

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 JUNE 2023, AT 9AM.

PRESENT

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

IN ATTENDANCE

Councillors P Redmond and B Cairns.

J Millward (Chief Executive), S Hart (General Manager Strategy, Engagement and Economic Development), C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Roading), D Young (Senior Engineering Advisor), P Christensen (Finance Manager), M Harris (Customer Services Manager), H Street (Corporation Planner), S Nichols (Governance Manager), S Nation (Quality and Risk Coordinator), T Kunkel (Governance Team Leader) and K Rabe (Governance Adviser).

M Weight (Trustee), H Warwick (Chief Executive) and M Dalton (Business Support Manager) for Enterprise North Canterbury.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 14 March 2023

Moved: Councillor Ward

Seconded: Councillor Williams

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 14 March 2023 subject to a change in wording in item 5.4, paragraph three as follows "*Councillor Fulton requested an explanation of the concerns regarding the annual review of revenue received...*".

CARRIED

3.2 Matters Arising

There were no matters arising from the minutes.

4 PRESENTATION/DEPUTATION

Nil.

5 REPORTS

5.1 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2023; Approved Enterprise North Canterbury Business Plan and Budget 2023/24; and Promotion of Waimakariri District Plan 23/24 – S Hart (General Manager, Strategy, Engagement and Economic Development)

H Warwick introduced M Weight, a Trustee of Enterprise North Canterbury (ENC) and spoke to the presentation in support of the report. The report requested the Committee's approval of ENC's Statement of Intent for 2023/24, the Business Plan and Budget for 2023/24 and the Promotion of Waimakariri District Plan which provided a framework that maximises the impact of the visitor sector on the local economy and guides WDC's and ENC's efforts and activities.

Councillor Cairns queried if the 'Made North Canterbury' had a positive financial impact for the local suppliers and M Weight answered in the affirmative saying the chefs had done an amazing job of presenting the local produce during this initiative.

Deputy Mayor Atkinson referred to paragraph 5.1 which stated that this report was not likely to be of interest to Te Ngāi Tūāhuriri hapū, which he did not agree with and requested that staff take more care when filling in this section of the report. He was aware of the work ENC was doing with the rūnanga in relation to cycle tracks, farmers when working on Made North Canterbury and with business entities. Deputy Mayor Atkinson requested that an amendment be made to the report to reflect that linkage.

Councillor Cairns queried if the budget for cycling tracks was earmarked for specific work, or if this could be used to progress Councillor Fulton's project to improve wayfinding and historic signage along the Cust rail trail. H Warwick replied that this budget was for the upgrade of existing trails within the district.

Councillor Fulton followed on from Councillor Cairns query by noting that the presentation dealt mainly with events in the district and queried if eco-tourism, recreational and historic trails were included in the proposed promotion of the district. H Warwick noted that all aspects of the districts activities were covered from arts and culture to cycle trails and more, however it was important to ensure that those visiting the district also stopped at the towns to spend money and add to the economy of the district. Councillor Fulton noted that the way signage was not being replaced on older trails and Deputy Mayor Atkinson noted that the company who had supplied the original signage was no longer in business but suggested that the matter of way signage should be brought to the Community and Recreation Committee to be further investigated. Councillor Fulton also noted that he had received feedback that the Business Awards were not suited to all businesses and the function was too expensive to be attractive to smaller business owners. M Dalton noted that the awards were open to all business, big and small and as the judges were independent ENC could assist businesses to complete the application forms and the event was expensive to run even with sponsors assisting with costs. Deputy Mayor Atkinson commented that the winning the award had a huge beneficial effect for small business which would counterbalance the cost of the function in the long term.

Councillor Williams asked if there were other methods for promoting the district to the north island other than the website as if you did not know the district existed how would they know we had a website. H Warwick explained the intended promotion to Aucklanders encouraging them to see the district as a good economic option with businesses supporting the endeavour to get skilled employees. She stated the Aucklanders were starting to see the benefit in leaving Auckland for a more relaxed and rural lifestyle, which fitted with our districts characteristics. There would be a targeted approach on Facebook with links to the website and she also noted that word of mouth was spreading via the motorhome members since the motorhome park had opened in Kaiapoi. Councillor Williams asked if there was a way of tracking how many non local hits they got to the site and was told yes and the software also tracked what sites were hit after the ENC so as to get a full picture of followers interests.

