

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, 14 MARCH 2023, AT 9AM.

PRESENT

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

IN ATTENDANCE

Councillors P Redmond and B Cairns.

J Millward (Acting Chief Executive), S Hart (General Manager Strategy, Engagement and Economic Development), and K Rabe (Governance Adviser).

J Rogers, J Flanagan and M Dalton of Enterprise North Canterbury.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 RECEIPT OF MINUTES

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

Moved: Councillor Goldsworthy Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 14 February 2023.

CARRIED

3.2 Matters Arising (From Minutes)

Nil.

PUBLIC EXCLUDED MINUTES

(These Minutes were considered in the public excluded portion of the meeting)

3.3 Minutes of the public excluded portion of the Audit and Risk Committee Meeting Tuesday 14 February 2023

4 **PRESENTATION/DEPUTATION**

Nil.

5 **REPORTS**

5.2 **Enterprise North Canterbury's Six-month progress and financial Report to 31 December 2022, Six-month progress report on the Promotion of the Waimakariri District to 31 December 2022 and Draft Statement of Intent for the financial year beginning 1 July 2023 – S Hart (General Manager Strategy, Engagement and Economic Development)**

S Hart spoke to the report which presented Enterprise North Canterbury's (ENC) sixth monthly progress and financial report for the financial period ending 31 December 2022, the six monthly progress report on the promotion of the Waimakariri District to 31 December 2022 and the draft Statement of Intent for the financial year beginning 1 July 2023.

J Flanagan (Trustee), M Dalton (Business Support Manager) and J Rogers (Visit Waimakariri Production Development) were in attendance to answer questions.

Councillor Fulton requested clarity on the extent of the partnership between ENC and ChristchurchNZ regarding the "*Make a Day of it*" strategy. J Rogers noted that there was an arrangement between the organisations where ChristchurchNZ promoted the 'Make a Day of it' Campaign during Covid and included ENC on their website. This was a holistic approach to promote North Canterbury for people traveling north. It was envisaged that this partnership would evolve during 2023 to promote all the districts within the wider Canterbury region.

Councillor Cairns clarified that the reported 5,715 hits was for the Visit Waimakariri site. He also enquired if the Waimakariri Economic Strategy, which would be implemented in the next few months, would be included in ENC's Statement of Intent. M Dalton acknowledged that there would be responsibilities arising from the strategy for both the Council and ENC. However, consideration would be given on how the strategy could be implemented, once it came into effect.

Councillor Ward noted that the NZMCA Motorhome Park which opened in Kaiapoi recently would have had an impact on the Information Centre in terms of an increased queries regarding what was available in the area. J Rogers agreed that there had been an increase in queries on a variety of subjects. Councillor Ward questioned how the increased commercial and economic development, such as at Rangiora Airfield, could be capitalised on. M Dalton stated that Rangiora was always interesting, however, there was limited scope for activities at the airfield and other developments, especially while the developments were still in the early stages of development.

Councillor Atkinson mentioned the proposed business awards for Kaikoura and noted that there was no mention of this in ENC's Statement of Intent. He queried what the intention was with Kaikoura being included. J Rogers replied that MainPower, a major sponsor of the awards, had requested that Kaikoura be included in the business awards. ENC agreed, provided that Kaikoura contributed funding towards the awards which they had done.

Councillor Williams noted that Kaikoura businesses seemed more advanced in relation to tourism and queried if this would not adversely affect Waimakariri businesses from competing on a fair playing field. It was noted that Waimakariri businesses had won at least 85% of the awards on offer the previous year, and there was scope to include other areas. Every business was taken on its own merit and even if Kaikoura businesses excelled the tourism area, there were plenty of other categories that Waimakariri businesses shone in.

In response to a question from Councillor Cairns, it was confirmed that the I-site's was open from 9am to 5pm Monday to Friday and 9am to 1pm on Saturday. Councillor Cairns pointed out that the motorhome clientele was more than likely to be active over the weekends and enquired if there were any plans to train library staff to respond to queries when the I-site was closed, or if there had been any consideration of having an I-site kiosk in the library foyer. J Rogers explained that consideration had been given on how to keep campers informed, and relevant information had been left at the NZMCA Motorhome Park. However they would be monitoring the weekend traffic for future consideration. Nothing had been formalised in relation to utilising the library and/or its staff.

