

# **Minutes of the 130<sup>th</sup> meeting of the Performance, Audit and Risk Committee held in the Council Chamber, 200 Tuam Street, Christchurch on Thursday 30 March 2017 at 2.07p.m.**

## **Contents**

1. Apologies
2. Conflicts Of Interest
3. Deputations and Petitions
4. Risk
  - 4.1 Health and Safety
5. Performance
  - 5.1 Action List
  - 5.2 Operational Performance Report February 2017
  - 5.3 Financial Health Report February 2017
  - 5.4 Greater Christchurch Metro Financial Update
6. Public Excluded
7. Notices of Motion
8. Extraordinary and Urgent Business
9. Questions
10. Next Meeting

## **Present**

Councillors Rod Cullinane (Chair), Claire McKay, Lan Pham, Peter Scott and John Sunckell

## **Management and officers present**

Bill Bayfield (Chief Executive), Miles McConway (Director Finance and Corporate Service), Jill Atkinson (Director Strategy and Programmes), Stefanie Rixecker (Director Science), Katherine Trought (Director Communications), Catherine Schache (General Counsel), Katherine Harbrow (Chief Financial Officer), and Louise McDonald (Senior Administration Officer)

Report writers and other staff were also in attendance.

## **Welcome**

Cr Cullinane welcomed everybody to this meeting.

He confirmed that the Committee had received an additional item "Website Performance Update" and obtained the agreement of the Committee to consider this report at item 8.

1. **Apologies**

There were no apologies.

2. **Conflicts of interest**

No conflicts of interest were declared.

3. **Deputations and petitions**

There were no petitions or requests for deputations received.

4. **Risk**

4.1 **Health and Safety Report**

*Refer page 4 – Performance, Audit and Risk Committee Agenda*

The Chairman explained that he had suggested that the Health and Safety report be moved to become the first item on the agenda to reflect the importance of this matter within Council.

Matthew Bennett presented this report.

**Resolved**

**That the Performance, Audit and Risk Committee:**

1. **Receives the Health and Safety report.**

Cr McKay /Cr Sunckell  
CARRIED

5. **Performance**

5.1 **Action List**

*Refer page 9 – Performance, Audit and Risk Committee Agenda*

Katherine Harbrow presented this report.

**Resolved**

**That the Performance, Audit and Risk Committee:**

1. **Receives the Action List – 30 March 2017.**

Cr Scott /Cr Pham  
CARRIED

5.2 **Operational Performance Report**

*Refer page 13 – Performance, Audit and Risk Committee Agenda*

Wendy Gainford presented this report for the year to 28 February 2017.

Following a discussion about being able to measure the three Levels of Service that had target dates of 2020 and 2030 for public passenger transport annually, the Committee was advised that these Levels of Service will be reviewed at the next review of the Long Term Plan.

The Chairman on behalf of Committee members thanked staff for the revised layout of this reports and noted that the content was now more informative.

### **Resolved**

#### **That the Performance, Audit and Risk Committee:**

- 1. Receives the Operational Performance report for the year to 28 February 2017.**

Cr Sunckell /Cr McKay  
CARRIED

### **5.3 Financial Health Report**

*Refer page 37 – Performance, Audit and Risk Committee Agenda*

Wendy Gainford presented this report.

More information was requested about the time taken for Ministry of Justice debt collections to come to Council following the successful prosecutions in favour of Council

### **Resolved**

#### **That the Performance, Audit and Risk Committee:**

- 1. Receives the monthly financial health report for the period ending 28 February 2017.**

Cr Scott /Cr McKay  
CARRIED

Miles O'Connor from Council's Treasury Advisors, Bancorp, was welcomed to the meeting. Mr O'Connor spoke to the presentation attached to the agenda.

### **Resolved**

#### **That the Performance, Audit and Risk Committee:**

- 1. Thanks Council's Treasury Advisors, Bancorp, and Council staff for the prudent management of the Councils' debt profile.**

Cr Cullinane / Cr Scott  
CARRIED

## Resolved

**That the Performance, Audit and Risk Committee:**

1. **Receives the monthly financial health report for the period ending 28 February 2017.**

Cr McKay /Cr Sunckell  
CARRIED

### 5.4 **Greater Christchurch Metro Financial Update**

*Refer page 75– Performance, Audit and Risk Committee Agenda*

Stewart Gibbon presented this report and advised the Committee of a correction to the report. The last sentence on page 76 of the agenda, be amended to read: “Year on year patronage for the month of February is down -4%.”

## Resolved

**That the Performance, Audit and Risk Committee:**

1. **Receives the financial update on the Greater Christchurch Metro Programme.**

Cr Scott /Cr Pham  
CARRIED

The meeting agreed to accord precedence that item 8 in the order paper was taken at this time.

### 8. **Extraordinary and urgent business**

*Refer to the report circulated separately*

It was noted by the Chairman that this report was circulated after the agenda was circulated but still met the standing order provision that business is sent to each member not less than 2 clear working days before the meeting. As this item was not listed on the agenda was agreed to consider this item as extraordinary business.

The reason why this item was not on the agenda was due to a staff oversight.

The reason that consideration of this item was not delayed until another meeting was to enable timely information to be provided to the Committee.

## Resolved

**That the Performance, Audit and Risk Committee:**

1. **Resolved, pursuant to section 46A(7) of the Local Government Official Information and Meetings Act 1987, to consider this matter at this meeting notwithstanding that it was not on the agenda for the meeting; and**
2. **Receives the item – Website Performance Update.**

Cr Sunckell / Cr McKay  
CARRIED

## 8.1 Website Performance Update

Katherine Trought introduced this report.

It was suggested that the advice regarding the Pollution Hotline be extended to include other methods, other than telephone, for the public to provide information to the Hotline.

The Committee thanked Ben Leith, Elena Soanes and the team for their good work on the upgrade of the Council website.

### Resolved

**That the Performance, Audit and Risk Committee:**

1. **Receives the website upgrade performance report for January and February 2017.**

Cr Pham / Cr Sunckell  
CARRIED

## 6. Public excluded

### Resolved

1. **That the public be excluded from the following part of the proceedings of this meeting, namely:**

**7.1 Risk Management Standing Report**

**7.2 Review of Fuel and Labour Risks for Public Transport.**

The general subject of the matter 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.	Report	General subject matter	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1	Risk Management Standing Report	Risk management	Good reason to withhold exists under section 7	Section 48(1)(a)
2	Review of Fuel and Labour Risks for Public Transport	Review of Fuel and Labour Risks for Public Transport	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.	
1,2	Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

**2. That appropriate officers remain to provide advice to the Committee.**

Cr Sunckell / Cr Scott  
CARRIED

The meeting went into public excluded session from 3.20 to 3.36 pm.

**7. Notices of motion**

There were no notices of motion.

**8. Extraordinary and urgent business**

A late item had been considered earlier in the meeting.

**9. Questions**

There were no questions.

**10. Next meeting**

Thursday 4 May 2017 at 2.00 p.m.

**12. Closure**

The meeting closed at 3.37 pm.

Confirmed

Date 20/4/2017  Chairperson