AGENDA

AUDIT AND RISK COMMITTEE MEETING

WEDNESDAY, 17 AUGUST 2022

Notice is given that the next Audit and Risk Committee Meeting of the Roper Gulf Regional Council will be held on:

Wednesday, 17 August 2022 at 10:00am
The Roper Room, Roper Gulf Regional Council Support Centre,
2 Crawford Street, Katherine, NT

Or Via Video/Phone Conference

ID #: (03) 9260 6977
Guest Pin: 9031

Your attendance at the meeting will be appreciated.

Marc GARDNER
CHIEF EXECUTIVE OFFICER

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant.”

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis, dum wek brabli gudbalawei, en im laibliwan.”

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CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER	6.1
TITLE	Confirmation of Audit Committee Previous Minutes - 12 April 2022
REFERENCE	1279554
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That the Audit Committee confirms the draft minutes of the Audit Committee Meeting held on 12 April 2022 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

BACKGROUND

The Audit Committee last met on Tuesday 12 April 2022 at 10:00am. The Meeting scheduled on 10 June 2022 was cancelled due to not having enough business paper to discuss.

Attached are the unconfirmed minutes of the Audit Committee Meeting of 12 April 2022 for the Committee's review and confirmation.

ISSUES/OPTIONS/SWOT

The next Audit Committee Meeting is on 31 October 2022 at 10:00am.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1 Audit and Risk Committee 2022-04-12 [1997] Minutes.DOCX

MINUTES OF THE ROPER GULF REGIONAL COUNCIL, AUDIT COMMITTEE MEETING HELD AT THE ROPER ROOM, ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE,
2 CRAWFORD STREET, KATHERINE, NT
ON TUESDAY, 12 APRIL 2022 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Independent Member Ian SWAN (Chairperson);
- Independent Member Carolyn EAGLE;
- Councillor John DALYWATER; and
- Councillor Gadrian HOOSAN. (Teleconference)

1.2 Staff

- Dave HERON, Acting General Manager Corporate Services and Sustainability;
- Cristian COMAN, Manager Corporate Compliance;
- Chloe IRLAM, Governance Engagement Coordinator; and
- Bhumika ADHIKARI, Governance Officer (Minute taker)

1.3 Guests

Nil.

2 MEETING OPENED

The Audit Committee Meeting opened at 10:04am

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

98/2022 **RESOLVED (Carolyn EAGLE/John DALYWATER)** *CARRIED*

That the Audit Committee
a) Approves the tendered apologies from Councillor Gadrian HOOSAN; and
b) Notes the resignation of Councillor David MURRUNGUN from the Council**.**

5 QUESTIONS FROM THE PUBLIC

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF AUDIT COMMITTEE PREVIOUS MINUTES - 13 OCTOBER 2021

99/2022 **RESOLVED (John DALYWATER/Ian SWAN)** *CARRIED*

That the Audit Committee confirms the draft minutes of the Audit Committee Meeting held on 13 October 2021 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

The Audit Committee Meeting scheduled on 17 November 2021 was cancelled due to COVID concerns.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 ACTION LIST

100/2022 **RESOLVED (Carolyn EAGLE/John DALYWATER)** *CARRIED*

That the Audit Committee:
(a) Receives and notes the Action List; and
(b) Approves the removal of completed items.

8 CALL FOR ITEMS OF GENERAL BUSINESS

Nil.

9 DISCLOSURES OF INTEREST

9.1 DISCLOSURE OF INTEREST

101/2022 **RESOLVED (John DALYWATER/Ian SWAN)** *CARRIED*

That the Audit Committee notes the Independent Member Carolyn EAGLE is the chair of CouncilBiz Audit Committee and there was no objection from the Members.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 GENERAL BUSINESS

12.1 ELECTING A CHAIRPERSON

102/2022 **RESOLVED (Carolyn EAGLE/John DALYWATER)** *CARRIED*

That the Audit Committee nominates Independent Member Ian SWAN as its Chairperson.

13 EXECUTIVE REPORTS

Nil.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

Nil.

16 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

Nil.

17 ITEMS FOR NEXT MEETING

Nil.