Councillor Ward asked if there had been any change in the I-site operation. H Warwick noted that they took plenty of calls and answered a lot of email queries especially regarding walking tours. She acknowledged that the type of clientele had changed since the motorhome camp had opened.

Councillor Redmond acknowledged that the Business Awards was a time for businesses to celebrate what had gone right as opposed to concentrating on the problems faced.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230529078260.
- (b) **Approves** Enterprise North Canterbury's Statement of Intent 2023/24, Enterprise North Canterbury's Approved Business Plan and Budget 2023/24, and Enterprise North Canterbury's Promotion of Waimakariri Plan.
- (c) **Notes** that Enterprise North Canterbury were currently developing a new Strategic Plan that aligned with the 2024-34 Long Term Plan period and considered how the organisation would respond to the changing operational environment, and implementation of key strategies such as the WEDS, Waimakariri Visitor Strategy and Greater Christchurch Destination Management Plan.
- (d) **Circulates** the report to the Community Boards for information.
- (e) **Thanks** Enterprise North Canterbury Trustees and staff for their efforts.

CARRIED

Deputy Mayor Atkinson noted that ENC had taken a step up and so had the towns in the district since the 2011 earthquakes. He acknowledged there had been some misunderstanding between the goals set by WDC and ENC however this had been rectified and the opening of the motorhome campsite had been a defining moment in the regeneration of the district. The motorhome association was providing to the economy as well as promoting the district to other parts of the country. Deputy Mayor Atkinson thanked ENC Trustees and staff for the great work done in all aspects of their business.

Councillor Ward congratulated the staff and Trustees on the traction gained in promoting the district and improving the economy. She also thanked them for proactively seeking external funding and not relying on the Council for all its needs. She noted that in the four years she had been on Council the growth achieved by ENC as astounding.

M Weight thanked the Council for the support that ENC had received from them and acknowledged the ongoing support was critical to everything they did and achieved going forward.

5.2 Te Kōhaka ò Tuhaitara Trust - Statement of Intent for the Year ending 30 June 2024 – J Millward (Chief Executive)

Deputy Mayor Atkinson raised his concern that there had been no Trust representative to present their reports for several meetings and believed that this report should be left to lie on the table until the Trustees were available to present their report in person.

Councillor Williams was also concerned that there had been little information on financial matters since the Trust took over the management of the Waikuku Beach campsite in light of the financial support that had been given to them by the Council at the time of takeover.

Councillor Fulton noted that little information had been received since the change in Chair and in the resignation and recruitment of the General Manager. He believed that the Trust should have provided more information on these matters.

J Millward acknowledged the Committee's concerns, however stated that appropriate information had been received both financially and operationally to staff. It had been a difficult time for the Trust which was a small entity and had to deal with a lot of changes in a short space of time. He assured the Committee that once the General Manager had been appointed things would return to normal with regular reporting and representatives presenting to the Committee in the normal manner.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

THAT the report lie on the table until the 8 August 2023 meeting, when it was hoped that the trust would present its report in person.

CARRIED

Item 5.4 was taken at this time, however the minutes follow the order of the agenda.

5.3 2022/23 Capital Works March Quarterly Report – D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading), C Brown (General Manager Community and Recreation)

D Young spoke to the report which advised the Committee of the progress and delivery of the 2023/24 Capital Works Programme. He gave a brief overview of the exceptions, where projects had not progressed as well as hoped.

Councillor Fulton queried how the Regeneration budget was tracking and C Brown noted that until recently when \$3 million had been added to the budget to deal with the Kaiapoi south mixed use business area, the budget was being reduced at a steady rate as projects were completed.

Moved: Councillor Fulton

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230501060759.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.

- (c) **Notes** that of the \$79.24million total capital spend, \$46.80million (59%) had been completed and \$69.97million (88%) was predicted to be completed (subject to weather and other matters outside our control).
- (d) **Notes** that the previous December Quarterly Report predicted completion of 93%.
- (e) **Notes** that progress towards achieving the 2022/23 Capital Works Programme was well advanced across most areas. However, there were a number of projects either delayed or at risk, as reported elsewhere.

CARRIED

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

P Christensen spoke to the report which gave the financial results for the period ended 31 March 2023, giving a brief overview of the current financial position.

Councillor Redmond queried what the additional \$10million would be used for and P Christensen replied that it would be required for cash flow.

