

# Waimakariri District Council

## Audit and Risk Committee

# Agenda

Tuesday 12 March 2024

9am

Council Chambers  
215 High Street  
Rangiora

**Members:**

Cr Neville Atkinson (Chairperson)

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Joan Ward

Cr Paul Williams

Mayor Dan Gordon (ex officio)

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**A MEETING OF THE AUDIT AND RISK COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 12 MARCH 2024 AT 9AM.**

Recommendations in reports are not to be construed as  
Council policy until adopted by the Council

**BUSINESS**

*Page No*

1 **APOLOGIES**

2 **CONFLICTS OF INTEREST**

*Conflicts of interest (if any) to be reported for minuting.*

3 **CONFIRMATION OF MINUTES**

3.1 **Minutes of a meeting of the Audit and Risk Committee held on Tuesday 13 February 2024**

7-15

*RECOMMENDATION*

**THAT** the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 13 February 2024.

3.2 **Matters Arising**

4 **PRESENTATION/DEPUTATION**

4.1 **Bancorp – Miles O'Connor**

M O'Connor will be in attendance to provide a treasury update to the Committee.

## 5 REPORTS

### 5.1 Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2024, Approved Six Month Report to Council 31 December 2023, and Promotion of Waimakariri District Six Month Report 31 December 2023 – Nicole Robinson (General Manager Finance and Business Support) and Simon Hart (General Manager Strategy, Engagement and Economic Development)

*Chief Executive, Heather Warwick, Visit Waimakariri District Promotions Manager, Janine Rogers and Business Support Manager, Miles Dalton will be in attendance to present the Six Month report for operations and promotions. Chairperson, Clare Gifford will also be in attendance to present the Statement of Intent.*

16-42

#### RECOMMENDATION

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No 240219023703.
- (b) **Receives** the following reports for Enterprise North Canterbury, the:
  - i. Enterprise North Canterbury's Draft Statement of Intent for the Financial year beginning 1 July 2024 (240219023457).
  - ii. Enterprise North Canterbury Promotion of Waimakariri District Six Month Report 31 December 2023 (240219023456).
  - iii. Enterprise North Canterbury's Approved Six-Month Report to Council dated 31 December 2023 (240219023455).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Enterprise North Canterbury to make changes to the Statement of Intent (SOI). If this were to be the case, Enterprise North Canterbury would consider the requested changes and re-present the Statement of Intent prior to 30 June 2024.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.
- (e) **Circulates** the report to the Community Boards for information.

### 5.2 Te Kōhaka ō Tuhaitara Trust - Statement of Intent for the Year ending 30 June 2025 – Chris Brown (General Manager Community and Recreation)

*Chairperson, Joseph Hullen will be in attendance to present the Statement of Intent.*

43-54

#### RECOMMENDATION

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No. 240215022164.
- (b) **Receives** the Statement of Intent for Te Kōhaka ō Tuhaitara Trust for the year ending 30 June 2025 (TRIM 240215022313).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka ō Tuhaitara Trust to make changes to the Statement of Intent. Te Kōhaka ō Tuhaitara Trust would consider these changes requested and re-present the Statement of Intent prior to the 30 June.
- (d) **Recommends** seven proposed changes to the draft Statement of Intent from the 2023/24 Statement of Intent for Te Kōhaka ō Tuhaitara Trust

**5.3 Reporting on LGOIMA Requests for the period 1 December 2023 – 29 February 2024 – Thea Kunkel (Governance Team Leader)**

55-63

*RECOMMENDATION*

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 240226028816 for information.
- (b) **Notes** that the Council received 62 requests and responded to 56 official requests of information from 1 December 2023 to 29 February 2024, which was 32 more than the 24 official requests responded to in the same period in 2022/23.

**6 PORTFOLIO UPDATES**

**6.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward**

**6.2 Communications and Customer Services – Councillor Joan Ward**

**7 QUESTIONS**

**8 URGENT GENERAL BUSINESS**

**9 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

- 1. That the public be excluded from the following parts of the proceedings of this meeting:
  - Item 9.1 Confirmation of Minutes of the Public Excluded portion of the Audit and Risk Committee meeting on 13 February 2024.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, 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:

<b>Meeting Item No. and subject</b>	<b>Reason for excluding the public</b>	<b>Grounds for excluding the public-</b>
9.1 Confirmation of Minutes of the Public Excluded portion of the Audit and Risk Committee meeting on 13 February 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).

**CLOSED MEETING**

*See Public Excluded Agenda.*

**OPEN MEETING**

**NEXT MEETING**

The next meeting of the Audit and Risk Committee will be held on Tuesday 14 May 2024 at 9am.

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, CIVIC BUILDINGS, HIGH STREET, RANGIORA ON TUESDAY, 13 FEBRUARY 2024, AT 9AM.**

**PRESENT**

Deputy Mayor N Atkinson (Chairperson), Councillors T Fulton, J Goldsworthy, J Ward, and P Williams.

**IN ATTENDANCE**

Councillors B Cairns and P Redmond via Teams.

J Millward (Chief Executive), N Robinson (General Manager Finance and Business Support), C Brown (General Manager Community and Recreation), P Christensen (Finance Manager), H Street (Corporate Planner), D Young (Senior Engineering Advisor), and K Rabe (Governance Advisor).

**1 APOLOGIES**

Moved: Councillor Goldsworthy

Seconded: Councillor Williams

That apologies for absence be received and sustained from Mayor Gordon and Councillors Blackie and Brine.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 12 December 2023**

Moved: Councillor Williams

Seconded: Councillor Fulton

**THAT** the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee held on 12 December 2023.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

3.3 **Workshop Notes of the Audit and Risk Committee held on Tuesday 12 December 2023**

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

**THAT** the Audit and Risk Committee:

- (a) **Receives**, the circulated notes of a workshop of the Audit and Risk Committee, held on 12 December 2023.

**CARRIED**

**4 PRESENTATION/DEPUTATION**

Nil.

*Item 7.7 was taken at this time. Note that the Minutes have been recorded in accordance with the order of the Agenda as circulated.*

**5 REPORTS**

5.1 **Six Month Financial Statement for the Period Ended 31 December 2023 – Te Kōhaka o Tūhaitara Trust– N Robinson (General Manager Finance and Business Support)**

Chairperson Joseph Hullen and General Manager Nick Chapman of the Te Kōhaka o Tūhaitara Trust (the Trust) were in attendance and presented the Trust's Six Month Financial Statement. The six-month Financial Statement showed that the Trust had an operating deficit of \$42,537 with a year-to-date budget deficit of \$61,790, which was primarily driven by higher year-to-date grant income.

N Chapman gave a brief overview of the Trust's current work, which included being well ahead on the development of a walking /cycling trail and the development of the Huria Reserve.

J Hullen noted that the Trust was tracking well due to the stewardship of its General Manager, N Chapman. He also announced that the Trust would be going through a recruitment process shortly. Unfortunately, N Chapman had resigned from his position for personal reasons.

Councillor Williams noted that the Financial Statements listed the Trust's current assets as \$555,881. However, it also listed assets of \$11.3 million, which was confusing for a layman to understand. He noted he understood that the \$11.3 million included the land management component, however, he suggested that the information be made easier to understand in future reports.

Councillor Fulton noted that the report indicated that grants mainly drove the Trust's funding. N Chapman confirmed that grants were used for operational purposes.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No 240202015087.
- (b) **Receives** the Six Month Report for the Te Kōhaka o Tūhaitara Trust for the period ended 31 December 2023.



- (c) **Notes** the operations for the six months to 31 December 2023 are progressing as planned as presented in the Statement of Intent.

**CARRIED**

Deputy Mayor Atkinson thanked J Hullen and N Chapman for their work, noting that grant funding was getting more difficult to source, and he admired the Trust for adjusting as required to manage the risks appropriately. He also commended the Trust on its work at the Huria Reserve, which would be a major asset for the district. Deputy Mayor Atkinson was sorry to hear of N Chapman's resignation and wished him luck in the future.

Councillor Williams noted that he had heard the Trust complimented within the community and thanked the Trust for the continued high-quality work in a challenging financial environment.

Councillor Ward thanked N Chapman for the work he had achieved during his tenure as General Manager.

Councillor Fulton thanked the N Chapman and the Trust for the time it had taken to assist and advise the Water Zone Committee over the past few months.

5.2 **Annual Report for the Waimakariri Art Collection Trust for the Year Ended 30 June 2023 – P Christensen (Finance Manager) and M Garrod (Accountant)**

P Christensen was in attendance to present the Waimakariri Art Collection Trust's (the Trust) Annual Report as at 30 June 2023. He noted that Audit New Zealand had issued a qualified opinion on the Trust's financial statement as no assessment had been carried out on the Trust's asset value due to the valuer being unavailable and the cost of carrying out the assessment.

Deputy Mayor Atkinson questioned if there were any implications in getting a qualified opinion, and P Christensen replied that there would be a slight increase in risk due to insurance coverage; however, no fines or penalties would be levied.

Councillor Williams queried if the Council had received any indication of the increased value of art from other sources such as art galleries or other collections, and P Christensen replied that this sort of information would be considered an assessment and would incur a cost.

Councillor Ward enquired if the Council trusted B Hoult's assessment that there had been little movement in the value of the collection and was told that for the assessment to be recognised by Audit New Zealand, the assessment had to be from an independent party.

Deputy Mayor Atkinson noted that it would be appropriate for staff to investigate the option of audit exemption under the Local Government Act 2002.

Moved: Councillor Williams

Seconded: Councillor Ward

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 240124009917.
- (b) **Receives** the Annual Report of the Waimakariri Art Collection Trust for the year ended 30 June 2023.
- (c) **Acknowledges** the work carried out by the Trust and thanks the Trustees, Brian Hoult and Miranda Hales.

- (d) **Notes** report is late because of waiting for Audit New Zealand to complete the audit of the Trust.
- (e) **Requests** that exemption for the Waimakariri Art Collection Trust from the reporting on performance requirements under the Local Government Act 2002 be investigated.

**CARRIED**

Councillor Williams agreed with staff that the need for an assessment was not worth the cost and noted he was pleased to see that the collection was being displayed in Council buildings.

Councillor Goldsworthy requested that with the agreement of the Mover and Seconder, recommendation (e)'s wording be altered from 'consider' to 'request', thereby affecting Deputy Mayor Atkinson's comment regarding seeking an exemption. This change in wording was accepted.

Councillor Goldsworthy noted that this change would benefit the Trust and save the cost of auditing.

5.3 **Six Month Financial Statements for the Period Ended 31 December 2023 - Waimakariri Public Arts Trust – P Christensen (Finance Manager) and M Garrod (Accountant)**

P Christensen took the report as read, and there were no questions from the Committee members.

Moved: Councillor Fulton

Seconded: Councillor Ward

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 240123009212.
- (b) **Receives** the six-month report for the Waimakariri Public Arts Trust for the period ending 31 December 2023.

**CARRIED**

Councillor Ward noted that this was a good report which was easy to follow.

5.4 **Financial Report for the period ended 31 December 2023 – P Christensen (Finance Manager)**

P Christensen took the report as read.

Councillor Williams queried the surplus shown and queried if any excess funds would be returned to the Council for reallocation. P Christensen explained that there was an 83% completion forecasted, and while some budgets were not fully spent, some of the projects may take longer than expected; however, the funds for those projects would be utilised. Any unspent budgets would be evaluated, collated and presented during the annual planning or long term plan process for reallocation.

Councillor Fulton noted that there seemed to be a recurring issue of overspending, especially in drainage and maintenance areas and asked if contingencies should be built into the budgets. J Millward stated that the Council did not include contingencies for this type of work. However, any overspending would be considered at the end of the financial

year, and further funding would be requested from the Council, which would then impact the rates for the following financial year.

Councillor Goldsworthy noted that the recreational budget showed an overspend and queried if this was due to the preparation of sports fields at the start of the year and would be rectified as the year progressed and was advised that he was correct in his assumption.

Moved: Council Ward

Seconded: Councillor Goldsworthy

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 240122008523.
- (b) **Notes** the surplus for the period ended 31 December 2023 is \$14.4 million. This is \$1.0 million (6%) under budget.

**CARRIED**

Councillor Ward thanked staff for a good clear report.

5.5 **Non-Financial Performance Measures for the quarter ended 31 December 2023 – H Street (Corporate Planner)**

H Street took the report as read, and there were no questions from the Committee members.

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No. 240124009750.
- (b) **Notes** 82 (74%) of performance measures for the second quarter of the 2023/24 financial year were achieved, and 29 were not achieved.
- (c) **Notes** 7 of the 29 (26%) measures that did not meet the target were within 5% of being achieved.
- (d) **Notes** all measures were reviewed and incorporated into the 2021-2031 Long Term Plan.
- (e) **Notes** all measures have been reviewed for the 2024-2034 Long Term Plan.

**CARRIED**

Councillor Fulton commended staff and asked them to keep up the good work.

Councillor Goldsworthy commented that he found the explanations clear and easy to understand and thanked the staff for a good report.

5.6 **2023/24 Capital Works June to December Quarterly Report – D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading) and C Brown (General Manager Community and Recreation)**

C Brown reported on the delivery of the 2023/24 Capital Works Programme as of 31 December 2023. He noted that currently, the Council had 416 projects, and of these, 94 were complete, 209 were on track for completion, 57 were at risk of not being completed on time, and 56 projects had been delayed.

Councillor Williams noted that the Shovel Ready projects showed a budget of approximately \$6 million with a spend of approximately \$4 million and queried what would happen to the remaining budget. C Brown advised that by the time the projects had been completed by June 2024 the full budget would have been spent.

Moved: Councillor Ward

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No 240125010928.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$89.96 million total capital spend, \$25.5 million (28%) has been completed as at 31 December 2023 and \$74.97 million (83%) is predicted to be completed as at 30 June 2024 (subject to weather and other matters outside our control).
- (d) **Notes** that the current predicted completion of 83% at 30 June 2024 compares to the previous September Quarterly Report predicted completion of 86.5%. However, the predicted spend is similar (\$74.97M vs \$74.4 million), but the budget has increased (\$89.96 million vs \$85.98 million). This is because budget carry-overs have since been loaded against the budget, and the drainage budget has increased as a number of flood projects have been included.
- (e) **Notes** that actual completion of works in 2022/23 for the full year was approximately \$64 million.
- (f) **Notes** that progress towards achieving the 23/24 Capital Works Programme is well advanced across most areas. However, there are a number of projects either delayed or at risk, as reported elsewhere.

**CARRIED**

Councillor Ward commended staff noting that all projects seemed to be on track and showed a good year.

