

Audit & Risk Committee: Action List

#	Action	Owner	Date Assigned	Date Due	Status
1.	Member Training and Development	Mayor	December 2018	June 2020	A specific training and development plan focused on risk will be developed for relevant Councillors. In the interim training has been provided through the Councillor induction and one off workshops delivered by staff. A recent 'Chairperson' training session was also delivered by an external provider.
2.	<u>Strategic Risk Register</u> To continue the discussion as part of the overall stakeholder engagement workshop following the local authority elections, and to review examples of best practice from other Councils	Communications, Marketing & Engagement Manager	September 2019	June 2020	In progress. Council is in the process of developing a Communication & Engagement Strategy. The Mayoral Forum are also preparing a work programme which may address engagement issues such as voter turnout. An update will be presented to the next meeting.
3.	<u>Emerging Risks</u> Draft Climate Change Strategy that is tightly scoped, has wide stakeholder engagement to address actions, and legislation e.g. Zero Carbon. Report on Council's response to Climate Change and timelines to December meeting.	Chief Operating Officer	September 2019	Complete.	Complete. Council adopted a way forward at their meeting in February. A co-designed process is progressing between a Councillor Governance group and staff.
4.	<u>Insurance Renewal Process 2019</u> Insurance Renewal report to be presented to the December meeting	Chief Financial Officer	September 2019	June 2020	Complete. The renewal report is attached.
5.	<u>Draft 2018/19 Annual Report</u> The Executive Leadership Team to review the significant out-performance (value for money/over delivering).	Chief Operating Officer	September 2019	June 2021	This level of service conversation will be had through the Long Term Plan process.
6.	<u>New Zealand Transport Agency Investment Audit Report</u> Updated report required in December 2019 on the acceptance of feedback from NZTA and the risk of any consequences therein.	Contracts and Partnering Manager	September 2019	December 2019	Complete. Council have received the final report from NZTA. Not all comments were agreed by Council staff but this does not impact the future focus of AMPs, data quality or funding.
7.	<u>Strategic Risk Register</u> Staff to present an update to the Committee at its meeting in March 2020 on progress made towards closing the gaps to meet the	Risk Advisor	December 2019	March 2020	Complete. Included in the Risk report.

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	organisation's risk appetite.				
8.	<u>Emerging Risks</u> Climate Change risk be amended to refer to Climate Resilience.	Risk Advisor	December 2019	March 2020	Complete.
9.	<u>Insurance Risk Strategy Update</u> Provide a further update to the Committee at its March 2020 meeting.	Chief Financial Officer	December 2019	March 2020	Aon New Zealand Limited were intending to support WLASS councils to develop an insurable risk strategy. WDC is one of only 4 Council's who have indicated interest and hence need to this process has been delayed. Please see the CFO report.
10.	<u>KPMG Health & Safety Governance Review</u> Executive Leadership Team to determine options and prioritisation of actions before reporting to the Committee in March 2020.	Chief Operating Officer / Zero Harm Manager	December 2019	March 2020	Complete. Action list including progress is included in this Agenda.
11.	<u>Updated Future Work Plan and Action List</u> The Chairperson and Cr Gibb to review the work plan and action list to assess whether they continued to meet the Committee's requirements.	Chairperson / Cr Gibb	December 2019	March 2020	Complete. Changes to the agenda and certain papers have been made to reflect exception reporting and required actions. Some work still to complete to reflect the review but feedback on progress to date would be appreciated.
12.	<u>Update Work Plan</u> To include review of policies A&R Committee responsible for	Chief Operating Officer		June 2020	Yet to complete.