

Waimakariri District Council

Audit and Risk Committee

Agenda

Tuesday 12 August 2025

9am

Council Chambers
215 High Street
Rangiora

Members:

Cr Jason Goldsworthy (Chairperson)

Cr Neville Atkinson

Cr Tim Fulton

Cr Joan Ward

Cr Paul Williams

Mayor Dan Gordon (ex officio)

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A MEETING OF THE AUDIT AND RISK COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 12 AUGUST 2025 AT 9AM.

Recommendations in reports are not to be construed as
Council policy until adopted by the Council

BUSINESS

Page No

1 APOLOGIES

2 CONFLICTS OF INTEREST

Conflicts of interest (if any) to be reported for minuting.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Audit and Risk Committee held on Tuesday 10 June 2025

6-17

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the meeting of the Audit and Risk Committee, held on 10 June 2025.

3.2 Matters Arising

4 PRESENTATION/DEPUTATION

Nil.

5 REPORTS

5.1 Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Annual Business Plan – Simon Hart (General Manager Strategy, Engagement and Economic Development) and Alistair Gray (Communications and Engagement Manager)

18-39

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report No 250627117085.
- (b) **Approves** the Enterprise North Canterbury's Statement of Intent 2025/26 (250626115618).
- (c) **Approves** the Enterprise North Canterbury's Annual Business Plan 2025/26 (250626115615).
- (d) **Circulates** this report and attachments to the Community Boards for information.
- (e) **Thanks** Enterprise North Canterbury Trustees and staff for their continued efforts in supporting businesses and economic development in the Waimakariri District.

5.2 **Reporting on LGOIMA Requests for the period 1 April 2025 to 30 June 2025 –**
Thea Kunkel (Governance Team Leader)

40-49

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250730139649 for information.
- (b) **Notes** that the Council received 69 official requests and responded to 85 official requests for information from 1 April 2025 to 30 June, 14 more than the 71 official requests responded to in the same period in 2024.

6 PORTFOLIO UPDATES

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

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

7 QUESTIONS

8 URGENT GENERAL BUSINESS

9 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

In accordance with section 48(1) 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

1. That the public be excluded from the following parts of the proceedings of this meeting:

- Item 9.1 Minutes of the Public Excluded Portion of the Audit and Risk Committee held on Tuesday 10 June 2025
- Item 9.2 Insurance Renewal Report
- Item 9.3 Credit Rating Services

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.	Subject	Reason for excluding the public	Grounds for excluding the public.
MINUTES			
9.1	Minutes of the Public Excluded Portion of the Audit and Risk Committee held on Tuesday 10 June 2025	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons. LGOIMA Sections 7(2) (a).
REPORTS			
9.2	Insurance Renewal Report	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Sections 7(2) (i).

9.3	Credit Rating Services	Good reason to withhold exists under section 7	To protect the privacy of natural persons, enable local authority to carry out without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and to maintain legal professional privilege. LGOIMA Sections 7(2) (a), (g) and (i).
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CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 9 September 2025 at 9am, in the Council Chambers, Rangiora Service Centre.

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 10 JUNE 2025 AT 9 AM.

PRESENT

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

IN ATTENDANCE

Councillors B Cairns and P Redmond.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Roding), N Robinson (General Manager Finance and Business Support), P Christensen (Finance Manager), G MacLeod (Greenspace Manager), M Harris (Customer Services Manager), T Kunkel (Governance Team Leader), D Young (Senior Engineering Advisor), H Street (Corporate Planner), L Palmer (Credit Controller) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 TABLEING OF LATE REPORT

Councillor Goldsworthy indicated that a late report had been submitted via a supplementary agenda, which needed to be formally received.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

That the Audit and Risk:

- (a) **Resolves** to receive the late report, "*Insurance Claim and Settlement – Coastal Forestry Fire November 2022*".

CARRIED

4 CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 11 March 2025

Moved: Deputy Mayor Atkinson

Seconded: Councillor Fulton

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 11 March 2025.

CARRIED

4.2 **Matters Arising (From the Minutes)**

There were no matters arising.

5 **PRESENTATION/DEPUTATION**

5.1 **Miles O'Connor – Bancorp Treasury**

M O'Connor noted that the economic commentary indicated the market was currently fairly dynamic. There was significant volatility in the market, which was almost unprecedented. On the Liberation Day, the tariffs on 2 April 2025, the United States' 10-year Treasury Bond yield fluctuated over the course of a day and a half, rising from 3.88% to 4.5%. Normally, when tariffs were raised, the focus was on inflation and the effect of the tariffs, as well as what would be needed when inflation prompted the Federal Reserve Bank to act. When tariffs were reduced, the market considered the impact on economic growth and the resulting slowdown, necessitating a decline in official interest rates.

The Federal Reserve Bank had started focusing on the level of the United States' overall debt, which was quite staggering; it was currently at \$36 trillion, which increased \$1 million every 30 seconds. It equated to 114% of Gross Domestic Product (GDP), whereas New Zealand's was around 47%. While New Zealand did not rank high in public sector debt, it had a very high level of private sector debt. In New Zealand, according to the current Monetary Policy Statement, the Government lowered the cash rate to 3.25% in May 2025. The Council was policy compliant with all relevant parameters of the Treasury Policy. As of 6 June 2025, the cost of funds was 4.02%, and the debt was \$220 million, which had declined due to prefunding.

M. O'Connor noted that tariffs increased in the lead-up to the Great Depression, and then began to decrease, a trend that continued for the last 100 years. There had been some sort of resolution in the United States-China Trade War, as the United States imposed tariffs of 145% on China, and China imposed tariffs of 110%, which had now been reduced to 30% on Chinese goods entering the United States and 10% on American goods. He commented that the United States-China trade deficit was around \$300 billion, meaning the United States imported \$300 billion more than it exported, which represented a drain on the United States' economy. However, the problem was that the United States could not compete with Chinese factories, which was partly a result of the American consumer's desire for cheap goods. One of the supposed benefits of tariffs was to replace imported goods with American-made goods; however, only 7% of those in manufacturing suggested that they would relocate factories to the United States. It was a multi-decade investment if you wanted to build a new factory, so it was a difficult decision to make.

M. O'Connor noted that the Council was at a 134% debt-to-revenue ratio, which was a requirement of the Local Government Funding Agency (LGFA). The Council could have a debt-to-revenue ratio of 285%, indicating a significant ability to borrow more and still remain within the debt-to-revenue level. This was an endorsement of the Council's debt capacity and the fact that it was not overborrowing and was in a very sound position.

Mayor Gordon sought clarification on the Council's net debt, which was currently \$210 million. M. O'Connor explained that the Council's debt was probably lower if cash were included. The LGFA considered any cash in the bank and any term deposits held by the Council when calculating the Council's debt. Therefore, \$230 million could be gross debt, but the net debt would be around \$196 million.

Councillor Fulton asked if prefunding was a commonplace mechanism. M. O'Connor noted that Standard & Poor's (S&P), the Council's rating agency, had five or six different measures that it used to base the rating on, one of which was the Council's liquidity. For the calculation, S&P examined the amount of cash the Council had on hand and whether it had prefunded next year's debt. Mainly, S&P did not want the Council to have an excessive amount of debt up for refinancing. They wanted the Council to prefund debt, which would help improve its liquidity score.

Councillor Ward queried whether, given that the Council had already set aside the debt repayment for August 2025, the \$210 million debt level equated to net debt. N Robinson confirmed that it equated to the net debt level. The Council would use the \$10 million in August 2025 to repay the debt, and it would depend on Capital Works at that time whether it would draw down further.

Councillor Williams enquired how depreciation came into this. J Millward explained that the depreciation funding provision alleviated the need to use future replacement funding in that current financial year. Within the Council's Capital Works Programme, there were three divisions: levels of service, replacement, and growth, each with different funding mechanisms. All replacement assets would be funded through depreciation funding; however, the treasury function, as a whole, assessed the net deficits required across all the Council's accounts, and the Council borrowed money for these purposes. The Depreciation Fund was maintained as a special reserve, used solely for asset replacement. Rather than investing those funds in a bank, it would be borrowed internally at the same rate, which meant the Council was removing any cost-of-funds premium applied to it.

Councillor Williams questioned how much was in the Depreciation Fund and how the Council used the funds if it did not have them. J Millward explained that by accessing the funds, the Council would start losing track of future intergenerational equity because it did not have the funds for replacement in the future. This was part of the Council's Funding Strategy, which it was commended for, for setting aside funds for future asset replacement. The Council would never use those funds to repay debt, as it would put itself in a rather unfavourable position. The Council would have lower debt, but this generation would not benefit from it, and the next generation would be in a worse position.

Councillor Williams inquired whether the Council had previously used the Depreciation Fund. J Millward noted that the fund had only been used for the replacement of assets when they fell due. The Council was in a hybrid situation, where it did not have sufficient replacement funds for the next ten to fifteen years. Consequently, there were some accounts where the Council had to use debt funding to make up the difference in paying for those assets.

Councillor Williams asked how much was in the Depreciation Fund and whether the fund could be used to replace, for example, the water main on High Street, Rangiora. J Millward stated that the Council's depreciation reserve was approximately \$40 million to \$50 million. He advised that the water main along High Street was a critical asset, and if it were depreciated from the date of its installation, which the Council began doing in 1996, those funds would be used first to replace that asset.

Responding to Councillor Goldsworthy's enquiry, J Millward noted that the Council had only started depreciation funding in 1996, which was why it was playing catch-up on previous generations. The Council was depreciating assets such as plant, which had a short-term life. In the past, councils had a sinking fund into which they were obligated to put funds for the replacement of their loans.

Mayor Gordon noted that he understood that there had been no conclusion on whether the High Street main required replacement, and it would be speculating to suggest otherwise. J Millward commented that he was not up to date with the replacement process; however, the replacement of any sections of the water main would be funded by replacement funds.

Councillor Fulton inquired about the additional room for the Government to stimulate the economy. M O'Connor explained that one of the two factors in the economy that was performing well was agriculture. Tourism was at 87% of pre-COVID levels. He did not think there was too much the Government could do to stimulate tourism. The Government could stimulate the economy by spending through the Reserve Bank by lowering interest rates.

