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, 13 AUGUST 2026 COMMENCING AT 9:30am

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

1. MEMBERS AND APOLOGIES

Chairperson:	David Ward
Members:	Her Worship the Mayor Councillor Martin Councillor Mackenzie Kaiwhakahaere Tumahai

NGĀ WHAKAPAAHA
APOLOGIES

Apology received from Kaiwhakahaere Tumahai.

Moved Her Worship the Mayor, seconded Chair Ward and **Resolved** that the apology from Kaiwhakahaere Tumahai be received and accepted.

STAFF PRESENT
B. Phillips, Chief Executive; D. Maitland, Quality Assurance Manager; S. Lewis, Chief Financial Officer; J. Warren, Senior Human Resources Advisor; S. Hewett, Governance Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST

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

3. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS

Risk and Assurance Committee Meeting Minutes – 7 May 2026

Moved Her Worship the Mayor, seconded Councillor Martin and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **7 May 2026** be confirmed as a true and correct record of the meeting.

4. ACTION LIST

Independent Chair David Ward provided the following updates to the Action List:

- **Item 2: Risk Register**
  Will be presented back to committee in October.

- **Item 3: Protected Disclosure Policy**
  Item on today's agenda and can be closed.

- **Item 4: Westland Heritage Park Health and Safety Plan**
  The Health and Safety Advisor has been working with the staff at Westland Industrial Heritage Park, and this item can now be closed.

5. CHAIR'S REPORT

The Independent Chair spoke to the report, highlighting the work that has been done so far on the policies and their framework. The Chair noted to the committee that each policy should now be assessed as to its current need and whether it aids staff in their ability to perform their roles, rather than keeping outdated policies for the sake of tradition.

Moved Chair Ward, seconded Her Worship the Mayor and **Resolved** that the Chair's Report be received.

6. PŪRONGO KAIMAHI
STAFF REPORTS

Quarterly Financial Report

The Chief Financial Officer (CFO) spoke to the report, going through page by page with the committee. The following items were discussed in the report:

- Year-end financial close is underway. No financial figures are available at this stage, with reporting expected to resume in October once final numbers are available.
- Audit has provided advance notice of areas of focus. No significant concerns or unexpected issues were raised.
- Long Term Plan (LTP) engagement is currently underway. One councillor workshop has been held, with a second workshop to follow community engagement. The Draft LTP is expected back to the risk and assurance committee for review in February 2027.
- Draft 2025/26 Annual Report responses have been incorporated into performance measure reporting. Performance measures will be reviewed through the LTP process to ensure they remain fit for purpose.
- Community hall facilities have been improved; however greater communication with communities is needed to encourage increased utilisation and community-generated revenue opportunities.
- Depreciation revaluation is expected to show a significant variance compared with previous reporting; however, no significant impact on the Annual Report is anticipated as the effect has already been accounted for. Final figures are subject to a valuation report conducted by BECA.
- The Timely Processing performance measure was not achieved due to one certificate being issued one day late out of 173 certificates processed.
- Work is continuing on the future management of water assets and the implications for Council from 1 July 2027. In addition to this finance staff are assessing the impact of stranded overheads associated with water services and will incorporate findings into the LTP.
- Council is currently carrying higher debt levels than immediately required as part of a strategy to secure borrowing at lower interest rates before subsequent rate increases.
- Council's investment policy limits exposure to a single institution to $10 million. Current holdings with Westpac exceed this threshold, and approval is being sought to increase the limit to $15 million.

Moved Her Worship the Mayor, seconded Chair Ward and **Resolved** that:

1. The report be received.
2. The Committee receive the Quarterly Financial Report Q4 April - June 2026.

Draft Policy and Bylaw Framework

The Independent Chair introduced the report, noting that the policy framework and the risk register were the two key items identified by the Committee as requiring attention. The Quality Assurance Manager then presented the report, advising that the framework's purpose is to establish a consistently applied, organisation-wide policy framework, including a formal policy development and review process.

Moved Her Worship the Mayor, seconded Councillor Martin and **Resolved** that:

1. The report be received.
2. The Risk and Assurance Committee endorses the Draft Policy and Bylaw Framework and recommends to Council that it be adopted as the required way of working.

