

Minutes of the 155th meeting of the Performance, Audit and Risk Committee held virtually via Microsoft Teams (due to COVID-19 lockdown) on Thursday, 28 May 2020 at 2.57pm

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Present

Committee Chair, Cr John Sunckell
Cr Grant Edge

Cr Claire McKay
Cr Megan Hands

Cr Ian Mackenzie
Graeme McGlenn

Management and officers present

Stefanie Rixecker (Acting Chief Executive)
Catherine Schache (General Counsel)
Katherine Harbrow (Chief Financial Officer)
Katherine Trought (Director Strategy & Planning)
Matthew Bennett (Principal Health and Safety Advisor)
Nadeine Dommissse (Chief Operating Officer)
Nicholas Hill (Risk and Business Improvement Manager)
Stewart Gibbon (Senior Manager Public Transport)
Tafflyn Bradford-James (Director Communications)
Tarsha Triplow (Team Leader Corporate Reporting)
Tim Davie (Acting Director Science)
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 Chair Jenny Hughey.

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 10 – Performance, Audit and Risk Committee Agenda

Matthew Bennett addressed the Committee regarding health and safety matters. As a result of members questioning, an overview was provided on staff working from home, the Employee Assistance Programme (EAP), and staff mental wellbeing.

Resolved

That the Performance, Audit and Risk Committee:

1. Receive the Health and Safety Governance report.

Cr McKay / Cr Edge
CARRIED

4.2 Risk Standing Report

Refer page 18 – Performance, Audit and Risk Committee Agenda

Nicholas Hill provided an update on the risk management programme. The period continued to be dominated due to the COVID-19 disruption. The Crisis Management Team will support the navigation of this disruption through to the end of Alert Level 1.

- Development of internal audit plan forecasting for the next 3 years will be presented at a later date.
- A Risk 101 Workshop where an explanation on the framework and identifying current risk profiles will be scheduled during an upcoming Councillor briefing session.

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**

Cr Edge / Graeme McGlinn
CARRIED

5. Performance

5.1 Action List

Refer page 20 – Performance, Audit and Risk Committee Agenda

Nicholas Hill presented the Action List.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Action List report**

Graeme McGlinn / Cr McKay
CARRIED

5.2 Portfolio Financial Report April 2020

Refer page 30 – Performance, Audit and Risk Committee Agenda

Tarsha Triplow presented the Portfolio Financial Report.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Portfolio Financial Report for the period ended 30 April 2020.**

Cr Mackenzie / Cr Hands
CARRIED

5.3 Financial Health Reports April 2020

Refer page 30 – Performance, Audit and Risk Committee Agenda

Tarsha Triplow reported on financial results for the period ended 30 April 2020 and provided an update on expenditure and cash balance. Councillors were comfortable with the cashflow and resourcing.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the monthly Financial Health Report for the period ended 30 April 2020**

2. notes the table of Council approved unbudgeted expenditure listed in the Financial Health Report

Cr Edge / Cr McKay
CARRIED

5.4 Public Transport Financial Update

Refer page 38 – Performance, Audit and Risk Committee Agenda

Stewart Gibbon reported the key focus during April had been on the response to COVID Alert Levels 3 and 4; therefore, the majority of April saw a significant downturn in patronage on the public transport network. Detail was given on Government and NZ Transport Agency (NZTA) who were covering COVID fare losses and costs incurred for public transport and Total Mobility until mid/end of June 2020. There had been no cost impact to Environment Canterbury, and patrons were currently receiving free fares.

The Councillors thanked the Public Transport team with what they had achieved to date during the COVID disruption.

An estimate of costs for running public transport on forecast predictions for patronage was requested by Councillors.

Resolved

That the Performance, Audit and Risk Committee:

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

Cr Edge / Graeme McGlenn
CARRIED

6. Audit

6.1 Civic Assurance Annual Report

Refer page 46 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow spoke to the report.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Civic Financial Services Ltd Annual Report for the year ended 31 December 2019.**

Cr Hands / Cr McKay
CARRIED

6.2 Annual Report Audit Plan 30 June 2020

Refer page 84 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow spoke on the structure of the audit to be undertaken.

Resolved

That the Performance, Audit and Risk Committee:

1. receives the Audit New Zealand report titled “Audit Plan Canterbury Regional Council for the year ending 30 June 2020 dated 12 May 2020”.
2. receives the Audit NZ engagement letter for the years ending 30 June 2020 to 30 June 2022.
3. receives the Audit NZ proposal to conduct the audit of Canterbury Regional Council on behalf of the Auditor-General for the 2020, 2021 and 2022 financial years
4. recommends to Council that the chair of Canterbury Regional Council sign the Audit NZ engagement letter for the years ending 30 June 2020 to 30 June 2022.
5. recommends to Council that the chair of Canterbury Regional Council sign the Audit NZ proposal to conduct the audit of Canterbury Regional Council on behalf of the Auditor-General for the 2020,2021 and 2022 financial years.

Graeme McGlinn / Cr McKay
CARRIED

[agenda item 9 was taken at this time]

9. **Extraordinary and Urgent Business**

9.1 **Late Papers**

Refer page 2 – Performance, Audit and Risk Committee Late Paper Agenda

Resolved

That the Performance, Audit and Risk Committee:

1. resolves, pursuant to section 46A(7) of the Local Government Official Information and Meetings Act 1987, to consider these matters at this meeting notwithstanding that they were not on the agenda for the meeting; and
2. receives the Liability Management and Investment Policy report

Cr Hands / Cr Edge
CARRIED

9.2 **Liability Management and Investment Policy**

Refer page 3 – Performance, Audit and Risk Committee Late Paper Agenda

The Liability Management and Investment Policy had been workshopped by Councillors and additional discussion ensued.

Resolved

That the Performance, Audit and Risk Committee:

1. recommends to Council that the Council approves this revised Liability Management and Investment Policy

Cr Hands / Cr McKay

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	Kāinga Infrastructure Expenditure	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	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 7(2)(h) of the person who supplied or who is the subject of the information – Section 7(2)(b)(ii)

That appropriate officers remain to provide advice to the Committee.

Cr McKay / Cr Hands
CARRIED

The meeting went into public excluded session from 2.57pm to 3.08pm.

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 2 July 2020.

11. **Closure**

The Chair declared the meeting closed at 3.09pm.

	CONFIRMED	
18 / June / 2020		
Date		Chairperson