WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, ON TUESDAY 15 MARCH 2016 AT 4:00PM

PRESENT

Councillor N Atkinson (Chairperson), Mayor D Ayers, Councillors J Gerard (to 4.45pm) and K Barnett.

IN ATTENDANCE

Councillors P Allen (to 5.00pm) and W Doody
Messrs J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), S. Hart (Business and Centres Manager), Ms V Spittal (Policy Analyst), Mrs A Smith (Committee Advisor).

1. APOLOGIES

Apologies were received and sustained for absence from Deputy Mayor Felstead and Councillor Farrant and from Councillor Gerard for early departure at 4.45pm.

2. CONFLICTS OF INTEREST

Though not declaring a conflict of interest, Councillor Atkinson noted he was deputy chair of the Te Kohaka o Tuhaitara Trust, (in relation to Item 6.4 on the agenda).

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit Committee held on Tuesday 16 February 2016

Moved Councillor Barnett seconded Mayor Ayers

THAT the Audit Committee

(a) Confirms as a true and correct record, the minutes of a meeting of the Audit Committee held on 16 February 2016.

CARRIED

4. MATTERS ARISING

There were no matters arising.

5. PRESENTATION/DEPUTATION

There were no presentations.
6. REPORTS

6.1 Audit New Zealand Audit, Arrangements Letter for the year ending 30 June 2016 – Jeff Millward (Manager Finance and Business Support)

John Mackey was present for this item and introduced the new Audit Manager Chris Genet. Mr Mackey spoke on the Audit arrangements, noting the Residential Red Zone situation, and the areas of interest for all Local Authorities.

Members advised John of shared new initiatives that the Council is involved in, including:

- A planned shared Public transport committee that Waimakariri District Council (WDC) will be a member of, along with representatives of Christchurch City Council, Selwyn District Council and Environment Canterbury. This committee may not be underway before the 30th June.

- Jeff Millward advised that WDC is part of a new Canterbury-wide shared service request system.

- Mayor Ayers noted the joint shared arrangement relating to Health and Safety with WDC, Selwyn District Council and Environment Canterbury. It is possible that Hurunui District Council will also be joining this arrangement.

There are no public/private partnerships planned in the short term.

Mr Mackey asked if committee members were aware of any suspected or actual fraud at the Council, and members confirmed that they were not aware of any fraud.

Moved Councillor Gerard  seconded Councillor Barnett

THAT the Audit Committee:

(a) Receives report N°160309020244.

(b) Agrees to the arrangements for the year ended 30 June 2016 as provided within the Audit Arrangements letter provided by Audit New Zealand;

(c) Notes the fee being proposed is as previously forecast by Audit New Zealand and provided for within the 2015/16 financial year of the Long Term Plan.

CARRIED

Councillor Gerard said it was pleasing to note that the audit costs have been held at the same level.

Veronica Spittal presented this report on behalf of Geoff Meadows and highlighted the projects which are progressing to schedule.

Of the ten projects, three projects are considerably behind schedule, these are the Western Kaiapoi Arterial – has taken longer than expected to prepare for resource consenting and obtain necessary property agreements; the Natural Hazards Plan Change has been delayed to avoid coinciding with public consultation on the Red Zone Recovery Plan; and the Williams Street South redevelopment in Kaiapoi.

Councillor Barnett questioned whether the Urban Cycleways Project (part of Project 8) was on track, as she thought it was behind schedule due to issues with funding. Veronica advised that the Walking and Cycling Strategy review part of Project 8 was on track and this is what is reported on in the Project Table. Councillor Barnett asked for a full report on the Urban Cycleways Project in the next update.

Moved Councillor Barnett seconded Councillor Atkinson

**THAT** the Audit Committee:

(d) **Receives** report No. 160301017448

(e) **Notes** the progress towards major milestones for each of the 10 Major Projects for 2015/16.

(f) **Circulates** this report to Ward Advisory/Community Boards.

**CARRIED**

Councillor Barnett thanked staff for the report and said it is nice to see how projects are tracking and it would be nice to see the earthquake projects moving forward.

Councillor Atkinson noted that there have been other constraints which have impacted on progress with the earthquake projects.

6.3 **Section 17A Service Reviews – Geoff Meadows (Policy Manager)**

Ms Veronica Spittal presented this report on behalf of Geoff Meadows.

Moved Councillor Gerard seconded Mayor Ayers

**THAT** the Audit Committee

(a) **Receives** Report No. 160302017565

(b) **Agrees** no S17A Service Review is required for up to six years of CDEM, Graphic Design and Financial Management;

(c) **Approves** the attached S17A reviews.

**CARRIED**
Mayor Ayers noted the review of the Ashley Rural water scheme north of the Ashley River is tentatively proposed to be through a S17 Review.

