Actual Performance versus Benchmark continues to show an improvement.

Mr Selman advised Council of the future work which will require a review of Environment Southland’s Financial Strategy, which will influence the Investment Policy and will create an opportunity to revisit SIPO (Statement of Investment Policy).

Resolved:

Moved Cr Cook, seconded Cr McCallum, that Council note the Investment Report to 30 June 2020.

Carried

⇒ **Item 4 – 2021-2031 Long-term Plan Update**

As stated in the agenda, advice from the COVID-19 Local Government Response Unit was released on Monday 20 July 2020 and Wilma Falconer outlined this to the Committee.

The 2021–2031 LTP will have a “recovery focus” and should take a long-term view including the following:

- the LTP should be clear with the community on operational priorities and direction of travel;
- be accountable for and give attention to how government grants will be built into our programmes;
- the refreshing of community outcomes will now occur in the next LTP;
- the community is expected to be consulted this year on changes to fees and charges, the potential for the council to borrow money and possibly with regard to funding “shovel ready” and environmental projects;
- the 2024-2034 LTPs will be the first tranche of ‘well-being’ LTPs following the reinstatement of the four well-beings (social, economic, environmental and cultural) into the Local Government Act last year;
- the work completed around financial strategy for the current Annual Plan positions the organisation well for the LTP process ahead. In addition, work has commenced on a model to underpin the organisation’s strategic planning. This seeks to provide clarity about what we are trying to achieve as an organisation and how we will go about this with a well-being approach. The model will support measurable

outcomes across strategic groups against which the organisation's activities can be mapped and managed relative to the outcomes. It is expected this work will achieve a maturity in time for the 2024-2034 LTP, with initial work informing the 2021-2031 LTP;

- the majority of the work has to be completed by December 2020 prior to the preparation of the consultation document and supporting materials (and associated audit of these) in early 2021.

Resolved:

Moved Cr McCallum, seconded Cr Cook that Council note the update on the 2021-2031 Long-term Plan

Carried

⇒ **Item 5 – Clean Air Loans Quarterly Report**

Environment Southland has a Memorandum of Understanding with both Invercargill City Council and Gore District Council for funding a joint clean heat and insulation package in the form of a loan scheme for qualified applicants for the air sheds of Invercargill and Gore respectively.

Invercargill City Council and Gore District Council provide Environment Southland with a quarterly report on the uptake of the loan scheme. As at this date there were no outstanding defaults.

Detailed information on the burners that are being installed will be presented to Council at a later date (facts, figures etc.)

Resolved:

Moved Cr Cook, seconded Cr McPhail that Council note the Invercargill City council and Gore District Council Clean Air Loan quarterly reports as at 30 June 2020.

Carried

⇒ **Item 6 – Health, Safety and Wellbeing Management System Report**

Amy Kubrycht presented the report to Council. The report summarises the activity of the last quarter to 30 June 2020.

Items discussed included the following:

- a strong focus remains on mental health and employees wellbeing;
- the driver buddy programme was activated earlier for ES as an additional safety measure for employees out in the field, noting that it is good for changing driver behaviour;
- a new Health & Safety Plan for events has been drafted and all teams will be able to access it for all events;
- hazard and risk training for all employees is being rolled out during the month of July 2020.

Resolved:

Moved Cr McPhail, seconded Chairman Horrell that Council receive the Health, Safety and Wellbeing Management Report for the quarter to 30 June 2020.

Carried

⇒ **Item 7 – Long-term Plan Progress Report**

The nine-month Long-term Plan activity progress report for the 2019/20 year was presented. This report tracks progress on Environment Southland's levels of service.

It was agreed that some groups and activities will need to be revisited and Levels of Service need to be clarified.

Resolved:

Moved Chairman Horrell, seconded Cr McCallum that Council note the nine-month Long-term Plan activity progress report for 2019/20 year

Carried

⇒ **Item 8 – Annual Activity Plan**

This item sets out the standard activity plan along with the future and to-be-developed items. Staff sought Committee input to continually develop the plan to ensure the optimal effectiveness of the Committee.

Items discussed included the following:

- a workshop date will be determined to discuss what the quarterly financial report will look like, taking into consideration the separation of financial reporting from risk reporting;
- once the results are tabled, the new format will need to be adopted and then implemented late October/early November.

Resolved:

Moved Cr Cook, seconded Cr McPhail that Council note the Annual Activity Plan.

Carried

10 Extraordinary and Urgent Business (Panui Autaia hei Totoia Pakihi)

There were no items discussed.

11 Public Excluded Business (He hui Pakihi e hara mo te iwi)
Resolved:

Moved Cr Cook, seconded Cr McPhail, that in accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest/s protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), the public be excluded from the following parts of the proceedings of this meeting, namely:

- Confirmation of Minutes – 11 June 2020
- Item 9 – Audit Plan
- Item 10 – Update on Insurance Claims: Southland February 2020 Flood and COVID-19
- Item 11 Divisional Update
- Item 12 – Overview Governance Level Risk Management

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds for excluding the public, as specified by Section 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

<i>General Subject Matter</i>	<i>Reason for Passing the Resolution</i>	<i>Grounds under S. 48(1)</i>
→ Confirmation of Minutes – 11 June 2020	To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities.	S.7(2)(i)
	To protect the privacy of natural persons.	S.7(2)(a)
	To prevent the disclosure or use of information for improper gain or advantage.	S.7(2)(j)
→ Item 9 – Audit Plan (<i>Deloitte</i>)	To prevent the disclosure or use of information for improper gain or advantage.	S.7(2)(j)
	To protect the privacy of natural persons	S.7(2)(a)

→ Item 10 – Update on Insurance Claims: Southland February 2020 Flood and COVID-19	To allow Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	S.7(2)(i)
→ Item 11 – Divisional Update	To prevent the disclosure or use of information for improper gain or advantage.	S.7(2)(j)
→ Item 12 – Overview Governance Level Risk Management	To prevent the disclosure or use of information for improper gain or advantage.	S.7(2)(j)

It is further moved that Mike Hawken from Deloitte (Council's Auditors), Rob Phillips, Neil Selman, Tanea Hawkins, Vin Smith, Jonathan Streat, Amy Kubrycht, Wilma Falconer, Gail Jefferies, Adrienne Henderson, Boi Rickertsen, Jody Lloyd, Tracey Adendorff, Rachel Millar, Lucy Hicks and Ali Meade, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item they are associated with will be of assistance in relation to the matter to be discussed.

Carried

Resumed in Open Meeting

Termination

There being no further business, the meeting closed at 3.37 pm



Item 1 Financial Report to 30 June 2020

MORF ID: A571198	Strategic Direction:
Report by: Tanea Hawkins, Finance Manager and Tracey Adendorff, Financial Accountant	Approved by: Neil Selman, General Manager, Corporate Services
Executive Approval: Neil Selman, General Manager, Corporate Services	

Purpose

For Council to note the draft financial report to 30 June 2020.

Summary

This report covers the 12-month period from 1 July 2019 to 30 June 2020.

It has been a tumultuous year, with flood emergencies followed by COVID-19 emergency and lockdown. A challenging year that saw Council investments moving downwards in March in line with international markets.

Council forecasts during the year signalled a significant deficit resulting from flood expenses, a loss of income the investment portfolio and loss of income from cruise ships.

Attention to expenditure overall plus reallocation of catchment resources to flood repairs resulted in overall operating savings. Investment portfolio income finished the year ahead of budget.

The draft full year surplus was \$392,000, which was \$578,000 better than budget. Total expenses were \$788,000 above budget; income was \$1.2 million above budget while investment income finished \$191,000 above budget.

The schedule of reporting for the next three-month period is:

Date of Meeting	Committee	Financial Report End Date
23 September 2020	Organisational Performance & Audit Committee	Reporting workshop
14 October 2020	Organisational Performance & Audit Committee	Organisational Risk
26 November 2020	Organisational Performance & Audit Committee	Quarter 1 ended 30 September – Finance & Performance reporting

Recommendation

It is recommended that Council resolve to note the draft financial report to 30 June 2020.

Report



Draft Statement of Financial Performance
for the period ended 30 June 2020

	Year Ended		
	Actual	Budget	Last Year
Income			
Rates	18,168,047	18,161,026	16,988,373
Other Income	13,097,961	11,929,906	11,110,872
Operating Income	31,266,008	30,090,932	28,099,245
Expense			
People	17,313,444	18,073,937	15,778,531
Contractors/Consultants	8,090,635	6,506,099	6,641,099
Operational	10,384,318	11,614,875	11,410,783
Depreciation	715,449	833,088	729,455
Extraordinary Expenses	1,194,085	-	-
	36,982,482	36,194,911	33,830,413
Operating Surplus/(Deficit)	(5,716,474)	(6,103,979)	(5,731,167)
Investment Income			
Dividends	4,543,181	4,534,809	4,534,809
Income from Investments - realised	858,667	1,382,468	1,146,605
Income from Investments - unrealised	706,272	-	1,236,583
	6,108,120	5,917,277	6,917,997
Total Surplus /(Deficit)	391,647	(186,702)	1,186,830



Variances to Budget
for the period ended 30 June 2020

Group	YTD	
Income		
Rates	7,021	F
Other Income	1,168,055	F
Operating income	1,175,076	F
Expenses		
People	760,493	F
Contractors & Consultants	(1,584,536)	U
Operational	1,230,557	F
Extraordinary expenses	(1,194,085)	U
Operating Expenses	(787,571)	U
Operating Variance	387,505	F
Investment Income		
Dividends	8,372	F
Income from investments	182,471	F
Total Variance	578,349	F

Group	YTD
Rates	
Other Income	Increase in Mid Dome contract, increase in consenting revenue, gain on sale of property, local contributions above budget, offset in part by a loss of income from cruise ships at the end of the season.
People	Salary costs below budget by \$230k, non salary costs below budget by \$530k
Contractors & Consultants	Increase in contractors cost for Mid Dome, increase in consent, compliance and hazard work.
Operational	Across the board reduction in spending post covid lockdown. River edge repairs post flood completed within normal operating budget.
Extraordinary expenses	Waiau flooding, Civil Defence Emergency and repairs to flood assets not covered by insurance.
Income from investments	An extraordinary year, recovering from a large drop in March to be ahead of budget