Councillor Ward wondered how New Zealand could bring international students into its universities that had been turned away from America. M O'Connor was unsure, noting that the University of Canterbury had record levels of international students, which were higher than pre-COVID levels. It may come down to the university's capability to accommodate the students.

Councillor Redmond noted that at M O'Connor's last presentation to the Committee, he said the Council's debt was not out of control. He asked if that was still his view. M O'Connor confirmed that he still held that view.

Councillor Redmond further noted that the United States imports and the imbalance with China. He inquired whether that factored in the fact that many United States companies were manufacturing in China, and M O'Connor noted that it did.

Councillor Redmond asked, given the debt calculator, what M O'Connor's view was of the endgame. M O'Connor was unsure, observing that there had been books written about it at Universities, but he did not quite understand where it all ended. The theory was that if the debt was going up, that was acceptable as long as a country's GDP was increasing, and it was really the debt-to-GDP ratio. The theory was that a country could inflate its way out of it, so it grew the economy, while the headline number increased, the debt-to-GDP ratio decreased.

Mayor Gordon asked how many councils were funding depreciation. M O'Connor was unsure; some councils did stop funding depreciation as a means to improve the debt levels and financials.

Deputy Mayor Atkinson inquired if there were any councils in New Zealand that did not have any debt. M O'Connor noted that Bancorp acted for 38 Councils, and they all had debt. If you were looking at net debt, some of them did not, because they had quite big investment funds. He thought the New Plymouth District Council might be in a net investment position. Environment Southland did not currently have any debt; as they had quite a significant investment in South Port and had an investment fund.

5.2 **Yvonne Yang – Audit New Zealand**

Y Yang noted that she would provide a summary of the Audit Plan and the procurement practice review, as well as a status update. The summary of the Audit Plan indicated that this year's audit scope remained largely consistent with that of the previous year. There was an increased focus on the capital projects, accounting and procurement account management. Audit New Zealand (Audit NZ) had also refreshed its assessment of material performance measures, introducing a new performance measure, rating response time, as a newly selected key measure. The audit timeline would be consistent with previous years, with the expectation that the current Council would adopt the 2024/25 Annual Report before the election.

Y Yang highlighted the sector interest area, as part of the Local Government Reform, the Department of Internal Affairs (DIA) would benchmark councils' performance. A benchmark report was scheduled for release, and the Council would have the opportunity to provide feedback. This measure was expected to include rates, the Council's debt levels, capital expenditure, a balanced budget, and road conditions. The legislation was expected to be amended to allow future benchmarking reports to include a comparison of contracts and consultant expenditure allowance as a matrix.

Y Yang further advised that the Procurement Practice review was an additional focus area for 2025 due to the recent improvements the Council had implemented in procurement and contract management. Audit NZ had proposed a high-level review of the Council's procurement practice. The purpose of the review was to acknowledge and celebrate the positive changes introduced by management and to provide any additional insight going forward. The Audit Team had completed 26% and was expected to reach 45% by the end of July 2025.

Councillor Redmond wondered if Y Yang could confirm whether the scope of the audit differed from that of a private sector audit. Y Yang explained that the accounting standards for a private sector audit differed significantly from those for a public audit. Audit NZ was required to follow the Office of the Auditor General's auditing standards when auditing local governments. In comparison to a private sector audit, they would follow international or New Zealand standards for the private sector.

Councillor Fulton noted that Audit NZ were an independent statutory authority, independent of other Government departments. However, the DIA was now also benchmarking councils. He asked if, going forward, there would be a parallel auditing system for Local Government. Y Yang noted that the Department of Internal Affairs was not functioning as an auditor; it would only present information, rather than conduct audits. The Office of the Auditor General was the public watchdog, not the Department of Internal Affairs.

Councillor Fulton inquired whether Audit NZ benchmarked councils. Y Yang confirmed that the Office of the Auditor General did do benchmarking and release reports. However, they would not really comment on the Council's performance from an auditor's perspective, as they observe whether a Council had been given an adverse opinion or any qualification.

Councillor Williams asked how roading evaluation would work when the Council did not know what funding it would receive from the Government, as it varied from year to year. Y Yang explained that the DIA had engaged experts with a wide range of expertise in local government infrastructure assets. The methodology behind it was a variation standard they followed; it optimised the replacement cost model. As of the June 2025 balance sheet date, the Council had a portfolio of roading assets, making a judgment call on how much it would need to replace the entire portfolio. It was considered indexing; the Council's current contract rates, and they would discuss the asset status with the Council's engineers. There was some level of optimisation in it, and from their perspective, they would review all the judgment assumptions and challenge the value of those assumptions.

6 **REPORTS**

6.1 **Audit New Zealand Audit Plan for the year ended 30 June 2025 – P Christensen (Finance Manager)**

P Christensen took the report as read, and there were no questions from elected members.

Moved: Mayor Gordon

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250519087712.
- (b) **Agrees** to the Audit Plan for the year ended 30 June 2025, as provided by Audit New Zealand.
- (c) **Notes** that the final audit will start on 18 August 2025, and verbal audit clearance is planned to be received on 7 October 2025.

CARRIED

Mayor Gordon supported the motion and thanked Y Yang and Audit NZ for their work. The Council were very fortunate to work with exceptional and professional individuals. The Council were very fortunate to have Y Yangs and Audit NZ's services, and the fact that the Waimakariri District Council was one of the first councils to be audited in the country was a testament to the Council's performance. He sat on other forums where there were councils around the country that were never in the first tranche and were waiting and complaining about it. The Audit Plan was prescribed by law, although the Council frequently challenged Audit NZ's fees and other aspects, he believed the Council received good value from Audit NZ.

Councillor Redmond endorsed the comments from the Mayor. He supported the motion and suggested that all prospective candidates standing for Council should read the Audit Plan to understand the role of the Auditor General, as the public sector differed significantly from the private sector.

He observed that a prospective candidate had stated on social media that, *in their experience in business, it was amazing what you uncovered when you got access to the books*. He commented that, given the scope of the audit outlined in the Audit Plan, he thought that person might be disappointed should that opportunity arise. As outlined in the Audit Plan, as part of a broader public sector audit, the Council was required to be vigilant for issues of effectiveness and efficiency, waste, and a lack of probity or financial prudence. The definition of materiality contained in the Audit Plan was much broader than the one used in the private sector. There was transparency, the Auditor General performed a watchdog role, there was nothing hidden, and the information was publicly available.

Councillor Goldsworthy agreed with his colleague's comments, noting that no one enjoyed being audited or being bound by regulations. However, considering past events, there were no systems in place to protect people, the need was justified. He commended staff for their time and effort.

6.2 **Financial Report for the period ended 31 March 2025 – P Christensen (Finance Manager)**

P Christensen commented on the report, noting that the surplus at the end of March 2025 was \$3.1 million, compared to a budgeted surplus of \$9.5 million. The leading cause of the expenditure shortfall was \$2.4 million, which was under budget; however, the Council's operating revenue was also under budget by \$8.7 million, predominantly driven by Development Contributions.

The report noted the Council's external net debt as at 31 March 2025 as \$210 million and its total debt at \$240 million. He observed that the Bancorp Treasury referred to the Council's current debt position, as this report referred to its position as of March 2025. Since March 2025, the Council had paid off \$20 million, which accounts for the difference between the two reports.

P Christensen reported that the cash flow from operations was \$35.1 million compared to \$27.1 million in the period last year. With that cash, the Council had spent \$37.5 million on assets, and there had been a \$40 million increase in borrowing, which included the \$30 million of prefunding.

There were no questions from elected members.

Moved: Councillor Fulton

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

(a) **Receives** Report No.250519088257.

- (b) **Notes** that the surplus for the period ended 31 March 2025 was \$3.1 million, \$6.4 million under budget.
- (c) **Notes** that this was predominantly due to Development Contributions revenue being \$9.9million unfavourable to budget. Development Contributions were used to fund growth-related capital expenditure. Capital expenditure for growth was under budget by \$15.6 million, which would mitigate the reduced cash from the Development Contributions.

CARRIED

Councillor Fulton was pleased to support the motion.

Deputy Mayor Atkinson supported the motion, as he believed that the Bancorp Treasury and Audit NZ deputations summed up the Council's financial position. Bancorp Treasury had reported that the Council was in a good financial position, with a debt-to-revenue ratio of 134%. Audit NZ had commended the Council for its positive changes. While there would always be challenges and instances where the Council did not always get financial projections right, he thought that staff did a good job.

Mayor Gordon was very proud of the Council's financial performance. He endorsed the Deputy Mayor's comments. The Waimakariri District Council was an AA-rated council, a notable achievement; the Council had earned that rating over many years of effective stewardship. He expressed a concern that the DIA's benchmarking of councils had not been developed collaboratively with the sector, as it was based on the New South Wales model and lumped all Councils together.

In his right of reply, Councillor Fulton concurred with the Mayor and Deputy Mayor's remarks. He commented that if the DIA were using general dashboards for its assessment of councils, it needed to recognition that people in communities did not live in dashboards. Councils were subject to a whole range of variables, including natural disasters. The Council always needed to be responsive to its community.

6.3 **Non-Financial Performance Measures for the quarter ended 31 March 2025 – H Street (Corporate Planner)**

H Street took the report as read and acknowledged the comprehensive reporting by staff, as well as the work they were already doing for the end-of-year reporting.

Deputy Mayor Atkinson asked whether the change in the Council's IT systems had affected the Non-Financial Performance reporting. H Street noted that the impact of the Council migrating to a new IT system had been reflected in some of the results, but that it had already started in 2024. There was still work going on in several areas to refine some of their measures.

Councillor Goldsworthy questioned whether an annual target of less than five was an internal benchmark for the Council's operations or if it was mandatory across New Zealand. H Street advised that it was one of the mandatory measures based on 1,000 connections to the system.

Councillor Goldsworthy further enquired if there had been a decline in complaints regarding chlorine in the Council's water supplies. H Street observed that there had been an increase; 25 people had submitted on the chlorination of water supplies as part of the public consultation on the Council's draft 2025/26 Annual Plan.

Councillor Redmond asked if the five complaints were one of the mandatory indicators. H Street explained measure pertaining to water quality had six sub-measures, so a lot went into that one measure.