Moved: Councillor Atkinson

Seconded: Mayor Gordon

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230220022811.
- (b) **Receives** the following reports for Enterprise North Canterbury, the:
 - i. Enterprise North Canterbury's Six-Month Report to 31 December 2022 (Trim 230220022817).
 - ii. Enterprise North Canterbury's Promotion of Waimakariri District six-month report to 31 December 2022 (Trim 230220022820).
 - iii. Enterprise North Canterbury's Draft Statement of Intent for the financial year beginning 1 July 2023 (Trim 230220022823)
- (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 occur, Enterprise North Canterbury would consider the requested changes and re-present the Statement of Intent prior to 30 June 2023.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury and thanked the Trustees and staff for their efforts.
- (e) **Circulates** the report to the Community Boards for information.

CARRIED

Councillor Atkinson thanked ENC for the report, however, he was concerned that MainPower could influence the decision to include Kaikoura in the business awards, which had been established and developed for businesses in the Waimakariri District. Regarding the I-site, he believed that it may be time to re-evaluate the operating hours, and whether funding should be sourced to extend operating hours over weekends. He also believed that ENC was heading in the right direction and the successes achieved was proof of that.

Mayor Gordon endorsed the motion and stated that the Council was fortunate to have the calibre of people on the Board and the staff at ENC. The I-site was working well and the 'Make a Day of it' campaign had been successful and eye-catching. Mayor Gordon did not agree that including Kaikoura in the business awards would be detrimental to Waimakariri businesses, and acknowledged that while MainPower had raised the issue, businesses in Kaikoura had been showing interest in being included for some time. He also drew attention to the fact that North Canterbury did extend to the north of Kaikoura and the point of the awards was to celebrate North Canterbury. Mayor Gordon agreed with Councillor Atkinson on the importance of I-site keeping a physical presence in Kaiapoi especially now that the motorhome park had opened.

Councillor Ward thanked ENC for their work within the community and assisting with mentoring of new businesses and for raising funding from other sources and not relying on the Council funding alone.

5.2 **Six Month Financial Statements for the Period Ended 31 December 2022 - Te Kōhaka o Tūhaitara Trust – J Millward (Acting Chief Executive)**

J Millward introduced the Te Kōhaka o Tūhaitara Trust's six monthly financial report for the period ended 31 December 2023. Noting that the Camp operations would be incorporated into the next report.

Councillors had no questions on this item.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 230220022968.
- (b) **Receives** the Six Month Report for the Te Kōhaka o Tūhaitara Trust for the period ended 31 December 2022.
- (c) **Notes** the operations for the six months to 31 December 2022 were progressing as planned as presented in the Statement of Intent.

CARRIED

5.3 **Te Kōhaka o Tūhaitara Trust - Statement of Intent for the Year ending 30 June 2024 – J Millward (Acting Chief Executive)**

J Millward provided a brief overview of the Te Kōhaka o Tūhaitara Trust's Statement of Intent for the year ending 30 June 2024. Staff were recommending that Items 14 and 16 be retained which were in relation to the development of a new Trust office/education centre and to commence the leasing of the Kairaki Beach fee simple sections.

Councillor had no questions on this item.

Moved: Councillor Fulton

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230223024574.
- (b) **Receives** the Statement of Intent for Te Kōhaka o Tūhaitara Trust for the year ending 30 June 2024 (Trim 230118005907).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka o Tūhaitara Trust to make changes to the Statement of Intent. Te Kōhaka o Tūhaitara Trust would consider these requested changes and re-present the Statement of Intent prior to the 30 June.
- (d) **Recommends** retaining Items 14 and 16 from the 2022/23 Statement of Intent for Te Kōhaka o Tūhaitara Trust.

CARRIED

5.4 **Audit New Zealand Management Report for the year ended 30 June 2022 – J Millward (Acting Chief Executive)**

J Millward provided an summary of the Audit New Zealand Management Report for the year ended 30 June 2022. The Management Report culminated the interim audits and the audit work carried out on the Council's 2021/22 Annual Report for the year ended 30 June 2022. An interim audit begun on 27 June 2022, with the final audit commenced in November 2022. The final audit was completed in December 2022 and an unmodified

audit opinion was issued for the 2021/22 Annual Report and adopted by the Council on 20 December 2022.

J Millward advised that Chief Executives of various local councils had expressed concerns regarding the lack of resourcing at Audit New Zealand especially as the 2024/34 Long Term Plans would require auditing prior to going out for public consultation. The Chief Executives had therefore requested a meeting with the Auditor General to discuss their concerns further.

