

Minutes of the 161st meeting of the Performance, Audit and Risk Committee held in the Council Chamber, Environment Canterbury, 200 Tuam Street, Christchurch on Thursday, 25 March 2021 at 2.00pm

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Present

Committee Chair, Councillor John Sunckell
Councillor Grant Edge
Independent Member, Graeme McGlinn
Tumu Taiao Iaeen Cranwell

Councillor Ian Mackenzie
Councillor Vicky Southworth
Councillor Nicole Marshall
Councillor Claire McKay

Management and officers present

Stefanie Rixecker (Chief Executive)
Katherine Harbrow (Director Operations)
Jeremy Dickson (Manager, Public Transport Business Services and Improvement)
Nicholas Hill (Risk and Business Improvement Manager)
Matthew Bennett (Principal Health and Safety Advisor)
David Perenara-O'Connell (Senior Strategy Manager)
Caroline Hart (Senior Strategy Manager)
Tarsha Triplow (Team Leader Corporate Reporting)
Sam Ragnarsson (Principal Advisor)
Jesse Burgess (Senior Strategy Manager)
Vivienne Ong (Committee Advisor)
Natalie Gunn (Committee Advisor)

Report writers and supporting staff were also in attendance.

1. **Mihi/karakia tīmatanga - opening**

Committee Chair, Councillor John Sunckell welcomed everyone to the meeting.

2. **Apologies**

Apologies were received from Councillor Megan Hands and Independent Member Graham Naylor

3. **Conflicts of interest**

There were no conflicts of interest recorded.

4. **Call for general business items**

There were no items for general business.

5. **Deputations and petitions**

There were no petitions or deputations by appointment.

6. **Risk**

6.1 **Health and safety report**

Refer page 11 – Performance, Audit and Risk Committee Agenda

Matthew Bennett summarised the analysis of the health and safety events and activities for the period up to 28 February 2021, highlighting significant work programmes currently undertaken, ensuring Environment Canterbury continued to be compliant and have good health and safety practices and approaches.

It was noted the Lost Time Injury Frequency rate was trending downwards and Members were reassured by this.

During discussion, the possibility of benchmarking success measures against other regional councils was raised. Matthew Bennett to explore this possibility further to see if there would be added value in benchmarking and report back at a future meeting.

Resolved

That the Performance, Audit and Risk Committee:

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

Cr Grant Edge/Graeme McGlinn
CARRIED

6.2 **Risk standing report**

Refer page 21 – Performance, Audit and Risk Committee Agenda

Nicholas Hill provided an update to the risk management programme and maturity risk survey.

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.**

Chair Jenny Hughey/Cr Claire McKay
CARRIED

7. Performance

7.1 Action list

Refer page 22 – Performance, Audit and Risk Committee Agenda

Nicholas Hill provided an update to the Action List and advised future reports would contain additional context, including expected completion dates.

Members requested further explanation as to the purpose of the Action List, as they wanted to ensure context would also be clear to members of the public reading the report.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Action List.**

Cr Claire McKay/Cr Vicky Southworth
CARRIED

7.2 Portfolio financial report February 2021

Refer page 23 – Performance, Audit and Risk Committee Agenda

Tarsha Triplow presented the Portfolio Financial Report for the period ended 28 February 2021, and during questioning, advised the 8+4 forecast would include financial assessments for each of the portfolio programmes/projects.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the Portfolio Financial Report for the period ended 28 February 2021.**

7.3 Financial health reports February 2021

Refer page 32 – Performance, Audit and Risk Committee Agenda

Tarsha Triplow gave an overview of financial results for the period ended 28 February 2021 and during questioning provided clarification on cashflow, debtors and debt.

Members were reassured with financial health of the organisation noting there were no significant issues.

Resolved

That the Performance, Audit and Risk Committee:

- 1. receives the monthly Financial Health Report for the period ended 28 February 2021**
- 2. notes the table of unbudgeted expenditure that has already been approved by Council.**

Graeme McGlinn/Cr Grant Edge
CARRIED

7.4 Public transport financial update

Refer page 40 – Performance, Audit and Risk Committee Agenda

Jeremy Dickson reported on monthly activity and risks for the eight-month period from 1 July 2020 to 28 February 2021 and during questioning provided clarification on activity, trends, risk analysis.