Draft Statement of Financial Position
As at 30 June 2020

	Actual	Last Year
Current Assets		
Cash and Deposits	(2,271,486)	141,906
Trade and Other Receivables	3,728,847	3,205,645
Accruals	2,470,231	-
Inventories	108,928	110,075
Prepayments	424,964	289,079
Managed Funds	28,308,345	33,946,011
Total Current Assets	<u>32,769,828</u>	<u>37,692,716</u>
Non Current Assets		
Shares In Subsidiary	8,720,787	8,720,787
Other Financial Assets	194,838	169,673
Investment In Related Party	798,118	798,118
Property Plant & Equipment	40,097,680	37,743,129
Total Non Current Assets	<u>49,811,423</u>	<u>47,431,707</u>
Total Assets	<u><u>82,581,251</u></u>	<u><u>85,124,422</u></u>
Current Liabilities		
Trade and Other Payables	3,497,832	5,944,666
Employee Entitlements	1,301,609	1,666,239
Total Current Liabilities	<u>4,799,443</u>	<u>7,610,907</u>
Net Assets	<u><u>77,781,808</u></u>	<u><u>77,513,515</u></u>
Equity	<u><u>77,781,808</u></u>	<u><u>77,513,515</u></u>



Draft Statement of Cashflows
for the period ended 30 June 2020

	This Year	Last Year
Cash flows from operating activities		
Cash was provided by / (applied to):		
Receipts from customers	29,136,365	27,334,542
Interest received	0	63,355
Dividends received	4,543,181	4,534,809
Payments to suppliers and employees	(40,663,724)	(30,852,937)
Finance costs	(96,123)	(53,330)
Net cash flow from operating activities	(7,080,299)	1,026,440
Cash flows from investing activities		
Cash was provided by / (applied to):		
Reduction of Managed Funds	7,184,326	2,174,750
Proceeds from sale of property, plant and equipment	644,778	26,141
Purchase of intangible assets	-	-
Purchase of property, plant and equipment	(3,137,033)	(592,471)
Net cash flow from investing activities	4,666,907	1,599,468
Net increase/(decrease) in Cash	(2,413,392)	2,625,908
Cash at the beginning of the financial year	141,906	(2,484,002)
Cash at the end of the period	(2,271,486)	141,906



Debtors as at 30 June 2020

Trade and Other Receivables						
	Current	1 mth	2 mths	3 mths	> 3 mths	Total
Rates debtors		-			1,115,848	1,115,848
Sundry debtors	1,984,704	239,352	19,497	41,157	238,478	2,523,188
	1,984,704	239,352	19,497	41,157	1,354,326	3,639,036
Prosecutions	-	-	-	-	-	56,486
Provision for Doubtful Debts						(220,028)
Consents Work in Progress						253,353
TOTAL						3,728,847

Views of affected parties

There are no matters in this report which require consideration under this heading.

Compliance with Significance and Engagement Policy

There are no issues within this report which trigger matters in this policy.

Considerations

Legal implications

This report is prepared taking into account the prudential requirements of Part 6 of the Local Government Act.



Item 2 Investment Report to 31 July 2020

MORF ID: A583250	Strategic Direction: Council Policy
Report by: Tanea Hawkins, Finance Manager	Approved by: Neil Selman, General Manager, Corporate Services
Executive Approval: Neil Selman, General Manager, Corporate Services	

Purpose

For Council to note the investment report to 31 July 2020.

Summary

At 31 July 2020, the total of Council's managed fund investments amounted to \$28,839,407, an increase of \$531,062 from 30 June 2020.

Recommendation

It is recommended that Council resolve to note the investment report.

Report

Investment Results

Summary of Performance

	JULY			YTD		
	EQUITY	BONDS & CASH	TOTAL	EQUITY	BONDS & CASH	TOTAL
<u>JBWere</u>						
Dividends and Interest Received	10,449	15,561	26,010	10,449	15,561	26,010
Capital Changes *	395,621	114,438	510,059	395,621	114,438	510,059
LESS Tax & Transaction Charges		(5,007)	(5,007)		(5,007)	(5,007)
LESS Quarterly Management Fees		-	-		-	-
Total JBWere	406,070	124,992	531,062	406,070	124,992	531,062
<u>Other Income</u>						
ANZ Call Account Interest			-		-	-
Inland Revenue Interest			-		-	-
Investment Income	406,070	124,992	\$ 531,062	406,070	124,992	\$ 531,062

Statement of Position

Cash and portfolio investments held by Council at 31 July 2020 (excluding South Port) are:

	JUNE	JULY	INC/(DEC)	% HOLDING	% SIPO
Cash and Deposits					
ANZ - Cheque Account	(2,320,858)	(2,821,205)	(1,220,575)		
Petty Cash	750	750	0		
ANZ - Call Account	-	-	-		
Total Cash and Deposits	\$ (2,320,108)	\$ (2,820,455)	\$ (1,220,575)		
Portfolio Investments (JBWere)					
Growth Assets:					
NZ Equities	2,364,316	2,134,215	55,200	7%	4% - 12%
AUS Equities	2,158,893	2,107,783	(124,993)	7%	4% - 12%
Offshore Equities	9,026,390	7,559,845	237,797	26%	20% - 40%
Property	1,129,627	1,308,869	88,681	5%	2.5% - 7.5%
Income Assets:					
Offshore Bonds	3,393,323	3,492,870	63,780	12%	5% - 20%
NZ Bonds	9,529,716	8,217,923	45,224	28%	25% - 45%
Cash	520,261	4,017,903	165,373	14%	1% - 20%
Total JBWere Portfolio	\$ 28,122,527	\$ 28,839,407	\$ 531,062	100%	

At 12 August 2020, the cheque account balance was \$3,358,493 overdrawn and the JBWere portfolio balance was \$29,258,386.

Actual Performance versus Benchmark

	NZ EQUITIES		AUSTRALIAN EQUITIES		OFFSHORE EQUITIES		NZ BONDS		OFFSHORE BONDS		PROPERTY		TOTAL
	Actual	Benchmark	Actual	Benchmark	Actual	Benchmark	Actual	Benchmark	Actual	Benchmark	Actual	Benchmark	Actual
Holding:	7%		7%		26%		28%		12%		5%		
Aug-19	-1.67%	-0.93%	-1.13%	-0.12%	1.65%	2.21%	1.49%	1.51%	1.53%	2.30%	3.12%	3.18%	1.19%
Sep-19	2.04%	1.57%	3.26%	2.54%	2.44%	2.74%	-0.01%	-0.06%	-0.55%	-0.55%	1.97%	1.91%	1.11%
Oct-19	-2.21%	-1.26%	1.13%	-0.47%	0.37%	0.48%	-0.15%	-0.41%	0.14%	-0.24%	-2.75%	-1.44%	-0.14%
Nov-19	6.10%	4.90%	3.30%	1.30%	1.79%	2.39%	-0.41%	-0.15%	-0.18%	-0.17%	-0.60%	-1.75%	0.94%
Dec-19	0.79%	1.55%	-1.83%	-3.26%	-1.35%	-1.46%	-0.28%	-0.64%	0.47%	-0.24%	2.95%	2.50%	-0.39%
Jan-20	3.93%	1.96%	4.21%	4.23%	3.07%	3.12%	1.25%	1.12%	1.43%	1.83%	2.13%	2.54%	2.15%
Feb-20	-3.50%	-3.89%	-7.79%	-7.24%	-3.04%	-4.05%	0.79%	0.90%	0.46%	1.23%	-2.12%	-1.92%	-1.40%
Mar-20	-12.08%	-13.00%	-20.03%	-21.19%	-10.83%	-9.44%	-2.27%	-0.71%	-5.30%	-1.67%	-19.72%	-20.72%	-6.43%
Apr-20	8.76%	7.51%	12.51%	11.81%	7.19%	6.44%	3.31%	2.47%	2.71%	1.59%	3.24%	3.68%	5.40%
May-20	2.62%	3.33%	3.72%	5.42%	4.56%	4.02%	0.83%	0.81%	1.83%	0.30%	2.70%	3.07%	2.55%
Jun-20	5.05%	5.23%	3.49%	2.37%	-0.92%	-0.69%	1.02%	0.12%	1.09%	0.50%	-0.05%	-0.18%	0.83%
Jul-20	2.85%	2.42%	1.44%	1.16%	3.08%	1.79%	0.71%	0.38%	1.85%	1.05%	7.41%	7.10%	1.89%

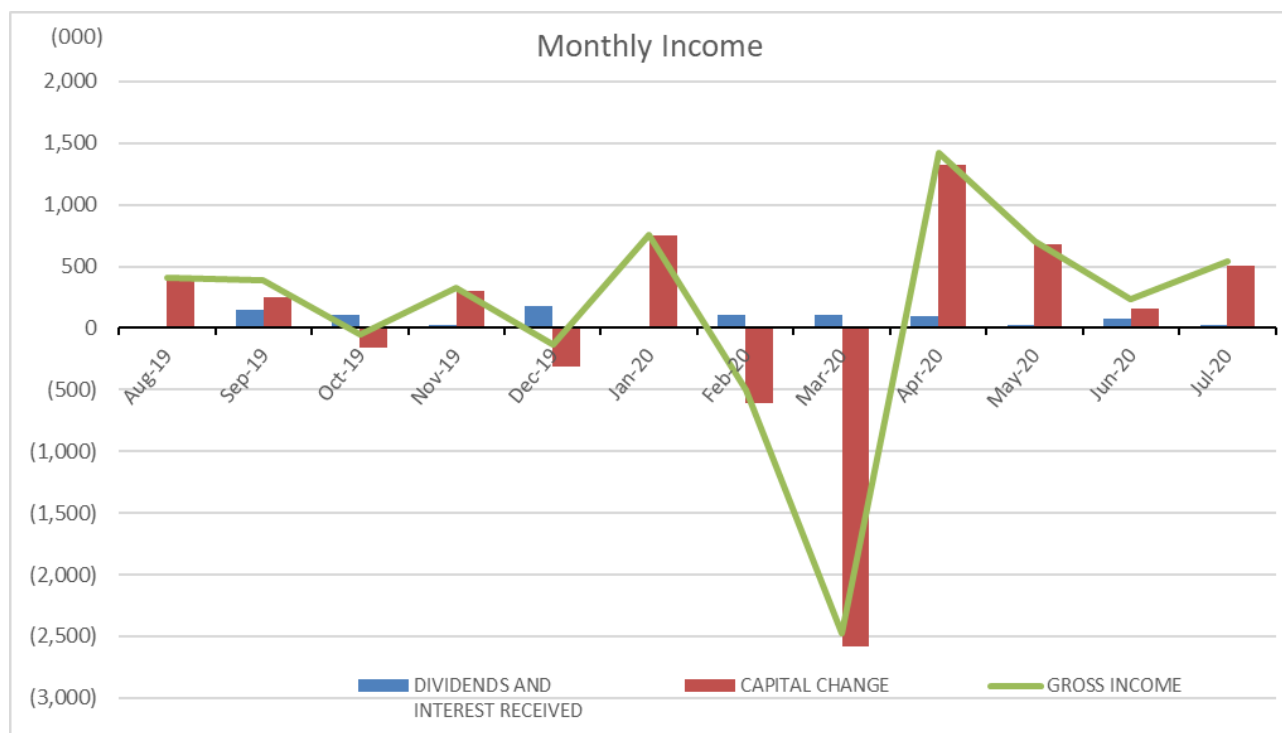
Rolling Return (From 1 Aug 2019)

