PRESENT

Councillor N Atkinson (Chairperson), Mayor D Ayers (ex officio), Deputy Mayor K Felstead, Councillors K Barnett, A Blackie and P Williams.

IN ATTENDANCE

Councillors W Doody, D Gordon and S Stewart.

J Millward (Manager Finance and Business Support), J Palmer (Chief Executive), L Ashton (Manager Organisational Development and Human Resources), S Markham (Manager, Strategy and Engagement), M Harris (Customer Services Manager), C Browne (Health, Safety and Quality Manager), S Nichols (Manager Governance), T Kunkel (Governance Team Leader).

WELCOME

1 APOLOGIES

No apologies were received.

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 21 May 2019

Moved Councillor Williams seconded Councillor Blackie

THAT the Audit and Risk Committee

(a) Confirms the circulated Minutes of the meeting of the Audit and Risk Committee, held on 21 May 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING

In response to a question by Councillor Barnett, J Millward undertook to follow-up on the Long Term Plan 2018-2028 non-financial performance measure.
5 PRESENTATION/DEPUTATION

5.1 Kaiapoi Promotions Association (KPA)

M Pinkham (KPA Chairperson) and M Cook (KPA Business Manager) presented the KPA’s 2019 Annual Report (Trim No 190717100655). M Pinkham reported that three new members joined the Committee during the year. S Murray had stepped down as Chairperson and M Pinkham was requested to serve as Chairperson.

M Pinkham explained that the KPA’s main priority for the 2018/19 financial year was the hosting of the 2018 Kaiapoi Christmas Carnival. He stated that the Carnival was well supported by both local businesses and the community.

A portion of Williams Street was again closed for the annual Christmas parade. The parade was enthusiastically supported by various organisations and groups within Kaiapoi and 64 floats participated. This year the parade followed a shorter route and was well received by the local community who lined the streets to see the floats go by. The street market run by local businesses was also well supported and attracted over 20 stalls. It was estimated that approximately 2,000 people visited the street market. The only concern raised was that the enforcement of the Traffic Management Plan might have been too strict with regards to parking.

An entertainment zone that targeted younger people was added for the first time. The KPA worked hard to secure sponsorships from local businesses of the activities hosted in the entertainment zone. The main aim of the entertainment zone was to provide free family entertainment. The survey done after the Carnival showed that the entertainment zone retained a lot of visitors after the parade.

M Pinkham expresses the KPA’s gratitude to the Council’s Greenspace Team for the preparation of the entertainment zone site, prior to the Carnival. He stated that the venue to the east of Williams Street was a success, especially the availability of additional car parking. He also confirmed that the 2019 Carnival would again be promoted in Christchurch, as the survey done after the Carnival showed that many visitors were from north Christchurch.

With regard to the KPA’s monthly Mix n Mingle function, M Pinkham advised that these events were growing and were currently attended by around 20 to 35 members. A special meeting was held on 20 May 2019 where S Hart (WDC Business Centres Manager) presented the Kaiapoi Town Centre Plan.

M Pinkham highlighted the main focus areas for the KPA in the 2019/20 financial year; this included among others the development of a “Kaiapoi Brand” and the submission to the 2019/20 Annual Plan.

In conclusion, M Pinkham advised that through hard work the 2017/18 financial year’s deficit was reversed. He thanked the Council and Hellers for their financial support during the year. He also thanked all the event sponsors for contributing to the Kaiapoi events.

Councillor Gordon thanked the KPA for their hard work during the 2018/19 financial year, especially in making the 2018 Kaiapoi Christmas Carnival a success. In response, M Cook expressed his gratitude towards the Council staff and Councillor Gordon for the good working relationship that they have built with the KPA.

There being no further questions, the Chairperson thanked the KPA for the presentation of its 2019 Annual Report. He congratulated them on the work that they have been doing and their growing visibility in Kaiapoi.
6 REPORTS

With the consent of the Audit and Risk Committee, Item 6.3 was considered next.


L Ashton spoke to the report, advising that the report highlights the annual key achievements from a Health and Safety perspective. Most of the information contained in the report was presented to Council previously as part of the monthly Health and Safety reports.

L Ashton commended on the extensive work the Heath, Safety and Quality Unit has done during the year.

Moved Councillor Barnett seconded Councillor Felstead.

THAT the Audit and Risk Committee

(a) Receives report No. 190704094430.

(b) Reviews the progress against the 2018/19 Health and Safety Work Plan (Annual Plan).

(c) Notes the additional Health and Safety activities that have been achieved during this period.

(d) Reviews and acknowledges the Health and Safety Work Plan (Annual Plan) for the 2019/20 financial year.

CARRIED

Councillor Barnett expressed her appreciation to the Heath, Safety and Quality Unit for the work being done.


S Markham presented the Committee with the draft Enterprise North Canterbury (ENC) Statement of Intent and the ENC Business Plan 2019/20. He also presented the Promotion of Waimakariri District Business Plan for 2019/20.

