

	Work Plan schedule.
	Work Plan not achieved.
	Rescheduled from Work Plan
	Completed
	Increased reporting

ARC Terms of Reference		20 AUG	15 OCT	10 DEC	11 FEB	15 APR	20 MAY	19 AUG	21 OCT	9 DEC	COMMENTS / SCHEDULING
Item	Description										
1.1	Financial Reporting										
1.1.1	Review Statutory Financial Statements		1						1		
1.1.1	Comparison of Actual to Budget for Year Ending 30 June 2025		1						1		
1.1.1	Developer Contributions and Separate Rates		1						1		
1.1.1	Review performance of Investments and Borrowings		1						1		
1.1.2	Outstanding Debtors (including rates)		1						1		
1.1.2	Review Consistency of Financial Policies & Procedures including all material information presented with the financial statements	1						1			
1.2	Internal Controls										
1.2.1	Internal Controls framework, processes and systems					1					
1.2.2	Review material to be included in the annual report concerning internal controls processes and systems	1						1			
1.3	Risk Management										
1.3.1	Review effectiveness of framework, processes and systems		1			2		1			
1.3.2	Strategic Risk Register		1			2			1		
1.3.3	Climate Change Mitigation/Adaptation			1						1	
1.3.3	Cyber Security Uplift Program	1		2	2		3	1		2	
1.3.4	Review material to be included in the annual report concerning risk management processes and systems	1						1			
1.4	Public Interest Disclosure										
1.4.1	Review policies for public officers to confidentially raise concerns in accordance with the Public Interest Disclosure Act 2018	1						1			
1.5	Internal Audit										
1.5.1	Review the Internal Audit Charter				1						Charter every three years
1.5.2	Oversee the planning and scoping of the Internal Audit Work Plan	1			1			1			
1.5.3	Monitor and review internal audit processes	1						1			
1.5.4	Receive reports against Internal Audit recommendations, at least on a quarterly basis	1		2	1		2	1		2	Quarterly
1.5.5	Receive all reports on work undertaken for the Internal Audit Work Plan				1						As requested
1.5.6	Confidential Meeting with the person primarily responsible for the internal audit function regarding internal audit and review findings										
1.5.7	Review and comment on an annual report provided by the Chief Executive Officer	1						1			
1.5.8	Consult with CEO on the appointment of the person primarily responsible for the IA function										when necessary
1.6	External Audit										
1.6.1	Consider and make recommendations re appointment of External Auditors, including overseeing Council's relationship with the External Auditor										October 2031 (or earlier as required) - 5 year appt term
1.6.3	Confidential Meeting with External Auditors to discuss the report and any issues		1						1		As requested - at least once a year
1.6.4	Make recommendations on the annual External Audit Plan						1				
1.6.5	Review the findings and effectiveness of the audit with the External Auditor (see also Item 1.6.3)		1						1		
1.6.7	Review any representation letter requested by the External Auditor to be tabled with the Committee						1				
1.6.8	Review External Audit Management letter and management's response and oversee actions to follow up on matters raised by the External Auditors		1		2		3		1		
1.7	Review of Strategic Management and Business Plans										
1.7.1	Review Long Term Financial Plan						1				
1.7.1	Review Draft Annual Business Plan and Budget						1				
1.7.1	Review Asset Management Plans						1				
1.7.1	Community Plan and Lead Strategies					1					
1.8	Value and Efficiency										
1.8.1	Management processes, program reviews, service delivery reviews										when necessary
1.9	Major/Strategic Infrastructure Projects (CCC)										
1.9.1	Summit Precinct			1			2			1	
1.9.1	City Centre Catalyst		1			2			1		
1.10	Prudential Reports										
1.10.1	Prudential Reports										as required
1.11	Council Subsidiaries										
1.11.1	Review adequacy of risk management and performance reporting			1						1	
1.11.2	Assessment of strategic plans and annual business plans, where relevant				1						
1.11.3	Make recommendations for improvement of subsidiaries with Council objectives				1						
2	Reporting Responsibilities and Frequency of Meetings										
2.1	Prepare an annual report to Council and Committee Chairperson to present to Council	1						1			Annual Report due to October Council meeting
2.2	Review Terms of Reference								1		October 2030 to align with Council elections (or earlier as required)
2.3	Audit Committee Self- Assessment and annual report	1						1			
3.2	Annual review of work plan and determine meeting schedule					1					

Note: Timing for some matters is not yet known and will be dependent upon other circumstances e.g. timing of receipt of prudential reports