

**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 12 AUGUST 2025 AT 9 AM.**

**PRESENT**

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

**IN ATTENDANCE**

Councillors B Cairns and P Redmond.

J Millward (Chief Executive), P Christensen (Finance Manager), A Gray (Communications and Engagement Manager) and K Rabe (Governance Advisor).

**1. APOLOGIES**

Moved: Councillor Ward

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee

- (a) **Receives and sustains** an apology for absence from Councillor Goldsworthy.

**CARRIED**

**2. CONFLICTS OF INTEREST**

Item 9.2 – Mayor Gordon declared a conflict of interest as a member of the Local Authority Protection Programme (LAPP) Board.

**3. CONFIRMATION OF MINUTES**

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

Moved: Councillor Fulton

Seconded: Councillor Ward

**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 10 June 2025.

**CARRIED**

**3.2 Matters Arising (From the Minutes**

There were no matters arising.

**4. PRESENTATION/DEPUTATION**

There were no presentations or deputations.

## 5. REPORTS

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

A Gray presented the report, which sought the approval of the 2025/26 Enterprise North Canterbury's (ENC) Statement of Intent and Business Plan, a draft of which was presented at the March 2025 meeting.

In response to Councillor Fulton's question regarding the change in thinking from the Government regarding community outcomes, J Millward advised that the community outcomes were integrated into ENC's Work Programme, and no matter how the current Government approached community outcomes, ENC's day-to-day business needed to proceed.

Moved: Mayor Gordon

Seconded: Councillor Williams

**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) **Circulate** 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.

**CARRIED**

Mayor Gordon noted that he and Mayor Marie Black from the Hurunui District Council were Council's Trustee representatives on the Board while the Chief Executives of both councils were advisory Trustees to ENC's Board, which was a well-led and a respected organisation which provided a professional service. ENC had a good relationship with the Hurunui and Kaikoura District Councils, which ensured the whole of North Canterbury was well represented and promoted. Mayor Gordon noted that he received many positive comments from businesses in the Waimakariri District, acknowledging that ENC had assisted several small operators to become well-established businesses.

Councillor Fulton noted that ENC's objectives were to assist economic growth and benefit the people of North Canterbury. It achieved this by positive and simple promotions, which yielded results, such as Pie July. The promotions encouraged smaller businesses and improved retail, while encouraging people to travel throughout the district. The Pie Trail had been a very successful initiative and had introduced people to different pie experiences while boosting retailer sales.

Councillor Cairns acknowledged the work done by Heather Warwick and her team and the outstanding achievements gained with limited funding, especially the latest promotion 'Proud to be Here' and would have liked to ask how businesses could get involved.

Councillor Ward observed how ENC had grown the profile of the Waimakariri District. She commented that ENC was a small team that did an incredible amount of work. She looked forward to the North Canterbury Business Awards, noting the tremendous benefit the ENC brought to the district.

Deputy Mayor Atkinson stated he had been involved in setting up the ENC. He noted that it was essential to ensure that both the ENC and the Council were on the same page and there was no confusion on what was expected by both parties. Therefore, scrutiny of the Statement of Intent and business plan was needed to ensure the partnership was achieving the best possible results for the district.

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

J Millward presented the report, which provided an overview of the last quarter for information requests under the Local Government Official Information and Meetings Act 1987.

There were no questions from elected members.

Moved: Councillor Williams

Seconded: Councillor Fulton

**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.

**CARRIED**

6. **PORTFOLIO UPDATES**

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

Councillor Ward noted that the Auditors were onsite, and the audit was underway.

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

Communications

Continued to receive approximately 35 plus media queries per month, with 13 engagement projects in the last quarter.

- *Water Services Delivery Plan (WSDP) adopted, and a new unit established*

The Waimakariri District was the second council nationwide to have its WSDP adopted by the Department of Internal Affairs (DIA) – and the first in-house unit. Staff had been working closely with the Water Services team as well as the DIA to ensure that the announcement of this had been coordinated, approved, and showed a unified approach. It was also a good opportunity to look back at the good work the Council achieved with Councils for Local Delivery (C4LD), advocating for better water reform, and to remind the community of its prudent financial performance, which was key to being able to lead with an in-house unit. The support from residents was overwhelmingly positive.

