

	Urgent	Necessary	Beneficial	Assigned	Estimated Completion	Status	Comments
Audit NZ 2020 Management Report Development contributions revenue recognition (5.1) Implement a process whereby revenue recognised in advance is appropriately recorded in the annual report.		✓		Finance Manager		Completed	After year end both the GL and outstanding 224c certificates are reviewed. Where development contributions have been received and the 224c certificate has not been signed off in the financial year, the development contributions are recognised as revenue received in advance.
Reconciliation of land sales and costs (5.3) A reconciliation between the property team's tracking sheet and accounting journals needs to be performed on a regular basis.		✓		Finance Manager		In Progress	A more robust system is in place and we are now working to improve with Managers regular meetings to keep on top of this. Pending Audit Ne Zealand's Annual Report Audit 2021, this should become completed.
Payments for hurt and humiliation (5.5) Review the policy regarding out of court settlements for hurt and humiliation and consider making a voluntary disclosure to the IRD			✓	Executive Manager - People and Culture		In progress	We are reviewing this. We currently don't have a policy for – Payments for hurt and humiliation, however we follow the legislative requirements for these payments.
Third party acknowledgement of Council's security policies (5.8) Introduce a formal process whereby third parties such as IT vendors or other non-staff acknowledges that they have received and read these Security Policies and that they understand their responsibilities to comply with those policies.			✓	Information Services Manager	Dec-21	In progress	Work in progress with the estimated completion still on track.
Audit NZ 2019 Management Report							
Asset valuation recommendations and processes (4.1)							
Management should review and address the asset valuation recommendations made by the District Council's valuer. The valuation reports for both the roading and the 3-waters asset classes made several recommendations for improvement opportunities. In reviewing the valuation reports we concur with the valuer's recommendations and have noted the more significant recommendations below.		✓		Executive Manager - Infrastructure Services and Executive Manager - Corporate Services		In progress	An asset valuation schedule has been included in the asset management policy which will be considered by the Audit and Risk Committee on 3 December 2021.
Roading – the valuer made assumptions around installation dates for certain assets, as the construction date information was not recorded in RAMM. It is recommended that management review and update the dates for the next valuation. We note that management has performed some work already to address this, identifying that some relate to assets constructed as part of the Cromwell relocation when the Clyde Dam was constructed.							The asset construction dates for most roading assets are in RAMM, and the number of missing dates is not material to the value. Those that are missing will be entered prior to the next valuation.
Roading – bridge assets were revalued outside of RAMM and it was recommended these assets should be moved to RAMM. In addition it was identified that some bridges may not be replaced at the end of their useful lives and the District Council should consider this as part of its Bridging Strategy.							The valuation of bridges will not be moved into RAMM as RAMM has insufficient capability to record bridge data to component level, meaning that the bridges can more effectively be valued using a spreadsheet. We are investigating alternative systems that may be able to record bridge data more effectively, but any change to this will be a long term, not a short term project.
3-Waters – the valuers noted that detailed component information for new plant projects completed since the previous valuation, have not been included in the plant asset register. Instead, high level project costs have been used.							Asset data for 3 waters plant sites is currently being collected as a stimulus funded project and will be in the asset system for the next valuation.

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Annual report preparation process (4.2)							
Council should introduce a robust internal quality review process over the draft annual report to improve the quality of the draft information provided for audit.		✓		Executive Manager - Corporate Services / Finance Manager		Ongoing	Preparation for the Annual Report has been completed for 2020-21. Pending Audit New Zealand's findings, this will either remain ongoing or be completed.
IT Control Environment							
To strengthen the Council's overall IT control environment, we recommend the Council considers the following: <ul style="list-style-type: none"> • A formal IT strategic plan that supports the overall business strategic objectives • Business led IT governance group with clear terms of reference • A formal IT risk management process • A formal management reporting that provide the organisation with the level of service that IT provides and insights as to value of its IT investments. 			✓	Informations Services Manager		In progress	To strengthen the Council's overall IT control environment, we recommend the Council considers the following: <ul style="list-style-type: none"> • A formal IT strategic plan that supports the overall business strategic objectives – Estimated completion date July 2022, workshop with leadership team planned for December 2021 • Business led IT governance group with clear terms of reference – A proposal for an Information Services (IS) Steering Committee has been drafted, this is yet to be presented to the Executive Manager for feedback. This forms part of the IS Activity Management Plan and IS Management & Governance Framework • A formal IT risk management process – Information Services uses the CODC Risk Management Policy and framework. The IS Risk Register forms part of the IS Activity Management Plan and IS Management & Governance Framework. The applicable risks have also been associated with the soon to be completed Cyber Security Plan 2018-2021, the future Cyber Security Plan 2022-2024, future Information and Records Management Plan 2022-2024 and Privacy Plan. • A formal management report that provides the organisation with the level of service that IT provides and insights as to the value of its IT investments. IS programmes and projects, as part of the CODC Project Management Framework and Sentient Portfolio Program Management roll out. Executive Manager – Corporate Services reporting is targeted for January/February 2022, once bedded in expand to the Executive Team and appropriate programmes and project stakeholders. Privacy Plan, Cyber Security Plan 2022-2024, Information and Records Management Plan 2022-2024 all have reporting requirements to the Executive Team, and Audit and Risk Committee. Further reporting will be discussed with the Executive Team.