

Minutes of the 143rd meeting of the Performance, Audit and Risk Committee held in the Waimakariri Room, 200 Tuam Street, Christchurch on Thursday, 9 August 2018 at 2.00pm

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Present

Cr Peter Scott (Acting Chair)
Cr Claire McKay

Cr John Sunckell
Chairman Steve Lowndes

Management and officers present

Bill Bayfield (Chief Executive Officer), Ken Renz (Acting Director Finance and Corporate Services), Katherine Trought (Director Strategy & Planning), Katherine Harbrow (Chief Financial Officer), Catherine Schache (General Counsel), Stewart Gibbon (Senior Manager Public Transport) and Vivienne Ong (Committee Advisor)

Report writers and supporting staff were also in attendance.

Welcome

Chair Lowndes declared the meeting open.

1A. **Appointment of Acting Chair**

Resolved

That the Performance, Audit and Risk Committee:

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

Chair Lowndes/Cr Sunckell
CARRIED

Acting Chair Peter Scott welcomed everyone to the meeting

1. Apologies

An apology was received from Councillor Rod Cullinane.

2. Conflicts of interest

There were no conflicts of interest recorded.

3. Deputations and petitions

No petitions or requests for deputations were received.

4. Risk

4.1 Health and Safety Report

Refer page 7 – Performance, Audit and Risk Committee Agenda

Matthew Bennett presented the report and went through progress and improvements made during the past month.

Concern was expressed with icy walkways/slippery bridges and potential for significant injury to people at the Tuam Street and St Asaph Street entrances. Whilst grit on walkways and tread on the bridges were put in place, Committee members expressed the need for further mechanisms to also be explored. Matthew said he would investigate further and added that after this winter the concrete would be changed to a more non-slip texture.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receive the Health and Safety Governance report for June 2018.**
- 2. Receive the report on Health and Safety progress and indicators.**

Cr McKay / Cr Sunckell
CARRIED

5. **Performance**

5.1 **Action List**

Refer page 14 – 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 9 August 2018 meeting agenda.**

Chair Lowndes / Cr Sunckell
CARRIED

5.3 **Financial Health Report**

Refer page 24 – Performance, Audit and Risk Committee Agenda

Wendy Gainford and Katherine Harbrow took the Committee through the financial results for the year ended 30 June 2018.

Debtors were particularly low (lowest in recorded history, 2001), mainly due to improvements in debt management processes and procedures. The PARC Committee acknowledged the splendid work in getting debt down and gave thanks to Miles McConway, Katherine Harbrow and her team.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receive the monthly Financial Health report for year ended 30 June 2018.**

Cr Sunckell / Cr McKay
CARRIED

5.4 **Operational Report**

Refer page 31 – Performance, Audit and Risk Committee Agenda

Wendy Gainford reported on operational performance by portfolio for the year ended 30 June 2018 and explained why the current financial position was better than anticipated.

The Committee was pleased with the level of reporting and thanked Wendy for ensuring they had a clear understanding of the organisation's current operational performance.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Receive the Operational Performance report for the year ended 30 June 2018.**

Cr McKay / Chair Lowndes
CARRIED

5.2 Public Transport Financial Update

Refer page 16 – Performance, Audit and Risk Committee Agenda

Stewart Gibbon provided an update on the financial position of Public Transport and summarised key activities and proposed innovations either currently on trial or to explore further:

- Express services/fast buses
- Leeston and Darfield trials
- Metro card accessibility
- Capital and project-based enhancements
- Service improvements

An explanation was given on the impact of excise tax, public transport cross-elasticities, fuel prices and individual circumstances of patrons and how this influenced their transport choices.

Members thanked Stewart for the work to date and supported the direction Public Transport was heading.

Resolved

That the Performance, Audit and Risk Committee:

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

Cr Sunckell / Cr McKay
CARRIED

6. Audit

6.1 Audit NZ Long-Term Plan Final Report

Refer page 51 – Performance, Audit and Risk Committee Agenda

Katherine Harbrow presented the final Audit NZ report on the audit of the 2018-28 Long-Term Plan (LTP).

Members appreciated what was achieved and expressed thanks to Bill Bayfield, Miles McConway and everyone involved with the audit.

Resolved

That the Performance, Audit and Risk Committee:

- 1. Acknowledge the Audit NZ Long-Term Plan management report, including findings raised**

Cr McKay /Cr Sunckell
CARRIED

6.2 Internal Audit Standing Paper

Refer page 59 - Performance, Audit and Risk Committee Agenda

Tanya Clifford and Katherine Harbrow presented the Internal Audit Standing Paper.

Interest was expressed in determining the potential fourth unassigned internal audit. Recommendations from staff were to withhold from committing to a fourth audit pending completion of prior planned audits, budget availability and future expressed Government priorities/reviews.

Resolved

That the Performance, Audit and Risk Committee:

1. Note the progress of the internal audit programme, and
2. Advised there were no internal audit issues for this month.

Cr McKay / Cr Sunckell
CARRIED

7. **Notices of motion**

There were no notices of motion.

8. **Extraordinary and urgent business**

There was no urgent business.

9. **Questions**

There were no questions.

10. **Next meeting**

Thursday, 4 October 2018

12. **Closure**

Peter Scott declared the meeting closed at 2.44pm.

CONFIRMED

23 August 2018
Date


Chairperson