18 CLOSE OF MEETING

The meeting terminated at 11:30 am

This page and the preceding pages are the minutes of the Audit Committee Meeting held on Tuesday, 17 August 2022 and will be confirmed at the next meeting

Chairperson Ian SWAN

EXECUTIVE REPORTS

ITEM NUMBER	13.1
TITLE	Audit and Risk Committee - Terms of Reference
REFERENCE	1268907
AUTHOR	Debbie BRANSON, Executive Assistant to Chief Executive Officer

RECOMMENDATION

That the Audit and Risk Committee amends the Terms of Reference to include:

> *The Council will be responsible for expenses, within reason, relating to flights, accommodation and hire vehicles when the Independent Members travel to attend Audit and Risk Committee meetings in person. These travel arrangements can be either made in person and reimbursed (subject to the prior approval of the Chief Executive Officer) or arranged by Council on behalf of the Independent Member.*

BACKGROUND

In the current Audit and Risk Committee's Terms of Reference, Clause 12 – Meeting Sitting Fee states the following:

> *Independent Members of the Audit and Risk Committee will be remunerated at a rate of $900 per meeting by agreement with the CEO. This payment rate covers preparation for the meeting, meeting attendance, and travel expenses.*

Clause 6 states that meetings can be held in person, by telephone, or by video conference.

The three Independent Members all reside interstate.

If an Independent Member or the Council request that the Independent Member attend in person, the fee of $900 per meeting per member would not cover the costs associated to airfares, hire cars, accommodation and their attendance.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Council will incur an increase in costs to introduce this change however it will provide Council will additional independency and transparency. Costs associated for the three Independent Members to attend an Audit and Risk Committee meeting approximately once or twice a year is approximately $5,000 per annum.

ATTACHMENTS

1 Terms-of-Refernce-for-Audit-and-Risk-Committee.pdf

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

Roper Gulf Regional Council Audit and Risk Committee Terms of Reference

Roper Gulf Regional Council (Council) has established the Audit and Risk Committee pursuant to the Part 5.3 of the *Local Government Act 2019* (the Act) to monitor and review the integrity of Council's financial management, its internal controls, and to make recommendations to Council in accordance with the outcome of its review(s).

The Audit and Risk Committee is an Advisory Committee and does not have executive powers or authority to implement actions in areas which management has responsibility and does not have any delegated financial responsibility. The Audit and Risk Committee does not have any management functions and is therefore independent from management.

1. Objectives

The objective of the Audit and Risk Committee is to advise Council on, and where delegated, determine upon matters outlined in the roles and responsibilities of the Audit and Risk Committee. This includes the provision of independent review and assistance to the Council, Chief Executive Officer and executive management on Council's risk, control and compliance framework, and its financial statement pertaining to its financial management responsibilities.

2. Membership

Members of the Audit and Risk Committee are appointed by the Council. The Audit and Risk Committee shall consist of five (5) members:

- one (1) Independent Member (Chair)
- two (2) Independent Members
- three (3) Councillors

Appointments of Council Members shall be for a term of two (2) years. Appointees may be reappointed by the Council for a maximum of six (6) consecutive years.

Independent Members of the Audit and Risk Committee shall have senior business or financial management/reporting knowledge and expertise, and be conversant with the financial, risk management and governance issues, and have extensive accounting, auditing or legal skills, and other reporting requirement of Local Government.

Appointments of external Independent Members shall be for a term of four (4) years at the commencement of each Council term. Appointees may serve as an Independent Member for the maximum period of two (2) terms.

3. Chairperson

The Council shall appoint any one of the Independent Members as the Chairperson of the Audit and Risk Committee for a period of 12 months.

The Chairperson's performance shall be reviewed by the CEO on an annual basis, before the expiry of their term.

The Council shall appoint the Chairperson on a yearly basis via resolution.

The Chairperson of the Audit and Risk Committee must be an Independent Member. Elected Members of RGRC are not eligible to Chair the Audit and Risk Committee.

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

4. Authority

The Council authorises the Audit and Risk Committee, within the scope of its role and responsibilities, through the Chairperson, to:

- seek any information it requires, subject to their legal obligation to protect information, from any of the Directors and Managers in consultation with the Chief Executive Officer;
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any of the Directors and Managers, including the Chief Executive Officer, at Audit and Risk Committee meetings; and
- obtain external legal or other independent professional advice with the agreement of the Chief Executive Officer.

The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Chief Executive Officer.

The Committee can perform or instigate investigations on Council's request or through its 'own motion' if it believes on reasonable grounds that a significant legislative or contractual breach has, is, or is about to occur.

5. Roles and Responsibilities

5.1 Financial Reporting

The Audit and Risk Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

The Audit and Risk Committee shall review and challenge where necessary:

(a) the adequacy of processes to ensure integrity of reported financial information and appropriate review and management sign-off, prior to the CEO's and Council's approval of the draft financial statements;
(b) the consistency of, and any changes to, accounting policies both on a year on year basis;
(c) the methods used to account for significant or unusual transactions where different approaches are possible;
(d) whether the Council has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor;
(e) the clarity of disclosure in the Council's financial reports and the context in which statements are made;
(f) all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement; and
(g) the processes in place to ensure that the financial information included in the Council's annual report is consistent with the signed financial statements.

