

Minutes of the 156th meeting of the Performance, Audit and Risk Committee held in the Council Chamber, Environment Canterbury, 200 Tuam Street, Christchurch on Thursday, 2 July 2020 at 2.06pm

Contents

1. Apologies
2. Conflicts of Interest
- 2a. Call for General Business
3. Deputations and Petitions
4. Risk
 - 4.1 Health and Safety
 - 4.2 Internal Audit Plan
5. Performance
 - 5.1 Action List
 - 5.2 Healthier homes Canterbury Performance Report May 2020
 - 5.3 Portfolio Financial Report May 2020
 - 5.4 Financial Health Reports May 2020
 - 5.5 Public Transport Financial Performance Update
 - 5.6 Portfolio Performance Report (year-to-date)
6. Audit
7. Public Excluded
8. Notices of Motion
9. Extraordinary and Urgent Business
10. General Business
11. Questions
12. Next Meeting
13. Closure

Present

Committee Chair, Cllr John Sunckell
Graeme McGlinn, Independent Member

Cllr Claire McKay
Cllr Grant Edge

Cllr Ian Mackenzie
Chair Jenny Hughey

In Attendance

David Seath (Deloitte)

Management and officers present

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

An apology was received from Councillor Megan Hands.

2. **Conflicts of interest**

There were no conflicts of interest recorded.

2.A **Call for general business items**

No items were put forward for consideration 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 11 – Performance, Audit and Risk Committee Agenda

Matthew Bennett addressed the Committee regarding health and safety matters. Members were satisfied with the organisation's overall process, response and follow-up to two reported significant injuries.

Resolved

That the Performance, Audit and Risk Committee:

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

Cllr Edge / Cllr Mackenzie
CARRIED

4.2 **Internal Audit Plan**

Refer page 19 – Performance, Audit and Risk Committee Agenda

Nicholas Hill noted key points and areas of focus. Members supported and were satisfied and supported the Internal Audit Plan. Staff were acknowledged for their work on the plan.

Resolved

That the Performance, Audit and Risk Committee:

- 1. adopts the three-year internal audit plan**

Graeme McGlinn / Cllr McKay
CARRIED

5. Performance

5.1 Action List

Refer page 26 – Performance, Audit and Risk Committee Agenda

Nicholas Hill advised even though MetroCard was a comment, but not a formal recommended action by the Auditors, it was still prudent to report it in the Action List for visibility purposes.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Action List report**

Graeme McGlinn / Chair Hughey
CARRIED

5.2 Healthier Homes Canterbury Performance Report May 2020

Refer page 27 – Performance, Audit and Risk Committee Agenda

Tafflyn Bradford-James, Katherine Harbrow and Clare Pattison provided an update on the performance on Healthier Homes Canterbury.

It was explained that the administration margin of 5.9% was not an interest rate, but an administration rate, and ensured the Healthier Homes scheme remained self-financing; as it took into consideration borrowing costs, operation costs, and scheme uptake. It was recognised that the scheme did not currently compete with financial institutions interest rate wise but did provide an alternative option for people.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the performance report for Healthier Homes Canterbury.**

Cllr Edge / Cllr McKay
CARRIED

5.3 Portfolio Financial Report May 2020

Refer page 33 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow and Tarsha Triplow presented the Portfolio Financial Report for the period ended 31 May 2020.

During questioning the following was clarified:

- Regional Leadership portfolio. Expenditure and revenue tracking for the Canterbury Regional Economic Development Strategy (CREDS) was a Canterbury Mayoral Forum work programme and briefings on CREDS came to Council direct from the Mayoral Forum.
- Flood protection programme works had been significantly reduced due to the COVID-19 lockdown, but were now steadily increasing and on track.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Portfolio Financial Report for the period ended 31 May 2020.**

Cllr McKay / Cllr Mackenzie
CARRIED

5.4 Financial Health Reports May 2020

Refer page 42 – Performance, Audit and Risk Committee Agenda

Kathrine Harbrow and Tarsha Triplow reported on financial results for the period ended 31 May 2020.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the monthly Financial Health Report for the period ended 31 May 2020**
- 2. notes the table of Council approved unbudgeted expenditure listed in the Financial Health Report**

Chair Jenny / Graeme McGlinn
CARRIED

5.5 Public Transport Financial Update

Refer page 50 – Performance, Audit and Risk Committee Agenda

Stewart Gibbon reported whilst COVID-19 had significant impacts on public transport during Alert level 4 – 2. June patronage figures were slightly better than estimated due to being in Level 1 sooner than anticipated.

Timaru public transport patronage was up 6% from last year.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the financial update on Public Transport.**

Graeme McGlinn / Cllr Edge
CARRIED

5.6 Portfolio Performance Report (year-to-date)

Refer page 60 – Performance, Audit and Risk Committee Agenda

David Perenara-O'Connell and Caroline Hart presented the portfolio performance report for the third quarter of year two of the Long-Term Plan 2018-28, noting due to COVID-19 restrictions, the report actually covered a four month period.

Environment Canterbury's transition to operate virtually entering the COVID lockdown period was swift and the vast majority of staff were able to work successfully from home, putting the organisation in the position of being able to operate business as usual.

River staff to provide level of service information regarding hazards on the Waimakariri River and Ashley River.

Members thanked staff and the Chief Executive on what has been achieved and were happy to back the challenges with levels of service. They also stated the report was well presented and informative.

Resolved

That the Performance, Audit and Risk Committee:

1. receives the portfolio report for the period 1 July 2019 – 30 April 2020 (year-to-date).

Cllr Sunckell / Cllr McKay
CARRIED

6. Audit

Nothing 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	Risk Standing Report	Updates	Good reason to withhold exists under section 7	Section 48(1)(a)
1.2	Collusive Fraud Report			

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	Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)
1.2	Prevention of improper gain or improper advantage – Section 7(2)(j)

That appropriate officers remain to provide advice to the Committee.

Cllr McKay / Chair Hughey
CARRIED

The meeting went into public excluded session from 2.44pm to 3.30pm.

9. **Extraordinary and Urgent Business**

8. **Notices of motion**

There were no notices of motion.

10. **General Business**

There was no General Business.

11. **Questions**

There were no questions.

12. **Next Meeting**

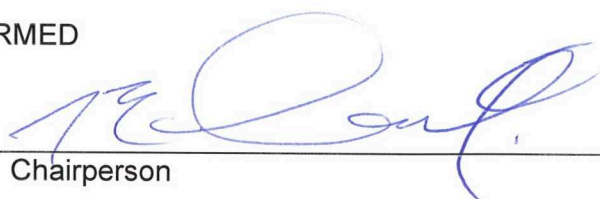
The next meeting will be held on 13 August 2020.

11. **Closure**

The Chair declared the meeting closed at 3.31pm.

CONFIRMED

23/07/2020
Date


Chairperson