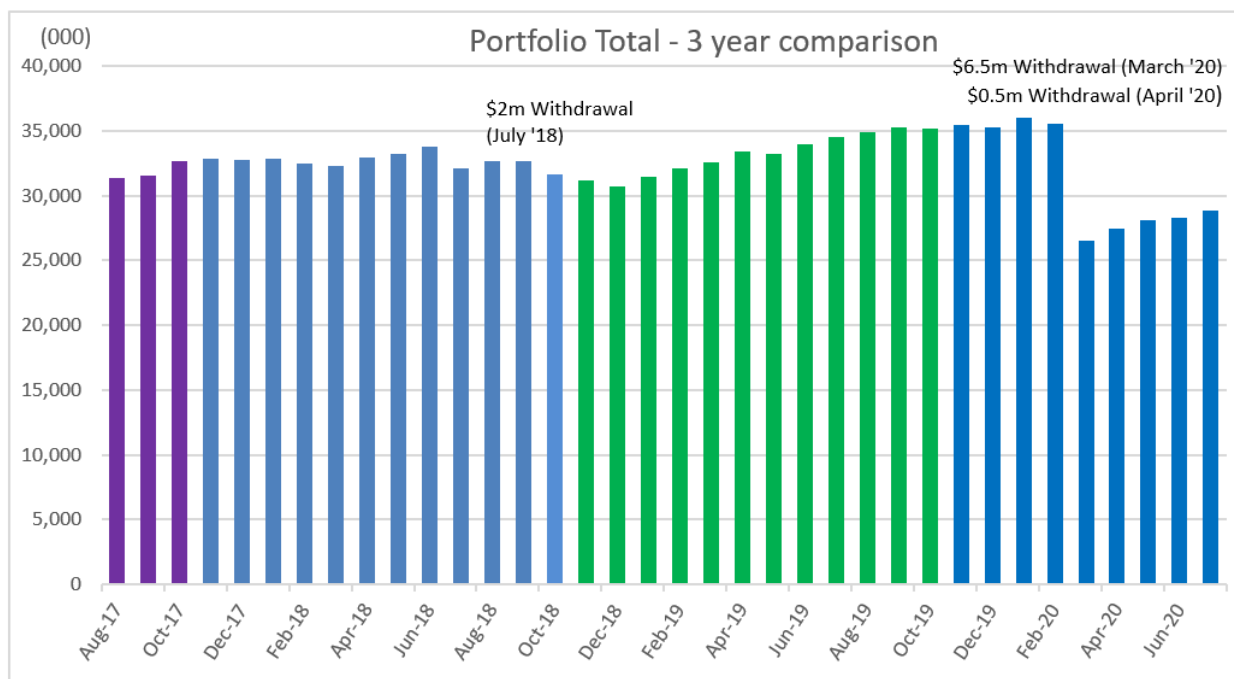
11.58%	8.01%	-1.43%	-7.08%	7.05%	6.76%	6.37%	5.41%	5.37%	6.03%	-4.41%	-4.94%	7.51%
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Portfolio Earnings before Imputation Credits and Expenses

	DIVIDENDS AND INTEREST RECEIVED	CAPITAL CHANGE	GROSS INCOME	%
Aug-19	8,955	402,765	411,720	1.19%
Sep-19	142,573	245,063	387,636	1.11%
Oct-19	108,196	(157,630)	(49,434)	-0.14%
Nov-19	24,788	305,630	330,418	0.94%
Dec-19	174,487	(311,854)	(137,367)	-0.39%
Jan-20	11,144	746,329	757,474	2.15%
Feb-20	106,730	(611,121)	(504,391)	-1.40%
Mar-20	105,328	(2,580,059)	(2,474,732)	-6.43%
Apr-20	99,123	1,318,295	1,417,418	5.40%
May-20	23,460	676,422	699,881	2.55%
Jun-20	74,941	158,887	233,828	0.83%
Jul-20	26,010	510,059	536,069	1.89%
Total Income	905,735	702,786	1,608,520	7.51%





JBWere Commentary

The Environment Southland portfolio had a strong month, returning 1.89%, or \$536,069 in July. For the rolling 12 months the portfolio has returned 7.51%, or \$1,608,328

Following on from a busy June, we made a number of changes to Australian and Offshore Equities in July. Our core focus remains on positioning the portfolio well for the post-COVID world by both refining existing exposures, for example partially switching out of the broad technology sector exposure, into the technology software sub-sector, and introducing new themes, e.g. automation and robotics.

The funds for the upcoming drawdown have been raised and are available when required. We remain comfortable with the current asset allocation and continue to believe the Environment Southland portfolio remains well positioned going forward.

Views of Affected Parties

There are no matters in this report which require consideration under this heading.

Compliance with Significance and Engagement Policy

There are no issues within this report which trigger matters in this policy.

Legal Compliance

This report is prepared taking into account the prudential requirements of Part 6 of the Local Government Act.



Consistency with Council’s LTP/Annual Plan/Policy/Strategy

This report is consistent with reporting financial results against Council’s Long-term Plan for the 2019/20 year.

Financial and Resource Implications

This investment report covers the month ending 31 July 2020.



Item 3 Cash Forecast to December 2021

MORF ID: A586309	Strategic Direction: Council Policy
Report by: Tanea Hawkins, Finance Manager	Approved by: Neil Selman, General Manager, Corporate Services
Executive Approval: Neil Selman, General Manager, Corporate Services	

Purpose

For Council to note the updated cash flow forecast.

Summary

Each year Council projects its cash flow requirements for the coming year and recommends any drawdowns from the investment portfolio.

The cash flow forecast report attached details forecast receipts and expenditure through to June 2021.

Council ended the financial year 2019/20 with a better financial result than forecast during lockdown. Expenditure in the last quarter ended below the original budget. Flood repairs were completed below the original estimates. As a result, Council ended the year with lower bank borrowings. It is anticipated that the amount required to drawdown may be less. Staff will continue to monitor and assess throughout the year.

Recommendation

It is recommended that Council resolve to note the report.

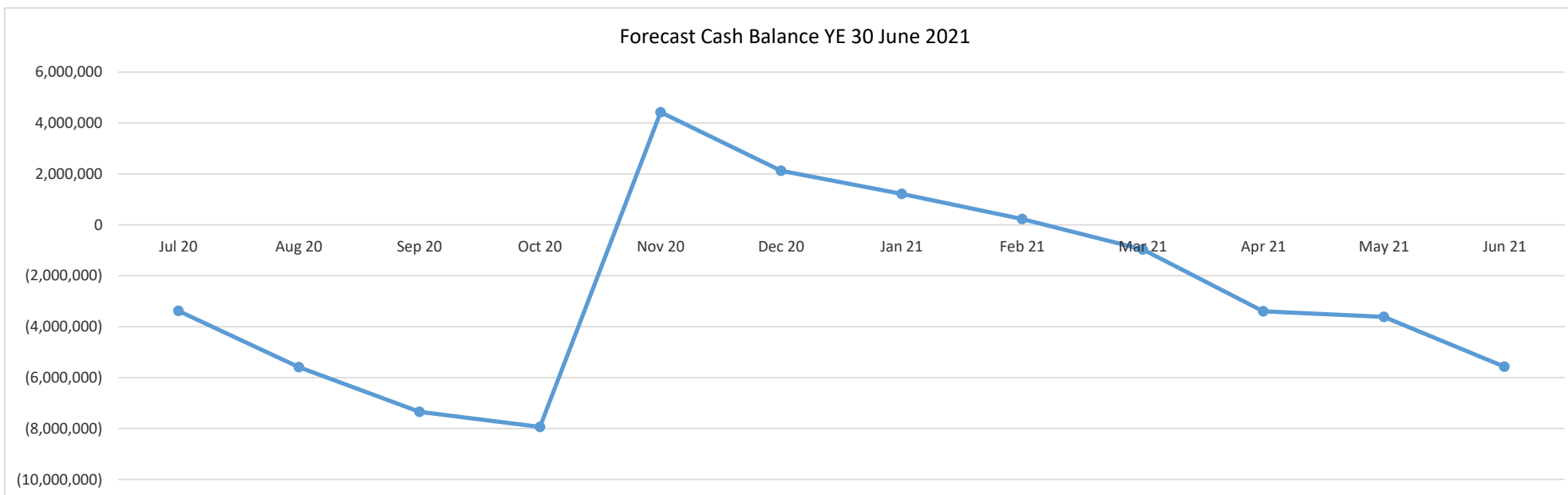
Attachments

1. Cash flow forecast to 31 December 2021

Cashflow Projection Report to 30 June 2021

Operating Cashflow	YE Jun 2021	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
Receipts from Customers	8,013,601	2,041,464	325,375	585,353	770,533	671,504	503,753	709,633	252,375	521,353	702,633	187,375	742,253
Rates	17,813,327					11,475,551	956,296	956,296	1,912,592			1,912,592	600,000
Interest Received	0	0	0	0	0								
Dividends Received	4,534,809	0	0	0	0	3,226,691	0	0	0	1,308,118	0	0	0
Payments to Suppliers and Employees	(34,184,946)	(2,673,455)	(2,535,838)	(2,939,506)	(2,661,479)	(3,008,689)	(3,758,189)	(2,574,290)	(2,661,343)	(3,022,551)	(2,727,995)	(2,321,718)	(3,299,891)
Finance Costs	0												
	(3,823,209)	(631,992)	(2,210,463)	(2,354,154)	(1,890,947)	12,365,058	(2,298,141)	(908,362)	(496,376)	(1,193,081)	(2,025,363)	(221,751)	(1,957,639)
Other Cashflows													
Reduction of Term Investment	0												
Flood recoveries	1,900,000			600,000	1,300,000								
Sale of property, plant	97,000	0		0	0	0	0	0	0	0	97,000	0	
Capital expenditure	(995,000)								(495,000)		(500,000)		
	1,002,000	0	0	600,000	1,300,000	0	0	0	(495,000)	0	(403,000)	0	0
Net Cashflows for the period	(2,821,209)	(631,992)	(2,210,463)	(1,754,154)	(590,947)	12,365,058	(2,298,141)	(908,362)	(991,376)	(1,193,081)	(2,428,363)	(221,751)	(1,957,639)
Opening Cash	(2,750,000)	(2,750,000)	(3,381,992)	(5,592,454)	(7,346,608)	(7,937,555)	4,427,503	2,129,362	1,221,000	229,624	(963,457)	(3,391,819)	(3,613,570)
Closing Cash	(5,571,209)	(3,381,992)	(5,592,454)	(7,346,608)	(7,937,555)	4,427,503	2,129,362	1,221,000	229,624	(963,457)	(3,391,819)	(3,613,570)	(5,571,209)

