

## WAIMAKARIRI DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, CIVIC BUILDINGS, HIGH STREET, RANGIORA ON TUESDAY 19 JULY 2022 AT 9.15AM.

#### PRESENT

Councillors J Ward (Chairperson), N Atkinson, K Barnett (arrived at 10.04am), S Stewart (arrived at 9.30am), P Williams and Mayor D Gordon.

#### IN ATTENDANCE

Councillors W Doody (via zoom and arrived at 9.43am) and P Redmond (arrived at 9.21am).

J Millward (Acting Chief Executive) and K Rabe (Governance Advisor).

There were eight members of the public present.

#### **1 APOLOGIES**

Moved: Councillor Atkinson

Seconded: Councillor Ward

That due to confusion of the start time of the meeting Councillors Stewart, Redmond and Doody's apologies for late arrival be accepted.

**CARRIED**

#### **2 CONFLICTS OF INTEREST**

No conflicts of interest were recorded.

#### **3 CONFIRMATION OF MINUTES**

##### **3.1 Minutes of the meeting of the Audit and Risk Committee held on Tuesday, 17 May 2022**

Moved: Councillor Atkinson

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Audit and Risk Committee, held on 17 May 2022, as a true and accurate record.

**CARRIED**

##### **3.2 Matters Arising( From Minutes)**

There were no matters arising.

##### **3.3 Confirmation of Minutes of the public excluded portion of the Audit and Risk Committee Meeting 17 May 2022**

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

## 4 **PRESENTATION/DEPUTATION**

### 4.1 **Rangiora Promotions Association Committee (RPAC) – Ross Ditmer and Lauren Lincoln**

R Ditmer provided an overview of the financial performance, staffing and management of the Rangiora Promotions Association and the events and initiatives held during the previous financial year. Given the impact of Covid restrictions, some events had to be cancelled and were replaced by initiatives such as Spot the Difference Treasure Hunt, Christmas Late Night Shopping, Easter Colouring Competition, an Easter Egg Hunt and the successful Shop Local Do Good Rangiora initiative. In addition, the Last Wednesday Club would be looking to refresh with new ideas to encourage participation which had dropped off over the last few months.

Mayor Gordon congratulated the RPAC on hosting a successful Big Splash event and encouraged his colleagues to participate next year.

Councillor Ward noted that she had received feedback from retailers in High Street, Rangiora, that they would be interested in setting up an association of retailers and suggested that the RPAC may wish to investigate the opportunity to increase their membership. L Lincoln reported that a flyer was being designed, which would be distributed shortly, giving relevant information and encouraging membership of the RPAC.

J Millward commented that the accounts were well presented and easy to read and thanked L Lincoln for her work in this area.

Councillor Williams advised that he had received feedback on the increase in shoplifting and suggested that the RPAC write to the New Zealand Police requesting a more visible presence on High Street. R Ditmer noted that the Police had recently informed the RPAC that since Covid, more than 30% of their time was taken up with home violence and 20% on mental health issues, therefore, there was little time for patrolling.

The Chairperson thanked the RPAC for their work and the presentation.

### 4.2 **Oxford Promotions Association (OPAC) – Peter Reilly**

P Reilly provided an overview of the previous year's events and achievements, which included a Mother's Day Colouring Competition, Oxford Winter Lights Competition, Great Oxford Garage Sale Trail and a Mix and Mingle function. In addition, work on the Water Tower Trail, the Oxford Public Toilets Mural and planning for Matariki 2023 was ongoing.

Councillor Doody congratulated OPAC for their dedication and work, making Oxford a special place to live and work.

Councillor Williams enquired what the Water Tower Trail involved, and P Reilly explained that the initiative was inspired by a popular trail in Melbourne, Australia, which featured painted silos in the area. OPAC had decided to try and start the same idea using water tanks in the Oxford area. So far, they were working on the first tank and hoped that others would follow the trend once they saw the impact and understood the context of the initiative.

Mayor Gordon noted that Councillors Doody, Mealings and himself had judged the Winter Lights Competition and were amazed at the high standard achieved. He also congratulated OPAC for its positivity and enthusiasm when

engaging with the community and revamping its Webpage. Mayor Gordon also made a special mention of Councillor Doody's contribution over the years.

The Chairperson thanked P Reilly for his work and the presentation.

## 5 REPORTS

### 5.1 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – J Millward (Acting Chief Executive)

H Warwick, Chief Executive of Enterprise North Canterbury (ENC) led the presentation on the work achieved during the previous financial year, noting that business confidence was higher in the Waimakariri District at 4% than anywhere else in New Zealand which was at -33%. With ENC's intervention 25 new business were launched and two business retained.

H Warwick reported that key projects being worked on in the next six months included the Pegasus Bay Trail (previously known as the Wheel to Waipara Trail), assisting with the establishment of the WHOW Aquasports Park and an initiative to assist in attracting staff for businesses in the District. There was also an update on Visit Waimakariri, which would be promoting the projects being undertaken.

