

# **Minutes of the 145<sup>th</sup> meeting of the Performance, Audit and Risk Committee held in the Council Chamber, 200 Tuam Street, Christchurch on Thursday, 22 November 2018 at 2.36pm**

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## **Present**

Cr Peter Scott (Deputy Chair)

Cr Claire McKay

Chair Steve Lowndes

## **Management and officers present**

Miles McConway (Acting Chief Executive), Katherine Harbrow (Acting Director Finance & Corporate, and Chief Financial Officer), Catherine Schache (General Counsel), Katherine Trought (Director Strategy & Planning), Nadeine Dommissie (Chief Operating Officer), Stefanie Rixecker (Director of Science), Stewart Gibbon (Senior Manager Public Transport), Wendy Gainford (Team Leader Corporate Reporting), Chris Tapili (Senior Health & Safety Officer) and Vivienne Ong (Committee Advisor)

Report writers and supporting staff were also in attendance.

## Welcome

Deputy Chair Peter Scott welcomed everyone to the meeting.

### 1. Apologies

Apologies were received from Councillors John Sunckell and 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*

Chris Tapili presented the report:

- An internal audit for the organisation's health and safety management system was underway; this will be assessed against the ISO 45001 occupational health and safety standard.
- With the arrival of extended daylight hours, a communication has been sent to staff about the potential of driver fatigue, referring them to guides and resources.

### Resolved

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

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

Chair Lowndes / Cr McKay  
CARRIED

### 5. Performance

#### 5.1 Action List

*Refer page 14 – Performance, Audit and Risk Committee Agenda*

##### Public Transport:

Stewart Gibbon reported a meeting took place on 15 November 2018 with Christchurch International Airport Ltd (CIAL) regarding the pending electric bus 29 route. CIAL expressed interest in promotional marketing for the zero emission vehicles, and transport integration logistics.

##### WiFi Trial

Was discussed later in agenda item 5.2.

**Resolved**

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

- 1. Receive the Action List for 22 November 2018 meeting agenda**

Cr McKay / Chair Lowndes  
CARRIED

**5.3 Operational Report**

*Refer page 29 – Performance, Audit and Risk Committee Agenda*

Wendy Gainford reported on operational performance by portfolio for the period ended 31 October 2018 and advised that revenue and expenditure was within 1% of budget.

**Resolved**

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

- 1. Receives the Operational Performance report for the period ended 31 October 2018.**

Chair Lowndes / Cr McKay  
CARRIED

**5.4 Financial Health Report**

*Refer page 50 – Performance, Audit and Risk Committee Agenda*

Wendy Gainford took the Committee through the financial results for the period ended 31 October 2018.

As this was Wendy's last meeting, Katherine Harbrow and the Deputy Chair thanked her for her work and attention to detail on financial reporting.

**Resolved**

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

- 1. Receives the monthly Financial Health report for period ended 31 October 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 performance of Public Transport.

- Public Transport patronage sits at 3.2% growth which is encouraging and continues an ongoing trend of a return to growth for public transport. A patronage increase in the CBD highlights a strong link between patronage and a growing and vibrant city centre.

- An analysis has been completed comparing patronage to weather. It showed when the weather was good patronage increased.
- Members noted the underlying farebox recovery strategy approach was sound; however, it would continue to be impacted by external factors beyond our control.

WiFi Trial:

- WiFi trial results on route 85 (Rolleston) and route 29 (Airport) were good with many customers reporting value in using WiFi.
- The trial may be expanded to another long-distance route, eg: Waimakariri.
- Data costs for the trial are higher due to the use of short-term data contracts. Tendering for bus operators in 2019 may see WiFi systems incorporated into their bus infrastructure; and therefore, staff want to delay full rollout installation of WiFi infrastructure until it is known what bus assets are going to be operated.

**Resolved**

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

- 1. Receives the Financial Update on Public Transport.**
- 2. Receives the WiFi Trial Report**

Chair Lowndes / Cr McKay  
CARRIED

**6. Audit**

**6.1 Internal Audit Standing Paper**

*Refer page 56 - Performance, Audit and Risk Committee Agenda*

Nick Daniels spoke on the Monitoring and Enforcement (CME) Audit. The majority of audit recommendations were now completed or well progressed. The draft Enforcement Policy will go to the next Council meeting.

Katherine Harbrow advised the following:

- Metro internal processes (the preferred fourth internal audit), was about continuous improvement for streamlining and automating processes for public transport, particularly for 'behind the scenes' processes.
- The public transport team were ready and currently had capacity to focus on a fourth internal audit

**Resolved**

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

- 1. Note the progress of the internal audit programme**
- 2. Approve a final internal audit**
- 3. Advised there were no items meriting internal audit attention for this month.**

Cr McKay / Chair Lowndes  
CARRIED

## 7. 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
1.1	Audit NZ Report to Council for the year ended 30 June 2018	Update	Good reason to withhold exists under section 7	Section 48(1)(a)
1.2	Risk Report			

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.	
1.1	Prevent disclosure or use of official information for improper gain or improper advantage – Section 7(2)(j)
1.2	Enable the Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)

That appropriate officers remain to provide advice to the Committee.

Chair Lowndes / Cr McKay  
CARRIED

The meeting went into public excluded session from 3.06pm 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, 28 February 2019.

12. **Closure**

Peter Scott declared the meeting closed at 3.20pm.

CONFIRMED

Date

13/12/2018

Chairperson