Forecast Cash Balance YE 30 June 2021





Item 4 Deferral of Adoption of 2019/20 Annual Report

MORF ID: A547480	Strategic Direction: Council Policy
Report by: Tanea Hawkins, Finance Manager	Approved by: Neil Selman, General Manager, Corporate Services
Executive Approval: Neil Selman, General Manager, Corporate Services	

Purpose

For Council to defer the adoption of the 2019/20 Annual Report to 26 November 2020.

Summary

Each year Council adopts the Annual Report prior to, or on, 31 October, as required by the Local Government Act 2002.

As a result of the COVID-19 emergency and lockdown, an extension has been granted to all local government authorities to acknowledge the challenges resulting from COVID-19.

Council approval to move the adoption of the 2019/20 Annual Report to 26 November 2020 is now sought.

Recommendation

It is recommended that Council resolve to defer the adoption of the 2019/20 Annual Report to 26 November 2020.



Item 5 Annual Vehicle Report for 2020/21

MORF ID: A586546	Strategic Direction: Council Policy
Report by: Neil Selman, General Manager of Corporate Services	Approved by: Neil Selman, General Manager of Corporate Services
Executive Approval: Rob Phillips, Chief Executive	

Purpose

To seek Council approval for the Chief Executive to undertake a vehicle replacement programme of up to 11 vehicles in the 2020/21 financial year.

Summary

An annual vehicle report is required by the management policy on vehicles. The report is set out below supplemented by a fleet profile sheet. As provided for in the policy, the report recommends the number of vehicles for replacement. There is no intention to increase the fleet.

Recommendation

It is recommended that Council receive the annual vehicle report and resolve to:

1. approve the Chief Executive undertaking a vehicle replacement programme of up to 11 vehicles in the 2020/21 financial year; and
2. note the other vehicle fleet management changes being progressed.

Report

Background

The *Motor Vehicle Policy* requires that an annual vehicle report be presented to Council within the first quarter of each financial year. The context within the policy is as follows:

“The purchase of replacement vehicles shall be the responsibility of the Chief Executive but subject to the vehicles capital purchase budget set by Council after consideration of a fleet appraisal report presented annually in the first quarter of each financial year.”

Initiating criteria for consideration of replacement is any, or all, of the following:

- unacceptable mechanical condition;
- 120,000 km odometer for cars; 150,000 km for utilities;
- four years of age;
- suitability for Council’s needs.

These replacement initiating criteria are new and in-line with Government procurement criteria, and are yet to be added to the *Motor Vehicle Policy*. The criteria can be used by kilometres alone or age alone, or in combination depending on the condition of the vehicle. Previously, 90,000 km and three years were used for cars/SUVs and 120,000 km and three years were used for 4x4 utilities.



In addition, the Council has sought to ensure that safety features of replacement vehicles are foremost on the suitability criteria, for procurement consideration and that fuel usage and emission levels should be reducing trends across the fleet's profile.

The 2019/20 replacement models

The 2019/20 annual fleet report obtained Council approval in September 2019 to replace up to 11 vehicles as part of the annual fleet replacement programme. Due to this occurring late in the year and the following months impacted by COVID-19 and budget constraints only 2 vehicles were replaced.

For Council's Noting and Discussion

Motor Vehicle Policy

The motor vehicle policy is currently being reviewed incorporating the above changes as well as the development of the Fleet Management function.

Vehicle Monitoring

A vehicle monitoring system was implemented to ensure the safety of Environment Southland's staff and members of the public by encouraging safe driving, and monitoring and investigating unsafe driving. The system was rolled out by Council in April 2020.

All Environment Southland vehicles have in-car devices (called a Drive Buddy) installed and are monitored by the system. The drive buddy informs staff if the vehicle is exceeding the speed limit, providing them with an opportunity to adjust the way they are driving before it turns into an alert.

Should the driver exceed the speed limit for a distance an alert will occur. The driver is notified by the Drive Buddy when this occurs; simultaneously Drive Buddy notifies Environment Southland of the exceedance of the speed limit.

The driver will also be notified of the other unsafe driving practices and impacts on their driver rating.

Fleet Management Team

A Fleet Management Team has been set-up and are currently working on the development of its objectives. Reports are being developed to report back both to the Executive and Council.

Among other objectives the Fleet Management Team will be ensuring that the following is achieved:

- reducing fuel and vehicle costs;
- reducing carbon emissions;
- improved operational performances ensuring that the Fleet:
 - is efficiently used (allowing for rotation, km/s and age);
 - fit for purpose (diverse in size).



Fit with strategic framework

Outcome	Contributes	Detracts	Not applicable
Managed access to quality natural resources			X
Diverse opportunities to make a living			X
Communities empowered and resilient			X
Communities expressing their diversity			X

Views of Affected Parties

There are no matters in this report which require consideration under this heading.

Compliance with Significance and Engagement Policy

There are no issues within this report which trigger matters in this policy.

Financial and Resource Implications

Financial Implications - Replacements

The cost of the replacement vehicles has been budgeted for in year two of Council's 2018-2028 Long-term Plan within the *Vehicle Renewal Reserve*. The draft fleet replacement budget to cover the estimated net cost for the 2019/20 year from the Reserve is approximately \$360,000 for the utes plus lease costs for one SUV (approximately \$557 (excl GST) per month for 45 months), while the other SUV may be purchased (yet to be decided).

Legal Implications

This report and the associated recommendations comply with the appropriate statutory requirements placed upon the Council.

Attachments

1. 2020/21 fleet profile sheet.



Division	Date Purchased	Model	Reg no	KMs	Total	Utes	SUV	Other	
Biosecurity	March 2009	Mazda BT-50	EWG441		1	1			
Biosecurity	December 2009	Subaru Forester	FDC781	121010	1		1		
Biosecurity	Dec-12	Mazda BT50	GPR802	105131	1	1			
Biosecurity	21/02/2014	Mazda BT-50	HFM620	93045	1	1			
Biosecurity	4/04/2014	Mazda BT50	HHS728	98700	1		1		
Biosecurity	8/08/2014	Mazda BT50	HPA616	101380	1	1			
Biosecurity	4/05/2016	2016 Mazda BT50	JTK785	87244	1	1			
Biosecurity	30/01/2017	2017 Mazda BT50	KHJ952	35896	1	1			
Biosecurity	1/03/2009	Mazda BT-50	EUN500	135308	1	1			
Catchment	25/02/2015	Mazda BT-50	HY504	170256	1	1			
Catchment	23/05/2016	2016 Subaru Forester	JSW553	36014	1		1		
Catchment	7/06/2016	2016 Mazda BT50	JUU306	99190	1	1			
Catchment	30/01/2017	2017 Mazda BT50	KHJ956	65318	1	1			
Catchment	31/01/2017	2017 Mazda BT50	KHJ957	131455	1	1			
Catchment	30/06/2019	2019 Mitsi Triton	MGD310	23284	1	1			
Catchment	Leased	2019 Toyota Rav4	MGN918	9376	1		1		
Catchment	Leased	2019 Toyota Rav4	MMJ453	6537	1		1		
Compliance	March 2009	Mazda BT-50	EWG444	133499	1	1			
Compliance	March 2010	Mazda BT-50	FGK623	137853	1	1			
Compliance	23/05/2016	2016 Subaru Forester	JSW554	57970	1		1		
Compliance	28/10/2016	2016 Subaru Forester	KBN147	30067	1		1		
Compliance	28/10/2016	2016 Subaru Forester	KBN148	73989	1		1		
Compliance	28/10/2016	2016 Subaru Forester	KBN149	42182	1		1		
Consents	4/04/2014	Subaru Impreza	HHS729	88028	1			1	
EMS - Angus McKay	28/11/2017	2017 Mazda CX5	KZW899	42711	1		1		
EMS	May 2012	Hyundai IX35	GHR221	115714	1		1		
EMS	June 2012	Hyundai IX35	GHR228	130422	1		1		
EMS	30/06/2019	Hyundai IX35	MGD313	22486	1		1		
Env. Information	21/02/2014	Mazda BT-50	HGP908	187751	1	1			
Env. Information	21/02/2014	Mazda BT-50	HGP909	200981	1	1			
Env. Information	8/07/2016	2016 Mazda BT50	JYF145	122259	1	1			
Env. Information	8/07/2016	2016 Mazda BT50	JYF146	116130	1	1			
Env. Information	31/01/2017	2017 Mazda BT50	KHJ951	99859	1	1			
Env. Information	31/01/2017	2017 Mazda BT50	KHJ953	86589	1	1			
Env. Information	31/01/2017	2017 Mazda BT50	KHJ954	70819	1	1			
Pool	24/02/2016	Hyundai Tuscon	JNR532	122933	1		1		
Harbourmaster	5/02/2020	2020 Volkswagen Comfortline	MQG103	10010	1		1		
LAWS	March 2010	Subaru Forester	FEW817	79148	1		1		
LAWS	March 2012	Mazda BT50	GEU671	58892	1	1			
LAWS	April 2012	Mazda BT50	GFZ66	156030	1	1			
LAWS	24/02/2014	Mazda BT-50	HFZ821	132748	1	1			
LAWS	15/04/2014	Mazda BT-50	HJW442	104799	1	1			
LAWS	7/07/2016	2016 Mazda BT50	JYF147	59691	1	1			
LAWS	28/10/2016	2016 Subaru Forester	KBN150	56600	1		1		
LAWS	30/01/2017	2017 Mazda BT50	KHJ955	65187	1	1			
LAWS	30/06/2019	2017 Mazda BT50	MGD312	16215	1	1			
LAWS	30/06/2019	2017 Mazda BT50	MGD314	14042	1	1			
LAWS	Leased	2019 Toyota Rav4	MMJ456	10497	1		1		
Neil Selman	21/10/2016	2016 Subaru Outback	KBN151	69759	1		1		
Nicol Horrell	18/01/2017	2016 Subaru Outback 2.5i Premium	KHK246	112322	1		1		
Property	8/07/2016	2016 Mazda BT50	JYF148	67826	1	1			
Rob Phillips	11/11/2019	2019 Skoda Kodiaq	MMP358	18511	1		1		
Science	May 2012	Mazda BT-50	GFZ57	156216	1	1			
Science	20/04/2015	Mazda BT-50	JBH804	58133	1	1			
Science	30/06/2019	Mazda BT-50	MGD311	13592	1	1			
Simon Mapp	21/02/2014	Mazda BT-50	HFZ822	123344	1	1			
Vin Smith	19/01/2017	2016 Subaru Outback 2.5i Premium	KHK247	102619	1		1		
Wilma Falconer	29/10/2016	2016 Subaru Legacy	KBN152	16211	1			1	
					Total Vehicles	58	34	22	2
		At the time of report:							
		>= 4 years							
		>= 90 k SUV and other							
		>=120 k Utes							



