



RISK AND ASSURANCE COMMITTEE MEETING MINUTES

MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 7 AUGUST 2025 COMMENCING AT 1 PM

The Committee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Rachael Dean (via Zoom)
Members:	Her Worship the Mayor
Cr Baird	Cr Neale (via Zoom)
Cr Phelps	

NGĀ WHAKAPAAHA APOLOGIES

Nil

ABSENT

Kw Tumahai

STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; Diane Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

Staff in attendance for a part meeting – M. Schumacher, Information Technology Officer; C. Nabben, Financial Accountant.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The updated Interest Register had been circulated. There were no changes made to the Interest Register.

3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Nil

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the previous meeting had been circulated.

- Risk and Assurance Committee Meeting Minutes – 8 May 2025

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **8 May 2025** be confirmed as a true and correct record of the meeting.

Chair Dean **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of **8 May 2025**.

5. ACTION LIST

Chair Dean, spoke to the Action List and provided the following updates:

Item	Action	Officer
Quarterly Report (Q3): Financial	General Manager, District Assets clarified that the allocation of \$3,106.47 of unplanned maintenance expense for the Hokitika Swimming Pool related to the installation of two new disability handrails and repairs to the flooring.	General Manager District Assets This item is complete and can be removed from the Action List.
Workshop: Evaluation of the performance of the Committee	Chair Dean to provide evaluation questionnaires to members of the Risk and Assurance Committee and the Senior Leadership Team by 1 July. Responses from members and the Senior Leadership Team will be required by 15 July 2025. Moved Cr Phelps, seconded Cr Baird, and Resolved not to undertake further work on the Workshop Evaluation. Cr Neale recorded her vote against the motion.	Chair Dean This item can be removed from the Action List.

Moved Cr Phelps, seconded Cr Baird and **Resolved** that the updated Action List be received, and items 1 and 2 be removed from the Action List.

6. NGĀ TĀPAETANGA PRESENTATIONS

• Cybersecurity Training

The Information and Technology Officer, M. Schumacher, presented a snapshot of the cybersecurity training platform, KnowBe4, to Committee members.

Topics covered:

- Risks to Council are high and include increased susceptibility to phishing attacks, vulnerability to infrastructure, regulatory and compliance breaches, operational disruption and reputational damage.
- Based on the click rate data of trained versus untrained users that are likely to fall victim to phishing scams, from 1 every year compared to 1 every 10 years for trained staff.
- Training is mandatory for everyone who has a Council mailbox, including elected members, staff and volunteers.
- The training course is 45 minutes in duration, with a likely 15-minute refresher course undertaken annually.

- Initial tests showed a click rate of phishing at 25% which had reduced to 4% after training, demonstrating the effectiveness of cybersecurity.
- Discussed incorporating cybersecurity training into the induction programme for new Councillors joining the organisation in October 2025.
- Additional training was provided to Councillors so they had an opportunity to upskill.
- Chair Dean recommended that a session on Occupational Fraud Awareness and Education be included in the induction programme for elected members.

Moved Chair Dean, seconded Cr Neale and **Resolved** that Occupational Fraud Awareness and Education be included in the induction programme for elected members, and refresher courses are to be conducted annually.

7. PŪRONGO KAIMAHI STAFF REPORTS

• Quarterly Report – Financial Q4, 1 April – 30 June 2025

Financial Accountant, C. Nabben, spoke to the report.

- The purpose of the report was to inform the Committee of Council's financial performance and position with a focus on benchmarks and treasury management for the three months ending 30 June 2025.
- The report differs from other quarterly reports as it does not include financial data, as this is part of the annual reporting process.

Moved Cr Baird, seconded Cr Phelps and **Resolved** that:

- 1.1 The report be received.
- 1.2 The Committee receive the Quarterly Report Q4 April - June 2025, attached as Appendix 1 to the agenda.

8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Chair Dean, seconded Her Worship the Mayor and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.26 pm.

The general subject of the matters to be considered while the public are 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 the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 8 May 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
			Section 48(1)(a)
2.	Health and Safety Initiatives as at 7 August 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Quarterly Report on Whistleblower Services 1 April to 30 June 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1, 2	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1, 2	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
1, 3	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
1, 3, 4	Maintain legal professional privilege; or (S. 7(2)(g))
1, 2, 3, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))

Moved Chair Dean, seconded Cr Baird and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.05 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – TO BE CONFIRMED
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.05 PM

Confirmed by the Council at their meeting on 25 September 2025.

**Rachael Dean
Chair**

Date: 25 September 2025

**Barbara Phillips
Chief Executive**

Date: 25 September 2025