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 250521090330.
- (b) **Notes** 66 (73%) of performance measures for the third quarter of the 2024/25 financial year were achieved, and 11 were not achieved.
- (c) **Notes** 22 (25%) of the measures did not meet the target, but ten were within 5% of being achieved.
- (d) **Notes** two (2%) of the measures will be reported later in the financial year.
- (e) **Notes** all measures have been reviewed for the 2024-2034 Long Term Plan and adopted for the 2024/25-2026/27 financial years.
- (f) **Notes** that the year-end forecast is based on achieving all the measures not yet reported for the year.

CARRIED

Mayor Gordon thanked staff for preparing the quarterly Non-Financial Performance reports.

6.4 **Reporting on LGOIMA Requests for the period 1 December 2024 to 31 March 2025 – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read, noting that for the period under review, the Council received 82 official requests for information and responded to 66.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250521090032 for information.
- (b) **Notes** that the Council received 82 requests and responded to 66 official requests for information from 1 December 2024 to 31 March 2025, two more than the 64 official requests responded to in the same period in 2023/24.

CARRIED

Deputy Mayor Atkinson thanked staff for the table in the report; it was interesting that Waimakariri District Council received the same number of official requests for information than most Councils of its size. Deputy Mayor Atkinson supported the motion.

Councillor Fulton was pleased to endorse the motion.

6.5 **2024/25 Capital Works March Quarterly Report – J Eggleton (Project Planning and Quality Team Leader), D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading) and C Brown (General Manager Community and Recreation)**

D Young spoke to the report, noting it was the standard quarterly report. In total, the Council tracked 464 projects across the seven areas; of these, 154 were complete, 181 were on track, 18 were at risk, and 111 were delayed. This was less than ideal across the board, with the report highlighting a range of reasons. An exception was solid waste, which had a relatively small budget that was largely delayed as the Council worked through the Southbrook RRP works. Additionally, Earthquake Recovery and Regeneration had a fairly harsh self-reporting regime, whereby if \$900,000 had been spent on a project but it

was not completed, the \$100,000 was not declared as delayed; instead, the \$1 million was declared as delayed.

C Brown explained that staff had provided some additional context in the report to reflect the fact that the percentage of completion was relatively low compared to where staff would have wished to be. Some of the compounding factors included the slowdown in development. The Council had an annualised figure that was calculated on the percentage of greenspace land it would need to purchase to meet the district's growing population. However, this was partly dependent on when developers would develop the land and hand over the green space areas to the Council. The other factor was the land purchases for the Pegasus and Ravenswood community facilities. The Council undertook a restructuring of the Greenspace Team in 2024 and created a Strategic and Special Projects Team to provide a greater focus on capital delivery.

Councillor Fulton asked if the Council had a base standard that it imposed from one community to another when designing playgrounds. C Brown explained the Council had a levels of service document, which related to playgrounds and other assets based on the type of park. There were many catchment areas, so if the park were to serve a large number of people, it would be expected to have more resources. Every development was different.

Councillor Cairns inquired whether, as the district's population aged, the Council would look beyond just installing playgrounds and instead consider providing facilities for the ageing population. C. Brown stated that it was something staff considered; there were a couple of strategies that assessed trends and population demographics to determine what the Council would need to meet future needs. He noted that as the population was ageing, the number of young people was also increasing, so the Council needed to continue providing for the younger population as well.

Councillor Cairns inquired whether the Council was keeping pace with demand in terms of growth and providing adequate facilities. C Brown noted that the Council was keeping up with developments. Community facilities were more challenging because of the cost involved in building them.

Councillor Fulton noted that the Council seemed to have quite a focus on owning the buildings that housed community facilities. He inquired whether there had been any consideration of private sector ownership and management agreements for existing facilities. C Brown noted that an example of private ownership was the Southbrook Sports Club. When staff submitted the feasibility study to Council, they examined the long-term ownership and governance structure, as well as the recommendations from the experts. In today's market, it was challenging for volunteer groups to own and operate their own buildings, resulting in many being handed back to the Council to take over.

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250529096262.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$94.33 million total capital spend, \$45.46 million (52%) has been completed and \$58.4 million (64%) is predicted to be completed (subject to weather and other matters outside our control).
- (d) **Notes** that the December 2024 Quarterly Report predicted completion of 78.5%.
- (e) **Notes** that progress towards achieving the 2024/25 Capital Works Programme is not as well advanced as intended across most areas, and the reasons for this are expanded on in more detail in the separate sections below.

CARRIED

Councillor Fulton thanked staff for the comprehensive report. He agreed it was good to find a balance between protecting the commercial interests and the sustainability of the Council. However, also working with community groups, which sometimes, with the best intentions, wanted to own and operate their facilities, and there was a relationship with the Council that needed to be maintained and strengthened.

Councillor Goldsworthy commented that the staff had had a challenging year. He appreciated all the different cogs that the organisation worked with.

7 PORTFOLIO UPDATES

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

Audit NZ was onsite throughout May 2025, completing the planning work for the Council's annual audit. This had gone well, there were a few outstanding items to complete but overall no issues raised.

Audit NZ would return onsite from 7 July 2025 to conduct testing on the non-financial performance measures and the bulk of the valuation testing. The Council had changed its approach to testing fair values this year and would conduct valuations as of 31 March 2025. These valuations would be tested during the 7 July 2025 visit, and the final quarter would be completed when the auditors return on site in August 2025. This change in approach was to alleviate some of the Audit pressure due to the tight deadlines, as the Council was one of the first councils to complete its audit work. Verbal clearance was set for 7 October 2025.

It was also worth noting that Audit NZ was providing a complimentary service to review the Council's procurement environment against best practice. This was something that the Council welcomed, as it had employed a procurement specialist for the last six months and was seeing significant benefits from both a process and cost-saving perspective. Any further feedback in this space would only be beneficial.

7.2 Communications and Customer Services – Councillor Joan Ward

Customer Services

- 211 Land Information Memoranda (LIMs) were issued in May 2025, making it the busiest May since 2007. Turnaround time was six days.
- The fourth rates' instalment was due at the end of May 2025; 1,765 penalty notices were issued where rating units still had all or part of the fourth instalment unpaid.
- The Council had signed up with Connecting Now for a new telephone and video interpreting service. This followed a procurement exercise managed by the Ministry of Business Innovation and Employment on behalf of several councils and public agencies. The Council do not have a high demand for an interpreting service; however, it is important to have access to one. Payment was for the actual use of the service.
- Staff had been busy with dog registration enquiries and updates after the registration reminders were emailed last week, and the printed forms would be mailed in the next week.
- Changes had been announced to the Rates Rebate Scheme from 1 July 2025. There would be a two-tier eligibility with Super Gold Card holders having a higher income threshold. This would increase the number of couples on NZ Super receiving rebates. The maximum rebate was increasing from \$790 to \$805.
- So far this year, the Council had issued 2,880 rebates, compared with 3,048 for the total of the 2023/24 financial year.

Communication and Engagement

- Three major Communication and Engagement projects for this period included getting the Draft Annual Plan 2025/26 ready for public engagement, as well as the associated marketing communications campaigns. The Council's Communication and Engagement Team also managed the communications for Local Water Done Well with neighbouring councils, as well as the partnership with South Link Health to deliver the Rangiora Health Hub.
- 25 news stories, three significant Communication and Engagement Plans, 55 media queries during this period.
- Five engagement projects that had 4,700 visits, 265 contributions and 65 new registrations. The engagement database now had nearly 3,000 registered participants.
- 144,000 website sessions from 80,000 users
- E-newsletter nearing 900 subscribers and regularly had an open rate of around 70%. The industry standard was approximately. 23%.
- Social media remained dominated by Facebook. The Council had 25,594 followers, of which 500 were new. The reach exceeded 300,000 for this period. The top organic post for this period was the response to the water main break on High Street, Rangiora, which reached 76,338 people.
- Major design projects included the refresh of the Trevor Inch Memorial Library, Draft Annual Plan print and video collateral, Owen Stalker Park signage, and numerous Let's Talk engagement projects.

8 QUESTIONS

Nil.

9 URGENT GENERAL BUSINESS

Nil

10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

In accordance with section 48(1) 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, it was moved:

Moved: Councillor Goldsworthy

Seconded: Deputy Mayor Atkinson

1. That the public be excluded from the following parts of the proceedings of this meeting:

Item 9.1	Application for Rating Sale – 3 Newnham Street, Rangiora.
Item 9.2	Insurance Claim and Settlement – Coastal Forestry Fire November 2022

The general subject of the matters 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:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
9.1	Application for Rating Sale – 3 Newnham Street, Rangiora	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons. LGOIMA Sections 7(2) (a).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
9.2	Insurance Claim & Settlement – Coastal Forestry Fire Nov 2022	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”. LGOIMA Section 7(h)

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting was held from 11:25am to 11:46am.

OPEN MEETING**NEXT MEETING**

The next meeting of the Audit and Risk Committee would be held on Tuesday 12 August 2025 at 9 am, in the Council Chambers, Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11:46AM.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** 250627117085**REPORT TO:** AUDIT AND RISK COMMITTEE**DATE OF MEETING:** 12 August 2025**AUTHOR(S):** Simon Hart, General Manager Strategy, Engagement and Economic Development

Alistair Gray, Communications and Engagement Manager

SUBJECT: Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and associated Annual Business Plan.**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

1.1. The purpose of this report is for the Audit and Risk Committee to:

- i. Approve the 2025/26 Enterprise North Canterbury (ENC) Statement of Intent. The draft was presented to the Audit and Risk Committee on 11 March 2025. No changes were requested to be made following that Meeting. The ENC Board has subsequently approved the SOI at their meeting on 28 May 2025.
- ii. Approve the ENC Annual Business Plan for 2025/26, which gives effect to the SOI and incorporates the programme of work related to economic development, business promotion, visitor marketing, event funding and the Kaiapoi Isite. The plan outlines initiatives for the coming year and aligns to the Waimakariri Visitor Marketing Strategy, developed for 2020-2025, and the Waimakariri Economic Development Strategy adopted by Council in 2023.

1.2. The Council's Strategy and Centres Team Leader, Heike Downie, will be attending to deliver this report in the absence of the General Manager Strategy, Engagement and Economic Development, and can provide any further information the Committee may seek during the meeting.

