

PROJECT SCOPE

Risk Appetite Project

Purpose

Waimakariri District Council is seeking to engage an experienced risk management consultant to support the development of a formal Risk Appetite Statement. This statement will clearly define the level and types of risk the Council is willing to accept in pursuit of its strategic objectives, regulatory obligations, and service delivery outcomes.

The Risk Appetite Statement will enhance informed decision-making for Elected Members, the Management Team, and the organisation, while promoting consistency across strategic planning and operational risk management.

The consultant will work in close partnership with the Senior Quality and Risk Advisor, providing expert advice, independent challenge, and capability development to ensure the Council is well positioned to confidently review and update the Risk Appetite Statement in the future.

Objectives and Scope of Services

The consultant will develop a clear, fit-for-purpose Risk Appetite Statement while supporting the Management Team to build a shared understanding of the Council's risk appetite and tolerances across key risk areas. This will include:

- Providing independent and impartial challenge to test assumptions, language, and alignment between strategy, risk appetite, and community expectations.
- Building internal capability so the Risk Appetite Statement can be maintained and reviewed internally over time.

To achieve this, the consultant will:

- Attend and facilitate Management Team workshops on risk appetite.
- Frame discussions in a practical and accessible way.
- Encourage robust debate and alignment across the leadership team.
- Draw out differing perspectives and areas of risk tension.
- Support the Management Team to move from conceptual discussions to clearly articulated and agreed risk appetite positions.

The consultant will also:

- Peer review the consequence table with the Senior Quality and Risk Advisor.
- Work closely with the Senior Quality and Risk Advisor to develop draft versions of the Risk Appetite Statement that are workable, proportionate, and suitable for both management and governance audiences.
- Attend Council meetings or workshops as required (in person).
- Lead the delivery of the final Risk Appetite Statement to Council.
- Act as an independent and impartial advisor, providing constructive challenge to Council thinking where appropriate.

Consultant Role

The consultant will lead the overall risk appetite development process by:

- Providing expert advice and independent challenge.
- Supporting facilitation and governance engagement.
- Contributing to internal capability development.
- Working closely with the Senior Risk Advisor, who will coordinate the work programme, draft documentation, and integrate final outputs into the Council system.

Skills and Experience Requirements

The consultant must demonstrate:

- Significant experience in enterprise risk management, ideally within New Zealand local government (preferred) or the public sector.
- A proven track record in facilitating and developing risk appetite statements.
- Strong facilitation skills with senior leaders and elected members.
- The ability to provide independent and constructive challenge in governance settings.
- Experience in mentoring and building capability within client organisations.

Timeframe

The engagement is expected to take place over a nine-month period from July 2026 to March 2027, aligned with Management Team and Council workshops.

Key dates for in-person meetings (subject to change) are: 13 August, 17 September, 19 October, 24 November 2026.

The anticipated total effort is approximately 40 hours, with final timing and resourcing to be agreed.

Specific in-person meetings in Rangiora, Waimakariri is anticipated to be seven hours.

Respond

Please submit your proposal to SecretaryTen@wmk.govt.nz by **5pm, Wednesday 15th July, 2026**.