

Finance and Performance Committee

Meeting of 25 March 2026

Business Unit: People and Corporate

Date Created: 16 March 2026

Internal Controls Update

Purpose Te Aronga o te Pūrongo

To provide an update to the Committee on several key internal controls, including cybersecurity breaches, policy reviews, protected disclosures and fraudulent activity.

Recommendations Ngā Tūtohinga

That the Committee receives the Internal Controls Update, covering the period 16 September 2025 to 16 March 2026.

Report prepared by:

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Approved for submission by:

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Acting General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

1.1 This report provides a high-level summary of several key internal controls, and any notable breaches of these. The period of reporting for this update is **16 September 2025 to 16 March 2026**.

2 Cybersecurity Breaches

2.1 There have not been any cybersecurity breaches in this reporting period.

3 Governance Policy Work Programme

3.1 The Council has 31 Governance Policies, which are subject to review at set intervals. As of 16 March 2026:

- 25 policies are current
- 6 are overdue
- 5 new policies are in development

3.2 Refer to Attachment 1 for a breakdown of under review or in development policies.

4 Protected Disclosures

4.1 There have not been any protected disclosures in this reporting period.

Fraudulent Activity

5.1 There has not been any reported fraudulent activity identified in this reporting period.

6 Privacy Breaches

6.1 There has been one known privacy breach within the reporting period. A project update email intended for an internal project team was inadvertently sent to an external contact due to email auto-complete. The recipient notified Council upon receipt. The Privacy Officer contacted the individual, acknowledged the error, and requested deletion of the email, which was confirmed. No sensitive information was included. As a preventative measure, the relevant staff member has disabled email auto-complete.

6.2 A review of submission publishing practices has been undertaken to better balance individual privacy against public transparency. Submitter contact details will now be automatically withheld from submission forms (with some exceptions on an “as needed” basis). However, this information will still be collected for internal use. Only submitter names will be published, with the option for individuals to request that their name is also withheld

7 Attachments Ngā Āpitihanga

- Governance Policies