Attachments:

- i. Enterprise North Canterbury's Statement of Intent 2025/26 (250626115618)
- ii. Enterprise North Canterbury's Annual Business Plan 2024/25 (250626115615)

2. RECOMMENDATION**THAT** the Audit and Risk Committee:

- (a) **Receives** report No 250627117085.
- (b) **Approves** the Enterprise North Canterbury's Statement of Intent 2025/26 (250626115618)
- (c) **Approves** the Enterprise North Canterbury's Annual Business Plan 2025/26 (250626115615)
- (d) **Circulates** this report and attachments to the Community Boards for information.

- (e) **Thanks** Enterprise North Canterbury Trustees and staff for their continued efforts in supporting businesses and economic development in the Waimakariri District.

3. **BACKGROUND**

- 3.1. Enterprise North Canterbury is a Council Controlled Organisation (CCO), where the Trustees are appointed by the Waimakariri and Hurunui District Councils.
- 3.2. The Trust was registered in August 2002 to provide promotional and economic development services on behalf of the Waimakariri and Hurunui District Councils and promote the region as a visitor destination.
- 3.3. The Trust is a not-for-profit organisation. In addition to the funding provided by the Councils, a significant amount of funding comes from grants and sponsorship to fund the activities of ENC.
- 3.4. As an economic development agency, ENC seeks to improve the region's investment and business-enabling environment so enhancing the region's competitiveness, retaining and increasing jobs, improving incomes and enhancing economic wellbeing, thus improving the quality of life of residents.
- 3.5. Each year, the Audit and Risk Committee is provided with an opportunity to review, provide comment on, and then approve the ENC Statement of Intent (SOI) and Annual Business Planning documents of ENC.
- 3.6. On the 11th of March this year, the ENC Chief Executive, Heather Warrick, and members of the ENC Board presented the Draft Statement of Intent and associated Annual Business Plan to the Audit and Risk Committee for discussion and feedback. At this meeting, Heather Warrick provided information on each of the key priority areas and work streams within the SOI and Business Plan. The Committee signalled its support of the draft documents and requested no further changes to be made.
- 3.7. Subsequently, the ENC Board approved the SOI and Business Plan at their meeting on the 28th of May.

4. **ISSUES AND OPTIONS**

4.1. **Statement of Intent**

Under the Act, Enterprise North Canterbury are required to present their draft Statement of Intent to the Audit and Risk Committee of Council for comment. With Committee not recommending any changes at their meeting in March, under the Act, the SOI is now presented back to the Committee for final approval.

4.2. **Business Plan and Budget 2025/26**

The ENC Annual Business Plan outlines initiatives and activities for the coming year.

Given no changes have been requested by the Committee previously, and that the documents align with the ENC Strategic Plan, the Waimakariri Visitor Marketing Strategy, and the Waimakariri Economic Development Strategy, it is the recommendation of staff that the 2025/26 ENC Business Plan be approved in its current form.

- 4.3. The Management Team has reviewed these reports and supports the recommendations.

Implications for Community Wellbeing

There are no direct implications on community wellbeing by the issues and options that are the subject matter of this report. However, the implementation of activities articulated in the attached documents by ENC have significant economic and social benefit to the communities within North Canterbury.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. Notwithstanding this, the Waimakariri Economic Development Strategy, and ENC Strategy Plan articulate opportunities to partner with Ngai Tūāhuriri Runanga where appropriate.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Ongoing dialogue that ENC has with the local business sector and visitor industry assisted with the preparation of the Statement of Intent, the Business Plan and the Promotion of Waimakariri District Plan has been reported on.

5.3. **Wider Community**

The wider community would have an interest in the three areas identified for approval. A strong economy that supports business and employment growth is important to community wellbeing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Under section 65 of the Local Government Act, the Council must regularly undertake performance monitoring of Council Controlled Organisations to evaluate their contributions to the:

- Council's objectives for the organisation
- Desired results set out in the organisation's statement of intent; and
- Overall aims and outcomes of the local authority.

Delegation S-DM 1022 provides that the Audit & Risk Committee has the jurisdiction to "Monitor performance of the Council-Controlled organisations on a six-monthly basis".

Within the Long-Term Plan, the Council provides annual funding grants to ENC for both Economic Development and District Promotion. These grants for the 2025/26 financial year are \$276,960, and \$442,530 respectively. The council also provides an annual Events Grant (\$56,090 for 2025/26) which is administered by ENC to support local events across the district.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. However, a number of the Waimakariri Economic Development Strategy actions have a sustainability theme, and ENC will be involved in the delivery of these activities.

6.3. **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. The ENC Board meets regularly to oversee implementation of agreed plans and programmes in accordance with the accountability requirements of ENC being a CCO.

ENC formally reports to the Council at six-monthly intervals and meets regularly with WDC staff to monitor progress and address any issues that may arise.

6.4. **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. ENC operates at arm's length from the WDC and manages its own health and safety programme.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

Local Government Act S.10 Purpose of Local Government and Part 5 Council- controlled organisations and council organisations.

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

Social - A place where everyone can have a sense of belonging...

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Cultural - ...where our people are enabled to thrive and give creative expression to their identity and heritage...

- All members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers.
- Local arts, culture and heritage are able to make a growing contribution to the community and economy.

Economic - ...is supported by a resilient and innovative economy.

- Enterprises are supported and enabled to succeed.
- There is access to meaningful, rewarding, and safe employment within the district.
- Our district recognises the value of both paid and unpaid work.
- There are sufficient and appropriate locations where businesses can set up in our District.
- There are sufficient skills and education opportunities available to support the economy.

7.4. **Authorising Delegations**

Delegation S-DM 1022 provides for delegated authority to the Audit and Risk Committee to monitor the performance of Council Controlled organisations and to review and provide comments on draft Statements of Intent.

Statement of Intent

1 July 2025 – 30 June 2026
ENC Statement of Intent

Financial Year Beginning 1 July 2025

Introduction

North Canterbury Economic Development Trust trading as Enterprise North Canterbury (ENC) is a Council Controlled Organisation (CCO) established by the Waimakariri District and Hurunui District Councils. This Statement of Intent sets out the overall intentions and objectives for the period of 1 July 2025 to 30 June 2026. This year's Statement of Intent (SOI) takes into consideration the new 10-year ENC strategic plan 2023-2033 approved by the Board in November 2023 and endorsed the two Councils

Nature & Scope of Activities

ENC is an Economic Development Agency with a vision:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

The Objects of the Trust

The objects of the Trust as set out in clause 3.1 of the Deed of Trust are to:

- Cultivate economic initiatives and foster growth for the benefit of the North Canterbury Community.
- Promote the economic, environmental, cultural and social well-being of the North Canterbury Community.
- Foster, develop and assist in the management of best practices and effective use of the resources of North Canterbury.
- Promote and nurture community-based, sustainable economic growth through projects to benefit the people of North Canterbury Community.

In pursuing these objects ENC will:

- Operate with the utmost integrity.
- Be innovative, proactive and professional.
- Work collaboratively in all activities it facilitates.
- Respect the democratic processes of the sponsoring Councils.

ENC's role is primarily to be an un-locker of economic opportunity. To do this, we are a facilitator, catalyst for change, information gatherer, analyst, leader, and a connector, trainer, supporter, and advisor for North Canterbury businesses. On top of that, we want people to know that North Canterbury is the place they should seek to live, work, play and visit.

ENC's business is grouped under three themes/objectives:

- Develop and maintain a strong regional brand identity.
- Support existing and new businesses to prosper.
- Grow visitor numbers and value to North Canterbury.

These themes are captured in ENC's simple byline 'Connect, Invest, Grow'

The Performance Measures

In pursuit of its vision ENC has adopted three strategic objectives against which its performance will be monitored

ENC Strategic Objectives Performance Measures 2025/26

ENC Vision: 'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

STRATEGIC OBJECTIVE ONE: DEVELOP AND MAINTAIN A STRONG REGIONAL IDENTITY

	Performance Measure	Target
1.1 Deliver the MADE NORTH CANTERBURY Food and Beverage project to achieve greater collaboration	<p>Provide an opportunity for local producers and service providers to collaborate and connect</p> <p>Run The North Course each year</p> <p>Run a North Canterbury Pie Trail/Competition</p>	<ul style="list-style-type: none"> • 3 Supermarkets provide instore profile annually • Increase producer directory from 60 to 66 listings (10%) • Provide at least one 'Flavours of Business' function each year <p>Grow engagement and ratings by the public by 10% on last year</p> <p>Develop and run a pie trail with at least 8 participating businesses</p>
1.2 Attract and Grow Talent to North Canterbury	<p>Profile North Canterbury Jobs and Lifestyle through case studies, images and videos on the website</p> <p>Grow the northcanterbury.co.nz website, Facebook and Instagram platforms</p>	<p>A minimum of one video each year and 8 case studies</p> <p>Increase web traffic by 5% and social media followers by 5%</p>

Objective 1.3 <u>Business Attraction</u>	Provide start up advice Expand the marketing features that make Waimakariri and Hurunui attractive to business Launch 'Proud to be here' digital campaign Support businesses considering establishing in North Canterbury through connections, resources and networks Link developers and investors to potential tenants	Support provided to 50 new startup businesses Produce at least eight case studies for website Share stories in ENC's monthly newsletter Grow social media accounts by 10% through the campaign duration At least 10 data sets provided to interested parties At least 5 new businesses set up as a result Track number of introductions made
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STRATEGIC OBJECTIVE TWO: SUPPORTING EXISTING AND NEW BUSINESSES TO GROW AND PROSPER

	Performance Measure	Target
Objective 2.1 Business Support	Deliver the MBIE Regional Business Partner Programme Provide resources, tools and information to help businesses Host networking events to encourage collaboration and connection	Undertake 48 Capability Assessments and issue a minimum of \$60,000 NZTE Vouchers A further 50 existing businesses are supported Two large networking functions held Three small sector networking functions held

	<p>Provide upskilling opportunities for local businesses</p> <p>Organise and Host the North Canterbury Business Awards biennially</p>	<p>10 half day workshops run by ENC</p> <p>Achieve a minimum of 3 entries per category</p> <p>Business Awards Gala event held</p> <p>Do a satisfaction survey of sponsors and awards entrants</p>
Objective 2.2 Sustainable Future	Provide support to businesses seeking to adopt sustainable business practices	<p>Work with SBN and businesses to progress carbon reduction plans</p> <p>Identify five business across five different sectors who have invested in carbon reduction and produce their stories and include on website and ENC newsletter</p>