*Public Excluded portion of the meeting was taken at this time. Note that the Minutes have been recorded in accordance with the order of the Agenda as circulated.*

## **6 PORTFOLIO UPDATES**

### **6.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward**

- The core Audit work was finished on Friday, 9 February 2024.
- The Consultation document for the 2024/34 Long Term Plan would be reviewed by the Auditor General prior to going to Council on 22 February 2024. The Auditor General would highlight areas which readers should be aware of and note possible risks. It was anticipated that the Long Term Plan would be out for consultation from 15 March to 15 April 2024.
- LTP audit fees were \$106,800 and had increased since the last LTP which cost \$97,583 in 2021, a 9% increase.
- The Waimakariri District Council were published in Auditor General's Guidance Report as an example of excellence.

- Ten New Zealand councils had advised they had deferred their LTP process due to uncertainty relating to Three Waters.

## 6.2 **Communications and Customer Services – Councillor Joan Ward**

### **Communications**

#### *News articles*

Following the recent Council meeting, media was released on:

- Chlorination strategy
- Waikuku Beach campground
- Integrated Transport Strategy
- Rangiora new laneway
- New facilities in Kaiapoi food forest

#### *Proposed Engagement for the 2024/34 Long Term Plan*

The consultation document is currently being designed and going through the proofing process. The level of detail required by the auditors had grown considerably in recent years. The challenge is balancing the level of detail required by the auditors and making it understandable and relevant for residents.

Drop-in sessions and planned for the engagement period of 15 March 2024 to 15 April 2024 and are tentatively locked in as below. To be noted was that the engineering team are working on a Mandeville specific event.

- Rangiora – Council chambers – Tuesday 26 March – 4pm to 6pm
- Oxford – Town Hall A&P Room – Monday 8 April – 4pm to 6pm
- Kaiapoi – Ruataniwha – Wednesday 10 April. 4pm – 6pm
- Pegasus – Ronel's Cuppa – Wednesday 10 April. 10am - 11.30am

An anticipated 8.94% rate increase was predicted which looked to be the lowest in Canterbury. However, a good number of submissions are expected. The marketing campaign would coincide with the engagement period opening and would utilise all advertising and comms channels available.

#### *Snap, Send, Solve award*

Waimakariri District Council had been honoured with the Top 10 Councils Award in Snap Send Solve's 'Solver of the Year' Awards. The awards celebrated the remarkable efforts of over 500 councils and other Solvers across Australia and New Zealand to better their communities. This was thanks to snappers, as well as staff who worked hard to solve people's queries.

#### *Online engagement platform*

The digital engagement platform continued to grow its following with over 2400 registered participants on the platform. When emailed these participants respond with an average open rate of 80% which was outstanding. By comparison 25% was considered an effective email marketing campaign.

Recent projects which used the platform included the Northern Pegasus Bylaw review, Pegasus Beach Survey, and Oxford Dog Park.

#### *Recruitment*

Late last year Karen Lindsay-Less left the team for a role at NZTA. The recruitment process had been started and interviewing had occurred during the previous week. It was hoped the role would be filled within the next month.

### *Social media*

The social channels continued to grow in reach throughout the community. While primarily focused on facebook, the last six months the team had put particularly emphasis on growing the Instagram and LinkedIn followings. Both were providing a new audience for the Council's content and getting high engagement. Recent social campaigns include Good Street Beats, water conservation, changes to rubbish and recycling on top of more operational communication.

### **Customer Services**

- Business quiet over the Christmas holidays with 178 service requests being entered, with the most common requests for replacement/repair of kerbside bins and excess noise each with 21 entries.
- Formal demands had recently been made on mortgagees to pay rates where arrears were owing from 2022/23. In addition, 340 letters were been sent to ratepayers where there were no arrears carried forward, and no payment had been received for the first and second instalments in the current year which may highlight issues like changes of address or notices not being received.
- The 2023 year finished with 1908 LIMs issued, an increase of 155 over the previous year.
- The team (subject matter experts) had started training on the new Datacom computer system and had service request training the previous week with the rates team training days being spread over the following two weeks.
- Results of the Association of Local Government Information Management (ALGIM) National Customer Experience Audit were received in December and the WDC team had again achieved a great result being 11<sup>th</sup> out of 80 overall (including Regional Councils) and 6<sup>th</sup> out of 54 District Councils. The overall score was a drop of seven places from the previous survey, however the overall standard has also increased from the previous year.
- Interactions were based on five focal points – first impressions, communication and listening, ability to problem solve, knowledge and overall experience. The team achieved 90.6% in the phone audit and 95.7% in the email audit.

## **7 QUESTIONS**

Nil.

## **8 URGENT GENERAL BUSINESS**

Nil.

## 9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: Councillor Ward                      Seconded: Councillor Goldsworthy

1. That the public be excluded from the following part of the proceedings of this meeting:  
Item 9.1      Application for Rates Remission

The general subject of the matter to be considered while the public was excluded, the reason for passing this resolution in relation to each matter, 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:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
9.1 Application for Rates Remission	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).

**CARRIED**

### **CLOSED MEETING**

#### ***Resolution to resume in Open Meeting***

Moved: Councillor Williams                      Seconded: Councillor Goldsworthy

**THAT** open meeting resumes, and the business discussed with the public excluded remains public excluded.

**CARRIED**

The public excluded portion of the meeting commenced at 9.42am and concluded at 10.01am.

### **OPEN MEETING**

### **NEXT MEETING**

The next meeting of the Audit and Risk Committee will be held on Tuesday 12 March 2024 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 10.14AM

CONFIRMED

\_\_\_\_\_  
Chairperson  
Deputy Mayor Neville Atkinson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** EXC-17 /240219023703

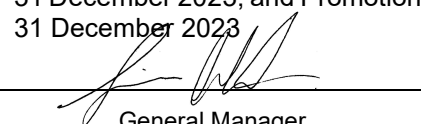
**REPORT TO:** AUDIT AND RISK COMMITTEE

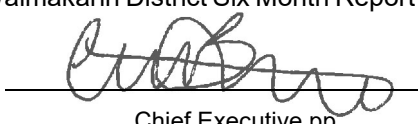
**DATE OF MEETING:** 12 March 2024

**AUTHOR(S):** Simon Hart, General Manager Strategy, Engagement and Economic Development  
Nicole Robinson, General Manager, Finance and Business Support

**SUBJECT:** Enterprise North Canterbury's Draft Statement of Intent for the Financial year beginning 1 July 2024, Approved Six Month Report to Council 31 December 2023, and Promotion of Waimakariri District Six Month Report 31 December 2023

**ENDORSED BY:**  
(for Reports to Council, Committees or Boards)

 General Manager

 Chief Executive pp

**1. SUMMARY**

- 1.1. The purpose of this report is to present Enterprise North Canterbury's (ENC):
- Draft Statement of Intent (SOI) for the Financial year beginning 1 July 2024.
  - Promotion of Waimakariri District Six Month Report to 31 December 2023.
  - Approved Six Month Report to Council dated 31 December 2023.
- 1.2. ENC is required to deliver a draft SOI for comment to its Shareholders (Waimakariri and Hurunui District Councils) prior to 1 March and the completed SOI to the Shareholders on or before 30 June each year. The draft SOI was approved by the ENC Board on 14 February 2024.
- 1.3. ENC is also required to present a six-month report on the promotion of the Waimakariri District, and a six-month operational report. The reports provide an overview of the progress made to date against the current years SOI objectives.
- 1.4. As shown within the six-month operational report, ENC's revenue and expenditure for the period ending 31 December 2023 shows an operating surplus of \$48,742 against a budgeted deficit of -\$32,860. This is a better than budget result of \$81,610.
- 1.5. Heather Warrick, Janine Rogers and Miles Dalton will attend the Audit and Risk Committee to present the Six Month report for both operations and the promotions and answer any questions that may arise from the report. Clare Gifford, Chair of ENC will present the SOI.

**Attachments:**

- i. Enterprise North Canterbury's Draft Statement of Intent for the Financial year beginning 1 July 2024 (240219023457)
- ii. Enterprise North Canterbury Promotion of Waimakariri District Six Month Report 31 December 2023 (240219023456)
- iii. Enterprise North Canterbury's Approved Six-Month Report to Council dated 31 December 2023 (240219023455)



## 2. **RECOMMENDATION**

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No 240219023703.
- (b) **Receives** the following reports for Enterprise North Canterbury, the:
  - i. Enterprise North Canterbury's Draft Statement of Intent for the Financial year beginning 1 July 2024 (240219023457)
  - ii. Enterprise North Canterbury Promotion of Waimakariri District Six Month Report 31 December 2023 (240219023456)
  - iii. Enterprise North Canterbury's Approved Six-Month Report to Council dated 31 December 2023 (240219023455)
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Enterprise North Canterbury to make changes to the Statement of Intent (SOI). If this were to be the case, Enterprise North Canterbury would consider the requested changes and re-present the Statement of Intent prior to 30 June 2024.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.
- (e) **Circulates** the report to the Community Boards for information.

## 3. **BACKGROUND**

- 3.1. Enterprise North Canterbury (ENC) is a Council Controlled Organisation (CCO), where the Trustees are appointed by the Waimakariri and Hurunui District Councils.
- 3.2. The Trust was registered in August 2002 to provide promotional and economic development services on behalf of the Waimakariri and Hurunui District Councils and promote the region as a visitor destination.
- 3.3. The Trust is a not-for-profit organisation. It is not able to register as a charitable trust, as some of its activities have been determined by Inland Revenue to be trading for profit and therefore is required to pay income tax on the profit made on these activities. A significant amount of funding comes from grants and sponsorship to fund the activities undertaken.
- 3.4. As an economic development agency, ENC seeks to improve the region's investment and business-enabling environment so enhancing the region's competitiveness, retaining and increasing jobs, improving incomes, enhancing economic well-being and thus improving the quality of life of residents.

## 4. **ISSUES AND OPTIONS**

### 4.1. **Draft Statement of Intent (SOI)**

Under the Local Government Act, Enterprise North Canterbury are required to present their draft Statement of Intent for consideration by Council. The purpose of the SOI is to:

- (a) state publicly the activities and intentions of a council-controlled organisation for the year and the objectives to which those activities will contribute; and
- (b) provide an opportunity for Council, being a shareholder, to influence the direction of the organisation; and
- (c) provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

This draft SOI sets out the overall intentions and objectives for the period of 1 July 2024 to 30 June 2027. It also takes into consideration the new 10-year ENC strategic plan 2023-2033, which was approved by the Board in November 2023 and endorsed by the two Councils.

The Draft SOI was approved by the ENC Board on 14 February 2024.

#### 4.2. **Promotion of Waimakariri District – Six Month Report to 31 December 2023**

ENC have continued to make progress on a number of the objectives set out in the business plan with key highlights from the last six months including:

- Business start-up support to 25 entrepreneurs, and 40 registrations to the online start up business course on ENC's website.
- Three new businesses starting as a result of ENC direct support.
- Visitor attraction business networking function held.
- Hosting of three professional conference organisers for a day in the district, visiting eight venues with potential to include in future bookings.
- Upgrade of Tūhaitara Coastal Track and ECan stop banks from Waimakariri bridge to Waikuku completed. Next steps signage.
- 5,000 Waimakariri Cycle Trail maps updated and reprinted with sponsor support from Ray White Morris & Co.
- Why Not Make a Day of it? Summer/Autumn campaign launched 13 November and will run until April 2024 targeting Christchurch residents.
- Two new district video's created.

#### 4.3. **Six month progress and financial report to Council for the period ended 31 December 2023**

Operating revenue and expenditure for the last six months has been favourable overall with a result that was \$81,610 which is better than forecast, as described above.

During the last six-months ENC have been able to secure funding from both the government and the private sector to support their strategic projects, with a total sum of \$168,612 being secured. However, ENC have identified that future government and private sector funding is more uncertain in future years due to the change in central government direction, and the prolonged economic headwinds that have been forecast.

The six month Profit and Loss Statement provided by ENC in attachment iii highlights total income is behind budget by \$88,427, and total expenses behind by \$163,395. A further review of the accounts highlights where income is behind on projects, related expenditure is also appropriately adjusted, as shown below.

Key drivers of lower than forecast income:

- Reduced income from north Canterbury Business Awards (\$20.7k)
- Funding assigned to Cycle Trail Development due to timing of delivery (\$37.3k)
- Funding assigned to Visit Waimakariri Official Visitor Guide due to timing of delivery (\$22k)

Key drivers of lower than forecast expenditure:

- Expenditure related to North Canterbury Business Awards down (\$16.3k)
- Cycle Trail Development down related to timing (\$32.6k)
- Worker Attraction down due to resourcing inputs and campaign changes (\$42.6K)
- Visit Waimakariri down due to timing of marketing and production outputs (\$40.4k)
- Events down due to the timing of the Events programme (\$15.4k)

Based on planned activities over the last half of this financial year, and operational changes to the outputs of some programmes, ENC are forecasting a relatively small end of financial year surplus of around \$24,000.

Key highlights for this six month period include:

- Development of the 10 Year Strategy Plan for ENC.
- Business Support programmes – 54% of targeted RBP capacity assessments delivered, distributed 68% of capability vouchers to 32 businesses,
- Met with 22 people looking to start their own business and ran a number of courses.
- North Canterbury Business Awards held in October 2023.
- North Canterbury Talent Attraction Project – Set up of toolkit to assist businesses on the website, six videos completed and development of a marketing tagline ‘Move on Up’ for future campaigns.
- Made North Canterbury - a second North Course event to promote local hospitality venues and connect with local suppliers was held in November.

- 4.4. The Management Team has reviewed these reports and supports the recommendations.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. ENC programmes and activities support local businesses who employ local people, and deliver on positive economic and social outcomes within the community.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. However, ENC have acknowledged within their ten-year Strategic Plan the opportunity to explore future partnerships with Ngai Tūāhuriri Runanga, and Paenga Kupenga, that could result in positive economic outcomes for both mana whenua and the wider community.

### **5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Ongoing dialogue that ENC has with the local business sector and visitor industry assisted with the preparation of the Statement of Intent and the District Promotions Business Plan that has been reported on.

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

The 2022 Customer Satisfaction Survey showed that around 85% of respondents believed it was important for the Council to be involved in attracting business to the district. 79% of respondents also believed it was important for Council to be involved promoting the district to visitors.

Each year ENC's Annual Report is audited by Audit New Zealand.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Under section 65 of the Local Government Act, the Council must regularly undertake performance monitoring of Council organisations to evaluate their contributions to the:

- Council's objectives for the organisation.
- desired results set out in the organisations statement of intent; and
- overall aims and outcomes of the local authority.

Delegation S-DM 1022 provides that the Audit & Risk Committee has the jurisdiction to "Monitor performance of the Council-Controlled organisations on a six-monthly basis".