Item 6 Update to Staff Delegations Manual

MORF ID: A585905	Strategic Direction: Council Policy
Report by: Jan Brown, Executive Assistant	Approved by: Neil Selman, General Manager, Corporate Services
Executive Approval: Rob Phillips, Chief Executive	

Purpose

To seek Council approval to make a further amendment to the Staff Delegations Manual.

Summary

Following on from the report to the Ordinary Meeting of Council on 20 May 2020, the regulatory delegations section of the Staff Delegations Manual needs to be updated to reflect further changes to delegations being made.

Recommendation

It is recommended that Council resolve to approve the proposed changes to the Staff Delegations Manual as outlined in Schedule 1, effective immediately.

Report

Background

Changes to the staffing structure have meant a change in delegation of powers, which has created the need to further update the Staff Delegations Manual in order to have essential and consistent delegations put in place. These changes affect delegation of powers for the Building Act 2004, Land Drainage Act 1908, Public Works Act 1981 and Soil Conservation and Rivers Control Act 1941. Also, a typographical error to the delegations made at the Regional Services Committee meeting on 11 June 2020 regarding the Biosecurity Act 1993 needs to be corrected.

It is noted that following the transfer of the Building Act functions to another regional authority in November 2020, further changes will need to be made to the Delegations Manual.

The manual is to be kept up-to-date with role changes in order that staff have the ability to make the required decisions to undertake their duties, and to ensure that those decisions have the requisite authority and legal standing.



The update is outlined in Schedule 1 below (changes in bold):

Schedule 1: Proposed Update to Staff Delegation Manual

Building Act 2004

Page	Section	Existing Provision	Proposed Provision
54-56	Sections 31(2), 32-39, 151,154(1), 156(1) & (3b), 157(2), 157(3b), 162, 164(1),(2),(3), 165, 167(1),(2), (4a &b)	Technical Services Engineer Manager, Strategy & Corporate Planning	Technical Services Engineer Asset Management Engineer

Land Drainage Act 1908

Page	Section	Existing Provision	Proposed Provision
60	Sections 17 & 18	Technical Services Engineer Catchment Engineer	Technical Services Engineer Team Leader - Catchment

Public Works Act 1981

Page	Section	Existing Provision	Proposed Provision
60	Sections 110, 133, 134	Technical Services Engineer Catchment Engineer	Technical Services Engineer Catchment Operations Manager
60	Section 111	Technical Services Engineer Catchment Engineer	Technical Services Engineer Asset Management Engineer
60	Sections 233, 234	Technical Services Engineer Catchment Engineer	Technical Services Engineer Team Leader – Catchment

Soil Conservation and Rivers Control Act 1941

Page	Section	Existing Provision	Proposed Provision
61	Sections 131, 133, 134(1)	Technical Services Engineer Catchment Engineer	Technical Services Engineer Asset Management Engineer
61	Section 135	Technical Services Engineer Catchment Engineer	Technical Services Engineer Team Leader - Catchment



Biosecurity Act 1993

Page	Section	Existing Provision	Proposed Provision
53	Sections 128 & 129 -	General Manager, Operations General Manager, Strategy & Corporate Planning Biosecurity and Biodiversity Operations Manager	General Manager, Operations General Manager, Strategy & Engagement Biosecurity and Biodiversity Operations Manager
53	Sections 78, 98 & 135	Chief Executive General Manager, Operations General Manager (Strategy & Corporate Planning) Biosecurity and Biodiversity Operations Manager	Chief Executive General Manager, Operations General Manager, Strategy & Engagement Biosecurity and Biodiversity Operations Manager
53	Sections 136	Chief Executive General Manager, Operations General Manager, Strategy & Corporate Planning General Manager, Policy, Planning & Regulatory Services Biosecurity and Biodiversity Operations Manager	Chief Executive General Manager, Operations General Manager, Strategy & Engagement General Manager, Policy, Planning & Regulatory Services Biosecurity and Biodiversity Operations Manager

Views of Affected Parties

The exercise of delegation comes from the Council through the Chief Executive to staff, with the various job descriptions for each role stipulating the scope and nature of the delegated authorities that the role is expected to deliver on. Those staff take on the role knowing that delegations will be in place and available in order that they can carry out their responsibilities.

Compliance with Significance and Engagement Policy

None of the proposed amendments come into conflict with the provisions of the Significance and Engagement Policy.

Legal Compliance

The amendments being made are to ensure delegated decisions have legal integrity and have legitimate status.

Consistency with Council's LTP/Annual Plan/Policy/Strategy

The changes being proposed are consistent with the Strategic Plan directions and with the levels of service set out in the Long-term Plan for delivery of programmes and projects.

Financial and Resource Implications

None of the adjustments have any significant financial or resourcing implications.

Attachments

None



Item 7 Long-term Plan Progress Report

MORF ID:	Strategic Direction: Council Policy
Report by: Tanea Hawkins, Finance Manager	Approved by: Wilma Falconer, General Manager, Strategy & Engagement
Executive Approval: Wilma Falconer, General Manager, Strategy & Engagement	

Purpose

For Council to note the Long-term Plan end-of-year progress report.

Summary

Every three months Council receives a progress report on the status of the work programmes set out in the Long-term Plan.

The end-of-year report for the 2019/20 year is shown on the following pages. The responsible reporting divisions are identified against each Level of Service. The content of the report will inform part of the 2019/20 Annual Report.

Recommendation

It is recommended that Council note the end-of-year Long-term Plan activity progress report for the 2019/20 year.



Long-term Plan 2018-2028

(quarterly report ending 30 June 2020)





Our Vision – a thriving Southland – te taurikura o Murihiku
Our Mission - Working with our communities to improve Southland’s environment

Overall Achievement on LTP Levels of Service Targets

Achievement by Community Outcomes								
LTP Groups	Community Outcomes				Total Targets	On Track	Off Track	N/A
	Managed access to quality natural resources	More empowered and resilient communities	Diverse opportunities to make a living	Communities expressing their diversity				
Regional Leadership	●	●	●	●	1	1		
Environmental Stewardship	●	●	●	●	10	5	5	
Whakahoki Te Mana	●	●	●	●	4	1	2	1
Community Resilience	●	●			3	1	1	1
Totals					18	8	8	2

Achievement by Division				
Divisions	Total Targets	On Track	Off Track	N/A
Biosecurity & Biodiversity	2	1	1	
Catchment Management	1		1	
Community Rep – Communications	1	1		
Consent Processing	1	1		
Emergency Management	1			1
Environmental Compliance	1	1		
Land & Water Services (includes Waituna project)	2	2		
Policy and Planning	4	1	3	
Science Strategy & Investigations	5	1	3	1
Totals	18	8	8	2

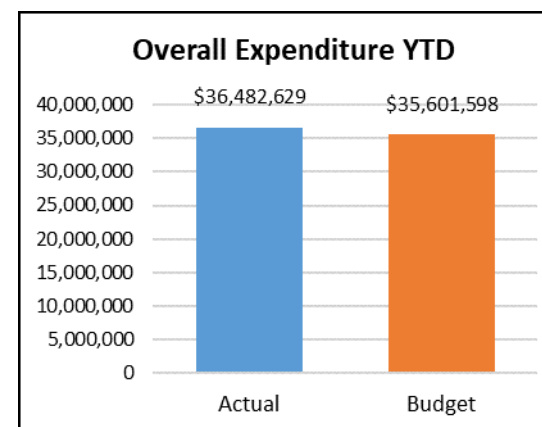
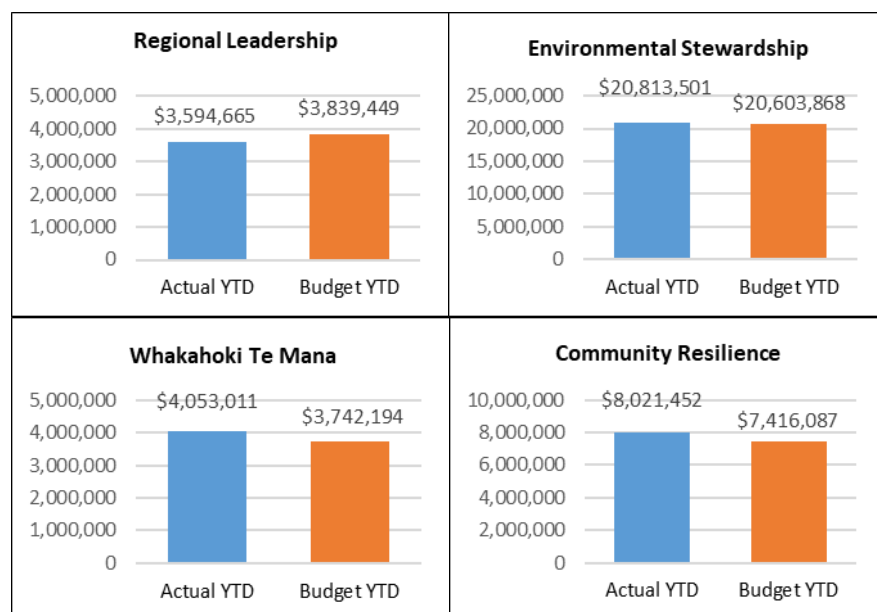
Off Track Targets