Councillor Atkinson questioned why the focus was on cycling, as more people were currently walking the trails. H Warwick pointed out that by providing and promoting a multi-day cycle trail, they could access funding more easily and that it was possible for walkers to use the tracks as well. Councillor Atkinson was concerned that catering exclusively to cycling would exclude the walkers, and he would have preferred a shared facility being developed.

Councillor Atkinson also enquired if data could be provided on why the District's business confidence figure was so much higher than the rest of the country. M Dalton believed that New Zealand's business confidence may be due to its isolation. The Waimakariri District's positive business confidence figure could be due to the perception of the District and also the Canterbury region being more resilient, having already survived the earthquakes.

Councillor Atkinson wondered if the Waimakariri District's diversity may have also played a part and requested any data on the role of diversity in Waimakariri's success.

Councillor Ward noted that many people that travelled around New Zealand in motor homes often used bikes to explore the areas they visited. She enquired if ENC were working with the New Zealand Motor Caravan Association to promote camping areas and places to stay in the District. H Warwick confirmed they had been in contact with the Association, and the Association kept their members well informed on good areas to visit and where to stay.

Councillor Williams noted the proposed Economic Hub in Hurunui, which was planned to run on methane gas from Kate Valley, and asked if there was sufficient gas for this initiative and was assured that there was more than enough gas.

Moved: Mayor Gordon

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No 220629110229.
- (b) **Approves** Enterprise North Canterbury's Statement of Intent 2022/23, Enterprise North Canterbury's Approved Business Plan and Budget 2022/23, and Enterprise North Canterbury's Promotion of Waimakariri Plan.
- (c) **Circulates** the report to the Community Boards for information.
- (d) **Thanked** Enterprise North Canterbury Trustees and staff for their efforts.

**CARRIED**

Mayor Gordon thanked H Warwick and her team for the work being done and was pleased with the progress of the Multi-day Cycling Project. He noted that people visited the Waimakariri District because of the lifestyle and encouraged collaboration between ENC and the various Promotion Associations.

Councillor Williams encouraged further work on keeping cycling trails off roads to ensure the safety of cyclists and motorists.

Councillor Ward thanked ENC for their dedication and for securing other funding instead of relying on the Council for all its needs.

Councillor Barnett supported the cycle initiative, however, she believed that more should be done to attract older, less physical active visitors to the District and urged ENC to expand their attractions to include this demographic.

Councillor Atkinson noted his support for the work being done, however, he raised a concern that the reports coming to meetings still were not including information on effects on the Rūnanga and requested that this be addressed in future reports.

Mayor Gordon agreed with Councillor Atkinson regarding the inclusion of effects on the Rūnanga, noting that the Kaiapoi Pa was a significant attraction which could be included in any trails and would be of interest to the Rūnanga. He also pointed out that the Kaiapoi Art Expo and the Fire and Ice Festival, which were held the previous weekend, had Kaiapoi busy with over 5,000 people attending the events, and most of those had been from out of town.

*With the permission of the Committee Item 5.4 was considered at this time, however the minutes follow the order of the agenda.*

**5.2 Annual Report and audited accounts for Enterprise North Canterbury for the year ending 30 June 2021 – J Millward (Acting Chief Executive)**

Moved: Councillor Williams

Seconded: Councillor Atkinson

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 220603094494.

- (b) **Receives** the Annual Report to 30 June 2021 and related audited accounts.
- (c) **Circulates** the report to the Community Boards for information.

**CARRIED**

5.3 **Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2021 - J Millward (Acting Chief Executive)**

Moved: Councillor Barnett

Seconded: Councillor Atkinson

**THAT** the Audit and Risk Committee:

- (a) **Receives** report N° 220622107161.
- (b) **Receives** the Audited Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2021.
- (c) **Acknowledges** the work carried out by the Trust and thanks the Trustees, General Manager and staff for their efforts.
- (d) **Circulates** the report to the Community Boards for information.

**CARRIED**

5.4 **Reporting on LGOIMA Requests for the period 1 May to 30 June 2021 – T Kunkel (Governance Team Leader)**

Moved: Councillor Atkinson

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 220706115023 for information.
- (b) **Notes** that the Council responded to 19 official requests of information from 1 May to 30 June 2022, which was two less than the 21 official requests responded to in the same period in 2021.

**CARRIED**

5.1 **Audit New Zealand Audit Plan for the year ended 30 June 2022 – J Millward (Acting Chief Executive)**

Y Yang, Auditor Audit New Zealand, was in attendance to speak to Audit New Zealand's Plan for the year ended 30 June 2022. She highlighted the focus areas: Assets carried at revalued amounts, Three Waters Reform, Completeness of vested assets and the risk of management override of internal controls. She also noted that due to severe staff shortages, the provisional timetable may need to be amended, however, Audit New Zealand would confirm closer to the time.

