

Kapiti Coast District Council DUML 2019

Deriving submission information		
Non-compliance	Description	
<p>Audit Ref: 2.1</p> <p>With: Clause 11(1) of Schedule 15.3</p> <p>From: 01-Sep-19</p> <p>To: 30-Sep-19</p>	<p>41 metered lights were included in the submission calculation, resulting in over submission of 3,137 W or 1,145 kWh for September 2019.</p> <p>The monthly database extract provided does not track changes at a daily basis and is provided as a snapshot.</p> <p>Living dates are not recorded for new connections, and change dates may not reflect the date of the change if they are not processed in RAMM at the time that the change occurs.</p> <p>Seven unmetered items of load do not have an ICP number recorded.</p> <p>One 250 W HPS lamp was confirmed to have an incorrect gear wattage, resulting in under submission of 43 kWh per annum.</p> <p>Potential impact: Low</p> <p>Actual impact: Low</p> <p>Audit history: Once</p> <p>Controls: Moderate</p> <p>Breach risk rating: 2</p>	
Audit risk rating	Rationale for audit risk rating	
Low	<p>The controls over submission are moderate. The methodology is correct, but one of the inputs was incorrect and a small number of metered lights were included.</p> <p>The database update processes will ensure that in most cases the change date reflects the date that the change is made.</p> <p>The impact is low based on the kWh variances identified. The differences resulting from using a monthly snapshot instead of daily data are not expected to be significant based on the volume of changes and new connections occurring.</p>	
Actions taken to resolve the issue	Completion date	Remedial action status
<p>KCDC are completing a full database audit and will have this completed in this financial year – this should clear any issues relating to incorrect lights, ICPs, Ballast and Wattage</p> <p>Contact will work with KCDC to ensure that a time stamp is added to their database</p> <p>Contact will work with KCDC to ensure they are recording correct dates</p>	01/07/2020	Identified

Preventative actions taken to ensure no further issues will occur	Completion date
Contact will complete quarterly database checks and keeping in touch with KCDC to ensure they are keeping their database up to date	Ongoing

ICP identifier and items of load		
Non-compliance	Description	
Audit Ref: 2.2 With: Clause 11(2)(a) and (aa) of Schedule 15.3 From: 01-Sep-19 To: 30-Sep-19	Seven unmetered items of load do not have an ICP number recorded. Potential impact: Low Actual impact: Low Audit history: Once Controls: Moderate Breach risk rating: 2	
Audit risk rating	Rationale for audit risk rating	
Low	The controls are rated as moderate as a small number of items of load had missing ICP numbers, and the ICP is normally populated. The impact is low based on potential under submission of 693 W or 2,960 kWh annum (based on 4,271 burn hours).	
Actions taken to resolve the issue	Completion date	Remedial action status
KCDC are completing a full database audit and will have this completed in this financial year – this should clear any issues relating to incorrect lights and ICP's	01/07/2020	Identified
Preventative actions taken to ensure no further issues will occur	Completion date	
Contact will complete quarterly database checks and keeping in touch with KCDC to ensure they are keeping their database up to date	Ongoing	

Database accuracy			
Non-compliance	Description		
<p>Audit Ref: 3.1</p> <p>With: Clause 15.2 and 15.37B(b)</p> <p>From: 01-Sep-19</p> <p>To: 30-Sep-19</p>	<p>The monthly database extract provided does not track changes at a daily basis and is provided as a snapshot.</p> <p>Livening dates are not recorded for new connections, and change dates may not reflect the date of the change if they are not processed in RAMM at the time that the change occurs.</p> <p>Seven unmetered items of load do not have an ICP number recorded.</p> <p>One 250 W HPS lamp was confirmed to have an incorrect gear wattage, resulting in under submission of 43 kWh per annum.</p> <p>Potential impact: Low</p> <p>Actual impact: Low</p> <p>Audit history: Once</p> <p>Controls: Moderate</p> <p>Breach risk rating: 2</p>		
Audit risk rating	Rationale for audit risk rating		
Low	<p>The controls are moderate. The database update processes will ensure that in most cases the change date reflects the date that the change is made.</p> <p>The impact is low based on the kWh variances identified. The differences resulting from using a monthly snapshot instead of daily data are not expected to be significant based on the volume of changes and new connections occurring.</p>		
Actions taken to resolve the issue		Completion date	Remedial action status
<p>KCDC are completing a full database audit and will have this completed in this financial year – this should clear any issues relating to incorrect lights, ICPs, Ballast and Wattage</p> <p>Contact will work with KCDC to ensure that a time stamp is added to their database</p> <p>Contact will work with KCDC to ensure they are recording correct dates</p>		01/07/2020	Identified
Preventative actions taken to ensure no further issues will occur		Completion date	
<p>Contact will complete quarterly database checks and keeping in touch with KCDC to ensure they are keeping their database up to date</p>		Ongoing	

Volume information accuracy			
Non-compliance	Description		
<p>Audit Ref: 3.2</p> <p>With: Clause 15.2 and 15.37B(c)</p> <p>From: 01-Sep-19</p> <p>To: 30-Sep-19</p>	<p>41 metered lights were included in the submission calculation, resulting in over submission of 3,137 W or 1,145 kWh for September 2019.</p> <p>The monthly database extract provided does not track changes at a daily basis and is provided as a snapshot.</p> <p>Living dates are not recorded for new connections, and change dates may not reflect the date of the change if they are not processed in RAMM at the time that the change occurs.</p> <p>One 250 W HPS lamp was confirmed to have an incorrect gear wattage, resulting in under submission of 43 kWh per annum.</p> <p>Potential impact: Low</p> <p>Actual impact: Low</p> <p>Audit history: Once</p> <p>Controls: Moderate</p> <p>Breach risk rating: 2</p>		
Audit risk rating	Rationale for audit risk rating		
Low	<p>The controls over submission are moderate. The methodology is correct, but one of the inputs was incorrect and a small number of metered lights were included.</p> <p>The database update processes will ensure that in most cases the change date reflects the date that the change is made.</p> <p>The impact is low based on the kWh variances identified. The differences resulting from using a monthly snapshot instead of daily data are not expected to be significant based on the volume of changes and new connections occurring.</p>		
Actions taken to resolve the issue		Completion date	Remedial action status
<p>KCDC are completing a full database audit and will have this completed in this financial year – this should clear any issues relating to incorrect lights, ICPS, Ballast and Wattage</p> <p>Contact will work with KCDC to ensure that a time stamp is added to their database – Contact will work on how we will address changes in the database and accurate submission</p> <p>Contact will work with KCDC to ensure they are recording correct dates</p>		01/07/2020	Identified
Preventative actions taken to ensure no further issues will occur		Completion date	
<p>Contact will complete quarterly database checks and keeping in touch with KCDC to ensure they are keeping their database up to date</p>		Ongoing	