		● On Track ● Off Track ● N/A	
Activity	Total number of targets for this activity	% achievement of targets	Detail
Biodiversity	2		<p>Biosecurity/Biodiversity</p> <p>Progress has continued to be made on the Biodiversity Strategy. We have been working throughout the year to develop an action and implementation plan that is acceptable to all of our partners. Due to the ongoing complexity of this work and its collaborative nature, it will not be finalised and published until the majority of our partners have approved the content and actions.</p> <p>ES has continued to work at an operational level on biodiversity outcomes and all actions that have been undertaken align to the draft strategy.</p>
Science (including People Water and Land)	5		<p>Science Strategy and Investigations</p> <p>Three of the five targets are not on target and a third (People Water and Land) has no data/is not applicable at this stage as it is too early for reporting.</p>
Catchment Management	1		<p>Catchment Management</p> <p>Progress towards this target has been taken off-track due to responding to two flood events in the Waiau and Mataura catchments.</p>
Policy and Planning	4		<p>Policy and Planning</p> <p>Three of four targets are off track. The plan change for the Air Plan has been postponed due to the impacts on the organisation caused by the Mataura (flooding) event. Delivering this work will need to be re-evaluated as part of the next LTP process.</p>

Overall Financial Position at 30 June 2020

Activity	Group of Activities Actual				Group of Activities Budget				Variation	
	Regional Leadership	Environmental Stewardship	Whakahoki Te Mana	Community Resilience	Regional Leadership	Environmental Stewardship	Whakahoki Te Mana	Community Resilience	Over budget / (under budget)	Low <10% High >30%
Biosecurity	0	3,971,348	0	0	0	3,788,367	0	0	182,982	5%
Catchment Management	0	0	131,289	6,362,468	0	0	60,108	6,083,415	350,234	6%
Civil Defence	0	0	0	403,258	0	0	0	403,227	31	0%
Consent Processing	0	3,363,897	346	0	0	2,438,989	0	0	925,255	38%
Community Representation	3,337,866	0	993	0	3,595,094	0	0	0	(256,235)	(7%)
Environmental Compliance	0	2,737,171	0	0	0	2,407,916	0	0	329,255	14%
Science Informatics & Operations	0	2,459,383	6,381	233,514	0	2,456,035	0	244,742	(1,499)	(0%)
Emergency Management Southland	0	0	0	470,793	0	0	0	305,634	165,159	54%
Land and Water Services	0	2,544,276	401,928	0	0	2,859,555	390,531	0	(303,883)	(9%)
Property Management	0	580,070	0	0	0	569,122	0	0	10,947	2%
Policy & Planning	256,799	3,746,804	155,809	551,420	244,355	4,038,424	0	379,068	48,984	1%
Science Strategy & Investigations	0	1,179,832	3,356,265	0	0	1,814,316	3,291,555	0	(569,773)	(11%)
Southern Pest Eradication Society	0	230,719	0	0	0	231,144	0	0	(425)	(0%)
Total Group of Activities Expenditure	3,594,665	20,813,501	4,053,011	8,021,452	3,839,449	20,603,868	3,742,194	7,416,087	881,031	2.5%

Low <10%	10%
Med 10-30%	30%
High >30%	31%

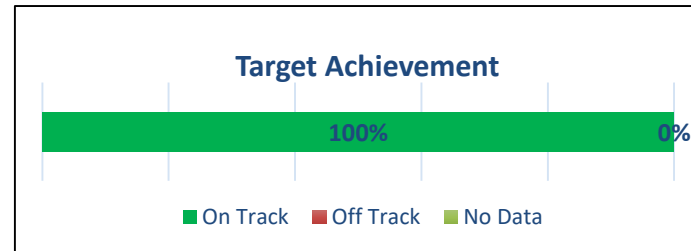


Regional Leadership

What we want to achieve – how are we doing?












Level of Service	● On Track ● Off Track ● N/A			LTP Comment
	Measure	Performance Targets (Years 1-10)	How are we doing?	
Engage Southlanders with information that is compelling, relevant and timely.	From annual survey, percentage of respondents who name Environment Southland as the authority responsible for managing Southland's natural resources. Activity 6	≥90%	Sept 2019 ●	Communications The annual perceptions survey results (September 2019). Prompted: <ul style="list-style-type: none"> ▪ Residents - 98% ▪ Farmers - 100% Unprompted: <ul style="list-style-type: none"> ▪ Residents - 78% ▪ Farmers - 94% (Average: 92.5%)
			Dec 2019 ●	
			March 2020 ●	
			June 2020 ●	




These Activities contribute to the following Council strategic outcomes	
Community Outcomes	Managed access to quality natural resources; Communities empowered and resilient; Communities expressing their diversity; Diverse opportunities to make a living.
Activity 6	Communication and Engagement










Environmental Stewardship

What we want to achieve – how are we doing?












Level of Service	 On Track		 Off Track		 N/A		LTP Comment
	Measures	Performance Targets (Years 1-10)	How are we doing?				
Process and determine resource consent applications in accordance with statutory requirements.	Timeliness of resource consent processing. Rates of appeals upheld in Court.	98% timeframe compliance. No resource consents are overturned in Court unless the application is amended through that process.	Sept 2019		Consents (December – March period) Timeframe compliance during the 31 December to 31 March period was 96% owing to four late decisions out of 112 decision made. The four late decisions were related to new staff training combined with staff involved during the flooding response, and the Covid-19 situation. Timeframe compliance is trending upwards despite two state of emergencies during the reporting period. (March – June period) Timeframe compliance during the 31 March to 30 June period was 99%, with one late decision out of 100 decisions made during the period. No new appeals or objections to decisions were received over the period, and no existing were overturned in Court.		
			Dec 2019				
			March 2020				
			June 2020				
Deliver a risk-based compliance monitoring programme for consented and permitted activities and provide 24 hour incident response to achieve compliance through encouragement, enabling, educating, and enforcing legislation.	Ensuring that the people, companies, consent holders and industries that utilise resources meet the expected behaviours outlined in the legislation, regional plans, National Environmental Standards and resource consents. Activity 13	Environmental incidents requiring enforcement will be actioned within six months of the Council being made aware of the incident. A Compliance Monitoring Report for the previous financial year will be completed for the Southland community annually by December.	Sept 2019		Compliance All environmental incidents to date have been actioned within six months (1 Letter of Direction, 10 Formal Warnings, 12 Abatement Notices, 23 infringements, 6 enforcement decision group meetings completed and 1 prosecution commenced). (December 2019) The Compliance Division is completing all enforcement actions within the six months of becoming aware of the incident. All environmental incidents to date have been actioned within six months (2 Letters of Direction, 18 Formal Warnings, 6 Abatement Notices, 3 infringements, 6 enforcement decision group meetings completed and 6 Prosecutions commenced). (March 2020) All environmental incidents to date have been actioned within six months (6 Letters of Direction, 33 Formal Warnings, 27 Abatement Notices,		
			Dec 2019				
			March 2020				
			June 2020				












Level of Service	 On Track	 Off Track	 N/A	LTP Comment
	Measures	Performance Targets (Years 1-10)	How are we doing?	
				<p>33 infringements, 6 enforcement decision group meetings completed and 9 prosecutions commenced).</p> <p>(June 2020)</p> <p>Due to COVID-19 lockdown rules incidents were triaged with a lot of scrutiny meaning that not all incidents were attended within normal timeframes. The Compliance Division to date has completed all enforcement actions within six months (8 Letters of Advice/Direction, 34 Formal Warnings, 25 Abatement Notices, 40 infringements, 6 enforcement decision group meetings completed and 9 prosecutions commenced)</p>

Level of Service	 On Track	 Off Track	 N/A	LTP Comment
	Measures	Performance Targets (Years 1-10)	How are we doing?	
Allocation of natural resources.	The development of a plan change to the Water and Land Plan to set freshwater limits that comply with the National Policy Statement for Freshwater Management 2014 (amended 2017). Activity 15	Freshwater values, objectives and targets for the community are identified by June 2019. A plan change to the Water and Land Plan to set NPSFM limits then being developed through a series of stages as per proposed project plan from June 2019.	Sept 2019 	Policy and Planning The communities' values were identified and gathered through the 'Share your Wai' campaign which was completed by June 2019. Te Ao Marama Inc has also completed development of an iwi values package. These values, along with historical information, are being used to inform the development of a collated set of draft freshwater objectives. The collation has been a delayed by 6 months due to COVID-19 and the complexity of the work. The draft fresh water objectives will guide the Regional Forum and will ultimately be approved by Council. Despite challenges and delays the plan change to the Southland Water and Land Plan, which must include targets, limits and methods, will be notified by the end of 2023.
			Dec 2019 	
			March 2020 	
			June 2020 	

	On Track	Off Track	N/A	
Level of Service	Measures	Performance Targets (Years 1-10)	How are we doing?	LTP Comment
Allocation of natural resources.	The Regional Coastal Plan is operative and complies with the New Zealand Coastal Policy Statement. Activity 16	A plan change to the Regional Coastal Plan then being developed through a series of stages as per proposed project plan from June 2019.	Sept 2019 	Policy and Planning The Regional Coastal Plan is in the second part of his review process. Detailed discussion papers have been developed and workshops have been conducted and future ones scheduled with Council and TAMI board members to inform the drafting of provisions. Initial plans to release a pre-notification draft of a Coastal Plan released for public comment by December 2020 have been delayed. Provision drafting will commence as planned in Q3 of the 2019/20 financial year, but be developed on an extended timeframe due to the constraints caused by significant regional (flooding) event in February.
			Dec 2019 	
			March 2020 	
			June 2020 	

