

# **Minutes of the 139<sup>th</sup> meeting of the Performance, Audit and Risk Committee held in the Waimakariri Room, 200 Tuam Street, Christchurch on Thursday, 29 March 2018 at 2.03pm**

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## **Present**

Cr Peter Scott (Acting Chair)	Cr Claire McKay
Cr John Sunckell	Cr Lan Pham

## **In Attendance**

## **Management and officers present**

Bill Bayfield (Chief Executive Officer), Miles McConway (Director Finance and Corporate Service), David Perenara-O'Connell (Acting Director Strategy and Programmes), Katherine Trought (Director Communications), Nadeine Dommissie (Chief Operating Officer), Catherine Schache (General Counsel), Katherine Harbrow (Chief Financial Officer) and Vivienne Ong (Committee Advisor)

Report writers and supporting staff were also in attendance.

## **Welcome**

Miles McConway welcomed everyone to the meeting and declared the meeting open.

### **1. Appointment of Acting Chair**

#### **RESOLVED**

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

- 1. Appoint Councillor Peter Scott as the Acting Chair for the meeting.**

Cr McKay / Cr Pham  
CARRIED

### **2. Apologies**

Cr Rod Cullinane

### **3. Conflicts of interest**

There were no conflicts of interest recorded.

### **4. Deputations and petitions**

No petitions or requests for deputations were received.

### **5. Risk**

#### **5.1 Health and Safety Report**

*Refer page 3 'Additional Papers' – Performance, Audit and Risk Committee Agenda*

Catherine Schache presented this report. The reduction of positive outcome for the Emergency Preparedness graph was due to reporting timeframe issues. Future reporting will be based on appropriate timeframes.

#### **Resolved**

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

- 1. Receive the Health and Safety report for March 2018.**

Cr Sunckell / Cr Pham  
CARRIED

## 5.2 **Operational Report**

*Refer page 10 – Performance, Audit and Risk Committee Agenda*

Chantel Mills presented on the operational performance for the eight months ended 28 February 2018.

### **Resolved**

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

- 1. Receive the Operational Performance report for the eight months ended 28 February 2018.**

Cr McKay / Cr Sunckell  
CARRIED

## 5.3 **Risk Standing Report**

*Refer page 34 – Performance, Audit and Risk Committee Agenda*

Nick Hill presented this report and advised the Risk pre-workshop questionnaire will come out later today.

### **Resolved**

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

- 1. Receive this report as an update on risk management activities.**
- 2. Advise staff there are no issues requiring additional risk assurance.**

Cr Pham / Cr Sunckell  
CARRIED

## 6. **Performance**

### 6.1 **Action List**

*Refer page 35 – Performance, Audit and Risk Committee Agenda*

Katherine Harbrow presented the action list.

### **Resolved**

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

- 1. Receive the Action List for the 29 March 2018 meeting agenda.**

Cr Pham / Cr McKay  
CARRIED

## 6.2 Financial Health Report

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

Chantel Mills took the Committee through the financial results for the period ending 28 February 2018.

### **Resolved**

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

1. **Receive the monthly Financial Health report for the eight months ended 28 February 2018.**

Cr Pham / Cr Sunckell  
CARRIED

## 6.3 Public Transport Financial Update

*Refer page 11 'Additional Papers' – Performance, Audit and Risk Committee Agenda*

Stewart Gibbons presented this report and provided an update on the monthly activity and risks.

- There has been good growth on the Orange and Purple lines.
- Three routes now have capacity challenges. Need to re-allocate assets due to financial constraints.
- A three-month Wi-Fi trial will commence in April for the Rolleston Rapid and Airport routes.

### **Resolved**

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

1. **Receive the Financial Update on Public Transport Programme.**

Cr McKay / Cr Pham  
CARRIED

## 7. Audit

### 7.1 Internal Audit Standing Paper

*Refer page 45 - Performance, Audit and Risk Committee Agenda*

Tanya Clifford presented this report.

### **Resolved**

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

1. **Note the progress of the internal audit programme, and**
2. **Advise staff either there are no internal audit issues for this month.**

Cr McKay / Cr Sunckell  
CARRIED

## 7.2 Proposed Internal Audit Plan for 2018/19

*Refer page 48 - Performance, Audit and Risk Committee Agenda*

Tanya Clifford presented this report. Members agreed with the following proposed audit reviews:

- Provision and support of passenger transport IT systems.
- Contract efficiencies – attaining value or money.
- Legislative compliance.

### Resolved

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

1. **Approve the internal audit plan for the 2018/19 financial year.**

Cr Sunckell / Cr Pham  
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
8.1	Update on Litigation Outcomes	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.	
8.1	Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

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

Cr Sunckell / Cr McKay  
CARRIED

The meeting went into public excluded session from 2.38pm to 2.40pm.

9. **Notices of motion**

There were no notices of motion.

10. **Extraordinary and urgent business**

There was no urgent business.

11. **Questions**

There were no questions.

12. **Next meeting**

Thursday, 26 April 2018

12. **Closure**

Cr Scott declared the meeting closed at 2.41 pm.

CONFIRMED

Date

18/4/18

Chairperson