STRATEGIC OBJECTIVE THREE: GROW VISITOR NUMBERS AND VALUE TO NORTH CANTERBURY

	Performance Measure	Target
3.1 Deliver the Waimakariri Visitor Marketing Strategy	<p>Activities include:</p> <p>Maintain and Grow Collaboration</p> <p>New Destination Appeal</p> <p>Generating and growing district promotional opportunities</p>	<p>Performance reported six monthly to Waimakariri District Council</p> <p>Visit twenty existing and new visitor industry businesses</p> <p>Two visitor industry networking events held</p> <p>Four visitor operator newsletters produced</p> <p>Conduct a survey on retail businesses in Waimakariri to see what support ENC can provide</p> <p>Produce 20,000 Official Visitor Guide/Cycle trail maps and distribute 9500 across NZ through Visitor Point</p> <p>Produce four seasonal day trip itineraries for the website</p> <p>Produce 12 event guides each year and increase circulation by 5%</p> <p>Promote regular events and markets</p>

	<p>Supporting event activity and administering the Waimakariri Event Contestable fund</p> <p>Refocusing activities of the Kaiapoi isite to expand promotional activity to better encompass the needs of both locals and visitors</p> <p>Visitor Awareness</p>	<p>Two event funding rounds per year with a minimum of \$30,000 event funding fully distributed.</p> <p>Increase isite annual commission by 5% on last year. Maintain and achieve Qualmark At least 20 out of district operators pay for brochure display</p> <p>Develop an annual marketing plan with a new campaign Measure this year's results with last year Grow Visit Waimakariri website and Facebook and Instagram by 5%</p>
3.2 Be an enabler and facilitator of catalyst projects	<p>Understand and promote the desirable features of setting up a visitor business in North Canterbury</p> <p>Supporting the development of strategic visitor or communities facilities that have the potential to contribute to the economy</p>	<p>Provide data to investors and developers that will support interest in setting up a visitor attraction or accommodation. Track number provided. Write a minimum of three case studies on visitor businesses who have moved to North Canterbury and why</p> <p>Work with ChristchurchNZ and MADE NORTH CANTERBURY to develop a strategy for Canterbury Food and Drink tourism.</p>

The Board's Approach to Governance

The Board of Trustees is responsible for the overall corporate governance of ENC. The Trust Deed sets out the governance responsibilities of the Trustees. The Board guides and monitors management of the business and affairs of the Trust on behalf of the Councils to whom they are accountable. The Mayors of each of the Councils are Trustees, and the two CEO's are Advisory Trustees. The Board meets two monthly.

The Accounting Policies

The Trust is a not-for-profit organisation. The Trust has adopted accounting policies that are consistent with the Financial Reporting Act 1993 and Financial Reporting Standards issued by the Institute of Chartered Accountants of New Zealand. The Trust has elected to apply the PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability and has total annual expenses of less than \$2m.

The Ratio of Consolidated Shareholders Funds to Total Assets

As at 30th June 2024 the Trust's Equity comprised 67% of total assets and 100% of net assets. Equity is defined as the sum of the amount of retained earnings and accumulated losses. Total assets are defined as the sum of the net book values of current assets and non-current assets as disclosed in the Trust's annual report.

Distribution to Shareholders

The Trust's Equity is not distributed, but is held in reserve to fund the Trust's future economic development activities and Waimakariri District promotion activities as appropriate.

Information to be Provided to Shareholders

Annually the Trust reports to the Councils, with the following matters being covered:

- Trust Directory
- Review of the Year's Activities
- Report against the Year's Performance Measures
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Performance
- Statement of Movements in Equity
- Notes to the Accounts
- Auditor's Opinion

Half yearly reports are provided to Councils including a statement of income and expenditure for the period, and a report of achievements against the Trust's objectives.

The two Mayors and CEO attend Board meetings and receive bi-monthly management and financial reports. The Trust's Strategic Plan and the Annual Business Plan and Budget are made available to the two Councils following its approval by the ENC Board

Procedures for Members to Acquire Shares

There is no means for Trustees to acquire shares.

Compensation from Local Authorities

The Trust receives seed capital from the two District Councils to enable it to initiate its economic development activities. In addition ENC has a service contact with Waimakariri District for the provision of District Promotion services. The following table sets out the current level of funding and that projected for the next three years (excl. GST).

Local Authority	2025/26
Waimakariri District Council Economic Devopment	\$276,960
Waimakariri District Council District Promotion	\$498,620
Hurunui District Council Economic Development	\$56,250

Council funding to be advised by through their Annual Plan processes.

If any other contracts are entered into between the Trust and any territorial or regional authority, payment of the contract price will be required from such contracting authority.

Commercial Value of the Shareholders Investment

The commercial value of the shareholders' investment is the Trust's equity is \$566,981 at 30 June 2024 as stated in the annual report.

The Trust Deed requires that *"the capital and income of the Trust fund shall be applied only within New Zealand to meet the Objects of the Trust"*. On winding up all surplus assets are to be applied by the Councils to similar purposes as the Objects of the Trust. No reassessment of the Trust's commercial value is therefore proposed.

Other Matters

The Trust has a contract with Waimakariri District Council for the provision of promotion services until 30 June 2027. The contract has a right for the trust to call for renewal of the contract for a further three years. The contract has a minimum annual level of funding specified (\$200,000) but provides for the Council to confirm a final level of funding each year as it approves the annual Promotion Business Plan, prior to the commencement of each year.

2025/26 Business Plan

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

1.0 Introduction

The ENC Strategic Plan vision is:

**‘To inspire, attract and retain individuals, businesses and social enterprises
to invest in our region’**

The ENC Business Plan is prepared on the basis of the three strategic objectives in the strategic plan also includes projects from the Waimakariri Economic Development Strategy (WEDS) and other key strategies that ENC has been identified to lead and/or partner with Council.

Turnover this year is \$1,375,338 (\$1,374,441 last year). Our projected operating surplus of \$3,827 plus depreciation of \$16,700 giving a project deficit of \$12,873 for 2025/26 (compared to \$19,509 deficit in 2024/25).

2.0 Financial Resources

ENC is aware of the unique apolitical and ‘trusted’ role it plays to help unlock sustainable economic development in Waimakariri and Hurunui. There are distinct ‘business friendly’ advantages in being close yet one-step away from council operations.

Annually the Waimakariri (WDC) and Hurunui District Councils (HDC) provide foundation funding for ENC. This year we will receive \$276,690 (\$271,000 last year) from WDC and \$56,250 (\$56,250 last year) from HDC as capacity funding for economic development activities. We are also grateful to MainPower as ENC’s corporate sponsor and their ongoing financial support 35,000 this year).

This base level of funding is used to undertake specific projects and is also used as a catalyst with Government departments and agencies, and the business sector, to leverage additional funds. The contracts ENC has with Government agencies this year includes \$63,668 from NZTE for the Regional Partner Programme.

We are very fortunate to secure a further \$423,040 (\$332,586 last year) from the private sector funding for specific projects including 10 valued ENC Business Centre Sponsors (\$30,000), room hire (\$16,000) training and events (\$45,000), MADE user pay (\$15,200), Talent Attraction (user pay \$10,000) Business Service Partners (\$10,000) and Interest (\$35,000), \$111,840 from Sponsors and businesses for the 2025 North Canterbury Business Awards. Along with Visit Waimakariri projects (\$30,000) and gross sales at Kaiapoi site of \$120,000 (net commission of \$15,000).

ENC has a service contract with WDC for the delivery of promotion activities specific to that District, with confirmed funding of \$498,620 (\$487,030 last year) which includes Event Funding of \$35,000 and staff costs. The final Income in Advance from the WDC promotion funding will be finalised on the 30th June 2025 and will be applied to the 2025/26 District Promotion activities.

ENC operates a project-based accounting system. To the greatest extent possible, staff and related overhead costs are charged to individual projects, so such costs are funded by the project sponsors, and the budget is prepared with this objective in mind. Where individual projects span more than one financial year any pre-payments received are recorded as “Grants Subject to Conditions”

To the greatest extent possible we secure funding before incurring Project expenses (thus minimising financial risk) and anticipate earning \$35k in interest as a result.

3.0 Strategic Objectives

ENC clearly recognises that our role is primarily to be an un-locker of economic opportunity. To do this, we are a facilitator, catalyst for change, information gatherer, analyst, leader, and a connector, trainer, supporter, and advisor for North Canterbury businesses. On top of that, we want people to know that North Canterbury is the place they should seek to live, work, play and visit.

ENC's business is grouped under three strategic objectives:

- **Develop and maintain a strong regional brand identity.**
- **Support existing and new businesses to prosper.**
- **Grow visitor numbers and value to North Canterbury.**

These objectives are captured in ENC's simple byline 'Connect, Invest, Grow'

The draft Statement of Intent (SOI) that was submitted to Councils in February 2025.

To more fully describe the wide range of activities to be undertaken by ENC some additional detail on objectives and performance measures and targets are included ensuring the business environment supports successful and sustainable enterprises.

STRATEGIC OBJECTIVE ONE: DEVELOP AND MAINTAIN A STRONG REGIONAL IDENTITY

Objective 1.1 Deliver the MADE NORTH CANTERBURY food and beverage project to achieve greater collaboration

MADE NORTH CANTERBURY is a local food and beverage provenance programme. It's aim is to raise the profile for North Canterbury food and beverage businesses and foster collaboration under this unifying brand.

Performance Measures	Annual Targets
Provide an opportunity for local producers and service providers to collaborate and connect	Run at least one Flavours of Business networking events with at least 20 people attending
Grow producer directory	From the current 64 to 70 listings (10%)
Run the North Course each year	Increase dish ratings by the public by 10% on last year 2 Supermarkets provide instore promotions during the month of November Three months post North Course, survey eateries to see who is continuing to use local products and if not why not
Run a digital MADE North Canterbury Pie Trail	Run a digital pie trail campaign with at least 15 participating businesses Measure its success
Grow the MADE NORTH CANTERBURY Website, Facebook, and Instagram communication platforms	Increase website traffic by 5% and social followers by 5%
More businesses proactively seeking to use the MADE NORTH CANTERBURY logo/Mark	Number of businesses using the logo mark increase year on year

Funded by Council Capacity Grants \$51,937 and \$15,200 businesses

Objective 1.2 Attract and Grow Talent to North Canterbury

The North Canterbury Move on Up project is designed to assist employers and recruitment agencies attract talent to work in North Canterbury by developing and maintaining a strong regional brand identity that inspires North Cantabrians, and those who want to be live, work, invest and thrive in our region. This will be achieved by pulling together all the necessary information and collateral talent and businesses need to make the decision to **live and work in North Canterbury**.