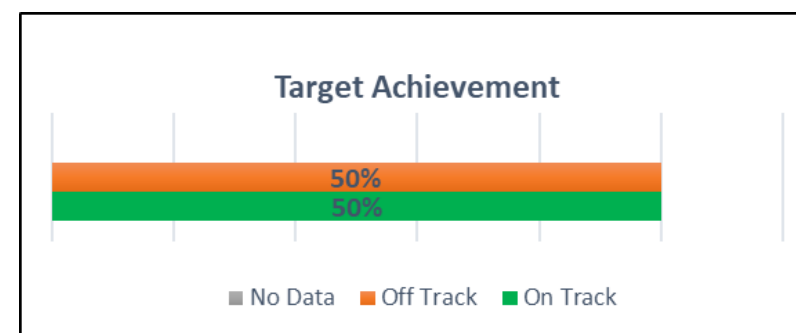
	On Track	Off Track	N/A	
Level of Service	Measures	Performance Targets (Years 1-10)	How are we doing?	LTP Comment
Allocation of natural resources.	The Regional Air Plan complies with the National Environmental Standards for Air Quality and is fully operative. Activity 17	The pending Government regulations on the NES Air Quality are adopted by the Council by June 2019. A plan change to the Regional Air Plan to set new air quality limits then being developed as per proposed project plan from June 2019.	Sept 2019 	Policy and Planning A delay to the Government's release of the NESAQ delayed one element of the Air Plan Review. Additional studies and research have been completed to inform the gap between current state and required future state of the details of the Regional Air Plan. The plan change for the Air Plan has been postponed due to the impacts on the organisation caused by the regional (flooding) event. Delivering this work will need to be re-evaluated as part of the next LTP process. While data collection that was underway to inform the review has been completed developing the phase 2 plan change is on hold. Proposed amendments to the NESAQ were released on 26 February 2019. Submissions on these proposals will not close until 31 July 2019. It is not possible for the amendments to the NESAQ to be final prior to the end of the 2019/20 financial year.
			Dec 2019 	
			March 2020 	
			June 2020 	

Level of Service		 On Track	 Off Track	 N/A	LTP Comment
Measure		Performance Targets Years 1-10		How are we doing?	
Provide land management advice and education for sustainability to rural and urban Southland.	Provide land management advice (including forestry advice) to agricultural and agri-business initiatives. Activity 20	100,000 hectares per year, as per agreed Farm Plans.	Sept 2019		Land and Water Services There is a focus on progressing projects such as the ACE (Aparima) project, the Sediment Prioritisation work, Capacity Building and Ocean Beach DSI. Business as usual work includes support catchment and community groups, Enviro-schools, and land management advice. One new project is being scoped out at present. Land and Water Services collectively has been continuing to deliver services to individuals and the community as planned over the four months prior to March 2020. This is expected to shift for the next quarter given the impact of COVID-19 June 2020 The division is underway with a riparian project in the Waimumu Charlton catchment working with Hokonui Runanga, Enviro-schools and the Gore Catchment Group. The delivery of this project will help inform the Regional Riparian Programme currently in development. There has been a strong increase in requests for land sustainability and education advice and assistance across the division, and most recently a significant number of questions about the new central government legislation.
			Dec 2019		
			March 2020		
			June 2020		
To maintain and enhance indigenous biodiversity.	Projects in biodiversity management support the maintenance of indigenous biodiversity. Activity 25	Develop and publish by 30 June 2019, a Regional Biodiversity Strategy. 100% of all high priority actions in the Regional Biodiversity Strategy's Action Plan are implemented and achieved, and reported on annually.	Sept 2019		Biodiversity Management Collaborative partners have agreed to support the Vision, Objectives and Goals within the Regional Biodiversity Strategy but have not yet agreed to regional priority actions. We are continuing to work with them to develop a strategic action plan. Action planning workshops have been started using an independent facilitator engaged to collaboratively develop actions and an implementation plan for each objective. The work is now being written up into a complete investment strategy.
			Dec 2019		
			March 2020		
			June 2020		

		 On Track	 Off Track	 N/A	
Level of Service	Measure	Performance Targets Years 1-10	How are we doing?	LTP Comment	
To minimise the adverse effects of pests that disrupt the environment, economy and community.	Pest programmes are implemented according to best practice, which minimise the adverse effects of pests. Activity 27	100% of all high priority actions in the Regional Biosecurity Strategy's Action Plan are implemented and achieved, and reported on annually.	Sept 2019		Biosecurity All high and medium priority biosecurity programmes have been updated and assessed to align with the new RPMP and Biosecurity Strategy. The new Regional Pest Hub has been successfully launched. Field work programmes were completed with only minor interruptions due to the February flooding and COVID-19 lockdown.
			Dec 2019		
			March 2020		
			June 2020		
To provide timely access to high quality environmental information through effective monitoring, analysis and reporting systems.	Environmental information is analysed and reported on to demonstrate compliance with national and regional standards/objectives (state) and show direction of travel (trend), as well as provide an understanding of the natural systems of the region and how best to manage these. Activity 34	State and trend information is easily accessible and updated at least annually. Scientific information about the region's natural systems is also easily accessible.	Sept 2019		Science Strategy & Investigations The state and trend of environmental data (water and air quality) is currently available on LAWA. A number of reports this quarter have been prepared summarising the state and trend of ecosystem health in Southland. These will be publicly available in April 2020. Up-to-date summer monitoring programme results are available on our website and on LAWA.
			Dec 2019		
			March 2020		
			June 2020		











Level of Service	● On Track	● Off Track	● N/A	LTP Comment
	Measures	Performance Targets (Years 1-10)	How are we doing?	
To engage with research agencies and other knowledge holders to provide an integrated knowledge base for the region.	Environment Southland's environmental information is connected with the work of research agencies and other knowledge holders. Activity 36	A multi-agency approach to fish monitoring, estuary science, coastal monitoring and mitigation effectiveness and farm system monitoring is fully operative from 30 June 2020.	Sept 2019 ●	Science Strategy & Investigations A workshop with stakeholders is currently in the planning stages to be held the end of November 2019. Gaining momentum in this area has been difficult with multiple competing projects. The workshop was held in Christchurch with leading stakeholders. Discussions have progressed and are in the process of establishing a pilot multi-agency project in Southland. This has been delayed due to other programme pressures.
			Dec 2019 ●	
			March 2020 ●	
			June 2020 ●	













These Activities contribute to the following Council strategic outcomes	
Community Outcomes	Managed access to quality natural resources; Communities empowered and resilient; Communities expressing their diversity; Diverse opportunities to make a living.
Activities 8, 13, 15-17 Activity 20 Activity 25 Activity 27 Activities 34, 36	Resource management Community partnerships Biodiversity management Biosecurity Monitoring, data and information.



Whakahoki Te Mana

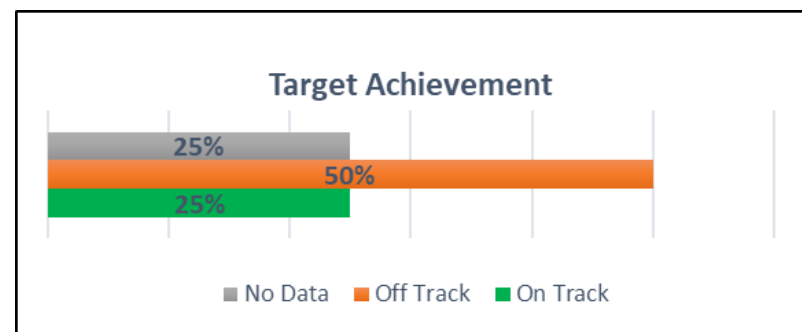
What we want to achieve – how are we doing?

Level of Service	 On Track	 Off Track	 N/A	LTP Comment
	Measure	Performance Targets (Years 1-10)	How are we doing?	
To engage and partner with iwi, the community and others to meet the enduring goals for water on a Ki Uta, ki Tai (mountains to the sea) basis.	The community's values and objectives are established including the provision for compulsory values as set out in the National Policy Statement for Freshwater Management (NPS-FM). Evaluation framework is established. Activity 39	Local and/or regional community engagement forum(s) are operational and reporting to Council at least quarterly by 30 June 2020.	Sept 2019 	People, Water & Land Programme (Science Strategy & Investigations) The Regional Forum was established in March 2019 and will assess the most efficient, effective and appropriate methods to achieve the community's objectives for water which will include scenario testing. The Regional Forum will run through until 2022 and provides advice to Governance (Council and Te Ao Marama Incorporated). The communities' values were identified and gathered through the 'Share your Wai' campaign which was completed by June 2019. Te Ao Marama Inc has also completed development of an iwi values package. These values, along with historical information, are being used to inform the development of a collated set of draft freshwater objectives. The collation has been a delayed by 6 months due to Covid-19 and the complexity of the work. The draft fresh water objectives will guide the Regional Forum and will ultimately be approved by Council. Despite challenges and delays the plan change to the Southland Water and Land Plan, which must include targets, limits and methods, will be notified by the end of 2023.
			Dec 2019 	
March 2020 				
June 2020 				
Methods (both regulatory and non-regulatory) are identified to achieve the community's values and objectives. Indicators are defined and established.	Local and/or regional community engagement forum(s) undertaken and completed by 30 June 2021, scenario testing to understand the implications of meeting the community's	Sept 2019 	Not applicable until 2020/21 People, Water & Land Programme (Science Strategy & Investigations) The Regional Forum will assess the most efficient, effective and appropriate methods to achieve the community's objectives for water which will include scenario testing.	
		Dec 2019 		
		March 2020 		

Level of Service	 On Track  Off Track  N/A			LTP Comment
	Measure	Performance Targets (Years 1-10)	How are we doing?	
	Activity 40	values, objectives and targets. Recommend the methods (both regulatory and non-regulatory) to achieve the community's values, objectives and targets to Council by 30 June 2021.	June 2020 	
To measure the effectiveness of the organisation's approach to meeting the enduring goals for water.	Compliance with the National Objectives Framework (Human Health and Ecosystem Health) and the New Zealand Drinking Water Standards is reported on and used to assist in determining the effectiveness of the organisation's approach to meeting the enduring goals for water. Activity 41	Year on year improving trend of baseline metrics.	Sept 2019 	Science Strategy & Investigations Data on this aspect of our monitoring programme is not available till the end of the financial year. We are, however, engaged in ensuring drinking water quality in our region is protected. Rates of compliance to NZ Drinking Water Standards is monitored and reported upon. Individual households are alerted to any non-compliance. ES does not monitor for all parameters of ecosystem health as outlined in the National Objective Framework. Of the parameters we do monitor, a number of them are showing a downward trend year on year. Of the 55 sites sampled over the 12 months from July 2019-July 2020, six (10.9%) fail drinking water standards for Nitrate and 20 (36.6%) fail due to <i>E.coli</i> detections.
			Dec 2019 	
			March 2020 	
			June 2020 	
To partner in the Whakamana Te Waituna project to restore the mana, aquatic and ecosystem health to the Waituna catchment and lagoon.	Consistent progress towards achieving the outcomes and actions of the work programme of the Whakamana Te Waituna project. Activity 42	Complete yearly actions as per the approved programme of works.	Sept 2019 	Whakamana te Waituna (Land and Water Services) Overall, the project is achieving its milestones. The early project phases comprised the gathering of information to enable detailed work planning and the focus on the establishment of a landward buffer. The establishment of Stage 1 landward buffer is now mostly complete, with only one remaining of three of the purchased properties to fully settle. This provides certainty concerning the land assets that the project has and sets the groundwork for the implementation of a more suitable long-term hydrological regime for the lagoon at its disposal to realise.
			Dec 2019 	
			March 2020 	
			June 2020 	