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. However, the ENC 10-year Strategic Plan includes a number of project that consider how local businesses can be supported to transition towards a low carbon economy, and greater sustainability.

### 6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. The ENC Board meets regularly to oversee implementation of agreed plans and programmes in accordance with the accountability requirements of ENC being a CCO. ENC formally reports to the Council at six monthly intervals and meets regularly with WDC staff to monitor progress and address any issues that arise.

#### **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. ENC operates at arm's length from the WDC and manages its own health and safety programme.

## 7. CONTEXT

### 7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

### 7.2. **Authorising Legislation**

Local Government Act S.10 Purpose of Local Government and Part 5 Council- controlled organisations and council organisations.

### 7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

**Social** - A place where everyone can have a sense of belonging...

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

**Cultural** - ...where our people are enabled to thrive and give creative expression to their identity and heritage...

- All members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers.
- Local arts, culture and heritage are able to make a growing contribution to the community and economy.

**Economic** - ...is supported by a resilient and innovative economy.

- Enterprises are supported and enabled to succeed.
- There is access to meaningful, rewarding, and safe employment within the district.
- Our district recognises the value of both paid and unpaid work.
- There are sufficient and appropriate locations where businesses can set up in our District.
- There are sufficient skills and education opportunities available to support the economy.

#### 7.4. **Authorising Delegations**

Delegation S-DM 1022 provides for delegated authority to the Audit and Risk Committee to monitor the performance of Council Controlled organisations and to review and provide comments on draft Statements of Intent.

# ENC Statement of Intent

## Financial Year Beginning 1 July 2024

### Introduction

North Canterbury Economic Development Trust trading as Enterprise North Canterbury (ENC) is a Council Controlled Organisation (CCO) established by the Waimakariri District and Hurunui District Councils. This Statement of Intent sets out the overall intentions and objectives for the period of 1 July 2024 to 30 June 2027. This year's Statement of Intent (SOI) takes into consideration the new 10-year ENC strategic plan 2023-2033 approved by the Board in November 2023 and endorsed the two Councils

### Nature & Scope of Activities

ENC is an Economic Development Agency with a vision:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

### The Objects of the Trust

The objects of the Trust as set out in clause 3.1 of the Deed of Trust are to:

- Cultivate economic initiatives and foster growth for the benefit of the North Canterbury Community.
- Promote the economic, environmental, cultural and social well-being of the North Canterbury Community.
- Foster, develop and assist in the management of best practices and effective use of the resources of North Canterbury.
- Promote and nurture community-based, sustainable economic growth through projects to benefit the people of North Canterbury Community.

In pursuing these objects ENC will:

- Operate with the utmost integrity.
- Be innovative, proactive and professional.
- Work collaboratively in all activities it facilitates.
- Respect the democratic processes of the sponsoring Councils.

ENC's role is primarily to be an un-locker of economic opportunity. To do this, we are a facilitator, catalyst for change, information gatherer, analyst, leader, and a connector, trainer, supporter, and advisor for North Canterbury businesses. On top of that, we want people to know that North Canterbury is the place they should seek to live, work, play and visit.

ENC's business is grouped under three themes/objectives:

- Develop and maintain a strong regional brand identity.
- Support existing and new businesses to prosper.
- Grow visitor numbers and value to North Canterbury.

These themes are captured in ENC's simple byline 'Connect, Invest, Grow'

## The Performance Measures

In pursuit of its vision ENC has adopted three strategic objectives against which its performance will be monitored

## ENC Strategic Objectives Performance Measures 2024/25

**ENC Vision: 'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'**

**STRATEGIC OBJECTIVE ONE:      DEVELOP AND MAINTAIN A STRONG REGIONAL IDENTITY**

	Performance Measure	Target
<b>1.1 Deliver the MADE NORTH CANTERBURY Food and Beverage project to achieve greater collaboration</b>	Increase sales for producers	3 Supermarkets provide instore profile annually Increase producer directory from 30 to 60 listings
	Local producers and service providers to collaborate and connect	Provide two 'Flavours of Business' functions each year
	Run The North Course each year	Increase participation by 10%
<b>1.2 Attract and Grow Talent to North Canterbury</b>	Profile North Canterbury Jobs and Lifestyle on website	A minimum of 2 videos each year and 8 case studies
	Deliver a digital campaign in partnership with businesses	At least 10 businesses contribute to a digital marketing campaign if demand exists Measure positive feedback Measure number of positions filled
	Employer toolkit and resources	Measure the number of downloads of toolkit

**STRATEGIC OBJECTIVE TWO:      SUPPORTING EXISTING AND NEW BUSINESSES TO GROW AND PROSPER**



	Performance Measure	Target
<b>Objective 2.1 Business Support</b>	<p>Deliver the MBIE Regional Business Partner Programme</p> <p>Provide resources, tools and information to help businesses</p> <p>Host networking events to encourage collaboration and connection</p> <p>Provide upskilling opportunities for local businesses</p> <p>Organise and Host the North Canterbury Business Awards biennially</p>	<p>Undertake 48 Capability Assessments and issue a minimum of \$50,000 NZTE Vouchers</p> <p>Provide business support to 50 existing businesses to grow/expand</p> <p>Two large networking functions held Three small sector networking functions held</p> <p>10 half day workshops run by ENC</p> <p>8 Categories fully sponsored Run a launch event in April 2025 Achieve at least 60 entries</p>
<b>Objective 2.2 Business Attraction</b>	<p>Provide start up advice</p> <p>Expand the marketing features that make Waimakariri and Hurunui attractive to business</p> <p>Support businesses considering establishing in North Canterbury through connections, resources and networks</p>	<p>Support provided to 50 new startup businesses</p> <p>Invest section developed on Northcanterbury.co.nz website to attract businesses to set up in North Canterbury</p> <p>At least 10 data sets provided to interested parties</p> <p>At least 5 new businesses set up as a result</p>
<b>Objective 2.3 Sustainable Future</b>	<p>Provide support to businesses seeking to adopt sustainable business practices</p>	<p>Identify five business across five different sectors who have invested in carbon reduction and produce their stories and include on website and ENC newsletter</p>

**STRATEGIC OBJECTIVE THREE: GROW VISITOR NUMBERS AND VALUE TO NORTH CANTERBURY**

	<b>Performance Measure</b>	<b>Target</b>
<b>3.1 Deliver the Waimakariri Visitor Marketing Strategy</b>	Produce an annual business district promotion plan	Performance reported six monthly to Waimakariri District Council
<b>3.2 Be an enabler and facilitator of catalyst projects</b>	Understand and promote the desirable features of setting up a visitor business in North Canterbury	Provide data that will support investor interest in setting up a visitor attraction or accommodation  Write a minimum of 6 case studies on successful visitor businesses who have moved to North Canterbury and why

## The Board's Approach to Governance

The Board of Trustees is responsible for the overall corporate governance of ENC. The Trust Deed sets out the governance responsibilities of the Trustees. The Board guides and monitors management of the business and affairs of the Trust on behalf of the Councils to whom they are accountable. The Mayors of each of the Councils are Trustees, and the two CEO's are Advisory Trustees. The Board meets two monthly.

## The Accounting Policies

The Trust is a not-for-profit organisation. The Trust has adopted accounting policies that are consistent with the Financial Reporting Act 1993 and Financial Reporting Standards issued by the Institute of Chartered Accountants of New Zealand. The Trust has elected to apply the PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability and has total annual expenses of less than \$2m.

## The Ratio of Consolidated Shareholders Funds to Total Assets

As at 30<sup>th</sup> June 2023 the Trust's Equity comprised 47% of total assets and 100% of net assets. Equity is defined as the sum of the amount of retained earnings and accumulated losses. Total assets are defined as the sum of the net book values of current assets and non-current assets as disclosed in the Trust's annual report.

## Distribution to Shareholders

The Trust's Equity is not distributed, but is held in reserve to fund the Trust's future economic development activities and Waimakariri District promotion activities as appropriate.

## Information to be Provided to Shareholders

Annually the Trust reports to the Councils, with the following matters being covered:

- Trust Directory
- Review of the Year's Activities
- Report against the Year's Performance Measures
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Performance
- Statement of Movements in Equity
- Notes to the Accounts
- Auditor's Opinion

Half yearly reports are provided to Councils including a statement of income and expenditure for the period, and a report of achievements against the Trust's objectives.

The two Mayors and CEO attend Board meetings and receive bi-monthly management and financial reports. The Trust's Strategic Plan and the Annual Business Plan and Budget are made available to the two Councils following its approval by the ENC Board

## Procedures for Members to Acquire Shares

There is no means for Trustees to acquire shares.

## Compensation from Local Authorities

The Trust receives seed capital from the two District Councils to enable it to initiate its economic development activities. In addition ENC has a service contact with Waimakariri District for the provision of District Promotion services. The following table sets out the current level of funding and that projected for the next three years (excl. GST).

Local Authority	2024/25	2025/26	2026/27	Activity
Waimakariri District Council	\$270,990	\$TBA	\$TBA	Economic Development
Waimakariri District Council	\$487,880	\$TBA	\$TBA	District Promotion
Hurunui District Council	\$56,250	\$56,250	\$56,250	Economic Development

Council funding to be advised by through their Annual Plan processes.

If any other contracts are entered into between the Trust and any territorial or regional authority, payment of the contract price will be required from such contracting authority.

## Commercial Value of the Shareholders Investment

The commercial value of the shareholders' investment is the Trust's equity is \$565,056 at 30 June 2023 as stated in the annual report.

The Trust Deed requires that *"the capital and income of the Trust fund shall be applied only within New Zealand to meet the Objects of the Trust"*. On winding up all surplus assets are to be applied by the Councils to similar purposes as the Objects of the Trust. No reassessment of the Trust's commercial value is therefore proposed.

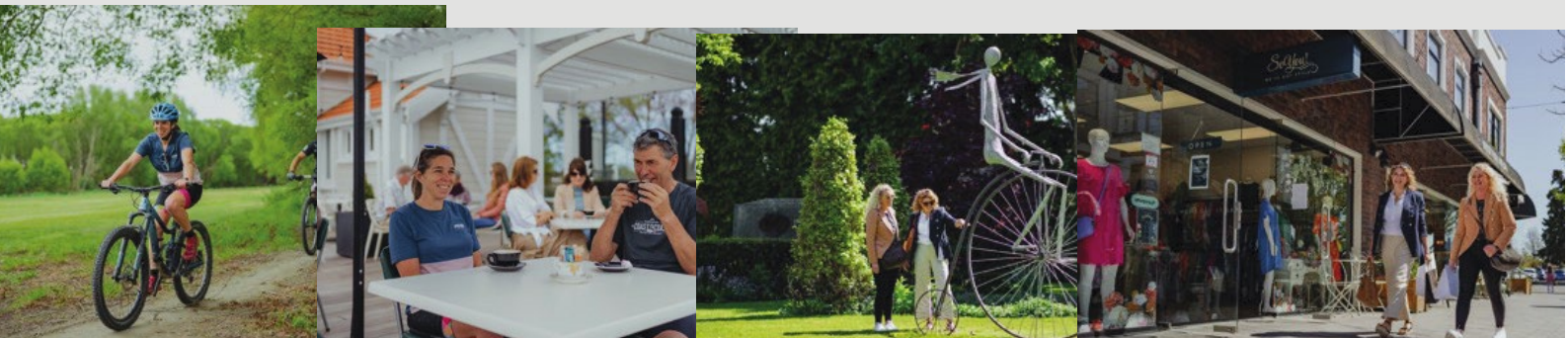
## Other Matters

The Trust has a contract with Waimakariri District Council for the provision of promotion services until 30 June 2024. The contract has a right for the trust to call for renewal of the contract for a further three years. The contract has a minimum annual level of funding specified (\$200,000) but provides for the Council to confirm a final level of funding each year as it approves the annual Promotion Business Plan, prior to the commencement of each year.

# Promotion of Waimakariri District

## 6 Month Report - 31 December 2023

BUSINESS PROMOTION | WAIMAKARIRI VISITOR MARKETING | EVENT FUNDING AND PROMOTION | KAIAPOI ISITE



## 1.0 Introduction

This report has been prepared by ENC to meet the reporting requirements of 2023/24 Annual District Promotion Business Plan.

To achieve the Promotion Objectives, the 2023/24 Promotion Plan has two key objectives, one of which is focussed on the business sector, and the other focused on the visitor sector and local residents (community):

1. Business promotion - receives 27% Council Grant
2. Visitor Activation Programme - receives 73% of Council Grant (made up of 17% Kaiapoi isite; 19% Event grant and promotion and 37% district promotion)

## 2.0 Key Highlights this period

- ENC provided business start up support to 25 budding entrepreneurs as well as 40 registrations to the online start up business course on ENC's website
- Three new businesses started as a result of ENC direct support
- Visitor attraction business networking function held
- Hosted three professional conference organisers for a day in the district. They visited eight venues to view with potential to include in future bookings
- Upgrade of Tuhaitara Coastal Track and ECan stopbanks from Waimakariri bridge to Waikuku completed. Next steps signage.
- 5,000 Waimakariri Cycle Trail maps updated and reprinted with sponsor support from Ray White Morris & Co
- Why Not Make a Day of it? Summer/Autumn campaign launched 13 November and will run until April 2024 targeting Christchurch residents
- Two new district video's created

## 3.0 Waimakariri District Promotion Objectives

### OBJECTIVE ONE – BUSINESS PROMOTION

*Target: At least 40 new businesses are supported with investigating setting up or expanding their business in the district*

- 14 potential small startups assisted with setting up a business
- 5 new potential significant startups assisted with establishing in the district
  - Accommodation and Retail development (unsuccessful)
  - Wellbeing centre (in process)
  - High Tech project (in process)
  - Children's indoor play space (in progress)
  - Geriatric Care Facility (in progress)
- 5 existing potential significant startups provided with more assistance
  - Dark Skies project (in process)
  - Pegasus Bay Trail (approaching completion)
  - Solar Power project (in process)
  - Another children's indoor play space (in progress)
  - Pegasus Hotel and Resort
- 1 existing project assisted with expanding
  - Oxford Observatory (unsuccessful)

*Target: At least 20 new businesses to the District will be profiled on ENC's Facebook*

- 22 new businesses profiled to date

*Target: Track and grow registrations to the online business startup course*

- 40 registrations to the online business start up course (compared to 34 for the same period last year)

*Target: At least five new businesses set up as a result of ENC's level of influence and assistance*

- 3 new businesses established as a result of ENC intervention

*Target: At least 1 new major tourism project investigated and supported by ENC*

- Oxford Observatory – funding applied for but not achieved. Assisted in planning and strategy.
- South Island Dark Skies Trail – Stage One is underway with Mount Oxford applying for official dark skies registration and a dark skies trust in the process of being formed.
- Pegasus Bay Cycle Trail – Tuhaitara trail part of project complete. ECAN part of project underway. Accessibility and signage better than initial scope of project.
- Accommodation and Retail development for Rangiora explored and supported but ultimately unsuccessful.