5.2 Compliance

The Audit and Risk Committee shall:

- review the effectiveness of the system for monitoring the Council's compliance with all applicable laws, regulations and associated government policies pertaining to proper standards of financial management which the Council must comply with;
- review the process for building the capacity of Council to manage financial misconduct risk and its management strategies to enhance resistance to financial misconduct whilst improving Council's financial performance and integrity;

- monitor compliance of Program Funding Agreements, Service Level Agreements, Funding Agreements or any other agreements with any funding bodies or agencies to ensure proper standards of financial management;
- keep informed on the findings of any examinations of financial matters by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings;
- obtain regular updates from management on compliance matters pertaining to financial management and Accounting Standards.

5.3 Internal Control and Risk Management

The Audit and Risk Committee may address issues pertaining to the approach, strategies, and activities undertaken by Council to address business, corporate, and financial risk, governance responsibilities and legislative compliance as assigned to it by the Chief Executive Officer or Council.

The Audit and Risk Committee may also review issues of a strategic nature as required by the Chief Executive Officer or Council**.**

5.4 Internal Audit

Review the adequacy of the Council's internal audit function for ensuring compliance with the *Local Government Act 2019*, its statutory instruments, the Australian Accounting Standards, and the proper standards of financial management.

The Committee provide advice on the adequacy of internal audit resources relevant to the Council's identified financial risks and management strategies.

The Committee may initiate internal audits or investigations via resolution if it believes on reasonable grounds that it is necessary or in the interests of Council to do so.

The Committee shall review Council's unaudited financial statements at the end of the financial year; set the audit agenda and Committee's work plan, including meeting dates, for the coming financial year.

5.5 External Audit

The Audit and Risk Committee shall assist Council meet its financial management, Accounting Standards, and regulatory obligations by meeting with the External Auditors as required, and discussing findings, review the draft audited financial statements and provide necessary feedback to Council.

The Audit and Risk Committee shall also review the effectiveness of the external audit and monitor the implementations of any recommendations authorised by Council or the Chief Executive Officer.

The Audit and Risk Committee shall review the Report to the Chief Executive Officer and management's response to the external auditor's findings and recommendations.

5.6 Provision of Information

The CEO will advise the committee members in the event of following:

- loss of significant programs
- material theft
- adverse financial event

5.7 Administrative Review

The Audit and Risk Committee shall have an administrative review function if required, so as to review a Council decision which is designated as reviewable by the *Local Government Act 2019*.

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

Administrative review matters shall be assigned to the Committee as required by the Chief Executive Officer or Council.

6. Meetings

A meeting of the Audit and Risk Committee can be call at the request of any two (2) members of the Committee or by the Chair.

The Audit and Risk Committee Meetings may be considered confidential in accordance with applicable law.

Confidentiality of matters deliberated by the Audit and Risk Committee is determined by their sensitivity and nature. Confidentiality of matters deliberated by the Committee shall be determined through assessment against the Part 4, Division 2 *Information Act 2002* public interest provisions, together with their probative value and presumption in favour of disclosure not prejudicing the interests of Council.

The Audit and Risk Committee will hold meetings at least four (4) times in a year. The internal or external auditors may request a meeting if they consider that one is necessary.

Meetings can be held in person, by telephone, or by video conference.

Only members of Audit and Risk Committee are entitled to vote in Audit and Risk Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

The Chief Executive Officer, General Managers and Finance Manager shall be invited to attend each meeting, unless specifically requested not to do so by the chairperson of the Committee.

7. Quorum

A quorum for the Audit and Risk Committee is three (3) members and must include the Chair.

8. Proxies

In order to ensure continuity and a useful level of knowledge and experience, Audit and Risk Committee members are not permitted to send proxies to the meeting.

9. Administrative Support

The Chief Executive Officer will appoint a Secretary to provide administrative support to the Audit and Risk Committee.

10. Reporting

Following each meeting of the Audit and Risk Committee, the meeting minutes will be presented to the Council providing information on the meeting and its outcomes and recommendations.

Audit and Risk Committee minutes may be designated confidential.

The Chairperson of the Audit and Risk Committee shall prepare and provide an annual report on its operations to the Council.

11. Conflict of Interest

In accordance with Part 7.4 of the *Local Government Act 2019,* Committee members will be required to disclose conflicts of interest at the commencement of each meeting.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

12. Meeting Sitting Fee

Independent Members of the Audit and Risk Committee will be remunerated at a rate of $900 per meeting by agreement with the CEO. This payment rate covers preparation for the meeting, meeting attendance, and travel expenses.

On attendance, each Councillor who is an Audit and Risk Committee Member will be paid extra meeting allowance for that meeting.

13. Committee Performance and Review

The Committee will review its performance on an annual basis and report to Council.

The review may be conducted as a self-assessment, and will be coordinated by the Chairperson. The assessment may also seek input from other parties.

