



Audit & Risk Management Committee – Work Plan/Program 2018 – 2019

Activity		Timeframe		Responsible Officer	Current Status / Outcomes / benefits Achieved	Date Completed	Follow-up Action
		Last Completed	Next Due				
1 Meetings							
1.1	Terms of Reference	Feb 2017	Feb 2018		Reviewed by Audit Committee, February 2017 and recommended changes.	28 Feb 17	
	Amended	Nov 2017			Amended ToR went to Council adding Finance Committee duties to that of the ARMC	28 Nov 2017	Approved by Council at its meeting held on 28 November 2017.
	Amended	Feb 2018	Feb 2018		Chair to resubmit ToR papers to Council of the changes	28 Feb 2018	Approved by Council at its meeting held on 21 March 2018. Members to review and go through each items on the specific roles and responsibilities per meeting.
1.2	Risk Management Policy	27 May 2018		CEO / CFO			Policy published
	Amended	28 Feb 2018	May 2020 May 2020				Risk register to be developed by external consultant. 17/5/2019 updated Request that a risk plan and

		Fraud Protection Policy Amended	23 Jan 2013 24 May 2018				register to be completed by October 2019. Compliance checklist analysis as per policy and brought back to ARMC by next meeting.
1.3	Meetings Conducted	Winnellie Office	5 Nov 2018			Meetings schedule satisfied legislative requirements	5 November 2018
		Winnellie Office	11 Feb 2019				11 Feb 2019
		Tiwi Land Council Office Darwin	17 May 2019				17 May 2019
		Tiwi Land Council Office Darwin	3 June 2019 (TBC)				
Corporate Calendar for 2019 adopted by Council. Audit & Risk Management Committee meetings: 11 February 2019 17 May 2019 3 June 2019 25 October 2019							
2 Audit and Risk Management Committee Membership							
2.1	Membership						
2.1.1	Council Members					1 representative from	Review in September 2019 as

		<ul style="list-style-type: none"> - Mayor Leslie Tungatulum (Bathurst Is Ward) - Cr Lynette De Santis (Milikapiti Ward) - Therese (Wokay) Bourke (Pirlangimpi Ward) 	<p>27 March 2019</p> <p>12 Sep 2017</p> <p>27 March 2019</p>			each ward		stated in the terms of reference.
2.1.2	Independent Members	<ul style="list-style-type: none"> - Brendan Dowd - Sandra Cannon 	<p>31 Oct 2018</p> <p>26 April 2019</p>	<p>31 Oct 2020</p> <p>26 April 2021</p>		Period of two years appointment as per Council's resolution		<p>Review in accordance with appointment end dates.</p> <p>Council advertised for the second independent member in March as tenure for the current member was about to expire. At its Ordinary Council meeting held on 26 March 2019, council re-appointed Sandra Cannon for the next 2 years.</p>
2.1.3	Membership Endorsed by Council		26 March 2019					<p>An updated membership and contact list has been distributed to all ARMC members and senior staff for information.</p> <p>An updated membership list is also available on council website.</p>

3 Financial Reporting								
	3.1	Draft Annual Financial Statements	Nov 2019	Nov 2019		Annual Financial Statements to be lodge with DHCD by 15 November 2018	21 April 19	Review in Oct 2019
	3.2	Draft Annual Business Plan & Budget	June 2019 June 2019	June 2020		Draft Annual Business Plan & Budget 2019/20 adopted for consultation by Council at its meeting on 19 June 2019	June 2019	Review in June 2019
	3.3	Adoption of Annual Business Plan & Budget	July 2019	July 2020		Annual Business Plan & budget 2019/20 adopted by Council 24 July 2019	July 2019	
	3.4	Long Term Financial Plan Reviewed						Reviewed document to be considered by Council as soon as practical after adoption of Annual Business Plan each year. 17/5/2019 Update Encourage to commence reviewing and put in place a 3 year plan by December 2019. To be reviewed annually.
	3.5	Asset Management Plan				Management Accountant have commenced working on the asset management plan		
	3.6	Management Representation Letter				To table at the ARMC meeting on 11 Feb 2019 for information and		17/5/2019 Update Cash handling procedures and receipting to be completed by

					update.		30 June 2019
4 External Auditor							
4.1	Select Tender		June 2018	June 2020	Merit Partners 3 year term and Council has extended for the next 12 months to completed 2016/17 Financial Audit Merit Partners 3 year term and Council has reappointed as of 30 June 2018 until 30 June 2020. Term will expired with the completion of the Financial Audit for 2020 financial year.		Review in 2018 Reviewed in 2018 and tendered for February 2018. 17/5/2019 Update Retender papers by November 2020. Report is required to be submitted to Council for decision and approval.
4.2	Interim Financial Audit						Merit Partners will be presenting at the ARMC meeting on 3 June 2019
4.3	Financial Audit				Annual Financial Statements		
4.4	Auditor to meet with Committee				Auditors to come to the next Audit Committee meeting		3 June 2019
4.5	Comments by External Auditors						No action required
5 Risk Management							
					Risk Register and Risk Plan		CFO to discuss with CEO and ARMC

								17/5/2019 Update Notes the recommendation by committee to Council to put in place a risk register and engaged an external audit consultant to undertake the work.
6 Internal Audit								
								17/5/2019 Update Internal audit requirements will be determined following an assessment of the risk register.
7 Legislative Compliance Audit								
Originally scheduled for March 2019. DLGHCD confirmed deferral until March 2020.							17/5/2019 Update Verbal confirmation received from the Compliance Manager the compliance review is now been deferred to October 2020. CFO to seek confirmation in writing from DLGHCD and provide to ARMC and A/CEO.	