*Target: Administer, update and improve the invest section of the ENC website and track and grow online visitations*

- Website updated and improved. 642 visitations in this six month period compared to 386 in the same period last year.

## OBJECTIVE TWO VISITOR ACTIVATION PROGRAMME

### 2.1 Collaboration

#### 2.1.1 Maintain and grow collaborations and communication channels within the district

*Targets - Two functions held for visitor facing businesses; Four meetings with Town Centre Promotions Association held updating them on ENC and Visit Waimakariri activities; 10 events/activity calendars and quarterly newsletters sent to media*

- We held a networking function which six visitor attraction businesses attended for the main purpose of getting to know each other and what products are being offered within the district. This creates opportunities for visitor attraction businesses to work together to create products that are attractive and sellable to the tour operators, and general visitors.
- Three PCO's (Professional Conference Organisers) from the House of Travel Events, ICMSA and CHCHNZ experienced a variety of eight Waimakariri Venues by way of a Famil. These included MainPower Stadium, Rangiora Bakery Boardroom, Rangiora Town Hall, Lacebark, ENC Business Centre, Darjon Vineyard, Rusty Acre, Broadoak Gardens and function centre
- North Canterbury News ran an article on Waimakariri trails bringing awareness of the upgraded status of the trails and their accessibility to the public.
- 6 events calendars and 2 newsletters sent to local media.

#### 2.1.2 Formalise arrangements with neighbouring agencies able to promote and develop Waimakariri's visitor offering

*Targets - Uptake of partnership opportunities with ChristchurchNZ aligning with DMP; Better track surfaces, new signs and wayfinding for cycle trails continuously advocated*

ECan and TKOTT advised and oversaw the upgrading of the stop banks from Waimakariri Bridge to Kaiapoi, Kaiapoi to Pines Beach, Pegasus Trail to Woodend and Tūtaepatu Trail to Waikuku. These trails now have a surface of compacted gravel making for a smoother more accessible ride for all.

The trails have been completed by Gemmell, all except for a part on the Pegasus Trail where forestry is currently in progress. This part of the trail will be completed late January 2024. The funding for these upgrades was secured by ENC from the DIA Community Fund.

## 2.2 New Destination Appeal

### 2.2.1 Generate and grow District Promotional Material

*Targets - 9,500 copies of Visitor Guide distributed; New 2023-25 Official Visitor Guide produced fully funded by advertisers; Photo library produced and shared; Relevant and updated itineraries and available on line and from Kaiapoi i-SITE.*

- 3256 Visitor Guides distributed via Visitor Point, isites throughout New Zealand, accommodation and travel to Marlborough, Christchurch including the airport, Kaikoura and Hanmer Springs, South Canterbury, Central South Island.
- Image library available for public use by way of Sharepoint File.
- Itineraries updated and available to pick up and or download (now 40 online).

### 2.2.2 Support development of, and leverage, new major attractions and facilities that open in the district

*Targets - Connected cycleways promoted via social media and maps; New Visitor attractions and venues promoted*

- 5,000 copies of the updated Waimakariri Cycle Trails Map has been printed and distributed to WDC service centres, libraries, bike businesses, TKOTT office and cafes who have agreed to display them. These were funded by Ray White Morris & Co (we are grateful to our sponsors).
- Continual identification of new visitor attractions and venues are added to respective pages on the website and promoted accordingly via social media.

### 2.2.3 Support event activity that will fill venues off peak, help define the district and that can be anchored permanently

*Targets - A monthly events/activities guide is produced and distributed; 5% increase of uptake of monthly electronic calendar; Two event posts per week (when events are on) inclusive of what's on in weekend; Five events giveaways for events created for the year; Relationships established and ongoing with ChristchurchNZ Business Events Team; Venues promoted via our website; Attend Meetings Tradeshow 2024*

- Events are regularly promoted on the events calendar which is distributed physically and electronically.
- There was a 26.6% increase in uptake of the monthly electronic events calendar when comparing December 2022 (1,200) to December 2023 (1,519). Six event calendars were sent to online subscribers over the past 6-month period.
- On average there were three event posts shared on the @visitwaimakariri Facebook page every week.
- Over the past 6-month period there were six giveaways that ran on the @visitwaimakariri Facebook page, reaching a total of 21,051 users.
- Meegan Ruff, Business Events Executive for CHCHNZ attended a PCO fam of Waimakariri Venues.
- 29 venues showcased on dedicated business pages on VW website.

### 2.2.4 Administer Waimakariri Event Fund Contestable Fund

*Targets - A contestable event fund is fully subscribed; ENC will monitor for the Council the proportion of innovation i.e new events vs existing and the reject rate (is the fund big enough); Measure the reach and impact of each event funded*



In September 2023 the independent funding panel considered eight applications for the Waimakariri Event Fund. Five were successful and awarded a total of \$8,621.

#### 2.2.5 Administer the Regional Events Fund (100% Govt funded)

*Targets - REF two funding rounds promoted and administered; Work with event organisers to stimulate a signature event for the district; At least two existing events are supported by expert event organisations*

Five applications to the Regional Event Fund in September 2023 were granted funds for their events. (Wearable Arts 2023, Riversong (on hold), The North Course 2023 and 2024, Eats n Beats (which was cancelled), the NC Business Awards over the next two years. \$52,610 was granted for events in 2023 and \$30,000 for events in 2024.

### OBJECTIVE THREE LOCAL AWARENESS AND AMBASSADORS

#### 2.3.1 Encourage locals to try new things and improve their awareness of things to do in the district

*Targets - Monthly event/activities newsletter in Chatter, Woodpecker and Social Media Community pages; Businesses, organisations identified and provided with district promotional collateral*

- Monthly event calendars included in Chatter, Woodpecker and on community social media groups.
- All WDC service centres and libraries display Waimakariri promotional material. 6 cafes and 3 bike shops display the Waimakariri Cycle Trail Maps, covering Waikuku, Woodend, Rangiora, Kaiapoi and Oxford.

#### 2.3.2 Refocus activities of Kaiapoi i-SITE to promote to locals and visitors

*Targets - Meet i-SITE NZ membership accreditation and achieve income from business partners and commissions; ENC will work with Tourism NZ and key regional stakeholders to roll out the new brand in Kaiapoi as a Tier 2 i-SITE.*

- Visitor numbers were down 19.5% on same six month period last year (down from 579 visitors through the door to 466).
- Sales were down 7.4% on same six month period last year (net commissions of \$5,957 vs \$6,432 last year).
- 428 bookings and \$57,000 gross sales in this six month period (\$5,957 commission).
- Kaiapoi isite is now a Tier 2 isite with Tourism New Zealand. isiteNZ paid in full for the fit out for the new branding – instore and external signage.
- Receiving many enquiries for cycling and walking trails. Maps are given out.
- Steady enquiries from NZ Motorhome and Caravan Ass members. They enjoy Kaiapoi so much that they come for a night and stay 3-4 days.

### OBJECTIVE FOUR VISITOR AWARENESS AND AFFINITY

#### 2.4.1 Creating and delivering an annual marketing plan

#### 2.4.2 Work with others to promote the District

*Targets - Annual marketing and digital plan developed and implemented; Summer and autumn campaigns delivered and measured; Website updated with appropriate campaigns; Website optimised; 10% growth in website views; 10% growth in social media platforms; ChristchurchNZ and TNZ websites updated seasonal with Waimakariri information*

- “Why not make a day of it”, spring/summer and autumn campaign launched 13<sup>th</sup> November and will run until mid April. We marketed the district on billboards, The Press Weekend section, Stuff Digital both static and video, Google display and search ads, and VW website and social media channels. The focus on Christchurch residents and surrounds and showing them how to spend a day in Waimakariri.
- Two videos were created displaying Waimakariri. One was cycling and cafes and the other was shopping and gardens.

VW website is continually being optimised with keywords, phrases. We are featuring well on google searches. All being done in house.

	July-December 2022	July-December 2023	Increase/Decrease
Website Sessions Combined	28,946	38,125	31.7%

	December 2022	December 2023	Increase/Decrease
Facebook Followers	7,540	8,070	7%
Instagram Followers	1,407	1,632	16%

ChristchurchNZ and TNZ websites were updated with seasonal Waimakariri information on July 28, 2023.

## 5. Financial Performance

The Profit and Loss Account contained in **Appendix 1** shows performance for the first 6 months of the year.

## 6. Summary

In the next 6 months we will:

- Assist with the establishment of a multi-district dark skies trail
- Support the establishment of new catalyst projects (Large Geriatric Care Facility, Hotel and Resort, Agricultural Training Facility, Solar Energy Park, WHOw Aquasports Park.
- Support smaller scale businesses to establish in the district
- Market the attributes of setting up a new business in Waimakariri
- Complete and report on the Waimakariri section of the Pegasus Cycle Trail. Explore options to fund stage 2.
- Continue to build recognition and understanding of Waimakariri cycle trails and attractions along the way.
- Work with ECan and TKoT to sign post their cycle trails to a better standard so visitors have a great experience.
- Work with influencers to market itineraries to a tic toc audience
- Sell and produce the Official Visitor Guide for Waimakariri District, 25,000 copies user pay
- Work with businesses to create better relationships and trade marketable trade products
- Measure the success of the Summer and Autumn Campaigns – ‘Why not make a day of it’
- Grow website visits and social media followers

Heather Warwick, CEO of ENC

### Appendix 1 - Council Report 6 Months Accounts to 31<sup>st</sup> December 2023

Income	6 Months Actual	Annual Budget	% Age
WDC Promotion Contract C/Fwd from Y/E 2022/23	\$77,903	\$77,903	100%
WDC Promotion Contract payment 2023/24	\$176,788	\$420,954	42%
WDC Events Grant C/Fwd from Y/E 2022/23	\$11,096	\$22,256	50%
WDC Events Grant Payment 2022/23	\$15,000	\$30,000	50%
VIC Commissions	\$5,957	\$12,500	48%
Official Visitors Guide (OVG)	\$0	\$23,500	0%
Other Income	\$6,259	\$5,000	125%
<b>Total Income</b>	<b>\$293,003</b>	<b>\$592,113</b>	<b>49%</b>

Expenditure	6 Months Actual	Annual Budget	% Age
Operating	\$193,993	\$453,839	43%
Marketing	\$32,378	\$67,300	48%
Official Visitors Guide (OVG)	\$0	\$18,500	0%
Event Grants	\$26,096	\$52,256	50%
<b>Surplus/(Deficit)</b>	<b>\$40,536</b>	<b>(\$218)</b>	

The accounts above show the results for the first 6 months, namely:

#### Actual P&L by overall Income and Expenditure YTD

**The periods income** at \$293,003 is currently running at 49% of the annual budget of \$592,113.

Key variances to note are:

- The Official Visitors Guide (\$ 23.5k) has yet to be published. Interested advertisers are currently being contacted for inclusion.
- Other income up \$1.3k upon receipt of business sponsorship for the printing of the Cycling guide.

**The periods expenses** at \$252,467 are currently at 43% of the annual budget of \$591,895.

Key variances due to activity timing are:

- Operating expenses are currently running at 43% of annual budget reflecting the timing of payment of overhead/administration costs.
- The Official Visitors Guide (\$ 18.5k) has yet to be published. Interested advertisers are currently being contacted for inclusion.

#### Forecast Adjustments at 31<sup>st</sup> December 2023

**The Promotion Contract** forecast remains unchanged at a surplus of \$218.

# ENC Six Month Report to Councils

31 December 2023

## 1.0 Introduction

This report has been prepared to meet the reporting requirements of the Statement of Intent for the 2023/24 year and follows the format of the Annual Business Plan.

The vision of ENC is:

“To inspire, attract and retain individuals, businesses and social enterprise to invest in our region”

## 2.0 Key Highlights this period

ENC receives an economic development grant of \$225k from Waimakariri District Council (WDC) and \$56k from Hurunui District Council (a total of \$281k). ENC continues to leverage other funding from government and the private sector to support their strategic projects. During this period we secured:

Government (this period \$50,000):

- \$5,000 from Hurunui Tourism via MBIE (The North Course Event)
- \$10,000 from MBIE – Regional Event fund – to support the North Course Event
- \$31,000 from MBIE as a subcontractor for the Regional Business Partner for North Canterbury
- \$3,600 from MBIE for ENC workshops
- 

Private Sector (this period \$118,612):

- \$33,750 from MainPower and other ENC sponsors
- \$63,000 from attendees at the 2023 North Canterbury Business Awards
- \$7,600 from businesses funding the Move On Up videos
- \$2,500 from MoMac to run an ENC networking event
- \$10,512 for business training
- \$1,250 from Ray White Morris & Co for reprinting cycling maps

ENC also has a separate contract with WDC and receives a further \$473k to promote the District for new businesses to set up and to attract visitors, promote and fund events and run the Kaiapoi Information Centre. A separate six month report is provided to WDC.

- Business Support programmes delivered this period include:
  - Delivered 26 capability assessments (54% of the RBP target of 48)
  - Distributed \$33,948 which is 68% of the allocated \$50,000 capability vouchers to 32 businesses
  - Met with 22 people looking to start up their own business
  - Ran Supervising and Managing Others course
- North Canterbury Business Awards:
  - Successful Gala & Awards Ceremony Held at MainPower Stadium on 6 October 2023 with 371 attendees
  - Participants surveyed with 96% satisfaction received and 4% neutral
  - Inclusion of Kaikoura businesses for the first time
- North Canterbury Talent Attraction Project
  - Set up a recruitment toolkit to assist businesses on the website
  - Six videos completed covering six industries/sectors
  - Developed a marketing tagline “Move On Up” for future campaigns
- MADE NORTH CANTERBURY
  - In November the second North Course event was held to help promote local hospitality venues and connect them with local suppliers/producers.
    - 21 hospitality businesses were involved and 41 producers

- 547 ratings from those who ate one of the meals compared to a total of 206 ratings last year. (62% increase in ratings).
- Hurunui Tourism helped support this – with funding from the Regional Event Fund.
- Developed and adopted a new 10 year Strategic Plan for ENC
- Interviewed 22 large businesses in North Canterbury to check back in with them two years on and to gauge their staffing situation as to a running a campaign in Auckland to promote jobs in North Canterbury

## 3.0 Strategic Objectives

### OBJECTIVE ONE: SUPPORTING EXISTING BUSINESSES TO GROW AND PROSPER

#### Objective 1.1 Support existing businesses

##### a. Deliver the Regional Business Partner Programme for MBIE

	Full Year Initial Budget	Actual Allocated YTD	Percentage YTD
NZTE Fund (50%)	\$50,000	\$33,948	68%
Number of Capability Assessments completed	48	26	54%
Number of Mentor Referrals	24	10	42%

##### b. Support new, expanding and declining business

	This period	Full year target	YTD	% of target
Total Businesses Supported	14		64	-
Pre-Startup	5	50	14	44%
Newly Started	2		8	
Expanding	3	50	20	84%
Mature	0	-	15	-
Declining	4	-	7	-
Online startup course attendees	11		40	

##### c. Provide upskilling opportunities for local businesses

	Initial Budget	Actual YTD	% YTD	Budgeted Attendees	Actual Attendees	% YTD
Supervising & Managing Others	8 workshops	4	50%	16	10	63%

- One networking function held at The Better Half, Leithfield in July 2023, sponsored by MoMac, with over 100 people attending.