Councillor Goldsworthy enquired when the Council achieved an overall surplus was it used for repayment of overall debt or was it ringfenced for specific expenditure. P Christensen noted that in accounting you had to have a surplus within that targeted operating account, in relation to the loan, but was assessed during budget discussions. The Council does operate a centralised treasury and any funding is grouped. Many of the items that caused the surplus, such as subsidies from Waka Kotahi and development contributions were added to the cash flow.

Councillor Williams asked if the non-capital surplus could be carried over and P Christensen explained that income from targeted rates had to be spent on operational expenditure that they were targeted for and therefore the Council could decide that the funds be carried over to the following financial year.

Councillor Fulton noted the entries for water and stockwater asset renewal and disposal and enquired what this meant. P Christensen explained that some assets were replaced or upgraded prior to their 'end of life' and could then be disposed of to offset the cost of the upgraded asset.

Councillor Redmond noted the information supplied on the Council's external debt was different to what was currently perceived by the public and requested that this information be more widely circulated to ensure the current disinformation could be rebutted. J Millward agreed noting that this information would be released after the adoption of the Annual Plan.

In response to a question from Councillor Williams regarding the three water asset debts being absorbed by the Government, J Millward noted that the new entities would be taking over the debts prior or on 1 July 2026 when the assets were transferred to them.

Councillor Fulton drew the attention of the Committee to the statement in the report which stated that the wider community was not likely to be affected by or had an interest in the subject of the report. He believed that the community was very much interested in the information in the report. J Millward noted that the statement was more in line with the recommendation and not the contents of the report, however acknowledged the community's interest and agreed that staff needed to be more specific when filling out this section of the report in future.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230501060741.
- (b) **Notes** the surplus for the period ended 31 March 2023 was \$4.3 million. This was \$12.5 million under budget and reflected both lower operating revenue and operating expenditure over budget primarily due to the July flooding event and depreciation.

CARRIED

Councillor Ward thanked the staff for the work being done and acknowledged that the financial position was being well looked after.

5.5 Non-Financial Performance Measures for the quarter ended 31 March 2023 – Helene Street (Corporate Planner)

H Street took the report as read and there were no questions emanating from this matter.

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230510066736.
- (b) **Notes** 59% of performance measures for the third quarter of the 2022/23 financial year were achieved, and 38% were not achieved.
- (c) **Notes** three (3%) measures were not reported for the quarter. These belonged to Te Kōhaka o Tūhaitara Trust. Efforts were being made to obtain the results from the Trust.
- (d) **Notes** 14 of the 42 measures that did not meet target were within 5% of being achieved.
- (e) **Notes** all measures had been reviewed and incorporated in the 2021-2031 LTP
- (f) **Notes** the further enhancements made to the Opal3 report in this quarter.

CARRIED

Councillor Ward thanked staff for a good report and for the information contained therein.

Deputy Mayor Atkinson the report was self-explanatory hence the lack of questions.

5.6 Sefton Community Library- Application for a Rates Remission – M Harris (Customer Services Manager)

M Harris spoke to the report which requested approval for a rates remission of \$706.51 to the Sefton Community Library to cover the full amount of the rates owing to 20 June 2023. She advised that Crown Law had sent the application for sale to the High Court to be updated and would be advertised in the Gazette.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230503061932.
- (b) **Approves** a rates remission of \$706.51 to the Sefton Community Library Trustees property at 14 Pembertons Road, Sefton (Rates Assessment 2144019400) under the Policy for Remission of Rates in Miscellaneous Circumstances.

CARRIED

Councillor Ward commented that it was good to see progress on this matter.

Councillor Redmond noted he had tried to assist in this matter over the last eight years and believed that the Trustees had worked hard to achieve this outcome.

5.7 Approval of Rates Remission in Miscellaneous Circumstances – M Harris (Customer Services Manager)

M Harris spoke to the report which requested the Committee's approval for a remission of rates on two adjoining properties at Pines Beach that were damaged by fire in November 2022.

Councillor Williams queried if the properties were insured and M Harris stated that she did not believe that the insurance policies got into the detail of rates repayments. Councillor Williams also asked if the Council always gave remissions to fire damaged homes. M Harris replied that yes it did as rates were calculated on the value of the property which would be less after a fire and before the rebuild was completed, therefore a prorate calculation was returned as a remission.

Councillor Fulton drew the attention of the Committee to paragraph 4.2 which stated that rates remission should only be granted in extraordinary situations and queried the definition of extraordinary. M Harris stated that anything that was not anticipated at the start of the rate year would be considered extraordinary.