Performance Measures	Targets
Profile North Canterbury Jobs and Lifestyle through case studies, images and videos on northcanterbury.co.nz website	A minimum of one new video created and five case studies to promote jobs and lifestyle
Continue to build the Employer toolkit and resources	Measure the number of downloads of toolkit

Grow the work and lifestyle sections of the northcanterbury.co.nz website and grow social media	Increase website traffic by 5% Increase social media by 5%
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Funded by Council Capacity Grants \$31,648 and \$10,000 businesses

Objective 1.3 Business Attraction

ENC will work with Waimakariri and Hurunui District Council to further develop and implement a business attraction programme encouraging more businesses to establish that will create more jobs and provide greater benefits to the local economy.

Performance Measures	Targets
Provide start up advice	Support provided to 50 start up businesses
Expand the marketing features that make Waimakariri and Hurunui attractive to business	Produce at least five stories and reels for website. Share stories in ENC's monthly newsletter
Launch 'Proud to be here' digital campaign	Grow social media accounts by 5% through the campaign duration
Support businesses considering establishing in North Canterbury through connections, resources and networks	At least 10 tailored datasets provided to interested parties At least 5 new businesses set up as a result of support given
Link developers and investors to potential tenant	Track number of introductions made
Provide timely economic data to businesses and Councils	Distribute quarterly stats report
Grow invest section of the northcanterbury.co.nz website	Grow website traffic by 5%

District Promotion grant \$108,750

STRATEGIC OBJECTIVE TWO: SUPPORTING EXISTING BUSINESSES TO GROW AND PROSPER

Objective 2.1 Business Support

Supporting existing businesses to grow and prosper is a base ENC service. Businesses make a significant contribution to the region's economy. ENC's role is to help them achieve their on-going success by providing expanded access to key business support services, networking opportunities, information, awards recognition, training, business mentoring, and the services accessible because of the on-going operations of the business centre.

Performance Measures	Targets
Deliver the RBP for MBIE	48 capability assessments completed Issue at least \$60,000 NZTE vouchers
Provide resources, tools and information to help businesses	A further 50 existing businesses are supported

Host networking events to encourage collaboration and connections	2 large networking functions held 3 small sector networking functions held
Provide upskilling opportunities to local businesses	Run 10 half day workshops
Organise and host the biennial NC Business Awards	Achieve at least 3 entries per category Business Award Gala event held Do a satisfaction survey of sponsors and entrants
Run the ENC business centre	Maintain business centre sponsorship of \$65,000 Achieve bookings of \$16,000
Promote ENC and its services on enterprisenorthcanterbury.co.nz	Grow website traffic by 5% Grow social media by 5%

Objective 2.2 Sustainable Future

ENC see merit in providing programmes and tools to support the adoption of business practice that is more environmentally sustainable across core economic sectors. ENC will work in partnership with staff at WDC to deliver on aspects of their Waimakariri Economic Development Strategy.

Performance Measures	Targets
Provide support to businesses seeking to adopt sustainable business practices	Promote free service offered to Canterbury Businesses with funding from EECA through ChristchurchNZ and track uptake Keep website section up to date with free sustainability tools for business
Identify five businesses across five different sectors who have invested in succeeding in a sustainable future	5 businesses promoted on the ENC website as case studies and in ENC's newsletter

Objective Two funded by NZTE \$63,668; ENC training courses and networking \$45,000; ENC sponsorships \$65,000, ENC Business Centre income \$16,000; NC Business Awards sponsors and businesses \$111,860 and Council Capacity Grants \$63,863

OBJECTIVE THREE: GROW VISITORS NUMBERS AND VALUE TO NORTH CANTERBURY

ENC will produce an annual marketing plan that maximises, through destination marketing, the positive outcomes of a growing visitor market on the districts economy and aligns ENC's efforts and activities to achieve the goals of the **Waimakariri District Council's Visitor Marketing Strategy developed for 2020-2025** in partnership with WDC and ENC. ENC will also work with ChristchurchNZ (CNZ) to collaborate on the **approved Destination Management Plan (DMP)** on behalf of Christchurch City, Selwyn, Waimakariri and Ashburton District where future projects align.

Objective 3.1 Deliver the Waimakariri Visitor Marketing Strategy

3.1.1 Visitor Marketing Programme – Maintain and Grow Collaboration

Create new collaborations locally and beyond the district to support greater promotion of the district. This will be achieved by:

Performance Measures	Targets
Coordinating networking functions for visitor businesses	Two visitor themed functions held annually
Visit existing and new visitor industry businesses to familiarise and promote	Visit at least 30 businesses
Produce visitor operator newsletters	Four newsletters produced and distributed
Conduct a survey of retailers; boutique shopping and hospitality businesses	Visit Waimakariri to conduct a survey of retail businesses to see what support we can provide. Report back to WDC
Partner with ChristchurchNZ on collaboration opportunities that align with the new DMP	Quarterly meetings to progress DMP projects

3.1.2 Destination Appeal

Generate destination appeal by building on what we have and leveraging new investment. This will be achieved by:

Performance Measures	Targets
Explore and facilitate opportunities for a new Waimakariri Garden Event	Work with a minimum of 8 commercial garden businesses to initiate a multiday event
Educate and work with tourism businesses to become Trade Ready	2 workshops held 2 businesses supported to be trade ready
Produce 25,000 copies of the Official Visitor Guide	Advertisers fund and VW produce 25,000 visitor guides for the district Distribute 9,500 per annum
Acquire new imagery for use on VW collateral	4 professional images procured for use on Cycling Map, OVG and website
Develop and produce cycle map to incorporate the Pegasus Bay Trail and visitor offerings	10,000 guides produced 5,000 distributed per annum
Work with ChristchurchNZ and Oxford businesses to progress DMP Theme 3.3 to explore opportunities for Dark Sky Development and collaboration	Work with Oxford Observatory and Oxford Dark Skies Trust Work with 4 businesses to enhance the dark sky experience for visitors Quarterly meetings with ChristchurchNZ
Work with ChristchurchNZ to progress DMP Theme 3.4 to develop culinary Leadership	Work with ChristchurchNZ and MADE NORTH CANTERBURY to develop a strategy for Canterbury Food and Drink tourism
Promote the district at the NZ Motorhome, Caravan and Leisure Show	Attend annually one NZ Motor Home and Caravan and Leisure Show
Produce an electronic monthly Waimakariri Events Guide and distribute	12 event guides produced and distribution grows by 5%

Provide and distribute a contestable events fund for the promotion or coordination of local events	Two event funding rounds per year and at least \$30,000 event funded distributed over a minimum of 10 events
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3.1.2 Local Awareness and Ambassadors

Improve local awareness and encourage locals to act as ambassadors/champions. This will be achieved by:

Performance Measures	Targets
Encourage locals to try new things	Provide events guide in Chatter, Woodpecker and all social media Community Pages
Grow isite annual commissions	Increase isite annual commission by 5% on last year
Meet isiteNZ Tier 2 membership criteria	Maintain and achieve annual Qualmark accreditation
Achieve income from business partners	At least 20 out of district operators pay to be business partners

3.1.2 Visitor Awareness and Affinity

Grow visitor awareness and affinity for the experiences in our district. This will be achieved by:

Performance Measures	Targets
Create and deliver an annual marketing plan	Marketing plan developed and two campaigns delivered
Analyse and report on results of campaign	Compare this year's campaign results with last year
Create and deliver annual digital marketing plan	Grow website and social media by 5%

Objective 3.2 Be an enabler and facilitator of catalyst projects

The aim is to grow visitor value by being an enabler and facilitator of catalyst projects. It is our role to understand the desirable features of setting up a visitor business in North Canterbury. More accommodation and activities will entice visitors to stay longer

Performance Measures	Targets
Understand and Promote the desirable features of setting up a visitor business in North Canterbury	Provide data that will support investor interest in setting up a visitor attraction or accommodation business

Funded by Waimakariri District Council \$389,870, plus \$21,800 income in advance from WDC and \$30k from operators plus VIC sales of \$120k

4.0 Economic Success Measures for the Region

ENC's work supports the measure of success of the region. While ENC's activities support and contribute to positive economic outcomes, there are many factors that determine the wider economic performance of the region. The following statistics are monitored to assess absolute and relative changes in economic activity in the region and provide context and key economic information to support the development of ENC's planning and activities:

- Changes in the region's real value-added (GDP) growth relative to that of Canterbury and New Zealand (Source: Infometrics and MBIE)

	Dec 2020	Dec 2021	Dec 2022	Dec 2023	Dec 2024
Waimakariri \$	\$2,741m	\$2,952m	\$3,068m	\$3,081m	\$3,060m
Hurunui \$	\$734m (March 2020)	\$735m (March 2021)	\$749m (March 2022)	\$794m (March 2023)	•
Waimakariri %	+0.6%	+7.9%	+4.2%	-0.5%	-0.7%
Hurunui %	-1.9% (Dec 2020)	+2.7%	+1.4%	+7.0%	+2.0%
Canterbury %	-1.4%	+5.8%	+2.9%	+1.9%	+0.1%
New Zealand %	-1.2%	+5.8%	+2.9%	+1.7%	-0.5%

Hurunui GDP totals are not available through infometrics or public sources for December, but March totals are available up till March 2023.

- Changes in the number of businesses in the region (Source: Statistics NZ)

	Feb 2020	Feb 2021	Feb 2022	Feb 2023	Feb 2024
Waimakariri #	6,570	6,675	7,080	7,212	7,305
Hurunui #	2,514	2,529	2,601	2,622	2,619
Waimakariri %	+0.7%	+1.6%	+6.1%	+1.9%	+1.2%
Hurunui %	-0.6%	+0.6%	+2.8%	+0.8%	-0.1%
Canterbury %	+1.0%	+0.6%	+5.1%	+1.8%	+1.5%
New Zealand %	+1.9%	+0.7%	+5.0%	+1.7%	+0.9%

- Changes in North Canterbury population growth rate (Source: MBIE)

	June 2020	June 2021	June 2022	June 2023	June 2024
Waimakariri #	64,600	66,100	67,300	68,600	69,600
Hurunui #	13,450	13,550	13,750	14,150	14,400
Waimakariri %	+3.0%	+2.3%	+1.8%	+1.9%	+1.5%

Hurunui %	+3.1%	+0.7%	+1.5%	+2.9%	+1.8%
Canterbury %	+1.9%	+0.8%	+0.7%	+2.0%	+1.7%
New Zealand %	+2.2%	+0.4%	+0.1%	+2.1%	+1.8%

- Changes in residents' mean household income levels relative to that of Canterbury and New Zealand.

