



DRAFT MINUTES

**Audit & Risk Committee meeting
Monday, 17 November 2025**

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**MINUTES OF TAURANGA CITY COUNCIL
AUDIT & RISK COMMITTEE MEETING
HELD AT THE TAURANGA CITY COUNCIL CHAMBERS, L1 ROAD, TAURANGA
ON MONDAY, 17 NOVEMBER 2025 AT 9.30AM**

MEMBERS PRESENT: Deputy Mayor Jen Scoular, Cr Steve Morris, Mayor Mahé Drysdale, Tangata Whenua Representative Rohario Murray

ALSO PRESENT Cr Glen Crowther, Cr Maten Rozeboom, Cr Rod Taylor

IN ATTENDANCE: Marty Grenfell (Chief Executive), Kathryn Sharplin (Acting COFO), Anahera Dinsdale (Governance Advisor), Caroline Irvin (Governance Advisor)

Timestamps are included at the start of each item and signal where the agenda item can be found in the recording of the meeting held on 17 November 2025 at [Tauranga City Council's YouTube Channel](#).

1 OPENING KARAKIA

Tangata Whenua Representative Rohario Murray opened the meeting with a karakia.

2 APOLOGIES

Nil

3 PUBLIC FORUM

Nil

4 ACCEPTANCE OF LATE ITEMS

Nil

5 CONFIDENTIAL BUSINESS TO BE TRANSFERRED INTO THE OPEN

Nil

6 CHANGE TO ORDER OF BUSINESS

The Chair advised that item 9.4 – Policy Review – Risk Management Policy would be addressed before item 9.3 – Policy Review – Conflicts of Interest Policy.

7 CONFIRMATION OF MINUTES

Timestamp: 6 minutes

7.1 Minutes of the Audit & Risk Committee meeting held on 21 July 2025

COMMITTEE RESOLUTION AR/25/4/1

Moved: Tangata Whenua Representative Rohario Murray

Seconded: Deputy Mayor Jen Scoular

That the Minutes of the Audit & Risk Committee meeting held on 21 July 2025 be confirmed as a true and correct record subject to the following corrections:

- (a) Members Present section of minutes – Correct Cr Marten Rozeboom spelling of name.

CARRIED

8 DECLARATION OF CONFLICTS OF INTEREST

Nil

9 BUSINESS

Timestamp: 8 minutes

9.1 Status Update on actions from prior Audit & Risk Committee meetings

Staff Kathryn Sharplin, Acting COFO

COMMITTEE RESOLUTION AR/25/4/2

Moved: Deputy Mayor Jen Scoular

Seconded: Tangata Whenua Representative Rohario Murray

That the Audit & Risk Committee:

- (a) Receives the report "Status Update on actions from prior Audit & Risk Committee meetings".
- (b) **Attachment 2** can be transferred into the open can be released when the full report is reviewed

CARRIED

Timestamp: 13 minutes

9.2 Risk Appetite Report - November 2025

Staff Chris Quest, Manager Risk & Assurance
Chris Smith, Risk and Business Continuity Advisor

Resolution Note:

- Resolution (b) should reference Attachment 1 not Attachment 2. This was corrected at the meeting.

UNCONFIRMED

COMMITTEE RECOMMENDATION

Moved: Mayor Mahé Drysdale

Seconded: Cr Steve Morris

That the Audit & Risk Committee:

- (a) Receives the report "Risk Appetite Report - November 2025".
- (b) Endorses the risk appetite statements as outlined in Attachment 1 of this report.
- (c) Commences a 12-month reporting cycle of Tauranga City Council's risk against the preliminary risk appetite statements to further define tolerance levels and consequences.
- (d) **Attachment 2** to remain in public excluded permanently.
- (e) **Attachment 3** to remain in public excluded permanently.

An amendment was proposed:

Moved: Tangata Whenua Representative Ms Rohario Murray

Seconded: Deputy Mayor Jen Scoular

- (f) That the Environmental risk be moved from moderate to low risk appetite

For: Deputy Mayor Jen Scoular, Cr Steve Morris and Tangata Whenua Representative Rohario Murray

Against: Cr Mahé Drysdale

CARRIED 3/1

COMMITTEE RESOLUTION AR/25/4/3

Moved: Mayor Mahé Drysdale

Seconded: Cr Steve Morris

That the Audit & Risk Committee:

- (a) Receives the report "Risk Appetite Report - November 2025".
- (b) Endorses the risk appetite statements as outlined in Attachment 1 of this report.
- (c) Commences a 12-month reporting cycle of Tauranga City Council's risk against the preliminary risk appetite statements to further define tolerance levels and consequences.
- (d) **Attachment 2** to remain in public excluded permanently.
- (e) **Attachment 3** to remain in public excluded permanently.
- (f) That the Environmental risk be moved from moderate to low risk appetite

CARRIED

Timestamp: 51 minutes

9.4 Policy Review - Risk Management Policy

Staff Chris Quest, Manager Risk & Assurance
Chris Smith, Risk and Business Continuity Advisor
Sharon Herbst, Policy Analyst

Actions

- That staff create a glossary of terms, in particular with how it refers to all associated with TCC and the groupings there of.