##### d. Attract Talent to the region

- We have developed and launched a new North Canterbury brand, comprehensive website and business/employer resources.
- We now have six completed videos covering the following industries/sectors: agriculture (Patoa Farm), energy (MainPower), council (Waimakariri), tourism (Hanmer Thermal Pools & Spa), food and beverage (Make it Raw) and health (Hurunui Rural Health).
- We have developed a brand toolkit for businesses who participate in the campaign so they know how to use their new digital assets (videos and/or photo) in conjunction with our brand.
- We have three recruitment resources in our online “Toolkit”: Top Tips for Recruiting (supplied by Brannigans Recruitment), UK Recruitment (North Canterbury Vets) and Recruiting Migrants.
- We have launched social media platforms under the handle @northcanterburynz. This will focus on showcasing lifestyle, thriving industries and personal stories of North Cantabrians living and working here.
- We have developed a marketing campaign with the tagline “Move On Up”, which we have parked until we have enough businesses needing help recruiting talent.
- After interviewing 22 large businesses in North Canterbury to gauge their staffing situation we have put a pause on running a campaign in Auckland to promote jobs in North Canterbury

### Objective 1.2 Celebrate and recognise business leaders in the region

- We had 4 in one category and many more in the other categories
- ENC held a successful Gala Dinner & Awards on the 6<sup>th</sup> of October at the MainPower Stadium with 371 attendees (similar to two years ago)
- A survey of all participants showed 96% had a positive or excellent experience and 4% were neutral. There were no negative responses.
- Kaikoura businesses were included for the first time

### Objective 1.3 To Assist Hurunui Council to establish economic projects in the district improving the wellbeing and viability of Hurunui communities

ENC was part of a delegation presenting the Hurunui Industrial Hub to Council for consideration.

### Objective 1.4 Develop a 10 year Strategy for ENC

ENC board and management ran a series of workshops to develop a new 10 year Strategy for ENC. The Strategic Plan 2023-2033 was approved by the Board in November and received by the two Councils in December 2023.

### Objective 1.5 Support the Implementation of the Waimakariri Economic Development Strategy (WEDS)

Put on hold until the 21 ENC projects that were identified in the WDC Economic Development Strategy are fully scoped with WDC staff.

### Objective 1.6 Manage the ENC Business Centre

ENC remains grateful for the generous support of MainPower, our Corporate Sponsor (\$35,000) and Silver Sponsor - BDO (\$5,500) and nine Bronze Sponsors at \$3,000 each include Blackwell's, Misco Joinery, Hazeldine Construction, Brannigans, Hellers, PLC Group, Ravenswood Central, Ray White Morris & Co and Spark Business Hub Christchurch.

Bookings for room hire of ENC Business Centre:

Full Year Budget	Actual YTD	% Budget Delivered YTD
------------------	------------	------------------------

Room Hire (external bookings)	\$10,000	\$5,743	57.5%
Room Hire (ENC training)	\$1,000	\$3,730*	373%
Total	\$11,000	\$9,473	86%

**OBJECTIVE TWO: ATTRACT AND INSPIRE BUSINESSES, MANA WHENUA (TE RŪNANGA O NGĀI TAHU AND NGĀTI KURI) AND GOVERNMENT TO INVEST IN OUR REGION**

#### Objective 2.1 Develop a North Canterbury Cycle Trail

ECan and TKOTT has overseen the upgrading of the stop banks from Waimakariri Bridge to Kaiapoi, Kaiapoi to Pines Beach, Pegasus Trail to Woodend and Tūtaepatu Trail to Waikuku. These trails now have a surface of compacted gravel making for a smoother more accessible ride for all. The trails have been completed by Gemmell, all except for a part on the Pegasus Trail where forestry felling is currently in progress. This part of the trail will be completed late January 2024. The funding for these upgrades was secured by ENC from the DIA Community Fund.

#### Objective 2.2 Deliver the MADE NORTH CANTERBURY food and beverage project to achieve greater collaboration

- We hosted the first MADE NC networking function – Flavours of Business - on June 29 with a good turnout,
- We have completed 250 surveys to date in three stores – Rangiora PAK n SAVE and Rangiora New World and Ravenswood New World. Yet to do more and analyse the results.
- We launched our second year of The North Course on November 1<sup>st</sup>. We had 21 participating venues (down from last year 33 last year) and 41 local producers. General feedback from those who declined to be involved said they were too under-resourced to participate. We had a great response from the 21 participating establishments who are participated and accumulated 547 ratings at the end of the campaign on 30<sup>th</sup> November compared to a total of 206 ratings last year. (62% increase in ratings). Hurunui Tourism helped support this – with funding from the Regional Event Fund.
- We worked with 3 supermarkets to help sell North Canterbury products through the month-long campaign – Pak n Save Rangiora, Ravenswood New World and Durham Street New World. Each supermarket gifted us a month long display area in their stores. Alongside local chef, Jen Pomeroy, we created four unique recipes using North Canterbury products. We promoted these recipes at the supermarkets and at Amberley Farmers Market.
- MADE NORTH CANTERBURY has 4,279 Facebook followers (up from 4,210 last period) and 1,546 Instagram followers (up from 1,496 from last period)

#### Objective 2.3 Collaborate with Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri

As new projects come on stream at ENC we often speak with the appropriate party eg The Talent Attraction project – we reached out to Ngai Tahu Farming we also connected a fast-growing export manufacturer who has just established in Waimakariri to Ngai Tahu farming.

**OBJECTIVE THREE: PROMOTE THE WAIMAKARIRI DISTRICT**

A full report for the six month period, on this contract, is provided separately to the Waimakariri District Council.

## 4. Governance

- The annual Board Register of Interest was updated in July 2023



- New policies were approved this period:
  - ENC Cyber Risk Policy
- Clare Giffard was re-elected Chair of ENC in September 2023
- Members of the Board and Management presented the 2022/23 Annual report to both Councils
- ENC's new 10 year Strategic Plan was approved by the Board and endorsed by both Councils

## 5. Financial Performance

The Profit and Loss Account contained in **Appendix 1** shows performance for the first 6 months of the year.

## 6. Summary

In the next 6 months we will:

- Successfully achieve RBP, training and networking targets
- Expand our reach of businesses new to ENC and its services
- Open up the MADE NORTH CANTERBURY Directory to all qualifying local food and drink producers (makers and growers)
- Profile North Course winners and key producers in a four page feature in Cuisine Magazine
- Progress the Talent attraction project – produce more case studies for website
- Develop a project plan to include 'investing in North Canterbury' on the website, to build the strong regional brand to attract more businesses to set up here
- Continue to support the establishment of new catalyst projects (Large Geriatric Care Facility, Hotel and Resort, Agricultural Training Facility, Solar Energy Park, WHoW Aquasports Park).
- Cycle trail - work with ECan and TKoT to signpost their cycle trails to a better standard so visitors have a great experience. Complete upgrade of Waimakariri sections and focus on the multiday cycle trail to Waipara.

Heather Warwick,  
ENC Chief Executive

Forecast Actual by Project  
ACTUALS JULY 2023 THROUGH TO DECEMBER 2023

	Year to date Actual	Year to date Budget	Difference YTD	Balance remaining of Budget	Full Year Budget	YTD Actual + Budget Balance	Forecast Adjustment	Full Year	Forecast Funding Carried over to 2023/24
<b>ENTERPRISE NORTH CANTERBURY</b>									
Regional Event Fund Income	\$ 34,799	\$ 43,442	\$ (8,643)	\$ 59,647	\$ 103,080	\$ 94,446	\$ (45,692)	\$ 57,397	
Regional Event Fund Expense	\$ 34,799	\$ 43,442	\$ (8,643)	\$ 59,647	\$ 103,080	\$ 94,446	\$ (45,692)	\$ 57,397	
<b>Nett Profit Regional Event Fund</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NC Business Awards Income	\$ 129,340	\$ 150,055	\$ (20,715)	\$ -	\$ 150,055	\$ 129,340	\$ -	\$ 150,055	
NC Business Awards Expense	\$ 123,385	\$ 139,675	\$ (16,290)	\$ -	\$ 139,675	\$ 123,385	\$ -	\$ 139,675	
<b>Nett Profit NCBA</b>	<b>\$ 5,955</b>	<b>\$ 10,380</b>	<b>\$ (4,425)</b>	<b>\$ -</b>	<b>\$ 10,380</b>	<b>\$ 5,955</b>	<b>\$ -</b>	<b>\$ 10,380</b>	<b>\$ -</b>
Cycle Trail Development Income	\$ 253,004	\$ 290,240	\$ (37,236)	\$ -	\$ 290,240	\$ 253,004	\$ 3,000	\$ 293,240	
Cycle Trail Development Expense	\$ 257,579	\$ 290,240	\$ (32,661)	\$ -	\$ 290,240	\$ 257,579	\$ 3,000	\$ 293,240	
<b>Nett Profit Cycle Trail Development</b>	<b>\$ (4,575)</b>	<b>\$ -</b>	<b>\$ (4,575)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,575)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Worker Attraction Income	\$ 17,661	\$ 37,500	\$ (19,839)	\$ 17,500	\$ 55,000	\$ 35,161	\$ (25,000)	\$ 30,000	
Worker Attraction Expense	\$ 30,252	\$ 72,900	\$ (42,649)	\$ 72,901	\$ 145,801	\$ 103,152	\$ (96,000)	\$ 49,801	
<b>Nett Profit Worker Attraction</b>	<b>\$ (12,590)</b>	<b>\$ (35,400)</b>	<b>\$ 22,810</b>	<b>\$ (55,401)</b>	<b>\$ (90,801)</b>	<b>\$ (67,991)</b>	<b>\$ 71,000</b>	<b>\$ (19,801)</b>	<b>\$ -</b>
Business Training Income	\$ 16,657	\$ 15,000	\$ 1,657	\$ 15,200	\$ 30,200	\$ 31,857	\$ -	\$ 30,200	
Business Training Expense	\$ 17,300	\$ 15,457	\$ 1,843	\$ 15,457	\$ 30,913	\$ 32,796	\$ -	\$ 30,913	
<b>Nett Profit Business Training</b>	<b>\$ (642)</b>	<b>\$ (457)</b>	<b>\$ (186)</b>	<b>\$ (257)</b>	<b>\$ (713)</b>	<b>\$ (899)</b>	<b>\$ -</b>	<b>\$ (713)</b>	<b>\$ -</b>
Regional Business Partner Income	\$ 31,834	\$ 27,899	\$ 3,935	\$ 27,900	\$ 55,799	\$ 59,734	\$ 7,800	\$ 63,599	
Regional Business Partner Expense	\$ 47,298	\$ 40,193	\$ 7,106	\$ 40,193	\$ 80,385	\$ 87,491	\$ -	\$ 80,385	
<b>Nett Profit Regional Business Partner</b>	<b>\$ (15,464)</b>	<b>\$ (12,293)</b>	<b>\$ (3,171)</b>	<b>\$ (12,293)</b>	<b>\$ (24,586)</b>	<b>\$ (27,757)</b>	<b>\$ 7,800</b>	<b>\$ (16,786)</b>	<b>\$ -</b>
Food and Beverage Income	\$ 18,309	\$ 20,000	\$ (1,691)	\$ 5,000	\$ 25,000	\$ 23,309	\$ -	\$ 25,000	
Food and Beverage Expense	\$ 44,790	\$ 50,516	\$ (5,726)	\$ 35,516	\$ 86,032	\$ 80,306	\$ -	\$ 86,032	
<b>Nett Profit Food and Beverage</b>	<b>\$ (26,480)</b>	<b>\$ (30,516)</b>	<b>\$ 4,036</b>	<b>\$ (30,516)</b>	<b>\$ (61,032)</b>	<b>\$ (56,996)</b>	<b>\$ -</b>	<b>\$ (61,032)</b>	<b>\$ -</b>
Other Town Support Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Town Support Expense	\$ 3,407	\$ 3,271	\$ 136	\$ 3,270	\$ 6,541	\$ 6,677	\$ -	\$ 6,541	
<b>Nett Profit Other Town Support</b>	<b>\$ (3,407)</b>	<b>\$ (3,271)</b>	<b>\$ (136)</b>	<b>\$ (3,270)</b>	<b>\$ (6,541)</b>	<b>\$ (6,677)</b>	<b>\$ -</b>	<b>\$ (6,541)</b>	<b>\$ -</b>
Business Centre Income	\$ 45,240	\$ 38,250	\$ 6,990	\$ 38,250	\$ 76,500	\$ 83,490	\$ 7,700	\$ 84,200	
Business Centre Expense	\$ 40,301	\$ 37,953	\$ 2,349	\$ 37,952	\$ 75,905	\$ 78,254	\$ -	\$ 75,905	
<b>Nett Profit Business Centre</b>	<b>\$ 4,938</b>	<b>\$ 298</b>	<b>\$ 4,641</b>	<b>\$ 298</b>	<b>\$ 595</b>	<b>\$ 5,236</b>	<b>\$ 7,700</b>	<b>\$ 8,295</b>	<b>\$ -</b>
Management -Admin Income	\$ 176,695	\$ 160,635	\$ 16,060	\$ 150,635	\$ 311,270	\$ 327,330	\$ 30,000	\$ 341,270	
Management Admin Expenses	\$ 116,225	\$ 123,453	\$ (7,228)	\$ 75,252	\$ 198,705	\$ 191,477	\$ 31,500	\$ 230,205	
<b>Nett Profit Management Admin</b>	<b>\$ 60,470</b>	<b>\$ 37,182</b>	<b>\$ 23,288</b>	<b>\$ 75,383</b>	<b>\$ 112,565</b>	<b>\$ 135,853</b>	<b>\$ (1,500)</b>	<b>\$ 111,065</b>	<b>\$ -</b>
<b>ENC Operating Profit</b>	<b>\$ 8,206</b>	<b>\$ (34,077)</b>	<b>\$ 42,282</b>	<b>\$ (26,056)</b>	<b>\$ (60,133)</b>	<b>\$ (17,851)</b>	<b>\$ 85,000</b>	<b>\$ 24,867</b>	<b>\$ -</b>
<b>WDC PROMOTION CONTRACT</b>									
Biz Attraction Income	\$ 79,000	\$ 79,000	\$ -	\$ 69,000	\$ 148,000	\$ 148,000	\$ -	\$ 148,000	\$ 148,000
Biz Attraction Expense	\$ 74,090	\$ 78,396	\$ (4,306)	\$ 69,395	\$ 147,791	\$ 143,485	\$ -	\$ 147,791	\$ 147,791
<b>Nett Profit Biz Attraction</b>	<b>\$ 4,910</b>	<b>\$ 604</b>	<b>\$ 4,306</b>	<b>\$ (395)</b>	<b>\$ 209</b>	<b>\$ 4,515</b>	<b>\$ -</b>	<b>\$ 209</b>	<b>\$ 209</b>
Visit Waimak Income	\$ 104,701	\$ 128,678	\$ (21,978)	\$ 103,179	\$ 229,857	\$ 207,879	\$ -	\$ 229,857	\$ 229,857
Visit Waimakariri Expenses	\$ 84,343	\$ 124,700	\$ (40,357)	\$ 105,899	\$ 230,399	\$ 190,042	\$ (25,000)	\$ 205,399	\$ 205,399
<b>Nett Profit VISIT WAIMAK</b>	<b>\$ 20,358</b>	<b>\$ 1,978</b>	<b>\$ 18,379</b>	<b>\$ (2,521)</b>	<b>\$ (542)</b>	<b>\$ 17,837</b>	<b>\$ 25,000</b>	<b>\$ 24,458</b>	<b>\$ 24,458</b>
Events Income	\$ 56,346	\$ 56,378	\$ (32)	\$ 51,378	\$ 107,756	\$ 107,724	\$ -	\$ 107,756	\$ 107,756
Events Expenses	\$ 38,293	\$ 53,693	\$ (15,400)	\$ 53,894	\$ 107,387	\$ 91,987	\$ -	\$ 107,387	\$ 107,387
<b>Nett Profit Events</b>	<b>\$ 18,053</b>	<b>\$ 2,685</b>	<b>\$ 15,369</b>	<b>\$ (2,316)</b>	<b>\$ 369</b>	<b>\$ 15,738</b>	<b>\$ -</b>	<b>\$ 369</b>	<b>\$ 369</b>
Kaipoi VIC Trading Income	\$ 50,700	\$ 50,000	\$ 700	\$ 50,000	\$ 100,000	\$ 100,700	\$ -	\$ 100,000	\$ 100,000
KVIC Purchases Retail	\$ 1,152	\$ -	\$ 1,152	\$ -	\$ -	\$ 1,152	\$ -	\$ -	\$ -
KVIC Cost of Trading Activities	\$ 43,591	\$ 43,750	\$ (159)	\$ (159)	\$ 43,750	\$ 87,500	\$ -	\$ 87,500	\$ 87,500
<b>Total Cost Of Sales</b>	<b>\$ 44,743</b>	<b>\$ 43,750</b>	<b>\$ 993</b>	<b>\$ 43,750</b>	<b>\$ 87,500</b>	<b>\$ 88,493</b>	<b>\$ -</b>	<b>\$ 87,500</b>	<b>\$ 87,500</b>
<b>Net Commission Received (Trading)</b>	<b>\$ 5,957</b>	<b>\$ 6,250</b>	<b>\$ (293)</b>	<b>\$ 6,250</b>	<b>\$ 12,500</b>	<b>\$ 12,207</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
Kaipoi VIC Grant and Other Income	\$ 47,000	\$ 47,000	\$ (0)	\$ 47,000	\$ 94,000	\$ 94,000	\$ -	\$ 94,000	\$ 94,000
Kaipoi Expenses	\$ 55,741	\$ 57,309	\$ (1,568)	\$ 49,009	\$ 106,318	\$ 104,750	\$ -	\$ 106,318	\$ 106,318
<b>Nett Profit KVIC</b>	<b>\$ (8,741)</b>	<b>\$ (10,309)</b>	<b>\$ 1,568</b>	<b>\$ (2,009)</b>	<b>\$ (12,318)</b>	<b>\$ (10,750)</b>	<b>\$ -</b>	<b>\$ (12,318)</b>	<b>\$ (12,318)</b>
<b>WDC Promotion Contract Operating Profit</b>	<b>\$ 40,537</b>	<b>\$ 1,209</b>	<b>\$ 39,328</b>	<b>\$ (991)</b>	<b>\$ 218</b>	<b>\$ 39,546</b>	<b>\$ 25,000</b>	<b>\$ 25,218</b>	<b>\$ 25,218</b>
<b>Combined Operating Profit</b>	<b>\$ 48,742</b>	<b>\$ (32,868)</b>	<b>\$ 81,610</b>	<b>\$ (27,047)</b>	<b>\$ (59,915)</b>	<b>\$ 21,695</b>	<b>\$ 110,000</b>	<b>\$ 50,085</b>	<b>\$ -</b>



