



# AUDIT AND RISK COMMITTEE

## 202019 Annual Work Plan

Approved on 17 September 2018

ACTIVITY	MAR	JUN	SEP	DEC
<b>Meetings</b>				
Schedule meetings for next year				●
Committee Chair to establish meeting agenda	●	●	●	●
Minutes of previous meeting	●	●	●	●
Review action list	●	●	●	●
Review Committee work plan			●	
Chair to provide update report to Council following Committee meetings	●	●	●	●
<b>External Audit</b>				
Schedule Committee meetings with external auditor (discuss issues arising from the interim and final audit reports)	●		●	
Engage and confirm with the external auditor the terms of the auditor's appointment and engagement, including the nature and scope of the audit and timetable	●			
Monitor implementation by management of any issues and recommendations made by external auditors	●	●	●	●
Review reports from other external audits (including IANZ and NZTA) and/or reports relating to Council's performance, of a financial, risk mitigation or compliance nature that are undertaken	As required			
<b>Internal Audit</b>				
Monitor existing corporate policies and recommend new policies	●	●	●	●
Approve the appointment of the internal auditor, internal audit programme, audit engagement letters and letters of undertaking for audit functions		●		
Monitor the delivery and implementation of the internal audit programme and audit processes	●	●	●	●
<b>Regulatory Compliance</b>				
Monitor Council's compliance with laws (including governance legislation, regulations and associated government policies) with Council's own standards and sector best practice guidelines	●	●	●	●

ACTIVITY	MAR	JUN	SEP	DEC
<b>Risk Management and Internal Controls</b>				
Monitor corporate risk assessment	●	●	●	●
Recommend to Council an appropriate level of risk tolerance	●			
Review Council's Risk Management Policy and recommend any amendments				●
Health and safety report	●	●	●	●
Monitor access requests to Council's security camera footage		●		●
<u>Review Council's Insurance Arrangements and monitor claims</u>		●		
<u>Review requests for budgets to be carried forward to the following financial year</u>			●	
<b>Projects</b>				
Monitor major projects including the overall capital works programme	●	●	●	●
<b>Other</b>				
Approve, coordinate and monitor special investigations	As required			
Review the performance of the Committee and Terms of Reference <u>at the commencement of the new triennium</u> (in collaboration with Council)				
<u>Review and make recommendations on any relevant reports prepared by management for public distribution.</u>	As required			
<u>Review policy relating to Treasury, published Financial Statements and accounting standards of Council.</u>	As required			