COMMITTEE RESOLUTION AR/25/4/4

Moved: Cr Steve Morris

Seconded: Deputy Mayor Jen Scoular

That the Audit & Risk Committee:

- (a) Receives the report "Policy Review - Risk Management Policy".
- (b) Approves and adopts the revised Risk Management Policy incorporating changes provided in the report for the policy to take effect immediately, including:
 - (i) updating the definitions of the terms Business Continuity, Council, Tauranga City Council, the Committee, council staff, risk, Enterprise Risk Management System (ERMS), group and division
 - (ii) including Te Ao Māori principles in the principles section of the policy in alignment with Tauranga City Council's Code of Conduct/ Ngā Kawa Arataki
 - (iii) updating the responsibilities in the policy for Council, the Committee and the Chief Executive
 - (iv) changing the frequency of the review of risk registers from quarterly by department to regularly by each division
 - (v) including a description of strategic risks and how they are recorded.
- (c) Delegates to the Acting Chief Operating and Financial Officer - Commercial and General Counsel to make any necessary minor drafting or presentation changes to the Risk Management Policy prior to it being published.

CARRIED

Timestamp: 1 hour

9.3 Policy Review - Conflicts of Interest Policy

Staff Chris Quest, Manager Risk & Assurance
Chris Smith, Risk and Business Continuity Advisor
Sharon Herbst, Policy Analyst

COMMITTEE RESOLUTION AR/25/4/5

Moved: Cr Steve Morris

Seconded: Tangata Whenua Representative Rohario Murray

That the Audit & Risk Committee:

- (a) Receives the report "Policy Review - Conflicts of Interest Policy".
- (b) Endorses the updated policy (**Attachment One**).

CARRIED

Timestamp: 1 hour 12 minutes

9.5 Policy Review - Privacy Policy

Staff Andrew Hough, General Counsel
Sharon Powell, Privacy Officer
Sharon Herbst, Policy Analyst

COMMITTEE RESOLUTION AR/25/4/6

Moved: Mayor Mahé Drysdale

Seconded: Deputy Mayor Jen Scoular

That the Audit & Risk Committee:

- (a) Receives the report "Policy Review - Privacy Policy".
- (b) Endorses the creation of a new Privacy Policy (**Attachment One**) for the Executive to consider and adopt, which includes:
 - (i) a scope that includes all council workers, including the mayor, councillors and persons appointed to council committees
 - (ii) applying the Information Privacy Principles (IPPs) and ensuring appropriate systems are in place to manage personal information
 - (iii) a commitment to enhancing culturally aligned practices
 - (iv) an annually reviewed privacy statement on the council website
 - (v) clear roles and responsibilities for privacy officers
 - (vi) annual privacy training for workers
 - (vii) effective management of privacy breaches.

CARRIED

Timestamp: 1 hour 17 minutes

9.6 LGOIMA and Privacy Q1 Report for 2025/26

Staff Kathryn Norris, Team Leader: Information Request

COMMITTEE RESOLUTION AR/25/4/7

Moved: Mayor Mahé Drysdale

Seconded: Deputy Mayor Jen Scoular

That the Audit & Risk Committee:

- (a) Receives the report " LGOIMA and Privacy Q1 Report for 2025/26".

CARRIED

10 DISCUSSION OF LATE ITEMS

Nil

11 PUBLIC EXCLUDED SESSION

Resolution to exclude the public

COMMITTEE RESOLUTION AR/25/4/8

Moved: Deputy Mayor Jen Scoular

Seconded: Tangata Whenua Representative Rohario Murray

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - Public Excluded Minutes of the Audit & Risk Committee meeting held on 21 July 2025	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege s7(2)(h) - The withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - The withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a) - 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 would exist under section 6 or section 7
11.2 - Digital/Cyber Risk Quarterly Report	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret	s48(1)(a) - 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 would exist under section 6 or section 7
11.3 - Risk Register - Quarterly Update	s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a) - 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 would exist under section 6 or section 7

11.4 - Internal Audit & Assurance - Quarterly Update	s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a) - 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 would exist under section 6 or section 7
11.5 - Health, Safety and Wellbeing Quarterly Report: Q1 July to September 2025	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a) - 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 would exist under section 6 or section 7
Confidential Attachment 2 - 9.1 - Status Update on actions from prior Audit & Risk Committee meetings	s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a) 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 would exist under section 6 or section 7
Confidential Attachment 2 - 9.2 - Risk Appetite Report - November 2025	s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a) 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 would exist under section 6 or section 7
Confidential Attachment 3 - 9.2 - Risk Appetite Report - November 2025	s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied	s48(1)(a) 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 would exist under section 6 or section 7

CARRIED

12 CLOSING KARAKIA

Cr Steve Morris closed the meeting with a karakia.

The meeting closed at 11:28am.

The minutes of this meeting were confirmed as a true and correct record at the Audit & Risk Committee meeting held on 23 February 2026.

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