

Minutes of the 157th meeting of the Performance, Audit and Risk Committee held in the Council Chamber, Environment Canterbury, 200 Tuam Street, Christchurch on Thursday, 13 August 2020 at 2.05pm

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Present

Committee Chair, Cr John Sunckell
Graeme McGlinn, Independent Member

Cr Claire McKay
Cr Grant Edge

Cr Ian Mackenzie
Chair Jenny Hughey

Management and officers present

Stefanie Rixecker (Acting Chief Executive)
Katherine Trought (Director Strategy & Planning)
Nadeine Dommissie (Chief Operating Officer)
Tim Davie (Acting Director Science)
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)
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.

3. Call for general business items

No items were put forward for consideration under General Business.

4. Deputations and petitions

No petitions or requests for deputations were received.

5. Performance

5.1 Action List

Refer page 11 – Performance, Audit and Risk Committee Agenda

During discussion advice was given that procurement and contract management would be Councillor workshopped. A paper was being prepared on sustainable and ethical commercial property procurement.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Action List report**

Cr Edge / Graeme McGlinn
CARRIED

5.2 Public Transport Financial Update

Refer page 12 – Performance, Audit and Risk Committee Agenda

Stewart Gibbon reported on financial impacts of COVID-19 up to the period of June 2020.

Discussion centred on:

- Timaru on demand transport (MyWay) trial to date had been very successful and community engagement continued to be positive.
- The change in the Employment Relations Act and the public transport interim industry agreement ensuring driver break entitlements; and the anticipated progress of being 100% compliant by March 2021.

Resolved

That the Performance, Audit and Risk Committee:

1. receives the financial update on Public Transport.

Cr Mackenzie / Cr McKay
CARRIED

5.3 Portfolio Financial Report June 2020

Refer page 20 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow and Tarsha Triplow presented the Portfolio Financial Report for the period ended 30 June 2020.

Resolved

That the Performance, Audit and Risk Committee:

1. receives the Portfolio Financial Report for the period ended 30 June 2020.

Chair Hughey / Graeme McGlinn
CARRIED

5.4 Financial Health Reports June 2020

Refer page 29 – Performance, Audit and Risk Committee Agenda

Kathrine Harbrow and Tarsha Triplow gave an overview of financial results for the period ended 30 June 2020 and provided an update of the cash position. The Committee assessed and understood the areas of identified risk and workings coming through the organisation over the next 6 – 12 month period.

After outlining the process of debt collection, it was confirmed the process would include the Committee being made aware of debtor issues.

Resolved

That the Performance, Audit and Risk Committee:

1. receives the monthly Financial Health Report for the period ended 30 June 2020
2. notes the table of Council approved unbudgeted expenditure listed in the Financial Health Report

Cr McKay / Graeme McGlinn
CARRIED

6. **Risk**

6.1 **Health and Safety Report**

Refer page 36 – Performance, Audit and Risk Committee Agenda

Matthew Bennett summarised the analysis of the health and safety events and activities for the period up to 30 June 2020. The key findings relating to incident management and lone/remote worker tracking was discussed.

The use of benchmarking against other regional councils was raised, with a decision not to put too much resource into benchmarking, but rather use resource to manage risks, improvements and corrective actions.

Resolved

That the Performance, Audit and Risk Committee:

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

Cr Edge / Chair Hughey
CARRIED

6.2 **Risk Standing Report**

Refer page 45 – Performance, Audit and Risk Committee Agenda

Nick Hill provided updates on the Internal Audit Plan, and the current Alert Level 2 COVID-19 situation. He outlined the response to disruption management and gave assurance the organisation was well prepared.

Resolved

That the Performance, Audit and Risk Committee:

1. **receives the Risk Standing report as an update on risk management activities**
2. **advises staff that there are no issues requiring additional risk assurance**

Cr McKay / Cr Mackenzie
CARRIED

7. **Audit**

7.1 **COVID-19 Reporting and Year End Audit Process**

Katherine Harbrow presented this item.

Members were comfortable with the minor Level of Services not achieved (primarily due to timing of COVID-19 lockdown), and noted the impact would be negligible.

Resolved

That the Performance, Audit and Risk Committee:

1. notes the process for COVID-19 reporting and the dates relating to the year-end audit and adoption of the Annual Report

Graeme McGlinn / Cr McKay
CARRIED

8. 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 Report – June 2020	Updates	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.

Cr McKay / Chair Jenny
CARRIED

The meeting went into public excluded session from 3.01pm to 3.03pm.

9. Notices of motion

There were no notices of motion.

10. **Extraordinary and Urgent Business**

There was no extraordinary or urgent business.

11. **General Business**

There was no General Business.

11. **Questions**

There were no questions.

12. **Next Meeting**

The next meeting will be held on 1 October 2020.

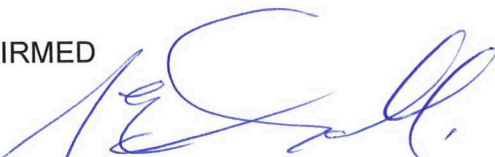
11. **Closure**

The Committee congratulated Miles McConway for successfully identifying a commercial property opportunity which would be beneficial to Environment Canterbury, and commended him on his excellent due diligence.

The Chair declared the meeting closed at 3.05pm.

27/August/2020
Date

CONFIRMED


Chairperson