### 6.4 Te Kohaka ò Tuhaitara Trust – Statement of Intent for the Year ending 30 June 2017 – Jeff Millward (Manager Finance and Business Support)

Mr Greg Byrnes, General Manager of the Te Kohaka o Tuhaitara Trust spoke to this report, noting there are only minor changes to this year’s Statement of Intent. Thanks were extended to the Council for its continued support of the Trust, and Greg believes this support is well placed. Information was provided on the development of a 10 Year Strategic Plan for the Trust, a copy of which was circulated to the committee members. This Plan is inter-generational, and Greg noted there are key outcomes at different times in the life of the plan, which is important for those involved at the time.

An update was provided on the educational resources, noting that seven local schools come to the park every second fortnight, and some other schools come as one off visits. Greg advised that there is a hui planned with representatives of Canterbury universities, with possibility of an educational facility being established at the Park.

Greg also advised of the possibility of the Trust being involved as a pilot project within New Zealand to establish an instant forest of native trees, for the benefits of showing the wider community what sort of things can be happening to potentially mitigate climate change.

Moved Mayor Ayers seconded Councillor Barnett

**THAT** the Audit Committee

(a) **Receives** report No 160307019029.

(b) **Receives** the Statement of Intent for Te Kôhaka ò Tuhaitara Trust for the year ending 30 June 2017;

(c) **Notes** that under the Local Government Act 2002, the Audit Committee may request Te Kôhaka ò Tuhaitara Trust to make changes to the Statement of Intent. Te Kôhaka ò Tuhaitara Trust would consider these changes requested and re-present the Statement of Intent prior to the 30 June.

**CARRIED**

Mayor Ayers thanked Greg for all the work that the Trust is doing along the coastal reserve which is so important for the district.

Councillor Barnett reiterated the comments of the Mayor and is very supportive of the work that the Trust has and is still undertaking.
6.5 **Enterprise North Canterbury Business Activity Reports for the six months ending December 2015 and Draft 2016/17 Statement of Intent – Simon Markham – (Manager Strategy and Engagement)**

Mrs Heather Warwick provided an update to the committee on the projects and work of Enterprise North Canterbury, with the help of a PowerPoint presentation.

Mention was made of freedom campers and it was agreed that this is becoming an issue in the district.

Councillor Barnett, asked if the drop in dairy payout was having an impact in the district, Heather advised she was putting an article to the Board for the April 13 meeting and it has been on the agenda for most Trust Board meetings. Businesses supporting agricultural industry have been impacted and ENC have been asked if it would be possible to provide support in how to survive economically and emotionally. It was agreed that this will have an impact on the district.

Regarding the business partners programme, Councillor Barnett noted that the numbers have dropped from 30 to seven and asked if there was any concern with this reduction in numbers. Heather advised that the number of partners is now up to ten and explained a change in approach with this programme and noted that the Trust were pleased with the quality of these current partners.

Moved Councillor Atkinson seconded Mayor Ayers

**THAT** the Audit Committee:

(a) **Receives** Report No. 160308019792

(b) **Notes** the six months ended December 2015 overall activity and district promotions reports provided as per standing agreements with Enterprise North Canterbury

(c) **Advises** Enterprise North Canterbury of any comments it wishes to make on the draft Statement of Intent for the 2016/17 year

**CARRIED**

Councillor Atkinson said it is pleasing to see that business in the district is moving forward and ENC are doing a good job with what is available.

Mayor Ayers noted that there are severe challenges for businesses in the district but there is also lots of opportunity and some encouraging signs.

Councillor Barnett noted that business attraction has seen a lot of support in the district. Councillor Barnett would like to see more communication from ENC about Waimakariri on-line and believes that people are using information sources on paper much less.

Councillor Doody is supportive of the work of ENC and noted the progress with new businesses in the township of Oxford.
7. PORTFOLIO UPDATES

7.1 Audit, Finance, Long Term Plan and Annual Plan – Councillor Jim Gerard

Councillor Gerard not present to report.

7.2 Economic Development – Councillor Neville Atkinson

Councillor Atkinson mentioned the recent meeting of the Local Economic Development Committee, Simon Hart gave a report from last evening’s meeting. Actions discussed at previous meetings were discussed and it was noted that a high percentage were completed. Mr Hart said there were approximately eight actions that could benefit from further support of the Council. Current membership of the group was discussed that the LED Committee meeting and updating the Terms of Reference, and bringing this back to Enterprise North Canterbury, suggesting the group operate at a higher level.

The committee was pleased to get an update from this LED Committee. It was agreed that it was beneficial to have a regular written report to the committee on economic development in conjunction with the Enterprise North Canterbury updates. It was agreed that Mr Jeff Millward will follow this up with Simon Markham.

8. QUESTIONS

There were no questions.

9. URGENT GENERAL BUSINESS

There was no urgent general business

There being no further business, the meeting closed at 5.32pm.

CONFIRMED

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Chairperson

______________________________________
Date