Councillor Redmond queried the prorate figure in this instance and was told as the fire was in November and the rating year finished in June therefore it was a 50% remission for both properties.

Moved: Councillor Goldsworthy

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. TRIM number 230503062702.
- (b) **Approves** rates remissions under the Policy for Rates Remissions in Miscellaneous Circumstances amounting to \$431.69 on the property at 88 Dunns Avenue, The Pines Beach (Rates Assessment 2162117100) and \$551.78 on the property at 90 Dunns Avenue, The Pines Beach (Rates Assessment 2162117000).
- (c) **Notes** that the remissions had already been applied to the rates accounts so that the final rates instalment reflected the correct amount to clear the rates.

CARRIED

Councillor Goldsworthy supported the motion as it made logical, rational and equitable sense as a house burning down was not an ordinary occurrence.

Councillor Fulton supported the motion however had concern regarding the lack of definition to the term extraordinary which could have financial implications for the Council.

Deputy Mayor Atkinson noted that the earthquakes were extraordinary events and the Council would be remiss not to assist people to get back on their feet after traumatic events.

Councillor Williams supported the motion however had concerns that insurers were slow to rebuild which could mean that the value of homes would be decreased for more than one rate year which would impact on Council financially.

Councillor Redmond stated that fire must be counted as an extraordinary event and the prorated remission was appropriate and congratulated M Harris on an excellent job.

In his right of reply Councillor Goldsworthy reiterated that this was an equitable, fair and ethical decision.

There was a ten minute adjournment and the meeting resumed at 10.52am.

Councillor Fulton left the meeting at 10.54am.

5.8 Risk Management Programme and Corporate Risks Update – S Nation (Quality and Risk Coordinator)

S Nation spoke to her presentation and report giving an overview of the proposed risk management programme.

Deputy Mayor Atkinson supported the initiative and queried what steps were being taken to ensure that this work was completed without further delay. S Nation advised that another staff member would be employed to assist and the risk consultant would continue working with the Council until the end of the project.

In response to Councillor Goldsworthy's query if staff were working with other councils regarding other options for accomplishing this task S Nation stated that there was free and frank discussions and open forums on best practices. Staff were looking at what WDC did well and assessing where its weaknesses were to mitigate risks in these areas.

Deputy Mayor Atkinson requested that this topic be further discussed in a workshop to explore the scope of the risks to the Council in the future. S Nation advised that elected members would be invited to a workshop to discuss any risks pertaining to them and this could include a wider discussion. She noted that currently the organisation was using Promapp to detail procedures for risk management and an interim spreadsheet was tracking the risks identified. Currently ten Corporate risks had been identified of which six were deemed to be critical.

Councillor Williams noted that the report stated that there would be no financial implications to this project, however with the proposed extra staff and the use of a consultant he believed there was a financial component to the project. S Nichols noted that the report was for information and as such did not impose a financial cost to the Council.

Councillor Goldsworthy noted the term 'co-governance' was mentioned in paragraph 4.2.4 and enquired what this implied. J Millward noted that this still needed to be determined by the Council and could mean working in partnership with the Rangiora Airfield and other commercial entities or working collaboratively with the Runanga.

Moved: Councillor Goldsworthy

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230411049672.
- (b) **Notes** the Risk Management Work Programme (Trim 220621105888).
- (c) **Notes** the current 'Corporate Risks' Risk Register (Trim 230321039241).
- (d) **Notes** this report and associated presentation was circulated to the Council for information.

CARRIED

Councillor Goldsworthy noted the work being done was positive and he looked forward to the workshop on this topic.

Councillor Williams concurred and believed that there were plenty of risks to be identified.

Deputy Mayor Atkinson also looked forward to the workshop stating that different people viewed risks differently and it would be an interesting discussion.

5.9 Reporting on LGOIMA Requests for the period 1 March 2023 to 31 May 2023 – T Kunkel (Governance Team Leader)

T Kunkel spoke to her report which updated the Committee on the LGOIMA requests received between 1 March to 31 May 2023. She noted that there had been a significant increase in information requests since the draft Annual Plan meeting on 5 May 2023, many of them in reference to land purchases by the Council.

Councillor Williams queried the cost to the ratepayers with these requests, many of them vexatious and suggested that at the end of each letter a note should be included on the cost to the ratepayer that the request had generated. S Nichols cautioned against this as there were strict rules surrounding what Councils could charge for in relation to information requests.