Councillor Fulton requested an explanation of the concerns regarding the annual review of revenue received in advance for development contributions. J Millward noted that the auditors were concerned by the discrepancies between what development contributions the Council received as opposed to what it should have received, therefore, more work needed to be done on the reconciliation process to correctly capture the information.

Moved: Councillor Fulton

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 230220022248.
- (b) **Receives** Audit New Zealand's Management Report for the year ending 30 June 2022 (Trim 230220022231).
- (c) **Notes** there were no significant matters arising from the Management Letter. Audit New Zealand had made a number of recommendations where systems could be improved and these improvements had been implemented or were programmed to be completed.

CARRIED

5.5 **Reporting on LGOIMA Requests for the period 1 November 2022 to 28 February 2023**
– T Kunkel (Governance Team Leader)

J Millward took the report as read and noted that the requests for information made under the Local Government Official Information and Meetings Act, 1987 would be included on the Council's website.

Councillor Redmond enquired if Councillors would be able to read the requests for information as well as the full response sent to the recipient. J Millward confirmed that in most cases they would, however, consideration still had to be taken in regards to privacy issues.

Councillor Williams enquire how Councillors could access this information and was advised that they could just request the information from the Governance Team.

Moved: Councillor Goldsworthy

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 230301027998 for information.
- (b) **Notes** that the Council responded to 36 official requests of information from 1 November 2022 to 28 February 2023, which was six more, than the 30 official requests responded to in the same period in 2021/22.

CARRIED

6 PORTFOLIO UPDATES

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

- **Annual Plan out for consultation 17 March 2023**
 - Three areas of consideration regarding water (keeping chlorine free), drainage (additional \$7.5 million for flood control), and roading (inflation not covered by Waka Kotahi).
- **Long Term Plan established three work groups**
 - Project Control Group include senior staff and elected member representatives.
 - Staff Working Group brought together all the parts.
 - Asset Management Group dealt with the Asset Management Plans and Infrastructure Strategy
- **From the Strategy planning day**
 - The key objectives identified would be incorporated in to the work programs and how those fit into wellbeing, community outcomes and non-financial performance measures.
- **CCOs (Council Controlled Organisations)**
 - Advised that the audits for the year ended 30 June 2022 would commence in the next month or two for Enterprise North Canterbury and Te Kōhaka o Tūhaitara Trust.

6.2 Communications and Customer Services – Councillor Joan Ward

- **Communications and Engagement from 1 October to 31 December 2022**
 - External Communication and Engagement
 - In the fourth quarter of 2022 Communications and Engagement worked on five communication plans, produced 31 news stories and received 111 media inquiries.
 - Significant topics covered during this period included the Local Government Elections, Summer roading issues/resealing, Rating valuation and summer changes to hours. It was a quieter period than usual due to limitations on political topics due to the local body elections.
 - Let's Talk Engagement
 - Published three new consultation projects via "Bang the Table". This was four fewer than the previous quarter which is reflected in percentage decrease in users and time spent on the page.
 - The most popular projects by engagement were Disc Golf in Kaiapoi Domain, Smith Street Speed Limit and the Arts Strategy.
 - Website
 - There were 151.54K website visits (unique sessions) this quarter and compared to the same period last year there had been an decrease of 20,000 visits to the website. The most popular pages viewed were Home, Search Results, Aquatic Facilities, Contact Us and the District Plan.

- **Customer Services**

- There were further recruitment to be done. The offer made last month fell through, and a further two staff had resigned. Interviews would be scheduled over the next couple of weeks.
- Land Information Memoranda (LIMs) numbers had increased. While the number of applications received in February 2023 had been low compared to previous years, the applications had increased towards then end of February 2023.
- A number of staff had been involved in the computer vendor demonstrations held over the last month. It had been interesting to view the offerings of each of the three vendors and hold team discussions on what features would help grow and improve the business.
- The third rates instalment was due at the end of February and penalty notices were sent out last week.

7 **QUESTIONS**

Nil.

8 **URGENT GENERAL BUSINESS**

Nil.

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

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

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

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

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the 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, was 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 February 2023.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution was 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 were 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 9.50am and concluded at 10.03am.

OPEN MEETING

Resolution to resume in open meeting

Moved: Councillor Atkinson

Seconded: Councillor Goldsworthy

THAT open meeting resumes and the business discussed with the public excluded remains public excluded until determinations by the Civil Aviation Authority have been made.

CARRIED

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 16 May 2023 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10.04am.

CONFIRMED



Chairperson

13 June 2023

Date