S Markham advised that the promotions contract was valid for three years, however, each year the Council receive an Activity Plan highlighting the proposed activities for the financial year.

In response to questions, S Markham advised that the financial contribution to ENC was based on the capacity of the various organisations.

J Palmer explained that historically the contribution of each district council to the ENC was based on district population. Hence, the reason for the Waimakariri’s larger contribution than Hurunui.

Councillor Barnett asked if it was appropriate for the ratepayers in the Waimakariri to be the major contributors to a fund that largely promoted Hurunui. J Palmer reminded the Committee that the main function of ENC was economic development and not promotion. He stated that it would not be
appropriate to comment on the district councils' contributions in public prior to discussing the matter with the Hurunui District Council.

S Markham advised that it was in the best interest of the Waimakariri district that Hurunui was economically successful, as the residents of Hurunui contribute significantly to the economy of the Waimakariri district.

Councillor Barnett remarked that looking at other funds based on co-partnerships, it would seem that representation on these funds was determined by an organisation's funding contribution. She enquired if the Council has considered requesting more representation on the ENC Board in light of the Waimakariri being the largest contributor to the fund. In response, J Palmer advised that the Council has tried to make the ENC a collaborative venture with both district councils being equal partners.

Councillor N Atkinson suggested that due to the sensitive nature of the matter, it should be discussed further during the public excluded session.

Moved Councillor Felstead seconded Councillor Atkinson

**THAT** the Audit and Risk Committee

(a) **Receives** report No 190531077619.

(b) **Receives** the Approved Statement of Intent beginning 1 July 2019 and the Approved Enterprise North Canterbury’s Business Plan.

(c) **Approves** the Promotion of Waimakariri District Business Plan for 2019/20.

(d) **Recommends** to Council that it receives, for information, the Approved Statement of Intent beginning 1 July 2019, Approved Enterprise North Canterbury’s Business Plan and Promotion of Waimakariri District Business Plan for 2019/20.

(e) **Notes** that the Waimakariri District Council shall be working with Enterprise North Canterbury to update the Visitor Strategy.

(f) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.

(g) **Circulates** the report to the Community Boards for information.

CARRIED

Councillor Felstead advised that he had no problem with the current funding arrangement and he fully supported the work being done by the ENC.

Councillor Barnett stated she meant no disrespect to the ENC’s Board and she was in total support of the work being done by ENC and the co-partnerships. However, Councillor Barnett sought to ensure that the residents of the Waimakariri district received value for money. She also understood the importance of the economic symbiosis between the Waimakariri and Hurunui districts.

Mayor Ayers stated in some partnerships it was more about representation and collaboration and less about the about the number of people they represented.
Councillor Doody expressed her support for the promotion work being done by ENC, and advised that the results could be seen in the public support of events such as the Oxford Festival of Lights.

6.2 **Audit New Zealand Interim Audit Report for the year ended 30 June 2019**

– J Millward (Manager Finance and Business Support)

J Millward advised that the report set out the findings from the first and second interim audits. Audit New Zealand has reported that the Council had robust and effected internal control measures in place.

J Millward reported that Audit New Zealand made special mention of the culture of honesty and ethical behaviour within the Council. This was observed not only in their interaction with staff but also during the auditing of the Council’s policies and procedures. J Millward stated that this achievement could be contributed to the extensive work the Council has been doing of the last two years under the Chief Executive’s leadership.

J Millward highlighted control improvements identified by Audit New Zealand and reported that most of these problem areas were previously identified by the Council. Thus, the staff was already working on rectifying any possible problems. All recommendations by Audit New Zealand would be incorporated into the Council policies and procedures.

J Millward advised that an area of concern was the issues being experienced with the Council’s vested assets. However, staff were working through these issues and have presented their findings to Audit New Zealand today. J Millward elaborated on the matters being experienced with the vested assets, and assured the Committee that the Council would adjust its internal procedures to deal with matters.

Councillor Barnett enquired as to the status of the Procurement Strategy Review. In response, J Millward confirmed that the Procurement Strategy has been drafted and has been referred to the various staff working groups for input. It was envisaged that the strategy would be submitted to the Council within the next few months. J Millward also confirmed that the Procurement Strategy would address all aspects of procurement, including procurement panels.

Moved Councillor Atkinson seconded Councillor Barnett

**THAT**

the Audit and Risk Committee

(a) **Receives** report No. 190708095891

(b) **Receives** Audit New Zealand’s Interim Management Report for the year ending 30 June 2019.

(c) **Notes** there are no significant matters arising from the interim audit, however there are a number of recommendations made by Audit New Zealand within the report where improvements could be made and Management have been responded to or agreed to the recommendations.

(d) **Notes** that there will be a further report to the Audit and Risk Committee on the progress of the recommendations.

**CARRIED**
Councillor Atkinson commended the staff on the work being done and recognised the efforts that were being made to implement the recommendations from Audit New Zealand.

Councillor Barnett concurred with her colleagues comments.