Deputy Mayor Atkinson requested that cost relating to staff answering these requests be included in the report in future. S Nichols stated that the allowable charge was set at \$38 per half hour however there were strict guidelines for when charges could be made. Deputy Mayor Atkinson stated he was not suggesting charging for the time but in the view of transparency it would be good to see the costs the Council was incurring.

Councillor Cairns noted that there was also a risk factor to take into account of staff having to deal with abusive requests. T Kunkel stated that she 'sanitised' the requests prior to sending them on to the appropriate staff for answers. Councillor Cairns noted that with the average of 200 hours per month of staff time being taken up with requests there could be a further financial implication if more staff had to be employed to manage the increase within the required timeframe.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230601081414 for information.
- (b) **Notes** that the Council responded to 32 official requests of information from 1 March 2023 to 31 May 2023, which was one more, than the 31 official requests responded to in the same period in 2022.

CARRIED

Deputy Mayor Atkinson noted that there was a desire from certain sectors of the community for transparency relating to costs and expenses and he believed that it was important to be transparent in the total cost to the Council when responding to requests for information. If the information was not captured within the spreadsheet it should be included in the body of the report.

Councillor Williams agreed and reiterated the need for transparency in this area.

6 **PORTFOLIO UPDATES**

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

- Debt forecast for next year - \$212 million
- Council to repay \$171 million over the next ten years
- Significant headroom in the debt limit
- Borrowing was 8.3% of total interest well below 15% allowable
- Interest cost 9.3% of rates revenue was well under the 25%
- Debt at the end of March well below what was forecast
- Debt repayment for the current year was \$9 million.

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

Communications:

- Draft Annual Plan – consultation document writing, design, advertising, engagement, shows etc
- Civil Defence wet weather video series - <https://www.youtube.com/watch?v=zTOmxs78h6I>
- Update to stock photography and videography (images on the final page of the report).
- Briefings and documented guidance for community boards on how to best utilise social media
- 10 communications and engagement plans, 33 news stories/press releases, 87 media queries
- 16 speeches and 11 columns
- Four consultation projects resulting in 3,700 visits to Let's Talk (Council's engagement platform). This platform now has 2,137 engaged and registered members
- Website visits of 118,700. Unsurprisingly over the Christmas/New Year holiday period a popular search item was seeking information on our Aquatic Facilities
- There were 363 website content updates requested by staff during this time
- Social media continues to grow - Facebook followers are now at 21,772 and our content reached locals 289,101 times
- We launched the Draft Annual Plan engagement - https://www.youtube.com/watch?v=TXswwHxl_wE. This ran from 17 March to 17 April so I will cover this more in the next report.

Customer Services:

- As at 31 May 2023 94.3% of rates and arrears for 2023/24 had been collected owing to payments made by direct debit in June. This compares favourably with recent years.
- Rates rebates up from previous years. So far 2,864 had been approved compared with 2,526 for the whole of last year. Advertising currently taking place to catch up with anyone who still needs to apply.
- Rates rebate had been increased from \$700 to \$750.
- Major banks moved to seven day processing on 26 May – this means that payments due on Saturday will be processed over the weekend
- Policy Team are reviewing the format of the Rating Policies to incorporate the discount, remission and postponement policies into one Policy.

- LIM application numbers steady in May with 182 LIMs issued which was at the level of previous years.
- Dog registration notices were going out over the next week. This year the metal multi-year tags will be used for the first time which should reduce processing in future years.

7 QUESTIONS

Nil.

8 URGENT GENERAL BUSINESS

Nil.

Councillor J Goldsworthy left the meeting at 11.40am.

9 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987.

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the public be excluded from the following parts of the proceedings of this meeting.

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:

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9.1	Minutes of public excluded portion of Audit and Risk Committee meeting of 14 March 2023.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
9.1	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege;	Section 7 2(a) Section 7 2(b)ii Section 7 (g)

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 11.44am and concluded at 11.49am.

OPEN MEETING

Resolution to resume in open meeting

Moved: Councillor Williams

Seconded: Deputy Mayor Atkinson

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

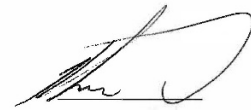
CARRIED

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 8 August 2023 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11.49am.

CONFIRMED



Chairperson

8 August 2023

Date