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-01-15, FIN-01 / 240215022164

**REPORT TO:** Audit and Risk Committee

**DATE OF MEETING:** 12 March 2024


**AUTHOR(S):** Chris Brown, General Manager Community and Recreation

**SUBJECT:** Te Kōhaka ō Tuhaitara Trust - Statement of Intent for the Year ending 30 June 2025

**SIGNED BY:** \_\_\_\_\_

(for Reports to Council, Committees or Boards)

General Manager

  
Chief Executive pp

**1. SUMMARY**

- 1.1. The purpose of this report is to present the Statement of Intent (SOI) for Te Kōhaka ō Tuhaitara Trust (TKTT) for the year ending 30 June 2025 for consideration by the Audit and Risk Committee.
- 1.2. Under its delegation the Audit and Risk Committee considers the SOI and provides any comments that it wishes the Trustees to consider in the SOI and any other information in relation to the CCOs.
- 1.3. TKTT is required to consider the comments from Shareholders (Council and Ngai Tahu) within two months of the 1 March and deliver the completed SOI to the Shareholders on or before 30 June each year. The SOI was received from TKTT on 9 February 2024.
- 1.4. Joseph Hullen (Chairperson) will attend the meeting to provide a presentation and speak to the report.

**Attachments:**

- i. Extracts from Schedule 8 Local Government Act 2002
- ii. Draft Statement of Intent for Te Kōhaka ō Tuhaitara Trust for the year ending 30 June 2025 (TRIM 240215022313)

**2. RECOMMENDATION**

**THAT** the Audit and Risk Committee:

- (a) **Receives** report N° 240215022164.
- (b) **Receives** the Statement of Intent for Te Kōhaka ō Tuhaitara Trust for the year ending 30 June 2025 (TRIM 240215022313).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka ō Tuhaitara Trust to make changes to the Statement of Intent. Te Kōhaka ō Tuhaitara Trust would consider these changes requested and re-present the Statement of Intent prior to the 30 June.
- (d) **Recommends** seven proposed changes to the draft Statement of Intent from the 2023/24 Statement of Intent for Te Kōhaka ō Tuhaitara Trust

### 3. **BACKGROUND**

- 3.1. TKTT is a Council Controlled Organisations (CCOs) as determined under the Local Government Act (LGA), as the Council appoints 50% or more of the Trustees.
- 3.2. Under section 64 of the LGA, the CCO must have a Statement of Intent that complies with clauses 9 and 10 of Schedule 8, provided in section 7.2 of this report.
- 3.3. One of the principal objectives of a control-controlled organisation is to achieve the objectives of its shareholder Council, as specified in the Statement of Intent.

### 4. **ISSUES AND OPTIONS**

- 4.1. The Trust provided the draft SOI for comment and a business case to support the Strategic direction of TKTT that encompasses Kairaki, Tūhaitara Coastal Park and the Huria Reserve.
- 4.2. The purpose of a SOI is to:
- (a) *state publicly the activities and intentions of a council-controlled organisation for the year and the objectives to which those activities will contribute; and*
  - (b) *provide an opportunity for Council, being a shareholder, to influence the direction of the organisation; and*
  - (c) *provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.*
- 4.3. The following changes are recommended to the draft SOI from the 2024 SOI which are:

Remove Item 14	Complete the move to a new Trust office/education facility.
Remove Item 15	Develop two additional foredune restoration sites.
Add Item 14	Lease 10 sections in the Kairaki Regeneration Area.
<b>And update Objectives and performance targets 2024-2025 Huria Reserve</b>	
1	Complete the installation of the entrance way landscape plan.
2	Plant 2,000m <sup>2</sup> mahinga kai species.
3	Design and plan next landscaping stage.
4	Order plants for 2025 autumn planting.
5	Continue design of interpretive signage and materials.

- 4.4. The Audit and Risk committee have the option to:
- 4.4.1. Accept the SOI as presented;
  - 4.4.2. Request TKTT consider amending the SOI, in which case TKTT would consider these changes and is required under the Act to re-present the SOI to Council prior to 30 June.
- 4.5. The Management Team has reviewed this report and supports the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Not specifically sought, however the Statement of Intent is provided by the Trust to Te Runanga o Ngāi Tahu who is the other settlor.

### 5.2. **Groups and Organisations**

There are groups and organisations likely to have an interest in the subject matter of this report and the Trust engage directly with these entities in relation to the services provided and work programme.

### 5.3. **Wider Community**

The objectives and measures are reported within annual plans and the draft LTP/Annual Plans to be adopted in June and are reported to within the Annual Report.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

The Council has budget provision in the 2024/25 Long Term Plan for Operating expenditure totalling \$298,632 which is a 9.2% increase on 2023/24 consisting of:

<b>Activity</b>	<b>2023/24 Budget</b>	<b>2024/25 Budget</b>
Operating Grant, including audit fees (140.100.2410)	224,160	246,750
Directors insurance (135.332.2312)	6,170	7,400
Meeting fees (135.332.2465)	3,030	3,130
Lease – Camp (163.738.2391)	18,450	19,060
Lease – Forestry (167.532.2332)	21,580	22,292
<b>Total</b>	<b>273,390</b>	<b>298,632</b>

Note that this does not include reserve funds or additional grants which are addressed through other reports or committees.

The Council also provides for the accounting, payroll and administrative services for the Trust. Included in the above is audit fees, rates and software costs that are paid directly on behalf of the Trust.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. The work that TKTT undertake directly impacts positively such as ensuring all work programmes and maintenance activities are consistent with the Park's cultural, biodiversity, ecological, and recreation values.

### 6.3. **Risk Management**

The Key Assumptions and Risks determined within the LTP have been used as the underlying basis in preparation of the AP.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

### 7.2. **Authorising Legislation**

Local Government Act specifies the requirements of a Council Controlled Organisation (CCO) accountability and reporting to the Council. Key extracts are provided in Attachment 1 from Schedule 8 of the Local Government Act 2002:

### 7.3. **Consistency with Community Outcomes**

The work of Te Kohaka o Tuhaitara Trust contributes to the outcomes and are provided within the Council's annual plan that:

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- The natural and built environment in which people live is clean, healthy, and safe.
- Public spaces express our cultural identities and help to foster an inclusive society.
- The distinctive character of our takiwā / district, arts and heritage are preserved and enhanced.

### 7.4. **Delegations**

The Audit and Risk Committee has the jurisdiction to "review annually draft performance agreements, including Statement of Corporate Intent of the Council-controlled organisations and recommend adoption to Council" (Delegation S-DM 1022).

Chris Brown  
General Manager Community and Recreation

### 1 Purpose of statement of intent

The purpose of a statement of intent is to—

- (a) state publicly the activities and intentions of a council controlled organisation for the year and the objectives to which those activities will contribute; and
- (b) provide an opportunity for shareholders to influence the direction of the organisation; and
- (c) provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

### 2 Statements of intent for council-controlled organisations

The board of a council-controlled organisation must deliver to its shareholders a draft statement of intent on or before 1 March each year.

### 3 Completion of statements of intent

The board must—

- (a) consider any comments on the draft statement of intent that are made to it within 2 months of 1 March by the shareholders or by any of them; and
- (b) deliver the completed statement of intent to the shareholders on or before 30 June each year.

### 4 Modifications of statements of intent by board

The board may, by written notice, modify a statement of intent at any time if the board has first—

- (a) given written notice to the shareholders of the proposed modification; and
- (b) considered any comments made on the proposed modification by the shareholders or by any of them within—
  - (i) 1 month after the date on which the notice under paragraph (a) was given; or
  - (ii) any shorter period that the shareholders may agree.

### 5 Modifications of statements of intent by resolution of shareholders

(1) Despite any other provision of the Act or of the constitution of any council-controlled organisation, the shareholders of a council-controlled organisation may, by resolution, require the board to modify the statement of intent by including or omitting any provision or provisions of the kind referred to in clause 9(1)(a) to (j), and any board to whom notice of the resolution is given must comply with the resolution.

(2) Before giving notice of the resolution to the board, the shareholders must consult the board concerned as to the matters to be referred to in the notice.

6 Statement of intent required if exemption granted under section 7 revoked. If an exemption granted under section 7 is revoked, the council-controlled organisation must,—

- (a) if there is more than 6 months remaining in the financial year, prepare a statement of intent for that financial year; or
- (b) if there is not more than 6 months remaining in the financial year, prepare a statement of intent for the following financial year.

### 7 Obligation to make statements of intent available

A completed statement of intent and each modification that is adopted to a statement of intent must be made available to the public by the board within 1 month after the date on which it is delivered to the shareholders or adopted, as the case may be.

### 8 Savings of certain transactions

A failure by a council-controlled organisation to comply with any provision of this schedule or with any provision in a statement of intent does not affect the validity or enforceability of any deed, agreement, right, or obligation entered into, obtained, or incurred by that organisation.

### 9 Contents of statements of intent

A statement of intent must, to the extent that is appropriate given the organisational form of the council-controlled organisation, specify for the group comprising the council-controlled organisation and its

subsidiaries (if any), and in respect of the financial year immediately following the financial year in which it is required by clause 3(b) to be delivered and each of the immediately following 2 financial years, the following information:

- (a) the objectives of the group; and
  - (b) a statement of the board's approach to governance of the group; and
  - (c) the nature and scope of the activities to be undertaken by the group; and
  - (d) the ratio of consolidated shareholders' funds to total assets, and the definitions of those terms; and
  - (e) the accounting policies of the group; and
  - (f) the performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
  - (g) an estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders; and
  - (h) the kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half-yearly report (and, in particular, what prospective financial information is required and how it is to be presented); and
  - (i) the procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation; and from any local authority (whether or not the local authority has agreed to provide the compensation); and
  - (k) the board's estimate of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed; and
  - (l) any other matters that are agreed by the shareholders and the board.
- (2) If a council-controlled organisation has undertaken to obtain or has obtained compensation from its shareholders in respect of any activity, this undertaking or the amount of compensation obtained must be recorded in—
- (a) the annual report of the council-controlled organisation; and
  - (b) the annual report of the local authority.
- (3) Any financial information, including (but not limited to) forecast financial information, must be prepared in accordance with generally accepted accounting practice.