Level of Service	● On Track	● Off Track	● N/A	LTP Comment
Measure	Performance Targets (Years 1-10)	How are we doing?		
				<p>Against the original project plan the project can be considered to be running behind schedule across a number of workstreams, it has been recognised that this is due mainly to the fact that the first year of the project was only three months in duration, mainly related to delays in the receipt of the original grant from MfE, which has placed the project in a position of being behind schedule on a permanent and ongoing basis. This is to be addressed as part of our upcoming project planning session and in negotiation with MfE.</p> <p>There are no reportable issues or concerns regarding project costs in this quarter, however, it should be noted that the project budgets are being reassessed at this time as we prepare the Annual Plan for MfE.</p> <p>The project is currently undergoing a review of the governance structure. Bob Penter of Natural Decisions is undertaking the review. The review will allow the project to both reset and make any necessary adjustments to our governance structure to ensure greater project agility. The Whakamana te Waituna Trust has received the draft review document and is preparing to run a workshop to discuss and resolve any issues and recommendations made in that document.</p>

These Activities contribute to the following Council strategic outcomes	
Community Outcomes	Managed access to quality natural resources; Communities empowered and resilient; Communities expressing their diversity; Diverse opportunities to make a living.
Activities 39-41	People, water and land
Activity 42	Partnering in Waituna



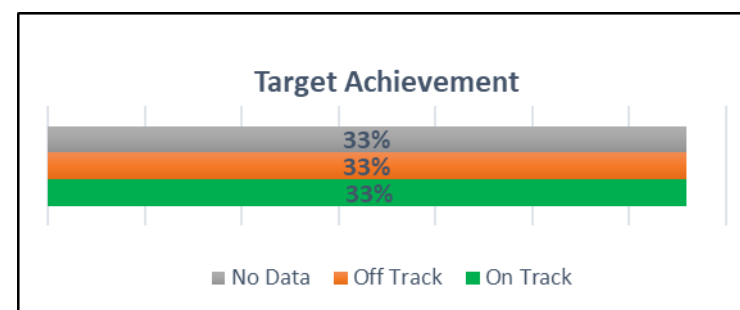
Community Resilience

What we want to achieve – how are we doing?

Level of Service	 On Track	 Off Track	 N/A	LTP Comment
	Measures	Performance Targets (Years 1-10)	How are we doing?	
To ensure the region is resilient and able (through the 4Rs of reduction, readiness, response and recovery) to cope with any civil defence emergency.	Number of Southland communities covered by a Community Response Plan. Activity 43	To have developed 25 Community Response Plans in all areas of Southland by June 2021.	Sept 2019 	Not applicable until 2020/21 Emergency Management Southland In the 2019/20 year 10 additional plans have been completed. We now have 23 plans out of the proposed 25 to be completed by June 2021.
			Dec 2019 	
			March 2020 	
			June 2020 	
To reduce the flood risk to people and property by retaining system adequacy and maintenance of flood protection works to designed standards.	The major flood protection and control works are maintained, repaired and renewed to the key standards defined in the Council's asset management plans. Activity 46	100% of schemes maintained through scheduled annual programmes to ensure that they provide protection to the designed standard and the scheme assets are maintained as established in the adopted asset management plans.	Sept 2019 	Catchment Management Scheduled inspections ongoing after recent flooding in all major rivers for 330 km rural protection and 186.7 km urban protection. Deficiencies are being identified and a priority risk based programme has been established to address all issues found. This programme may take 2-3 years. Most of the rating districts will fall within budget. Waiau will be over budget as the rating district decided to repair flood damage. Funds are to come from the carry over balance. Oreti and Mataura are close the budget limits due to flood damage repairs. Insurance claims for these works have not been finalised to be able to give a final figure.
			Dec 2019 	
			March 2020 	
			June 2020 	

Level of Service	● On Track	● Off Track	● N/A	LTP Comment
	Measures	Performance Targets (Years 1-10)	How are we doing?	
To investigate and plan for the impacts of climate change on our communities and businesses.	An agreed collaborative research, investigation and reporting programme to understand the risks and response options. Activity 49	Investigate via a collaborative reduction working group, the likely climate change impacts and response options for our communities from the impacts of climate change over time. Reported through the Mayoral Forum annually.	Sept 2019 ●	Policy and Planning Established a region wide planning group with members from all the councils and TAMI. The group reports to 2 nd Tier managers and upwards to the CE Forum. This has taken the role of the reduction working group which was established in 2017 and is responsible for determining the next steps following on from the completion of the Regional Climate Change Impact Assessment. In May 2019 a report commissioned by all four Southland councils on the impacts of climate change to the region was endorsed. The report provides all Southland councils with access to the best information to address the risks associated with climate change. In late 2019 Council formed a Climate Action Plan Working Group to assess Environment Southland's role in tackling climate change. The working group are informing the development of a Climate Change Action Plan which is due to be considered and adopted by Council in June 2020.
			Dec 2019 ●	
			March 2020 ●	
			June 2020 ●	

These Activities contribute to the following Council strategic outcomes	
Community Outcomes	Managed access to quality natural resources; Communities empowered and resilient.
Activity 43	Emergency management
Activity 46	Flood protection and control works
Activity 49	Hazard mitigation





Item 8 Annual Activity Plan

MORF ID:	Strategic Direction:
Report by: Neil Selman, General Manager, Corporate Services	Approved by:
Executive Approval: Rob Phillips, Chief Executive	

Purpose

To present to the Organisational Performance and Audit Committee the annual plan of items to be delivered on by the Committee and to obtain ongoing input on the proposed plan.

Background

The table (shown on the following pages) sets out the standard activity plan along with the future and to-be-developed items. The specific timing of the items is indicative and may vary to manage the size of the agenda. Staff seek Committee input to continually develop the plan and to ensure the optimal effectiveness of the Committee.

Recommendation

It is recommended that Council review the Annual Activity Plan, provide input and resolve to note it.



Organisational Performance and Audit Committee – Annual Activity Plan 2020/21

	2020			2021			In Future/To be developed
	Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/June	
Financial – Standard Items	<ul style="list-style-type: none"> Financial report Investment report Clean Air Loan report 	<ul style="list-style-type: none"> Financial report Investment report Clean Air Loan report RSHL Annual Report 	<ul style="list-style-type: none"> Financial report Investment report Audit Letter action 	<ul style="list-style-type: none"> Financial report Investment report Clean Air Loan report 	<ul style="list-style-type: none"> Financial report Investment report Audit Letter action 	<ul style="list-style-type: none"> Financial report Investment report Clean Air Loan report 	<ul style="list-style-type: none"> CCO/CO/Associated Entity report
Financial – Deep Dive	<ul style="list-style-type: none"> Cash flow projection 	<ul style="list-style-type: none"> Council reserves review 	<ul style="list-style-type: none"> Debtor review 	<ul style="list-style-type: none"> Year-end forecast 	<ul style="list-style-type: none"> Year-end forecast Cash flow projection Debtor update 	<ul style="list-style-type: none"> Year-end forecast Council reserves review Insurance Claim update Sensitive Expenditure Policy 	<ul style="list-style-type: none"> Internal audit Procurement review LTP Assumptions review Financial Policy review Sensitive Expenditure review Fixed Asset review Financial Delegations review 4 Well beings reporting Asset Management Planning – financial implications
Statutory		<ul style="list-style-type: none"> Draft Annual Report 	<ul style="list-style-type: none"> Iwi Contributions Review (2019) 	<ul style="list-style-type: none"> Triennial Agreement (Mar 2020) 			<ul style="list-style-type: none"> Annual Plan (2020) Triennial Agreement (Mar 2023) Iwi Contributions Adjustments (2020) LTP (due 2021) Iwi Charter of Understanding review (due 2021) S17A review (due 2023)



	2020			2021			In Future/To be developed
	Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/June	
							<ul style="list-style-type: none"> Representation review (due 2024)
Risk Management	<ul style="list-style-type: none"> Health & safety report Risk Management report 	<ul style="list-style-type: none"> Health & safety report Risk Management report 	<ul style="list-style-type: none"> Risk Management report Conflict of Interest register 	<ul style="list-style-type: none"> Health & safety report Risk Management report 	<ul style="list-style-type: none"> Health & safety report Risk Management report 	<ul style="list-style-type: none"> Risk Management report Bribery and Corruption Policy 	<ul style="list-style-type: none"> Organisational Risk Register review Risk Management report Deep dive top risks Dross Removal report
Operational – Deep Dive	<ul style="list-style-type: none"> Divisional Managers reports Key Programme - ES Way report Fleet Replacement report LGOIMA report 	<ul style="list-style-type: none"> Performance Management review Divisional Managers reports Key Programme - ES Way report 	<ul style="list-style-type: none"> Divisional Managers reports Key Programme - IMMSG report SIPO 3 yearly review Fund Manager Review 	<ul style="list-style-type: none"> Performance Management review Divisional Managers reports Key Programme - ES Way report Key Programme - IMMSG report LGOIMA report 	<ul style="list-style-type: none"> Performance Management review Divisional Managers reports Key Programme - ES Way report 	<ul style="list-style-type: none"> Divisional Managers reports Key Programme - IMMSG report Update SIPO Policy Develop Policy review programme 	<ul style="list-style-type: none"> Benchmarking Fleet Management report SIPO 3 yearly review (next due Dec 2021)
External Expert Report		<ul style="list-style-type: none"> Fund Managers Audit Review & Management Letter Southland Warm Homes Trust update Insurance Advisors 	<ul style="list-style-type: none"> RSHL roadshow 			<ul style="list-style-type: none"> External Audit (pre audit) 	
Action Items	<ul style="list-style-type: none"> Progress quarterly reporting 						