Members noted:

- Level of service achieved over the period was a good news story from a performance perspective.
- Total Mobility was a set cost, which would be reflected clearly in future reporting.

Customer Satisfaction Survey

- Metro and Total Mobility customer satisfaction surveys were high and thanks was passed onto the contracting companies and their drivers.
 - Members requested an indication on where Canterbury's public transport customer satisfaction sat compared to other cities and metro centres.
- Members enquired on the personal safety scores in the Metro satisfaction survey and agreed the need to take action in this area to prevent the public feeling unsafe on buses, particularly young women.

Resolved

That the Performance, Audit and Risk Committee:

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

7.5 National Wells Database Solution – Local Government Funding Authority

Refer page 50 – Performance, Audit and Risk Committee Agenda

Miles McConway introduced this report and provided an explanation on why Environment Canterbury was proposing to act as 'banker' for the National Wells Database project.

Sam Ragnarsson spoke about the creation and development of the National Wells Database Solution and during questioning went into further detail on the benefits and funding arrangements for the Council to act as 'banker' for the project.

Members noted their satisfaction with Environment Canterbury collaborating with other Councils around New Zealand and stated it was a valuable initiative to be supporting.

Resolved

1. RECOMMENDS TO COUNCIL that the Council

- 1.1 arranges a borrowing facility with the Local Government Funding Authority for up to \$805,000 for the purposes of providing the funding arrangement described at Resolution 1**
- 1.2 enters into arrangements with Regional Software Holding Limited, for the; management of the funds, collection of payments from participating councils, ongoing repayments of the loan, and the final full repayment of the loan within three years**
- 1.3 approves the unbudgeted interest cost and acknowledges that the funding will come from general reserves until the Regional Software Holding Limited begins making repayments around July 2021**
- 1.4 deviates from the Council's Financial Strategy as the loan funds would be applied in the short term to operating expenses rather than capital expenses.**

Cr Ian Mackenzie/ Cr Claire McKay
CARRIED

8. Audit

There were no items for Audit.

9. 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.1 Sensitive Expenditure BI Report February 2021 1.2 Unbudgeted Fixed Asset Disposals 1.3 Risk Assurance Report – Amberley Tyre Fire 1.4 Tuam Street Update 1.5 Contamination Remediation – Chaney's Swale	That good reason exists for not discussing the matter with the public present and is not outweighed by the public interest.	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.		Section
1.1 1.3 1.4 1.5	The withholding of the information is necessary to 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	7(2)(b)(ii)
1.2 1.3 1.4 1.5	Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	7(2)(i)
1.5	The withholding of the information is necessary to maintain legal professional privilege	7(2)(g)

That appropriate officers remain to provide advice to the Committee.

Cr Ian Mackenzie/Cr Claire McKay
CARRIED

The meeting went into public excluded session from 3.09pm to 3.54pm.

10. Notices of motion

There were no notices of motion.

11. **Extraordinary and urgent business**

There was no extraordinary or urgent business.

12. **General business**

There was no general business.

13. **Questions**

In response to questioning, staff assured Committee Members internal processes were underway to address the recent changes to the Holidays act for bereavement leave for miscarriage.

14. **Next meeting**

The next meeting will be held 29 April 2021.

14. **Mihi/karakia whakamutunga – closing**

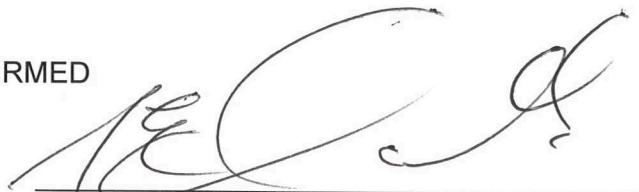
Karakia: Councillor Vicky Southworth

The Chair declared the meeting closed at 4.01pm.

CONFIRMED

29 April 2021

Date


Chairperson