**DRAFT STATEMENT OF INTENT  
FOR THE YEAR ENDING 30 JUNE 2025**

**INTRODUCTION**

Te Kōhaka o Tūhaitara Trust is a creation of Statute under the Ngāi Tahu (Tūtaepatu Lagoon Vesting) Act 1998, that gave effect to certain provisions of the Deed of 'On Account Settlement', signed on 14 June 1996 by the Crown and Te Runanga o Ngāi Tahu as representative of Ngāi Tahu, -

- (a) By vesting Tūtaepatu Reserve in Te Runanga o Ngāi Tahu; and
- (b) By providing for the establishment of a recreation reserve at Woodend.

Tūtaepatu Lagoon is defined in Schedule 1 of the Act; and the recreational lands are defined in schedule 2 of the Act.

The Act required the Waimakariri District Council and Te Runanga o Ngāi Tahu (The Settlers) to establish a Trust to manage and administer the reserves. By a Deed, dated 31 August 1998, the Settlers established a charitable Trust known as Te Kōhaka o Tūhaitara Trust, whereby the trustees shall be 3 appointed by the Waimakariri District Council and 3 from Te Runanga o Ngāi Tahu. The Ngāi Tahu (Tūtaepatu Lagoon Vesting) Act 1998 provides the legal mechanism for this to be achieved.

Te Kōhaka o Tūhaitara Trust is a Council Controlled Organisation (CCO) under the Local Government Act 2002, because the Council appoints half of the trustees.

Accordingly, the Trust must prepare an annual Statement of Intent and meet certain reporting requirements under the Local Government Act.

The purpose of the Statement of Intent is to specify the purpose, direction and objectives of the Trust and thereby providing an accountability mechanism for the operation of the Trust.

**THE OBJECTS OF THE TRUST**

The object of the Trust is to manage and administer the Reserve under the management plan prepared in accordance with the Trust Deed for so long as the Reserve is classified as a Recreation Reserve pursuant to the Reserves Act.

**NATURE AND SCOPE OF ACTIVITIES**

Tūhaitara Coastal Park covers approximately 700ha of land along the coastline from the Waimakariri River mouth to Waikuku Township. Stretching along the coast for 10.5 kilometres it comprises many natural features of local, regional and national importance to the people of New Zealand. As a coastal park it will provide a range of opportunities to preserve Ngāi Tahu values, retain and enhance biodiversity, and provide recreational and educational opportunities for all people.

The Minister of Conservation has appointed the Trust as a local authority for the purpose of the Reserves Act 1977.

The Trust has commenced implementation of the adopted Management Plan.

The Reserves Act does not apply to the Tūtaepatu Lagoon, although the Tūhaitara Coastal Park and Waikuku Beach Reserves Management Plan does. Part B Waikuku Beach Reserve, which is administered by the Waimakariri District Council, is a separate Reserve but is also subject to the Reserve Management Plan as the land is contiguous.

## **GOVERNANCE ARRANGEMENTS**

The Trust's policies and objectives are detailed in the Tūhaitara Coastal Reserve Management Plan. The Statement of Intent is the Trust's annual work programme aimed at meeting the vision *To create a coastal reserve which is founded on and expresses strong ecological, conservation and cultural values and provides opportunity for compatible recreation and education activities for all people of New Zealand and to uphold the mana of Ngai Tahu Whanui by protecting and enhancing the mahinga kai values of Tūtaepatu lagoon.*

The Trust is required to meet at least twice per year to provide governance over the Trust's activities, and copies of minutes are distributed to the Settlers. The Trust meets monthly to ensure that the expectations required by the management plan are realised.

All staff, volunteer and contractors working in the Tūhaitara Coastal Park are required to comply with the Te Kōhaka o Tūhaitara Trust Coastal Park Safety Management Plan.

## OBJECTIVES & PERFORMANCE TARGETS 2024 -2025

All of the listed performance targets will be prioritised and evaluated with consideration to the success in obtaining external funding and the needs of our adjoining communities.

The Trust will:

1. Manage and administer the Reserve in accordance with the approved Reserve Management Plan.
2. Ensure all reporting mechanisms to the Settlers are timely and within their statutory timeframes.
3. Ensure that the health and safety and employment conditions of Trust staff, contractors, and visitors meet relevant legislation.
4. Ensure concessions for events and other activities on Trust land will have Health and Safety Plans and Public Liability Insurance. (Note: Concessions are not just for events, but can be for ice cream vehicles, coffee vehicles, and research activities; they are a mechanism to control all activities.)
5. Ensure that lease agreements are compatible with the Reserve Management Plan and finalised where necessary to maximise the revenue potential for the Trust.
6. Promote the cultural significance and history of the land. and ensure this is reflected in new programmes.
7. Maximise the opportunities for additional partnerships and sustainable funding to continue with the rehabilitation of Tūhaitara Coastal Park.
8. Develop two performing biota nodes to progress the long-term goal of indigenous coastal forest along the length of the Tūhaitara Park.
9. Continue the rehabilitation of Tūhaitara Coastal Park.
10. Ensure that access and maintenance programmes are in line with strategic plans and priorities and that they are appropriately resourced.
11. Ensure all work programmes and maintenance activities are consistent with the Park's cultural, biodiversity, ecological, and recreation values.
12. Provide and maintain a minimum 25 kilometres of walking, cycling, and bridle trails within the park for recreational purposes.
13. Finalise the design and commence the installation of 'our stories' interpretive signage and art features at key cultural and environmental sites.
14. Lease 10 sections in the Kairaki Regeneration Area.

## OBJECTIVES & PERFORMANCE TARGETS 2024 -2025 HURIA RESERVE

1. Complete the installation of the entrance way landscape plan
2. Plant **2,000**m<sup>2</sup> mahinga kai species
3. Design and plan next landscaping stage
4. Order plants for 2025 autumn planting
5. Continue design of interpretive signage and materials

## **INFORMATION TO BE PROVIDED TO THE SETTLORS**

The Trust shall present:

- A six-monthly report on the Trust's activities shall be provided, in accordance with the Local Government Act 2002, on the financial performance and position and its progress towards the Performance Targets and other Measures contained in the Statement of Intent.
- An Annual Report shall be prepared in accordance with the Local Government Act 2002, and the reporting requirements prescribed from time to time by the Settlers.
- Copies of the minutes of meetings.
- The MOU between the Trust and the WDC sets out the partnership and requirements
- Ngāi Tahu have informed the Trust that it should report directly to Ngāi Tūahuriri Runanga which will be done quarterly.

## **OTHER REQUIREMENTS**

### **Ratio of Trustee Funds to Total Assets**

The ratio of Trust Funds to Total Assets shall be maintained at a minimum of least 90%.

**Trust Funds** means the Trust equity of the trust as at balance date.

**Total Assets** means all current and non-current assets of the Trust as at balance date.

### **Profits and Financial Reserves to be Distributed**

The Trust will not distribute any profits or financial reserves during the financial year.

### **Interests in Other Organisations**

The Trust will not purchase or accept an ownership interest in any other organisation, without the prior approval of the Settlers.

### **Commercial Value of the Trust**

The Trustees' estimate of the value of the Trust is the level of Trust equity shown in the latest audited financial statements. The Trustees will consider the Trust's value annually as part of the preparation of the Annual Report.

### **Activities the Trust is Seeking Compensation from the Council**

The Council provides administrative support and financial management for the Trust and compensates the three Council appointed trustees with meeting allowances.

From time to time the Trust may request the Council to assist the Trust by contributing to various projects on the Trust land. Other than in these circumstances, there are no activities that the Trust is seeking compensation from the Council, other than for any land leased to the Council, which will be on normal commercial terms and conditions.

### **Accounting Policies**

Refer to Appendix 1

**Appendix 1****STATEMENT OF ACCOUNTING POLICIES****REPORTING ENTITY AND STATUTORY BASE**

Te Kōhaka o Tūhaitara Trust is a Trust established to manage and administer the Recreation Reserve contained in the deed of interest of Ngāi Tahu Whanau and other New Zealanders in terms of the Reserves Act 1977.

The financial statements will be prepared in accordance with New Zealand Generally Accepted Accounting Practice.

**MEASUREMENT SYSTEM**

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by the Trust.

**ACCOUNTING POLICIES**

The following specific accounting policies that materially affect the measurement of financial performance and financial position are applied:

**(a) Fixed Assets**

Fixed assets are recorded at valuation deemed appropriate at the time of transfer, by Quotable Value New Zealand. Valuation was based on a fair market value. Depreciation is recognised in the Statement of Financial Performance on a straight-line basis over the estimated life of each part of an item of property, plant and equipment. The estimated useful life for the current and comparative periods are as follows:

Property, plant and equipment 3-40 years.

**(b) Goods and Services Tax (GST)**

The Trust is registered for GST. The financial statements are prepared exclusive of GST, with the exception of receivables and payables, whose invoices include GST.

**(c) Receivables**

Receivables are stated at expected realisable value, after a provision (if any) for doubtful balances.

**(d) Reduced Disclosure Regime**

The Trust qualifies for Reduced Disclosure Reporting. Full advantage will be taken of all Reduced Disclosure reporting exemptions.

**CHANGES IN ACCOUNTING POLICIES**

There have been no changes in accounting policies.

## Appendix 2

**Financial Projections**

	Te Kōhaka o Tūhaitara Trust		
	2024/25	2025/26	2026/27
<b>Revenue</b>			
Leases & Licenses	46,258.27	74,308.27	75,794.44
Maintenance contracts	5,000.00	5,100.00	5,202.00
Grants & Donations	729,556.09	729,556.09	729,556.09
Interest	1,134.32	1,157.01	1,180.15
Miscellaneous	6,250.00	6,375.00	6,502.50
<b>Total Revenue</b>	<b>788,198.68</b>	<b>816,496.37</b>	<b>818,235.17</b>
<b>Operating Expenditure</b>			
Trustees	1,250.00	1,275.00	1,300.50
Staff	262,510.00	267,760.20	273,115.40
Office	9,300.00	9,486.00	9,675.72
Vehicle	34,622.00	35,314.44	36,020.73
Audit/Legal	24,565.00	29,587.00	29,587.00
Misc	6,500.00	6,630.00	6,762.60
Marketing/Promotions	7,000.00	7,140.00	7,282.80
Capital works	30,262.00	30,867.24	31,484.58
Park Maintenance	410,500.00	418,710.00	427,084.20
Depreciation	60,000.00	61,200.00	62,424.00
<b>Total Expenditure</b>	<b>846,509.00</b>	<b>867,969.88</b>	<b>884,737.54</b>
<b>Net Surplus/Loss</b>	<b>- 58,310.32</b>	<b>- 59,476.53</b>	<b>- 60,666.06</b>

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** GOV-26 / 240226028816

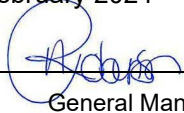
**REPORT TO:** AUDIT AND RISK COMMITTEE


**DATE OF MEETING:** 12 March 2024

**AUTHOR(S):** Thea Kunkel, Governance Team Leader

**SUBJECT:** Reporting on LGOIMA Requests for the period 1 December 2023 – 29 February 2024

**ENDORSED BY:**  
(for Reports to Council, Committees or Boards)

  
 \_\_\_\_\_  
 General Manager

  
 \_\_\_\_\_  
 Chief Executive pp

**1. SUMMARY**

- 1.1 This report provides an update to the Audit and Risk Committee on the requests for information made under the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- 1.2 The Council received 61 official requests from 1 December 2023 to 29 February 2024, 36 more than for the same period in 2022/23. Also, the Council responded to 56 official requests during the period under review, which was 32 more than the official requests responded to in the same period in 2022/23. The official requests were mostly for information regarding Skew Bridge, resource consents, flooding, Abbeyfield Housing development, walking tracks and Christchurch Airport noise contour exemption.

Attachments:

- i. Table of requests from 1 December 2023 to 29 February 2024 (Trim 240227029394).

**2. RECOMMENDATION**

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 240226028816 for information.
- (b) **Notes** that the Council received 62 requests and responded to 56 official requests of information from 1 December 2023 to 29 February 2024, which was 32 more than the 24 official requests responded to in the same period in 2022/23.

**3. BACKGROUND**

- 3.1 Any member of the public may request official information from the Council, and the LGOIMA prescribes how these requests are to be managed, the statutory timeframes for dealing with requests and the basis of decision-making on the release of information. The LGOIMA is the local government version of the Official Information Act, 1982, which people may be more familiar with, which applies to central government agencies.
- 3.2 Decisions on the release of information are delegated to the Chief Executive under the LGOIMA and are sub-delegated to the Governance Manager.
- 3.3 LGOIMA information is provided weekly to the Management Team and quarterly to the Audit and Risk Committee. The previous report covered the period of 1 September to 30 November 2023. This report, therefore, covers the period of 1 December 2023 to 29 February 2024.

#### 4. **ISSUES AND OPTIONS**

- 4.1 The Council processes requests for information in accordance with the LGOIMA and the Privacy Act 2020. The aim is to balance transparency and public interest issues with limits on disclosing personal information.
- 4.2 All information will be provided unless there is a good reason under the provisions of the LGOIMA for not releasing it. The Council is entitled to consider not releasing information if it would:
- prejudice the maintenance of the law.
  - endanger the safety of any person.
  - breach the privacy of any person.
  - disclose confidential or commercially sensitive information.
  - cause serious offence to Tikanga Māori or disclose the location of Waahi Tapu.
  - breach an obligation of confidence.
  - prejudice: public health or safety; the Council's right to legal professional privilege; the commercial activities of the Council; or negotiations being carried out by the Council.
- 4.3 Below in Table 1 is a summary of the number of official requests the Council responded to from 1 December 2022 to 29 February 2024. The Council took an average of 11.5 days to respond to official requests. In most cases, if the Council was unable to meet the statutory requirements of 20 working days, the applicant was advised of the Council's decision to provide the information and that an extension of time would be required per the provisions of Section 13(1) of the LGOIMA.

