

Minutes of the 135th meeting of the Performance, Audit and Risk Committee held in the Council Chamber, 200 Tuam Street, Christchurch on Thursday, 5 October 2017 at 2.00pm

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Present

Cr Rod Cullinane (Chair)
Cr Peter Scott

Cr Claire McKay
Cr John Sunckell

Cr Lan Pham

In Attendance

Management and officers present

Miles McConway (Director Finance and Corporate Service), Bill Bayfield (Chief Executive Officer), Jill Atkinson (Director Strategy and Programmes), Stefanie Rixecker (Director Science), Katherine Trought, Catherine Schache (General Counsel), Katherine Harbrow (Chief Financial Officer), and Vivienne Ong (Committee Advisor), Matthew Bennett (Health and Safety Advisor)

Report writers and supporting staff were also in attendance.

Welcome

Cr Cullinane welcomed everyone to this meeting.

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.

Chairman's Announcement

The Chairman sought leave of the Committee to change the order of the agenda.

4. Risk

4.1 Health and Safety Report

Refer page 7 – Performance, Audit and Risk Committee Agenda

Matthew Bennett presented the report and explained the new report format would continue to be improved.

Members liked the innovative approach to the fresh style of reporting and looked forward to a fuller report being available in November. The following suggestions were made:

- Percentage gaps on the graph on Section Health and Safety Plans to be clear.
- The Analysis of Incidents graphs to have a quarterly comparison to previous years statistics.

Resolved

That the Performance, Audit and Risk Committee:

Receive the Health and Safety report.

Cr McKay / Cr John
CARRIED

5. Performance

Agenda item 5.5 was taken at this time.

5.5 **Action List**

Refer page 55 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented the report.

Resolved

That the Performance, Audit and Risk Committee:

Receive the Action List 5 October 2017.

Cr Scott / Cr Pham
CARRIED

5.1 **Public Transport Report**

Refer page 16 – Performance, Audit and Risk Committee Agenda

Stewart Gibbon presented the report and explained how the total mobility process worked.

There were valuable lessons learned from resolving the Interchange technology failure, and a new hardware solution was put in place that provides a more reliable system environment to support a faster return to operation time in the unlikely event of failure. The hardware solution has been documented and is available to Environment Canterbury's IT support team.

Resolved

That the Performance, Audit and Risk Committee:

Receive the Metro Financial Update.

Cr McKay / Cr Sunckell
CARRIED

5.2 **Operations Report**

Refer page 22 – Performance, Audit and Risk Committee Agenda

Chantel Mills and Katherine Harbrow presented the report for the year to 31 August 2017.

It was noted that the one year delay to deliver the Waimakariri plan would allow for further scientific investigations to be undertaken.

Resolved

That the Performance, Audit and Risk Committee:

Receive the Operational Performance report for the year to 31 August 2017.

Cr Pham / Cr McKay
CARRIED

5.3 Financial Health Report

Refer page 45 – Performance, Audit and Risk Committee Agenda

Chantel Mills and Katherine Harbrow presented the report.

Resolved

That the Performance, Audit and Risk Committee:

Receive the monthly Financial Health report for the year to 31 August 2017.

Cr Scott / Cr Sunckell
CARRIED

5.4 2016/17 Annual Report

Refer page 52– Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented the report.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Approve the exemption from the Annual Report for the following non-trading entities for the period 1 July 2016 to 30 June 2017 - Environment Canterbury Ltd.**

That Performance Audit and Risk Committee recommends to Council that it:

- 1. Adopt the audited draft Annual Report and draft Annual Report Summary for the year ended 30 June 2017 subject to review by the Chair of the Performance Audit and Risk Committee and receipt of an unqualified audit opinion.**
- 2. Delegates authority to the Council’s Chief Executive to make alterations of minor effect or to correct any minor errors to the approved 2016/17 Annual Report.**

Cr Pham / Cr Sunckell
CARRIED

5.6 Navigation Aids for South Bay Kaikōura

Refer page 57 – Performance, Audit and Risk Committee Agenda

Bill Bayfield presented the report and informed members that the Kaikōura harbour will be opened on 14 November 2017, and the fixed beacons were expected to be installed mid-December.

Resolved

That Performance Audit and Risk Committee recommends to Council that it:

Approve the additional expenditure of \$328k (including \$43k contingencies) for the navigation beacons in South Bay Kaikōura and that it be funded from the Port Safety Reserve.

Cr McKay / Cr Scott
CARRIED

5.7 Efficiency and Productivity Report

Refer page 60 – Performance, Audit and Risk Committee Agenda

Robert Woods presented the report.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receive the Efficiency and Productivity report.**
- 2. Note the ongoing focus of efficiency and productivity reporting across the organisation and that further reports will be provided to the Performance Audit and Risk Committee.**

Cr McKay / Cr Pham
CARRIED

6. Audit

The reports related to the audit section were presented in the public excluded section of the meeting.

7. Public excluded

Resolved

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

- 1.1 Internal Audit – Standard Report**
- 1.2 Internal Audit – Tag On Tag Off Project**
- 1.3 Risk Standing Report**

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	Internal Audit – Standard Report	Risk management	Good reason to withhold exists under section 7	Section 48(1)(a)
2	Internal Audit – Tag On Tag Off Project		Good reason to withhold exists under section 7	Section 48(1)(a)
2	Risk Standing Report – 1 June 2017	Risk management	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.	
1,2,3	Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)

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

Cr Sunckell / Cr Scott
CARRIED

The meeting went into public excluded session from 3.01pm to 3.20pm.

8. Notices of motion

There were no notices of motion.

9. Extraordinary and urgent business

There was no urgent business.

10. Questions

There were no questions.

11. Next meeting

Thursday, 2 November 2017.

12. Closure

The meeting closed at 3.21pm

CONFIRMED

19 October 2017
Date


Chairperson