

Minutes of the 133rd meeting of the Performance, Audit and Risk Committee held in the Council Chamber, 200 Tuam Street, Christchurch on Thursday, 6 July 2017 at 2.30pm

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Present

Cr Rod Cullinane (Chair)
Cr Peter Scott

Cr Claire McKay
Cr John Sunckell

Cr Lan Pham

In Attendance

Cr Steve Lowndes

Management and officers present

Bill Bayfield (Chief Executive), Catherine Schache (Acting Director Finance and Corporate Service) (General Counsel), Stefanie Rixecker (Director Science), Katherine Harbrow (Chief Financial Officer), and Vivienne Ong (Senior Administration Officer)

Report writers and supporting staff were also in attendance.

Welcome

Cr Cullinane welcomed everybody to this meeting.

1. Apologies

There were no apologies.

2. Conflicts of interest

No conflicts of interest were declared.

3. Deputations and petitions

There were no petitions or requests for deputations received.

4. Risk

4.1 Health and Safety Report

Refer page 8 – Performance, Audit and Risk Committee Agenda

Matthew Bennett presented this report advising the past three months had been concentrated on three areas:

- a) Health and safety training through the My ECan (ME) portal.
- b) Hazard register using the new ArcGIS mapping system.
- c) Incident rates, which are tracking below previous years. Two medicals incidents were investigated thoroughly and there is no indication of the overall performance of ECan.

It was questioned how effective staff flu vaccinations were. In reply, Matthew advised that there was no simple answer as it was dependant whether the vaccination contained the correct strand of flu. Last year's vaccination was 90% effective against the particular strand of flu that hit. Usually there is a direct correlation between staff absences and flu jabs.

Resolved

THAT the Performance, Audit and Risk Committee receives the Health and Safety report.

5. **Performance**

5.1 **Action List**

Refer page 12 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented this report.

Resolved

That the Performance, Audit and Risk Committee receives the Action List – 6 July 2017.

Cr Scott / Cr Sunckell
CARRIED

5.2 **Changes to the policy on reserve funds**

Refer page 14 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented this report. Attention was drawn to an error in Appendix 1 where the figures for Canterbury Water Management Strategy Water Reserve should read \$0, and Clean Heat Programme Delivery Reserve should read \$1,500

Resolved

That the Performance Audit and Risk Committee:

1. Approves the updated Policy on Reserve Funds; and
2. **RECOMMENDS TO COUNCIL** that it adopts the updated Policy on Reserve Funds with the amendment in Appendix 1

Cr McKay / Cr Sunckell
CARRIED

5.3 **Operational Performance Report**

Refer page 33 – Performance, Audit and Risk Committee Agenda

Chantel Mills and Katherine Harbrow presented this report for the year to 31 May 2017.

Resolved

That the Performance, Audit and Risk Committee receives the Operational Performance report for the year to 31 May 2017.

Cr Pham / Cr McKay
CARRIED

5.4 **Financial Health Report**

Refer page 59 – Performance, Audit and Risk Committee Agenda

Chantel Mills and Katherine Harbrow presented this report. It was confirmed that the first Kaikōura earthquake claim for \$178k had been submitted to Ministry of Civil Defence Emergency Management (MCDEM).

Resolved

That the Performance, Audit and Risk Committee receives the monthly financial health report for the year to 31 May 2017.

Cr Scott / Cr McKay
CARRIED

5.5 **Greater Christchurch Metro Financial Update**

Refer page 66 – Performance, Audit and Risk Committee Agenda

Stewart Gibbon presented this report.

Resolved

That the Performance, Audit and Risk Committee receives the financial update on the Greater Christchurch Metro Programme.

Cr Sunckell / Cr Pham
CARRIED

6. **Audit**

6.1 **Audit NZ 2016/17 arrangement letter report**

Refer page 71 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented this report.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Acknowledge the arrangement of the audit being undertaken by Audit New Zealand for the year ended 30 June 2017**
- 2. Recommend the signing of the audit arrangements letter by Cr Cullinane as the Chair of the Performance, Audit and Risk Committee of Environment Canterbury**

Cr Sunckell / Cr McKay
CARRIED

6.2 LGA s17A science and service review

Refer page 84 – Performance, Audit and Risk Committee Agenda

Cam Smith presented this report.

Resolved

That the Performance, Audit and Risk Committee RECOMMENDS TO COUNCIL

That the Science Service Delivery Review (Local Government Act, Section 17A) be approved

Cr McKay / Cr Sunckell
CARRIED

7. Public excluded

Resolved

- 1. THAT the public be excluded from the following part of the proceedings of this meeting, namely:**
 - 1.1 Internal Audit Report: Grants aligned with our strategic priorities**
 - 1.2 Risk Standing Report – 6 July 2017**
 - 1.3 Tag-On Tag-Off Update**

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Report	General subject matter	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1	Internal audit report: grants aligned with our strategic priorities	Risk management	Good reason to withhold exists under section 7	Section 48(1)(a)
2	Risk Standing Report – 6 July 2017	Risk management	Good reason to withhold exists under section 7	Section 48(1)(a)
3	Tag-on Tag-off Update	Technology investment	Good reason to withhold exists under section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceeding of the meeting in public are as follows:

Item No.	
1,2, 3	Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)

2. That appropriate officers remain to provide advice to the Committee.

Cr Scott / Cr Sunckell
CARRIED

The meeting went into public excluded session from 3.12pm to 3.21pm.

8. Notices of motion

There were no notices of motion.

9. Extraordinary and urgent business

There was no urgent business.

10. Questions

There were no questions.

11. Next meeting

Thursday, 10 August 2017.

12. Closure

The meeting closed at 3.22pm

Confirmed

Date 20 July 2017  Chairperson