Month	Number of applications responded to	Number of responses not meeting the statutory requirements
February 2023	8	None
March 2023	10	None
April 2023	13	One (delay in accumulating the information).
May 2023	32	One (delay in accumulating the information).
June 2023	35	One (large volumes of information requested). One (delay in accumulating the information).
July 2023	26	One (delay in accumulating the information).
August 2023	16	Two (delay in accumulating the information).
September 2023	25	Two (delay in accumulating the information).
October 2023	25	One (delay in accumulating the information). One (large volumes of information requested).
November 2023	23	One (delay in accumulating the information).
December 2023	21	One (delay in accumulating the information).
January 2024	11	None
February 2024	24	Three (delay in accumulating the information).
<b>Total</b>	<b>269</b>	<b>16</b>

**Table 1:** Summary of the number of Official Requests responded to from February 2023 to February 2024.

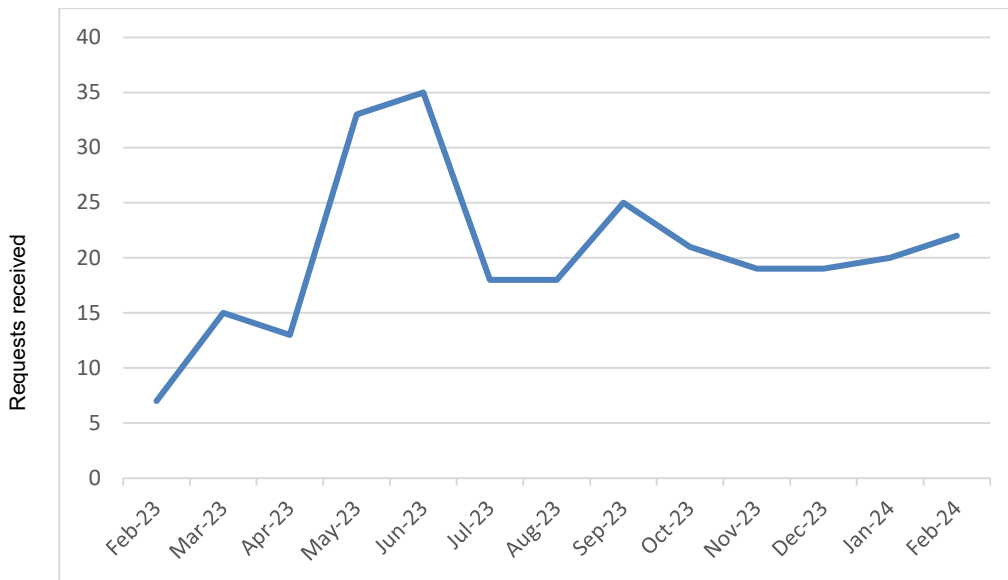
- 4.4 Graph 1 below outlines the number of requests for information received monthly during the last year. Staff spent 169 hours responding to requests from 1 December 2023 to 29 February 2024, averaging 2.7 hours per request. An internal process involves several staff and their managers checking content before releasing information. Whilst there is an option to charge under the legislation, the Council currently do not generally charge for requested information. However, the Council decided to charge for the following information:

- Purchase of 154 East Belt Rangiora - providing some of the requested information entailed collating data for the last nine years. It was estimated that collating the data would take staff more than ten hours.



- Total expenditure on the following Capital Projects since 2015 - providing some of the requested information entailed collating data for the last nine years. It was estimated that collating the data would take staff more than 30 hours.
- The number of intersections in Waimakariri with footpaths – the request was refused as the information is already publicly available. The applicant was advised that the Council would charge for the information if he wished to proceed with the request.
- Information regarding dog control issues - The Council's Service Request System does not categorise animal-related Service Requests into the various categories stipulated by the applicant. Therefore, to provide the required information, staff would have to work through each Service Request to collate the data manually. The initial estimation of time required to work through the data and bring the information together is in excess of 16 hours.

Processing these requests would have a significant impact on the Council's resourcing ability to carry out its other operations. The Council is still waiting for a response from the applicants about proceeding with the above particular requests with a charge. The staff has, therefore, not proceeded with the collation of the abovementioned information. It should be noted that charging under LGOIMA is not about full cost recovery, as the Ombudsman deems full cost recovery as inconsistent with the purpose of the legislation, which is to progressively increase the availability of official information to the public. The Ministry of Justice Charging Guidelines only allow for the charging of staff time exceeding one hour spent in actioning the request. The guidelines provide for the staff time to be charged out a \$76 per chargeable hour, irrespective of the seniority or grading of the staff member who deals with the request. The draft policy on processing official requests, including charging guidelines, will be submitted to the Council for consideration in May 2024.



**Graph 1:** Summary of the number of Official Requests received – December 2023 to February 2024

- 4.5 Graph 1 also indicates that there has been a significant increase in the number of requests received since May 2023 due to a high number of information requests received following the 2023/24 Annual Plan Hearings and a seemingly heightened awareness of the right to access official information. Although the number of requests decreased in July and August 2023, there was again a minor spike in September 2023. The number of requests is still much higher than pre-May 2023. A substantial increase is expected in the first half of 2024 during the 2024/34 Long-Term Plan process, hence the increase in requests after the Council's draft 2024/34 Long-Term Plan Budget meeting on 30 and 31 January 2024.
- 4.6 To promote transparency and accountability, the Council has published a list of all the Requests for Information received by the Council on its Website at <https://www.waimakariri.govt.nz/services/online-services/request-it>. However, releasing the requested information will still be subject to the provisions of LGOIMA and the Privacy Act 2020. In addition, the Council will consider any potential civil or criminal liability that might result from the publication.

- 4.7 The Ombudsman publishes a standard report six monthly of the data regarding the national LGOIMA complaints his office receives from 1 July to 31 December 2023. The latest Ombudsman's report contained two complaints about the Waimakariri District Council; an incomplete or inadequate response which was resolved, and another regarding the charging for information, which was subject to the Ombudsman closing the file. The matters were closed prior to the report release and no further action is required.
- 4.8 This Audit & Risk Committee report serves as an accountability tool to show that the Council is meeting its statutory obligations; it also highlights the number of requests being received and what general information is being sought, which may have a public interest element.
- 4.9 **Implications for Community Wellbeing**  
There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report. Local Government Official Information and Meetings Act (LGOIMA) requests provide the community with an official pathway for accessing public information, and learning about and/or participating in local democracy and Council activities.
- 4.10 The Management Team has reviewed this report and supports the recommendations.

## **5. COMMUNITY VIEWS**

- 5.1 **Mana Whenua**  
Te Ngāi Tūāhuriri hapū is not likely to be affected by or have an interest in the subject matter of this report.
- 5.2 **Groups and Organisations**  
There are no other groups and organisations other than those who requested information likely to be affected by or interested in this report's subject matter.
- 5.3 **Wider Community**  
This report's subject matter will not likely affect the wider community. However, some of the information requested may be of public interest.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

- 6.1 **Financial Implications**  
There are no financial implications sought from this report.  
  
Generally, the Council do not charge for LGOIMA requests. However, occasionally, if a request is received for a significant amount of information or requires substantial collation and research, or the Council receives a large number of requests from the same person in a short timeframe, which taken together require a large amount of staff resource to respond to, the Council may consider imposing a charge. In these rare instances, the applicant is advised before the work is undertaken, and options to refine the request are explored. Any charges that may be imposed align with the guidelines set by the Ministry of Justice and the Office of the Ombudsman.
- 6.2 **Sustainability and Climate Change Impacts**  
The recommendations in this report do not have sustainability or climate change impacts.
- 6.3 **Risk Management**  
There are no risks arising from adopting the recommendations in this report.
- 6.3 **Health and Safety**  
None.

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

### 7.2 **Authorising Legislation**

- Local Government Official Information and Meetings Act 1987 (LGOIMA).
- Privacy Act, 2020

### 7.3 **Consistency with Community Outcomes**

People have wide-ranging opportunities for learning and being informed, and our people can easily obtain the information they need.

There are wide-ranging opportunities for people to contribute to the decision-making that affects our District.

### 7.4 **Authorising Delegations**

Decisions on releasing information is delegated to the Chief Executive under the LGOIMA and is sub-delegated to the Governance Manager.

## LGOIMA REQUESTS RECEIVED FROM 1 DECEMBER 2023 TO 29 FEBRUARY 2024.

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	RESPONSE (DAYS)
1/12/2024	Private individual	Maintenance costs of the Waimakariri Gorge Bridge	7/12/2023	4
7/12/2024	Private individual	Waimakariri District Council contributes annually to the cost of maintaining the Waimakariri Gorge Bridge	20/12/2023	9
7/12/2024	Private individual	Slavery	18/12/2023	7
7/12/2024	Research	The Council's end of year Expenditure	7/02/2024	27
8/12/2024	Fire Emergency NZ	Details of an owner in Oxford Road, Rangiora	14/12/2023	4
8/12/2024	Private individual	Status as New Zealand as a country	18/12/2023	6
8/12/2024	Private individual	Crown land	7/12/2023	6
11/12/2023	Private individual	Various questions regarding Human Resources and contractors employed by the Council	20/12/2023	25
15/12/2023	Private individual	Development of an Abbeyfield House in the Waimakariri District – Request 1.	18/12/2023	16
18/12/2023	Private individual	Notices of requirement and designations to the extent they exist in relation to the Belfast to Pegasus Transport Projects	7/02/2024	15
19/12/2023	Research	Costs of rates and other Council charges for the 2022/23 Financial Year	14/12/2023 19/02/2024	1 29
19/12/2023	Fire Emergency NZ	Details of an owner of Kaiapoi property	18/12/2023	1
19/12/2023	Private individual	Slavery, debt bondage and serfdom	20/12/2023	1
19/12/2023	Private individual	Number of intersections in Waimakariri with footpaths	21/12/2023	2

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	RESPONSE (DAYS)
21/12/2023	Private individual	Development of an Abbeyfield House in the Waimakariri District – Request 2.	30/01/2024	14
21/12/2023	Private individual	Dogs housed at a property in Ohoka Meadows Drive, Ohoka	22/01/2024	7
26/12/2023	Private individual	Water supply pipe location maps for the Oxford Rural Water Supply One	30/01/2024	14
30/12/2023	Private individual	Lake Pegasus Algae Bloom mitigation trials	30/01/2024	14
8/01/2024	Private individual	Debt the Council had at the end of the last financial year	7/02/2024	19
9/01/2024	Private individual	Funding of the Mayor's candidacy of Chairperson of LGNZ - Request 1	7/02/2024	19
9/01/2024	SPCA	Dogs registered to a property in Kaiapoi	22/01/2024	7
10/01/2024	Private individual	LGOIMA requests processed in 2023	23/01/2024	8
12/01/2024	Private individual	Funding of Mayor's candidacy of Chairperson of LGNZ - Request 2	7/02/2024	17
12/01/2024	Private individual	Funding of Mayor's candidacy of Chairperson of LGNZ - Request 3	7/02/2024	17
15/01/2024	Private individual	Number of dogs that were dealt with over the 2023 calendar year	7/02/2024	15
16/01/2024	Research	Alcohol Licence applications for 2023	2/02/2024	13
17/01/2024	Private individual	Fenton Reserves	13/02/2024	18
17/01/2024	Private individual	Local Government (Rating) Act	15/02/2024	19
17/01/2024	Private individual	Airport noise contour exemption for Kaiapoi	12/02/2024	13
18/01/2024	Private individual	Skew Bridge's Annual Bridge Inspection – Request 1	26/01/2024	8

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	RESPONSE (DAYS)
19/01/2024	Private individual	Covid 19 Public Health Response	12/02/2024	15
23/01/2024	Private individual	Letter(s) received from Simeon Brown, Transport Minister	2/02/2024	8
23/01/2024	Private individual	Removal of a sign from the fence in Rangiora	13/02/2024	14
26/01/2024	Private individual	Flooding at a property in Williams Street, Kaiapoi	15/02/2024	13
26/01/2024	Private individual	Submissions and further Submissions lodged by Kainga Ora on the Proposed Waimakariri District Plan	29/01/2024	1
29/01/2024	Private individual	Skew Bridge's Annual Bridge Inspection – Request 2	15/02/2024	12
30/01/2024	Private individual	Mandatory Plastic Packaging Product Stewardship Scheme	19/02/2024	13
1/02/2024	Private individual	Development of an Abbeyfield House in the Waimakariri District – Request 3.	01/03/2024	20
5/02/2024	Private individual	Asset Depreciation in the Long Term Plan	23/02/2024	13
5/02/2024	Private individual	List of vacant properties with unpaid and no contingency to pay rates since 2011	22/02/2024	12
5/02/2024	Private individual	Walking tracks through rural areas	20/02/2024	10
7/02/2024	Private individual	Development of an Abbeyfield House in the Waimakariri District – Request 4.	01/03/2024	17
7/02/2024	Private individual	Information provided to elected members about an individual	21/02/2024	10
7/02/2024	Private individual	Rezoning request from Rural Lifestyle to Large Lot Residential	01/03/2024	17
8/02/2024	Research	The Council's One Tag for Life Dog registration System	20/02/2024	8
12/02/2024	Private individual	Details regarding Mayor's candidacy for Chairperson of LGNZ	Due by 11/03/2024	

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	RESPONSE (DAYS)
12/02/2024	Private individual	Additional information Airport noise contour exemption for Kaiapoi	Due by 11/03/2024	
12/02/2024	Private individual	Data regarding the toxic algae levels in Pegasus Lake and the Te Kohanga Wetlands	Due by 11/03/2024	
14/02/2024	Media	Complaints received by the Council's Food Safety Team in the past year	26/02/2024	8
15/02/2024	Private individual	Council's records for Duty Managers for Liquorland Rangiora	26/02/2024	7
16/02/2024	Private individual	Mayor's candidacy of Chairperson of LGNZ - Request 3	Due by 15/03/2024	
16/02/2024	Private individual	Local Government (Rating) Act	Due by 11/03/2024	
16/02/2024	Private individual	The unformed road between Sales and Ashley Gorge Roads	Due by 11/03/2024	
20/02/2024	Private individual	Walking tracks through rural areas	Due by 19/03/2024	
20/02/2024	Private individual	Information related to Council's 2024/34 Long Term Plan Budget meeting	Due by 19/03/2024	
20/02/2024	Private individual	Information regarding the Mayoral EV and associated costs	Due by 19/03/2024	
22/02/2024	Private individual	Follow up questions related to decline to release information	Due by 21/03/2024	
23/02/2024	Fire Emergency NZ	Details for the owner of Rangiora property	01/03/2024	5
26/02/2024	Private individual	Correspondence related to application for building consent for Woodend property	Due by 25/03/2024	
26/02/2024	Private individual	Vacant properties in McPherdrons Road	Due by 25/03/2024	