

Minutes of the 154th meeting of the Performance, Audit and Risk Committee held virtually via Microsoft Teams (due to COVID-19 lockdown) on Thursday, 30 April 2020 at 2.00pm

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Present

Committee Chair, Cr John Sunckell
Cr Megan Hands
Graeme McGlinn

Chair Jenny Hughey
Cr Ian Mackenzie

Cr Claire McKay
Cr Grant Edge

Management and officers present

Stefanie Rixecker (Director Science), Nadeine Dommissie (Chief Operating Officer), Katherine Trought (Director Strategy & Planning), Tafflyn Bradford-James (Director Communications), Catherine Schache (General Counsel), Katherine Harbrow (Chief Financial Officer), David Perenara-O'Connell (Senior Strategy Manager), Stewart Gibbon (Senior Manager Public Transport), Nicholas Hill (Risk and Business Improvement Manager), Matthew Bennett (Principal Health and Safety Advisor), Tarsha Triplow (Team Leader Corporate Reporting), and Vivienne Ong (Committee Advisor)

Report writers and supporting staff were also in attendance.

Welcome

Councillor Sunckell welcomed everyone to the Performance, Audit and Risk Committee meeting.

1. Apologies

There were no apologies

2. Conflicts of interest

There were no conflicts of interest recorded.

2.A Call for items for General Business

The Chair called for items not listed on the Agenda to be considered under General Business.

3. Deputations and petitions

No petitions or requests for deputations were received.

4. Risk

4.1 Health and Safety Report

Refer page 10 – Performance, Audit and Risk Committee Agenda

Matthew Bennett provided members with an update in relation to the COVID-19 situation in relation to health and safety. Discussion centred on risk profiles, processes, impact, return to work and staff wellness/wellbeing.

Due to field work ceasing, acute harm had dropped to near zero during the lockdown. There was potential for chronic harm to increase if people working from home had poor desk setups and being less active. Clear messages were being sent to ensure staff prioritise their wellbeing and safety and monitoring processes were in place.

Clarity was requested on the year-to-date summary totals and how numbers relate to the lag indicator figures of incidents by status and harm. Matthew Bennett will provide clarification outside of this meeting.

Committee members expressed thanks for the risk assessments and were impressed with the speed and effectiveness of the organisation in looking after staff coming into and during the current COVID-19 lockdown and its various alert levels.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receive the Health and Safety Governance report.**

Councillor Edge / Councillor McKay
CARRIED

4.2 **Risk Management Associated with COVID-19 Lockdown**

Refer page 16 – Performance, Audit and Risk Committee Agenda

Nicholas Hill provided an update and spoke of the risks and actions taken to address cyber and other security risks associated with the COVID-19 lockdown arrangements.

Members were informed of the preparedness of moving towards Alert Level 2 and what was being done to facilitate and implement organisational readiness along with staff and customer health and wellbeing. Priorities and processes were being considered to ensure a mature and staged approach to repopulate the building in a smooth and safe way as possible.

Whilst COVID-19 matters were presently taking priority, staff were also mindful about progressing next year's audit plan. The three year work plan, which becomes active 1 July 2020 would be workshoped with the Committee prior to Council adoption.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receive the Risk Standing Report as an update on risk management activities**
- 2. Advise staff that there are no issues requiring additional risk assurance**

Graeme McGlenn / Councillor Mackenzie
CARRIED

5. **Performance**

5.1 **Action List**

Refer page 18 – Performance, Audit and Risk Committee Agenda

Nicholas Hill presented the Action List.

Item for staff followup:

- Include the Public Transport management letter in the Action list. Quarterly update.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receive the Action List report**

Councillor McKay / Councillor Mackenzie
CARRIED

5.2 **8+4 Forecast Report**

Refer page 20 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow took the Committee through the forecast and advised financial impact of COVID-19 was currently being investigated.

It was clarified point 10 in the 8+4 Forecast report, the approved \$250k from General Reserves to fund Rangitata recovery and future planning work proposed was for bringing forward the review for the planned catchment plan for the Rangitata Catchment.

During Members questioning, the following processes were explained:

- Portfolio project request for further funds:
Portfolio Councillors have a briefing on what extra expenditure is intended for and if the required amount is outside budget, then a formal request can be made to the Performance Audit & Risk Committee (PARC). PARC will then consider the request. If the request is outside PARC's delegation, PARC may forward it as a formal recommendation to Council.
- Portfolio project interrupted or cannot be completed within financial year:
If a project has been interrupted or cannot be completed for the financial year, staff are asked to bring carry overs for the following year to PARC for consideration which may result in funds being tagged for a project's conclusion in the following year.

Resolved

That the Performance, Audit and Risk Committee:

1. **Note the results of the 2019/20 8+4 forecast and note the anticipated effect upon the year end result (note this is a pre-COVID-19 state)**

Councillor Sunckell / Councillor McKay
CARRIED

5.3 Public Transport Financial Update

Refer page 26 – Performance, Audit and Risk Committee Agenda

Stewart Gibbon confirmed there was a significant negative impact on patronage growth attributable to the COVID-19 event. Public transport fare shortfall was currently being funded through the NZ Transport Agency (NZTA) through to 30 June. Further consideration is being undertaken by NZTA as to how post June fare shortfalls may be supported. Staff were in constant contact with providers on a national basis on what public transport will look like post June. An increasing amount of time was being invested in understanding Government views and guidance on Alert Level 2 expectations within the transport space.

Also investigating the feasibility of practical and technical solutions for fare collection, contact tracing, operator and customer safety and wellbeing.

Members acknowledged the enormous efforts of operators and staff in maintaining the public transport operation in such a challenging environment.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receives the financial update on Public Transport – prior to COVID**

Chair Hughey / Councillor Hands
CARRIED

5.4 Portfolio Financial Report March 2020

Refer page 35 – Performance, Audit and Risk Committee Agenda

Tarsha Triplow reported on financial performance for the period ended 31 March 2020.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receives the Portfolio Financial report for the period ended 31 March 2020**

Councillor Edge / Graeme McGlinn
CARRIED

5.5 Financial Health Reports March 2020

Refer page 44 – Performance, Audit and Risk Committee Agenda

Tarsha Triplow reported on financial results for the period ended 31 March 2020 and provided an update on the cash position.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receives the monthly Financial Health Report for the period ended 31 March 2020**
- 2. Receives the Bancorp Quarterly Treasury Report to 31 March 2020**
- 3. Notes the table of Council approved unbudgeted expenditure listed in the Financial Health Report**

Councillor Sunckell / Chair Hughey
CARRIED

6. Audit

There were no Audit business to report.

7. Public Excluded

Resolved

1. That the public be excluded from the following part of the proceedings of this meeting.

The general subject of the matters 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.	Minutes/Report of	General Subject of each matter considered	Reason for passing this resolution to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.1	Sensitive Expenditure BI Report – March 2020	Update	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.	
1.1	<p>Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)</p> <p>Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information – Section 7(2)(b)(ii)</p>

That appropriate officers remain to provide advice to the Committee.

Chair Hughey / Graeme McGlinn
CARRIED

The meeting went into public excluded session from 2.49pm to 2.57pm.

8. Notices of motion

There were no notices of motion.

9. Extraordinary and Urgent Business

10. General Business

11. Questions

There were no questions.

12. **Next Meeting**

The next meeting will be held on 28 May 2020.

11. **Closure**

The Chair declared the meeting closed at 3.03pm.

18/06/2020
Date

CONFIRMED


Chairperson