	2019	2020	2021	2022	2023	2024
Waimakariri	\$108,100	No further data available				
Hurunui	\$92,600	No further data available				
Canterbury	\$104,800	\$101,800	\$106,200	\$110,600	\$122,100	\$132,200
New Zealand	\$106,300	\$105,300	\$114,500	\$121,300	\$133,000	\$140,900

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-32 / 250730139649

REPORT TO: AUDIT AND RISK COMMITTEE

DATE OF MEETING: 12 August 2025

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Reporting on LGOIMA Requests for the period 1 April 2025 to 30 June 2025

ENDORSED BY:
(for Reports to Council,
Committees or Boards)

General Manager

Chief Executive

1. SUMMARY

- 1.1 This quarterly report provides an update to the Audit and Risk Committee on the requests for information made under the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- 1.2 From 1 April 2025 to 30 June 2025, the Council received 69 official requests, which were five more than the same period in 2024. Also, the Council responded to 85 official requests during the period under review, 14 more than the official requests responded to in the same period in 2024. The official requests were mostly for information regarding the Council's debt funding, nitrates in Council water supplies, resource and building consents, CCTV footage, an after-hours medical care facility in Rangiora, and flooding.

Attachments:

- i. Table of requests from 1 April 2025 to 30 June 2025 (Trim 250730139864).

2. RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250730139649 for information.
- (b) **Notes** that the Council received 69 official requests and responded to 85 official requests for information from 1 April 2025 to 30 June, 14 more than the 71 official requests responded to in the same period in 2024.

3. BACKGROUND

- 3.1 Any member of the public may request official information from the Council, and the LGOIMA prescribes how these requests are to be managed, the statutory timeframes for dealing with requests and the basis of decision-making on the release of information. The LGOIMA is the local government version of the Official Information Act, 1982, which people may be more familiar with, which applies to central government agencies.
- 3.2 Decisions on the release of information are delegated to the Chief Executive under the LGOIMA and are sub-delegated to the Governance Manager.
- 3.3 LGOIMA information is provided weekly to the Management Team and quarterly to the Audit and Risk Committee. The previous report covered the period from 1 December 2024 to 31 March 2025. This report, therefore, covers the period from 1 April 2025 to 30 June 2025.

4. **ISSUES AND OPTIONS**

- 4.1 The Council processes requests for information in accordance with the LGOIMA and the Privacy Act 2020. The aim is to balance transparency and public interest issues within the limits of disclosing personal information.
- 4.2 All information will be provided unless there is a good reason under the provisions of the LGOIMA for not releasing it. The Council is entitled to consider not releasing information if it would:
- prejudice the maintenance of the law.
 - endanger the safety of any person.
 - breach the privacy of any person.
 - disclose confidential or commercially sensitive information.
 - cause serious offence to Tikanga Māori or disclose the location of Waahi Tapu.
 - breach an obligation of confidence.
 - prejudice: public health or safety; the Council's right to legal professional privilege; the commercial activities of the Council; or negotiations being carried out by the Council.
- 4.3 Below in Table 1 is a summary of the number of official requests the Council responded to from 1 April 2025 to 30 June 2025. The Council took an average of 13.3 days to respond to official requests. The Council was only unable to meet the statutory requirements of 20 working days; for one request, an extension of time was not required as the information was provided on day 21.

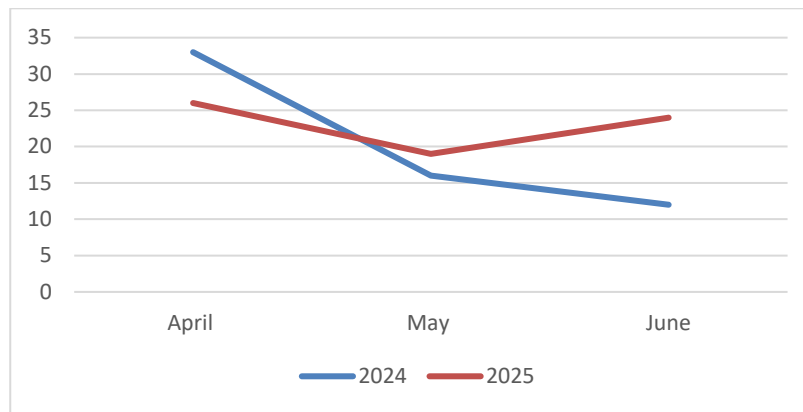
Month	Number of applications responded to	Number of responses not meeting the statutory requirements
April 2025	30	None
May 2025	24	One (delay in accumulating the information).
June 2025	31	None
Total	85	1 (all since responded and closed)

Table 1: Summary of the number of Official Requests responded to from 1 April 2025 to 30 June 2025.

- 4.4 Staff spent approximately 121.5 hours responding to requests from 1 April 2025 to 30 June 2025. An internal process involves several staff and managers checking content before releasing information. Whilst there is an option to charge under section 13(1A) of the LGOIMA, the Council currently does not generally charge for the requested information, and the first hour associated with the request is not chargeable.
- 4.5 To date, the Council has not charged for any requests. However, the following requests were considered substantial, and the Council, therefore, decided to seek payment for the time involved in processing them, as it would have significantly impacted the Council's ability to resource its other operations:
- Detailed records of all expenses incurred by the Mayor and the Chief Executive from 1 January 2023 to 31 December 2024 - Staff would have had to collate a large volume of information to provide the required information. The initial estimation of the time required was six working hours.
 - A comprehensive list of all roads within the Council's jurisdiction as a Road Controlling Authority (RCA) and associated speed limit information. Staff would have had to collate a large volume of information to provide the required information. The initial estimated time required was approximately 24 working hours.
 - List of all construction-related projects approved, commissioned, or completed by the Council from 1 January 2020 to 1 July 2025 with a total cost under \$500,000 - Staff would have had to work through a large volume of data to provide the required information. The initial estimation time required was approximately 40 working hours.
- 4.6 To date, only the requestor in (a) above opted to refine his request, which would have required less time, thus enabling the Council to respond without charging; however, the request was subsequently withdrawn. The Council did not decline the requests; however, it will not continue until deposits are received or the requests are refined. Therefore, the clock stops processing the requests until staff hear back from the requesters.

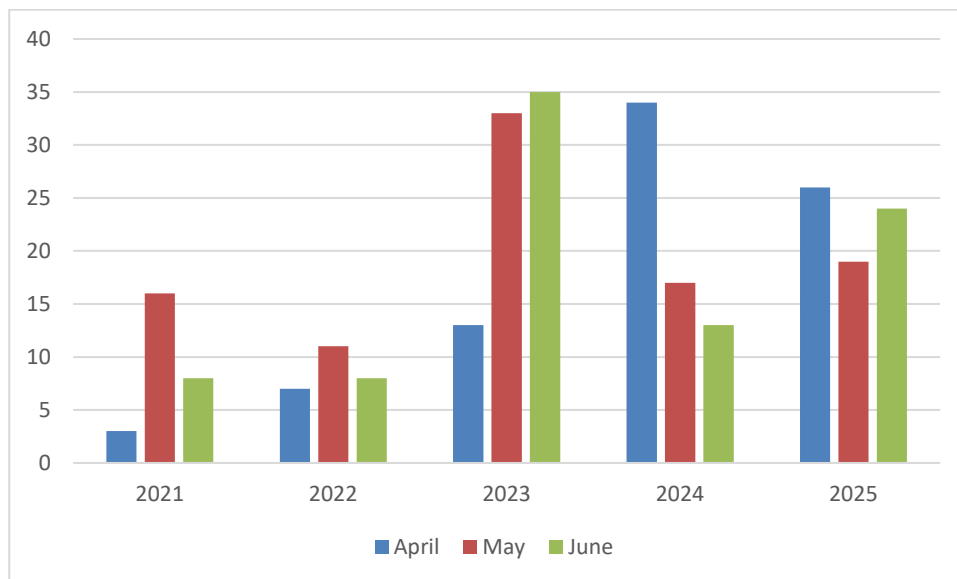
4.7 The Council has authorised charging for LGOIMA requests by officially adopting these fees into its charging schedule on 25 June 2024, when it adopted its 2024-34 Long Term Plan. The aim of the fees is not total cost recovery, as the Ombudsman deems full cost recovery as inconsistent with the purpose of the legislation, which is to increase the availability of official information to the public progressively. The fees were based on the Ministry of Justice Charging Guidelines and endorsed by the Office of the Ombudsman. The guidelines provide for staff time to be charged \$76 per chargeable hour (including GST), irrespective of the seniority or grading of the staff member who deals with the request. Based on the Ministry of Justice Charging Guidelines, it is estimated that the cost to the Council to respond to LGOIMA requests from 1 December 2024 to 31 March 2025 was approximately \$9,234.

4.8 Graph 1 below outlines the number of Official Requests received from April 2025 to June 2025 compared to the same period in 2024. Although the Council received fewer LGOIMA requests in April 2025 than in April 2024, the decline did not last, with double the number of requests received in June 2025 than in June 2024. It should be noted that the nature of the LGOIMA requests contributes to the resources and time needed to respond. A single request may contain multiple questions or require substantial research and collation.



Graph 1: Summary of the number of Official Requests received from April 2025 to June 2025

4.9 Graph 2 below illustrates the increase in LGOIMA requests received by the Council during the period under review for the last five years. The requests more than doubled from 27 in 2021 to 69 in 2025. The Council has received 139 requests in the first six months of 2025.