- *Elderly Housing on Courtenay Drive engagement*

The Communication and Engagement Team had supported the Property Team on a proposal to develop the former regeneration/red-zoned land through targeted and in-person engagement with neighbouring properties. Often, such proposals got a 'fear of the unknown' response; however, by having a well-crafted narrative, links to community outcomes, good visuals, and key messages developed ahead of time, this engagement went well. Construction was expected to start in the coming weeks.

- *Youth Action Plan engagement*

Again, a targeted engagement success – the Communication and Engagement Team utilised connections through the North Canterbury Principals Network to reach young people in schools. Over 2,000 young locals viewed the Action Plan, and over 1,000 completed the survey, providing a wealth of data that helped the Council understand the key needs and concerns of young people and what role the Council could have in developing a District they would want to remain in.

- *Hikurangi Tsunami series*

Staff had been busy promoting the many Hikurangi Tsunami sessions held across the district in conjunction with Civil Defence and Emergency Management (CDEM). These had been popular events and had shown that there was a growing interest in knowing more about the risks and hazards near where people live.

- *Community Service Awards citations*

The Communication and Engagement Team had been busy attending interviews and working its magic to turn these into slick and smooth citations to be read out on the night.

- *Proposed District Plan announced*

The Council announced the finalisation of the proposed District Plan – a project many years in the making. Due to the litigious nature of planning, this release had to strike a balance between being understandable to a normal resident and maintaining a positive sentiment towards the Council, without getting the Council into legal strife with any developers/developments who were seeking to challenge the decision. We succeeded by focusing on retaining the aspects of the district which gave Waimakariri its unique feel. It also helped ensure the Council did not get drawn into the result of numerous private plan changes.

- *New event - Girls Can Do Car Maintenance*

Council teamed up with Rangiora Motor Group and Zonta to run a free evening session for women to learn more about car maintenance. Tickets sold out almost immediately, and positive feedback was received from attendees. The road safety team ran this event, and it was a great example of how collaboration could help local women become more confident in maintaining their cars.

### Customer Services

- The team had been busy over the last six weeks with dog registration applications, registering almost 14,000 dogs.
- Rates notices were posted out in mid-July, and payments and enquiries had been steady. The number of ratepayers on direct debit was currently 43% and increasing. As expected, there had been some disappointment at the ending of the discount policy. The new multiple dwelling rates remission policy had been implemented smoothly, although several late applications were received. These were accepted for the current year due to bedding in the new process.
- Letters had been sent to 911 ratepayers who had rates in arrears with a request to either pay or set up a payment arrangement before the end of August 2025.
- Rates rebate processing started a bit later this year as system changes were required to cater for the two levels of eligibility created in the Government's Budget announcements. The Business and Technology Team did a great job getting the system ready, so there were not too many processing days lost. Processing was being extended for a few days into September 2025. The impact of the new eligibility levels was noticed with more ratepayers qualifying and an increase in the individual rebates being granted. Households with a gross income in the high \$60,000s may now receive a partial rates rebate.
- Last year, 2,965 were granted with rates rebates totalling \$2,198,879.47.
- The District Rating Revaluation was progressing well with the Valuer General's audit programmed for early September 2025. If the audit progressed within the planned timeframe, the new values would be implemented in late September 2025.

- LIM numbers in July continued to be high and may have just started to drop off slightly. Last month's 251 LIMs issued, which was the highest number for July since statistics were started in 1995.

## 7. QUESTIONS

Nil.

## 8. URGENT GENERAL BUSINESS

Nil.

## 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:

Moved: Councillor Ward

Seconded: Councillor Fulton

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 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-
<b>MINUTES</b>			
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. <b>LGOIMA Sections 7(2) (a).</b>
<b>REPORTS</b>			
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) <b>LGOIMA Sections 7(2) (i).</b>
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. <b>LGOIMA Sections 7(2) (a), (g) and (i).</b>

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting was held from 9.30am to 10.59am.*

**OPEN MEETING**

**NEXT MEETING**

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

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 10.50AM.

**CONFIRMED**

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Chairperson

\_\_\_\_\_  
Date