

Far North District Council

Audit, Finance and Risk Committee work plan

Terms of reference	Work stream	Meeting dates				How achieved - summary of reporting mechanisms
		9-Aug-23	31-Oct-23	No set yet	Not set yet	
Internal Controls framework	Outstanding auditor recommendations, progress and updates		x	x	x	Progress reports will commence October 2023
	Issues arising from Internal Audits, register of issues and risks, updates		x	x	x	Progress reports will commence October 2023
	Cyber security and system availability risks (Px)		x	x	x	Progress reports will commence October 2023
	Internal audit plans, and focus audits	x				Audit plan ready for 9 August meeting.
Finance and reporting oversight	Budget v actual review of key areas, year end forecasts		x	x	x	Year end financials are currently out of cycle with meeting dates. It might be necessary to have an extra ordinary meeting to review prior to adoption of the Annual Report, which is due 31 October 2024.
	Levels of service (SSP) review		x	x	x	SSP reporting is currently out of cycle with meeting dates. It might be necessary to have an extra ordinary meeting to review prior to adoption of the Annual Report, which is due 31 October 2024.
	Liquidity and debtor performance, hygiene factors					Separate reports on agenda's or included in the Council Financial Report
	Capital expenditure and financing			x		This reporting doesn't align with current meeting schedule
	SOI's for CCTO's					A draft SOI will be submitted by 28 February 2024 and Council has until 30 April 2024 to provide feedback. This could fall outside of the current meeting schedule
External reporting and accountability	Review of accounting policies			x		Review prior to the LTP close out
	Review of valuations					This should be handled at about August each year when the valuations become available
	Review of Auditor Planning documents					These should be available by April each year now we are back to normal reporting timetables
	Review of key audit issues					This should be late September or early October each year

	Review of Draft annual report, representation letters and recommendation to Council re signing					This will fall outside of the current meeting cycle as the Annual Report has to be adopted by 31 October 2024.
	Review of Report to Governance			x		This should be received in Q4 each year but ideally prior to adoption so Council can consider if any matters have an impact on the adoption decision.
	Emerging accounting issues and requirements (Green)					As and when they occur
	Changes in the legislative environment and emerging risks and changes	x	x	x	x	A high level risk report is on the agenda for 9 August. A review of how we report and what we report on is underway
Key Council plans	Review of Annual Plans and assumptions					
	Review of LTP assumptions and accounting policies			x		
	Legislative compliance with LGFA / LGA	x	x	x	x	Covenant reporting is included in the Council Financial Reports - should this be monitored by the Committee?
Risk management	Review of top risks - update		x	x	x	Each meeting
	Risk management update on projects and work streams		x	x	x	Each meeting
	AFRC and Executive team risk issues and emerging risks (Horizon scan)		x	x	x	Each meeting
	Delegations register review					Annually or when needed
	Deep dive into a risk area (cyclical)		x	x	x	Each meeting, one area
	Risk management workshop to update the overall risk register (annual) and brain storm					Annually or when needed
Proberity, Waste, and Policies	Sensitive expenditure review, critical fraud controls and reviews of control effectiveness					Each meeting
	Fraud risk update and work streams					Each meeting
	Cyclical review of key fraud and intenal control risk areas		x	x	x	Each meeting
	Policies - cyclical review schedule			x	x	Each meeting

Insurance	Review of policies, processes and strategies		x			Probably with the annual insurance review.
	Review of annual insurance renewals		x			Dependant on the information available from Council's insurance broker AoN, this may be in the form of a presentation
Treasury	Treasury policies including covenants and policy compliance		x			Council's treasury advisor Bancorp will be asked to present to Committee
	Quarterly report from advisors		x			This will be to Council as the AR has to be adopted by 31 October. Teams catch ups can be arranged for the next cycle of meetings
	AP/LTP					InfoMetrics are presenting to Council 17 August 2023. An information report will be on the 31 October agenda
Occupational Health and Safety	Report on progress, and learnings		x	x	x	Each meeting
	Stopwork notices and handling		x	x	x	Each meeting
	Key risk areas and compliance		x	x	x	Each meeting
Legal issues and updates	Current legal issues in progress (Px)	x	x	x	x	Each meeting
	Potential legal issues and risks (Px)	x	x	x	x	Each meeting
	Legal compliance review across Council				x	Annually, or when needed
	Ratings validity review					When rate basis are changed or new rates introduced
Other	Review and confirmation of Terms of Reference					Three yearly or when needed
	Review and update the ARFC work plan	x				Annually, or when changes are proposed
	Review of the effectiveness of the AFRC					Three yearly or when needed
	Review of the external auditor performance (3 yearly)					Three yearly or when needed