Graph 2: Summary of the number of Official Requests received from 2021 to 2025

- 4.11 To promote transparency and accountability, the Council publishes a list of all the Requests for Information received on its website at <https://www.waimakariri.govt.nz/services/online-services/request-it>. (as per the attachment to this report). However, releasing the requested information will still be subject to the provisions of LGOIMA and the Privacy Act 2020. In addition, the Council will consider any potential civil or criminal liability that might result from the publication.
- 4.12 This Audit and Risk Committee report serves as an accountability tool to show that the Council is meeting its statutory obligations; it also highlights the number of requests being received and what general information is being sought, which may have a public interest element.
- 4.13 **Implications for Community Wellbeing**
The issues and options in this report have no social and cultural implications for community well-being. Local Government Official Information and Meetings Act (LGOIMA) requests provide the community with an official pathway for accessing public information and learning about and/or participating in local democracy and Council activities.
- 4.14 The Management Team has reviewed this report and supports the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is not likely to be affected by or have an interest in the subject matter of this report.

5.2 **Groups and Organisations**

No other groups and organisations besides those who requested information will likely be affected by or interested in this report's subject matter.

5.3 **Wider Community**

The wider community was consulted on the proposed charging for LGOIMA requests as part of the draft 2024-34 Long Term Plan process. Seventeen people commented that they did not consent to the proposed fees for official information requests. After considering all the submissions, the Council authorised charging for LGOIMA requests by officially adopting these fees into its charging schedule on 25 June 2024.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

No financial implications are sought from this report.

The Council authorised charging for LGOIMA requests by officially adopting these fees into its charging schedule on 25 June 2024, when it adopted its 2024-34 Long Term Plan. The fees were based on the Ministry of Justice Charging Guidelines and endorsed by the Office of the Ombudsman.

However, the Council indicated that the first two hours of processing LGOIMA requests would not be subject to a fee due to the impact on staff time and capacity. In the rare instances that the Council did charge for information, the requestor is advised before the work is undertaken, and options to refine the request are explored.

Charging for LGOIMA requests is not about full-cost recovery or dissuading the broader community from seeking information. It is to protect ratepayers from the costs of excessive requests for information, some of which may be considered vexatious or frivolous.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability or climate change impacts.

6.3 **Risk Management**

There are no risks arising from adopting the recommendations in this report.

6.4 **Health and Safety**

None.

7. **CONTEXT**

7.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 **Authorising Legislation**

- Local Government Official Information and Meetings Act 1987 (LGOIMA).
- Privacy Act, 2020

7.3 **Consistency with Community Outcomes**

People have wide-ranging opportunities for learning and being informed, and our people can easily obtain the information they need.

There are wide-ranging opportunities for people to contribute to the decision-making that affects our District.

7.4 **Authorising Delegations**

Decisions on releasing information are delegated to the Chief Executive under the LGOIMA and are sub-delegated to the Governance Manager.

LGOIMA REQUESTS RECEIVED FROM 1 APRIL 2024 TO 30 JUNE 2025.

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
1/04/2025	Individual *	CCTV footage from the camera on Main North Road	29/04/2025	16
1/04/2025	Individual	Council plans for the replacement of Skewbridge Road	29/04/2025	16
3/04/2025	Individual **	All correspondence related to the Rates Invoice	2/05/2025	17
3/04/2025	Individual	Council's Debt	2/05/2025	17
4/04/2025	Individual *	CCTV footage from the camera on Main North Road	29/04/2025	14
9/04/2025	Individual	Stage 2 of the Beachgrove Subdivision	30/04/2025	12
11/04/2025	Individual	Flooding in Swannanoa	9/05/2025	17
14/04/2025	Research	Copy of the 2020 Community Housing Solutions	6/05/2025	13
14/04/2025	Individual	The deed which the Eyreton Pony Club operates under	6/05/2025	13
14/04/2025	Individual	Development of an After-hours Medical Care facility	23/04/2025	4
15/04/2025	Media	Vegetation clearance complaints it has received for the Canterbury high country	23/04/2025	3
22/04/2025	Individual	Funding of Mayor's candidacy for Chairperson of LGNZ	15/05/2025	17
22/04/2025	Individual	Explanation regarding the Council's financial information for the six months ending 31/12/2024	23/05/2025	21
23/04/2025	Individual ***	Amount spent on advertising and promotional content in local newspapers and radio stations	6/05/2025	8

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
23/04/2025	Individual	A summary of the surpluses/losses attributable to the Water Unit for each of the last five (5) financial years	9/05/2025	11
23/04/2025	Individual	107 Revells Road/40 Lineside Road – Request for costs and income since purchase	23/05/2025	20
23/04/2025	Research	The makeup of the Council's Building Control Team	6/05/2025	8
24/04/2025	Individual	Cost of the installation and removal of the speed bumps outside Kaiapoi North School on Williams Street, Kaiapoi	19/05/2025	17
24/04/2025	Individual	Legal advice that has been given to Councillors stating that they will be held liable if they do not follow the mandate to add chlorination	19/05/2025	17
24/04/2025	Individual	Installation and removal of the speed bumps outside Kaiapoi North School on Williams Street, Kaiapoi	19/05/2025	17
28/04/2025	Individual [#]	After Hours Medical Centre in Rangiora	19/05/2025	15
29/04/2025	Individual	Designated mobility (disability) parking spaces	21/05/2025	16
29/04/2025	Individual	Copy of the Geotech reports for a Courtenay Drive property in Kaiapoi	19/05/2025	14
30/04/2025	Individual	Mayor's and Chief Executive's Expenses	19/05/2025	14
30/04/2025	Individual	Kaiapoi WWTP – Avian Botulism and Sludge Management - Request 2	19/05/2025	13
30/04/2025	Individual ^{###}	Stormwater modifications at the corner of High and Weka Streets, Oxford	19/05/2025	13
1/05/2025	Individual	Copies of RC255054 and RC255055	29/05/2025	20
7/05/2025	Individual	Habitat Destruction and Potential Wildlife Harm at Pegasus Lake	5/06/2025	20
7/05/2025	Individual	Rugby Field Lighting at Woodend, North Canterbury	3/06/2025	18

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
8/05/2025	Individual**	Additional information on correspondence related to the Rates invoice	29/05/2025	15
12/05/2025	Individual***	Additional information on the amount spent on advertising and promotional content in local newspapers and radio stations	29/05/2025	13
13/05/2025	Individual	Information for properties on Mill Road, Ohoka	3/06/2025	14
13/05/2025	Individual	Nitrates in the Oxford water supply	3/06/2025	14
16/05/2025	Media	Funding for Mayor's candidacy for Chairperson of LGNZ	12/06/2025	18
19/05/2025	Individual	Information about the Council's business Model	3/06/2025	10
19/05/2025	Individual#	After Hours Medical Centre in Rangiora	16/06/2025	19
19/05/2025	Individual##	Additional information on the stormwater modifications at the corner of High and Weka Streets, Oxford	10/06/2025	15
20/05/2025	Individual	Copies of the resource consents for South Belt, Rangiora and Charles Upham Drive properties	6/06/2025	13
20/05/2025	Individual	Detailed demographic information for the Waimakariri District	3/06/2025	9
26/05/2025	Individual	A year-by-year summary of the total number of individual items considered by the Council under public exclusion provisions.	3/06/2025	5
26/05/2025	Individual	Annual Plan 2025 Documentation	30/05/2025	4
27/05/2025	Individual	Mayor's Expenses from 1 January 2024 to 1 January 2025	WITHDRAWN	
27/05/2025	Individual	Dog attack at Pines Beach	16/06/2025	14
27/05/2025	Individual	Information on properties on Mill Road, Ohoka	25/06/2025	20

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
29/05/2025	Individual	Information about the pedestrian refuge installed in Ivory Street, Rangiora and the speed bumps installed in Kaiapoi.	18/06/2025	14
4/06/2025	Research	List of all roads within the Council's jurisdiction, as a Road Controlling Authority	24/06/2025	13
4/06/2025	Media	Information for the 2025 Ratepayers' Report for the 2023/24 financial year (Core Services)	3/07/2025	20
5/06/2025	Individual	Clarification on Consumers' acceptance of the need for chlorination and fluoridation	18/06/2025	9
6/06/2025	Individual	Clarification on Consumers' acceptance of the need for chlorination and fluoridation	18/06/2025	9
6/06/2025	Individual	Burial or disposal of animal carcasses on property in Ohoka	16/06/2025	6
8/06/2025	Research	Water test results	7/07/2025	20
9/06/2025	Individual	Responses to previous LGOIMA Requests	18/06/2025	7
9/06/2025	Individual	Responses to previous LGOIMA Requests regarding the Williams Street speed cushions	18/06/2025	7
11/06/2025	Government	Information regarding Off-Licence Operator	24/06/2025	10
12/06/2025	Media	Funding supports the operations of MainPower Stadium in Rangiora	24/06/2025	7
13/06/2025	Individual	CCTV footage from the intersection of Ohoka Road and Island Road	18/06/2025	3
13/06/2025	Individual	Copy of the Southbrook Strategy	24/06/2025	6
16/06/2025	Individual [#]	After Hours Medical Centre in Rangiora	16/06/2025	1
17/06/2025	Individual	Additional information regarding the burial or disposal of animal carcasses on property in Ohoka	30/06/2025	6

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
18/06/2025	Individual	Resource consent history associated with properties on Mill Road, Ohoka.	30/06/2025	5
18/06/2025	Individual [#]	After Hours Medical Centre in Rangiora	24/06/2025	4
19/06/2025	Individual	Construction-related projects approved, commissioned, or completed by the Council between 2020 and 1 July 2025 with a total cost under \$500,000 NZD	8/07/2025	13
23/06/2025	Research	Information on Gene Technology	26/06/2025	3
24/06/2025	NZ Police	Dog Registration Information	1/07/2025	5
24/06/2025	Individual [#]	After Hours Medical Centre in Rangiora	25/06/2025	1
25/06/2025	Individual	New subdivisions planned for the Waimakariri area	30/06/2025	3
25/06/2025	Research	Council policy governing the use of generative AI	11/07/2025	12
30/06/2025	Individual	Stream 5 Hearing Minutes and a copy of the "Statement of evidence" submitted for the District Plan	9/07/2025	7
30/06/2025	Individual	Resource Consent of the North Canterbury Clay Target Association Inc	9/07/2025	7

* Same requestor – same subject matter

** Same requestor – same subject matter

*** Same requestor – same subject matter

[#] Same requestor – same subject matter

^{##} Same requestor – same subject matter