Policies for Adoption

The Quality Assurance Manager spoke to the report which highlights a number of policies being updated to be in line with current best practices. The following policies were discussed:

- **Sensitive Expenditure Policy**
  The Committee agreed to the addition of a clause expressing "a prudent approach to expenditure" to encourage fiscal conservativeness.

- **Proactive Release Policy**

- **Customer and Community Conduct and Communications Policy**
  The Committee agreed on an amendment to Section 3.3 paragraph 2 to the following: "Any elected member who wishes to implement any steps in this policy should first notify the Mayor and Chief Executive, who will arrange for an employee(s) to assist the elected member."

- **Elected Member, Iwi Representative and Staff Interaction Policy**
  The Committee agreed to the following amendments:
  - **Section 5e**: "Elected Members' and Iwi representatives' primary point of communication is via the Office of the Chief Executive and the Mayor, with the exception being instances outlines in this policy."
  - **Section 5g**: Remove the word "either"
  - **Section 5l:** "Significant or ongoing issues may be raised with the Mayor to address with the Chief Executive through the Chief Executive Review Committee."

Moved Councillor Martin, seconded Her Worship the Mayor and **Resolved** that the report be received.

Moved Councillor Mackenzie, seconded Her Worship the Mayor and **Resolved** that:

1. The committee has reviewed the Sensitive Expenditure Policy and recommends it to Council as the required way of working, subject to the amendment as stated above.
2. The committee has reviewed the Proactive Release Policy and recommends it to Council as the required way of working.

Moved Councillor Martin, seconded Chair Ward and **Resolved** that:

1. The committee has reviewed the new Customer and Community Conduct and Communications Policy and recommends it to Council as the required way of working, subject to the amendment as stated above.

2. The committee has reviewed the new Elected Member, Iwi Representative and Staff Interaction Policy and recommends it to Council as the required way of working.

Councillor Mackenzie recorded his vote against this motion.

Treasury Management Policy

Brett Johanson, Executive Director - Corporate Treasury, and Rajeev Verma, Associate Director - Corporate Treasury, from PwC joined the meeting at 11:30am to present a Treasury Management Update to the committee.

Following the presentation, the CFO spoke to the Treasury Management Policy, highlighting the following:

- The policy has been drafted in conjunction with the treasury experts at PwC to ensure it is robust.
- The policy incorporates the Investment Policy and Liability Management Policy into one.
- Amendment suggested to reflect the transfer of debt that will happen when three waters goes to Coast Waters. This would then be removed at the next review after the assets have been transferred.
- Amendment suggested to raise maximum exposure from $10 million to $15 million.

Moved Councillor Mackenzie, seconded Councillor Martin and **Resolved** that:

1. The report be received.
2. The committee endorses option 1 and recommends to Council that the Investment Policy and Liability Management Policy be merged into the Treasury Management Policy with the amendments proposed in sections 3.2.1 and 3.2.3 as follows:
    a. 3.2.1 - Under the Liability Management section, Liquidity and Funding Risk Control Limits, add the following sentence, “Where the non-compliance relates specifically to Local Water Done Well matters, the breach is accepted, and retrospectively reported to Council.”
    b. 3.2.3 Under the Counterparty Credit Risk section, the matrix guide amount relating to NZ Registered Bank maximum exposure has been increased from $10m to $15m.

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

(to consider and adopt confidential items)

Moved Chair Ward, seconded Councillor Mackenzie 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 12.20 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 – 7 May 2026	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

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
			of information for which good reason for withholding exists. Section 48(1)(a)
2.	Policy Updates	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.	CE's 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)
4.	Business Continuity Plan	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)
5.	Cyber Security Deep Dive	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)
6.	Insurance Deep Dive	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	Section
1, 2, 3, 4	Protect the privacy of natural persons, including that of deceased natural persons.	(S. 7(2)(a))
1	Avoid prejudice to measures protecting the health or safety of members of the public.	(S. 7(2)(d))
5	Avoid prejudice to measures that prevent to mitigate material loss to members of the public; and	(S. 7(2)(e))
1	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	Maintain legal professional privilege.	(S. 7(2)(g))
1, 6	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
5	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S. 7(2)(j))

Moved Her Worship the Mayor, seconded Councillor Martin 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 1.38 pm.

DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 8 OCTOBER 2026
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM

MEETING CLOSED AT 1.38 PM

Confirmed by the Committee at their meeting on 8 October 2026.

David Ward **Date: 8 October 2026**
Chair