Councillor Atkinson advised that a request was received from M Harris (Customer Services Manager) for the inclusion of Item 6.4 (below) in the Audit and Risk Committee Agenda. The Chairperson therefore tabled a motion for the additional report to be added to the Audit and Risk Committee Agenda.

Moved Councillor Barnett seconded Councillor Blackie

**THAT** the Audit and Risk Committee

(a) **Agrees** to consider report number 190716099795 (Late Bin Deliveries – Request for Rates Remission),

**CARRIED**

6.4 **Late Bin Deliveries – Request for Rates Remission - M Harris (Customer Services Manager)**

M Harris advised that the Council expected the delivery of the new bins for the rubbish and/or organics bin collection to be finalised by 12 July 2019. However, this was not accomplished for applications received from April to June 2019.

M Harris stated that the initial plan was that the charges for these late orders would be added to the 2020/21 rates. However, an opportunity arose that if staff could process the orders by 30 June 2019, the charges could be included in the 2019/20 rates.

M Harris explained that although the staff entered the new bin applications, the deliveries were not all straightforward and therefore took longer than anticipated. Thus, deliveries to 334 properties (494 bins) were not completed by 12 July 2019, and the delivery date had been pushed out to 22 July 2019.

M Harris advised that it appeared unfair for property owners to be rated for a service that they could not access, due to the bins not being delivered on time. Therefore staff recommended that the Council should consider granting a rates remission on these properties where the bins were not delivered by 12 July 2019. This would remove some of the inequity being experienced by these property owners.

Councillor Williams sought clarity on the process of payment for property owners that opted to get new bins after 12 July 2019. In response, M Harris advised that these property owners would be charged proportionally for the year, through the debtors system. The charges would then be included in their rates from the following financial year.

Councillor Gordon enquired how staff would be dealing with any errors that might have occurred with applications already in the system. In response, M Harris acknowledged that errors were made, however these have been identified and were being dealt with. Property owners would be given the opportunity to pay their debtors account over the same period as they were paying their rates.
Councillor Barnett asked if a one month extension would be enough to deal with the delivery of the outstanding bins. M Harris advised that after due consideration it was agreed that one month should be sufficient.

Moved Councillor Barnett seconded Councillor Blackie

THAT the Audit and Risk Committee:

(a) Receives report No. 190716099795.

(b) Approves a rates remission under the Rates Remission in Miscellaneous Circumstances Policy of 1/12th of the Kerbside Bin Rubbish collection rate and/or the Kerbside Organics Bin Collection rate where these rates have been set for 2019/20 and Council records confirm that the bins were not delivered to the property by 12 July 2019.

(c) Notes that the affected property owners will be advised that a remission (refund) will be made to their rates.

CARRIED

Councillor Barnett and Councillor Blackie congratulated the team with the work being done and the manner in which the problem was being addressed.

7 PORTFOLIO UPDATES

7.1 Audit, Risk, Long Term Plan and Excellence Programme – Deputy Mayor K Felstead

Councillor Felstead reported that the 2019/20 Annual Plan process had been concluded. The working group dealing with this matter has met but the Mayor and the Deputy Mayor were not required to attend the meeting.

It was anticipated that the working group, including the Mayor and the Deputy Mayor, would be convening soon to start work on the 2020/21 Annual Plan.

In response to a question from Councillor Barnett, J Palmer highlighted the time frame and advantages of the Excellent Programme. J Palmer advised that it was anticipated that the second round of the Excellent Programme would start in March 2020.

7.2 Communications – Councillor N Atkinson

Councillor Atkinson reported that 300 residents have been surveyed as part of the 2019 Communications Survey. The survey indicated that there was a 95% satisfaction rating.

Councillor Atkinson further advised that A Gray from the Communications and Engagement Unit was currently working on a draft strategy for the publishing of information on-line. An update report on the 2019 Communications Survey, including the draft strategy, would be presented to the Risk and Audit Committee in the near future.

8 QUESTIONS

No questions were received.
9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

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

Section 48, Local Government Official Information and Meetings Act 1987

Moved the Councillor Atkinson seconded Councillor Blackie.

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 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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Minutes of the public excluded portion of a meeting of the Audit and Risk Committee of 21 May 2019</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>10.2</td>
<td>Report of Sarah Nichols (Governance Manager)</td>
<td>Insurance Renewal Update for 2019/20</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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 are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 and 10.2</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
</tr>
<tr>
<td></td>
<td>To carry out commercial activities without prejudice</td>
<td>A2(b)ii</td>
</tr>
</tbody>
</table>

**CLOSED MEETING**

Resolution to resume in Open meeting

Moved Councillor Atkinson seconded Councillor Barnett

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

**CARRIED**

**OPEN MEETING**
NEXT MEETING

Councillor Atkinson advised that the next meeting of the Audit and Risk Committee has been rescheduled to 10am on Tuesday 24 September 2019. He requested members to please confirm with S Nichols if they were available.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 4:25PM.

CONFIRMED

________________
Chairperson

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Date