Councillor Atkinson enquired if the revaluation of Te Kohaka Trust lands would present a high risk in the future and was told that no further assessment would be required.

Moved: Councillor Barnett

Seconded: Councillor Atkinson

**THAT** the Audit and Risk Committee:

- (a) **Receives** report N° 220705114105.
- (b) **Agrees** to the audit plan for the year ended 30 June 2022, as provided by Audit New Zealand.

**CARRIED**

Councillor Barnett thanked Audit New Zealand for a succinct report.

## **6 PORTFOLIO UPDATES**

### **6.1 Audit, Risk, Long Term Plan and Excellence Programme – Councillor Joan Ward**

- Audit New Zealand report was now adopted.
- Update on Working Group reviewing process for Annual Plan engagement.

### **6.2 Customer Service – Councillor Kirstyn Barnett**

- The Council was busy with dog registrations and investigation on the possibility of multi-year registration tags in the future.
- Rates have been dispatched, and rates rebate numbers were increasing.
- The wet weather earlier in the week meant an increase in calls, and Customer Service staff stayed late to ensure these were managed appropriately.
- LIM numbers were down for June 2022 and were at the lowest since 2010. Staff were being redeployed into areas that had high volumes of work.
- Rate arrears were down from previous years.

### **6.3 Communications – Councillor Neville Atkinson**

- The Communications Team managed 42 news reports, and 87 enquiries relating to the reports were responded to since the last update.
- Updates had been issued on roading queries and road closures after the wet weather earlier in the week.

J Millward noted that there had been a slight disconnect between 'business as usual' and Council's response to the flooding of roads and road closures. However, a debrief was held, and procedures were implemented to mitigate delays in similar future instances.

## **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 Barnett                      Seconded: Councillor Atkinson

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

The general subject of the each 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, were as follows:

<b>Item No</b>	<b>Minutes/Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
9.1	Minutes of public excluded portion of Audit and Risk Committee meeting of 17 May 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORTS</b>				
9.2	Report of A Keiller (Chief Information Officer) and A Ismail (Cyber Security Administrator)	Cyber Security – Status Report	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.3	S Nation (Quality and Risk Co-ordinator)	Risk Management Update and Risk Management Policy		

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:

<b>Item No</b>	<b>Reason for protection of interests</b>	<b>LGOIMA Part 1, Section 7</b>
9.1 – 9.3	To carry out commercial activities without prejudice; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage	Section 7 2(b)ii Section 7 2(i)

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting commenced at 11.11am and concluded at 11.31am.*

Moved: Councillor Atkinson                      Seconded: Councillor Williams

**9.1 Confirmation of Minutes of the public excluded portion of the Audit and Risk Committee Meeting 17 May 2022**

**Resolves** that the Minutes remain public excluded.

9.2 **Cyber Security – Status Report – A Keiller (Chief Information Officer) and A Ismail (Cyber Security Administrator)**

**Resolves** that the resolutions be made public and that the contents of the report and discussion remain public excluded due to commercial sensitivities.

9.3 **Risk Management Update and Risk Management Policy – S Nation (Quality and Risk Co-ordinator)**

**Resolves** that the resolutions be made public and that the contents of the report and discussion remain public excluded due to commercial sensitivities.

**CARRIED**

**OPEN MEETING**

**Resolution to resume in open meeting**

Moved: Councillor Atkinson

Seconded: Councillor Williams

9.2 **Cyber Security – Status Report – A Keiller (Chief Information Officer) and A Ismail (Cyber Security Administrator)**

**THAT** the Audit and Risk Committee:

- (a) **Receives** report TRIM number INF-49/220707115329.
- (b) **Notes** the overall improvements to cyber security and protection of Council systems.
- (c) **Notes** that the annual penetration test to assess our external and internal protection has been complete and corrective actions identified.

9.3 **Risk Management Update and Risk Management Policy – S Nation (Quality and Risk Co-ordinator)**

**THAT** the Audit and Risk Committee:

- (a) **Receives** report TRIM number 220621105584.

**AND RECOMMENDS**

**That the Council:**

- (b) **Approves** the draft Waimakariri District Council's Risk Management Policy (220428064824) to be forwarded to the Council for final approval at the 2 August 2022 meeting.
- (c) **Notes** the Top 10 Risks identified in the 'Corporate Risks' Risks Register.
- (d) **Notes** the current identified level of organisational risk maturity.
- (e) **Notes** the proposed Risk Management Work Programme and the resourcing of the Quality and Risk Team.



- (f) **Requests** that Management include the proposed review of the Top 10 Corporate Risks Workshop in the upcoming induction of the new Council.

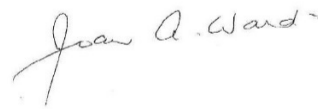
**CARRIED**

**NEXT MEETING**

The next meeting of the Audit and Risk Committee is scheduled for 9am, Tuesday 23 August 2022.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11.31am.

**CONFIRMED**



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J Ward  
Chairperson

20 September 2022

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Date