

Audit Committee Action Schedule - Updated after 16 December 2013 Meeting

Meeting Date	Minute Page	Item No.	Item Description	Actions Requested/Resolutions	¹ Resp Officer	Action Taken	² ✓
14.08.2012 - Workshop			Projects over \$5m	AC want to see a full risk assessment/analysis done for each project \$5m and over On 1 October the Committee requested that these projects be taken back to the Service Delivery Committee for them to provide an update on the risks associated with these projects and report them back to the Audit Committee.	CFO GMI	The Audit Committee has requested further information. Currently there are no projects scheduled for the 2013/14 year in excess of \$5m The following projects have been identified in the 2012 TYP: <ul style="list-style-type: none"> • Thames Pool \$5m in 2020/21 • Pauanui Water Treatment Plant Upgrade 15/16 \$7.1m • Pauanui Wastewater Treatment Plant upgrade 2021/22 \$7.5m • Area Wide treatment Pavement over the Ten years \$31.6m Request has been passed on to Acting Infrastructure Manager to action.	
14.08.2012 - Workshop			Non-financial reporting	Non-financial reporting is key – reports should be integrated including financial and non-financial risks and must ensure that what was delivered was agreed to at a community and governance level	CFO	Ongoing. Mid-Year Non - Financial Organisational Performance Report to be presented to the Committee February 2014.	
14.08.2012 - Workshop			Communication of Risk	How and when should communication around risk happen? There needs to be a process for	CFO	Further investigation required.	

¹ Highlight indicates Action Owner. Abbreviations referenced at end of document.

² Action Completed – will be deleted from Action Schedule following Audit Committee review

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				identifying and dealing with sensitive issues, and elected members should be briefed on them			
16.12.2013	20	2.1	Review of District Special Reserves Policy	Report on the Balances in Reserves is to be developed and taken to Council and Community Boards.	CFO.	Report Developed Scheduled for February 2014 Community Board and Council meetings.	✓
16.12.2013	21	2.4	Roles and Responsibilities of the Audit Committee	Committee requests that the 2013 Audit Committee Guidelines and Work Programme be produced in Booklet form and as a permanent item in the Audit Committee drop box	CFO	Booklet to be handed out at February 2014 Audit Committee meeting	✓
16.12.2013	24	4.1	Updated after 1 October 2013 Meeting - Audit Committee Action Schedule	Committee requested breakdown of Capital Works incurred expenditure Year to Date together with forecast expenditure and budgets for the financial year	CFO	Report included in February 2014 meeting agenda as part of the financial report.	✓

GSM	Governance Support Manager	GSC	Governance Support Co-ordinator	ITM	Information & Technology Manager
CFO	Chief Financial Officer	GMI	Group Manager Infrastructure	BPA	Business Process Analyst
CE	Chief Executive	GMR	Group Manager Regulatory	RM	Revenue Manager

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