

Audit Committee Action Schedule - Updated after 2 March 2015 Meeting

Meeting Date	Minute Page	Item No.	Item Description	Actions Requested/Resolutions	¹ Resp Officer	Action Taken	² ✓
14.08.2012 - Workshop			Communication of Risk	How and when should communication around risk happen? There needs to be a process for identifying and dealing with sensitive issues, and elected members should be briefed on them	CFO	Staff have enlisted the assistance of Katherine Quinn to assist with the development of the Communication of Risk within the Organisation. In the meantime the agendas of the: <ul style="list-style-type: none"> • Strategy team; • Deputy CE Group; and • CE Group have all had a time slot allocated Identification and mitigation of risk within the organisation.	
18.2.2014	7	2.2	Financial Results for the period ended 31 December 2013	Staff to investigate changing development contributions in relation to subdivisions - maximum 3 years from date of granting	CFO	Considered as part of Development Contributions review going before Council as part of the 2015 LTP work programme. Not progressed. Can be incorporated into Council Developer Agreements.	
18.2.2014	7	2.2	Financial Results for the period ended 31 December 2013	Staff to create a report with "traffic lights" showing impact of debt and associated interest costs	CFO	On-going.	
18.2.2014	8	2.3	Review of Prioritisation of Capital Works Policy	Staff to include affordability concerns into the model	CFO	On-going. The matrix was not used in the 2015-25 Long-Term Plan.	
18.2.2014	8	2.4	Review of policy on collection of overdue debts (excluding rates and water)	Staff requested to review cost of debt collection with the possible implementation of payment up front rather than payment on invoice for goods/services with a value of less than \$500.	FM	Considered as part of Fees and Charges in the 2015 LTP. A review was carried out. No changes proposed through the LTP process to require	✓
20.10.2014	5	4.1		Staff requested to consider "Terms of trade" to			

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

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				enforce bad credit for returning debtors. Systems would be required to support the application.		payment in advance for sundry debtors less than \$500 from a Public Service aspect.	
5.12.2014	7	3.2	Biosolids Composter	Request that staff provide additional sensitivity analysis to that contained in the Morrison Low Report	GMI	A report is being presented to the Infrastructure Committee on 2 June 2015.	✓
5.12.2014	5	3.1	2015-2025 Long Term Plan update	The Funding Impact Statement forms a critical part of the LTP. As such the Committee sought reassurance in relation to the legislative compliance of this statement and the Revenue and Financing Policy.	CFO	Simpson Grierson Wellington have been retained to undertake a compliance review Councils Revenue and Financing Policy along with the Funding Impact Statement and Rates Resolution.	✓
5.12.2014	5	3.1	2015-2025 Long Term Plan update	Councils Development Contributions Policy has undergone significant change over the past twelve months both in relation to legislative changes and Councils wastewater.	CFO	Simpson Grierson's review findings on the policy have been incorporated into the 2015 deliberations paper to Council on 13 May 2015.	✓
2.3.2015	4	4.7	Mercury Bay multisport complex	Staff provide a report to the 25 March 2015 Council meeting to consider the background to the purchase of the Mercury Bay sports complex grounds.	CFO	Report tabled to Council on 25 March 2015.	✓

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
FM	Finance Manager	GMR	Group Manager Regulatory	RM	Revenue Manager

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