

# ARG Committee Work Plan 2017



Task Name	February 2017	March 2017	May 2017	July 2017	September 2017	November 2017	Is this item Ongoing?	Comments
<b>1. Financial Reporting and External Audit</b>							<input type="checkbox"/>	
1.1 Mid-Year Budget Reviews							<input type="checkbox"/>	For information and discussion
1.2 Review Annual Financial Statements & meet with external auditor to: - invite presentation of audit methodology and risk assessments within the audit plan - discuss any qualifications raised in the most recent audit or comments made in the accompanying management letter - assess the appropriateness of the Town's response to matters so raised - invite comment on the financial systems and affairs of the Town having regard to comparable benchmarks							<input type="checkbox"/>	
1.3 Consider reappointment/appointment of auditor							<input checked="" type="checkbox"/>	
1.4 Other areas of accounting treatment as identified or requested, that have a material impact on reported financial performance e.g. depreciation methodology, overhead calculation methodology, asset accounting policies and procedures etc							<input checked="" type="checkbox"/>	Ongoing reviews through policy and procedure reviews, asset revaluations etc.
1.5 Review Audit Outcomes							<input type="checkbox"/>	
1.6 Audited Annual Financial Report for 2017/18							<input type="checkbox"/>	
<b>2. Risk Management, Internal Controls, Legislative Compliance and Internal Audit</b>							<input type="checkbox"/>	
2.1 Consider and review the Town's risk register and risk management framework							<input checked="" type="checkbox"/>	
2.2 Internal Audit Plan 2018							<input type="checkbox"/>	
2.3 Consider and review formalised Cash Handling procedures							<input type="checkbox"/>	Regulation 5 of the LG (Financial Management) Regulations
2.4 Regulation 17 review							<input type="checkbox"/>	
2.5 Receive reports on any matters as requested by the Committee relating to the areas stated with the Terms of Reference							<input checked="" type="checkbox"/>	
2.6 Consider any internal audits completed as directed by the Committee							<input checked="" type="checkbox"/>	
2.7 Bi Monthly Business Improvement Plan Report (Better practice review incorporated)							<input type="checkbox"/>	
2.8 Compliance Audit Return							<input type="checkbox"/>	Regulation 15(1) of the LG (Audit) Regulations
<b>3. Reporting</b>							<input type="checkbox"/>	
3.1 Committee to report annually to Council: - outlining outcomes achieved against the Committee's annual work program and the results of self-assessment of performance for the preceding period including any recommended changes to its terms of reference - outlining any identified training needs - advising future work program proposals - invite comment from the Council on the above							<input type="checkbox"/>	
<b>4. Other Matters</b>							<input type="checkbox"/>	
4.1 Committee members to undertake training on their roles, functions and expectations							<input checked="" type="checkbox"/>	
4.2 Review terms of reference							<input type="checkbox"/>	
4.3 Review/Adopt work program for the financial year							<input type="checkbox"/>	
4.4 Consider any other matters within the terms of reference of the Committee							<input checked="" type="checkbox"/>	
4.5 Funding and donations quarterly update							<input checked="" type="checkbox"/>	
4.6 Port Hedland Observation Tower update							<input type="checkbox"/>	
4.7 Bi Monthly Status Reports							<input type="checkbox"/>	
4.8 Schedule November Meeting to December in line with Elections / Public Consultation							<input type="checkbox"/>	
4.9 Committee member appointment							<input type="checkbox"/>	
4.10 Annual review of ARG Committee Meeting schedule for 2018							<input type="checkbox"/>	
<b>5. Policies</b>							<input type="checkbox"/>	
5.62 Review of the Internal Audit policy							<input type="checkbox"/>	