The review will also include a review of the Terms of Reference for Audit and Risk Committee.
New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

14. Legislation referenced in the Terms of Reference

Local Government Act 2019
Local Government (General) Regulations 2021
Information Act 2002

15. Document Review

Dates of amendments made by Council resolution:

28 January 2015 OCM	Council endorsed the document
24 June 2015 OCM	Council approved the amendment to the document
14 September 2017 OCM	Council approved the amendment to the document
18 April 2018 OCM	Council approved the amendment to the document
11 December 2020 OMC	Council approved the amendment to the document
28 April 2022 OMC	Council approved the amendment to the document

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER	15.1
TITLE	Update of MYOBA implementation
REFERENCE	1288660
AUTHOR	Dave HERON, Acting General Manager Corporate Services & Sustainability

RECOMMENDATION

That the Audit and Risk Committee receive and note the report

KEY OUTCOME AREA

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND

At the Finance & Infrastructure Meeting on 23 March 2022 the Committee was informed of management's intention to transition to MYOB Advanced as it preferred Enterprise Planning Resource in place of Technology 1, and committed to update Council on its progress throughout the process. This report is to also inform the Audit and Risk Committee.

At a meeting with the stakeholders on 11 August 2022 the following progress had been made

- Project Initiation 01/03/2022
- Project Kick-Off 08/03/2022
- Solution Design Workshops 23/03/2022
- Solution Design Documentation 11/04/2022
- Solution Design Review and Approval 08/07/2022

The next steps is a Milestone measure and is yet to be finalised with no further progressed to be undertake until completed:

- Ledger Build & Configuration 29/07/2022 now due 19/08/2022

Attached is a Project Status Report provided our MYOBA implementation partner, Leverage as at 22 July, 2022.

ISSUES/OPTIONS/SWOT

Though it is still early days notable points from the Project Status Report

- Leverage has a budget of $ 58,581.25 for their work and to date they are $ 1,167.97 above that budget.
- The Ledger build happens now
- User testing begins 08/09/2022
- Go Live date 04/10/2022

The process has been delayed a couple of months from the original Go Live date to ensure that Leverage has a complete understanding of our needs. The build is also proving more complex due to the integration of grants and projects applications but the build of these 2 modules will not delay the build of the main financial component of the package. However this does pose a potential risk of these modules cannot be configured to the Council's satisfaction and further investment is then required on other applications.

FINANCIAL CONSIDERATIONS

External costs incurred to date amount to $ 29,362 and is within total budget of $ 80,000.

ATTACHMENTS

1 Roper Gulf Project Status Report - 220722.pdf

Roper Gulf Regional Council

04/10/22

Expected Go Live Date

Project Status Report

leverage technologies

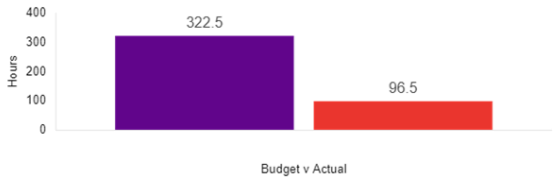
as at 22 July 2022

Budget	Forecast	Weekly Consumption (Hrs)	Change Request (CR)
$58,581.25	**$59,749.22**	**14.50**	**$0.00**
Budget ($)	Total Project Forecast at Completion	In Scope	Total CR Budget
$39,694.69	**-$1,167.97**	**0.00**	**$0.00**
Available Budget ($)	Total Project VAC	CR Total	Total Available CR Budget

Project Hours Analysis

Budget (hr)	322.5
Bill hours Consumed	96.5
Non-Bill Hours	0.5
Non-Bill overrun Hours	0

Project Budget Summary



Consumption Rate

29.92%
Budget Consumed

28.14%
Project Completed

1.14
Burn Rate

Tasks Completed

Task/Milestone	Start Date	Due Date	Expected Completion Date

Open RAIDE log items

Risks	0
Issues	0
Actions	8
Decisions	0
Enhancements	0

Impediments / Risks

ID	Description	Status

Decisions Pending

Description	Status	ID

Tasks in Progress

RAG Status	Task/Milestone	Start Date	Due Date	Expected Completion Date	% Complete
In Progress	**Roper Gulf Regional Council**	**01/03/22**	**22/07/22**	**24/10/22**	45%
In Progress	**Build Phase**	07/04/22	21/06/22	**23/09/22**	9%
In Progress	Solution Configuration	22/04/22	06/05/22	01/08/22	38%
In Progress	QA - Leverage Services	22/04/22	22/04/22	22/04/22	50%

Tasks planned to start within 2 weeks

RAG Status	Task/Milestone	Start Date	Due Date	Expected Completion Date
Not Started	Data Migration - Initial Data Load	11/04/22	22/04/22	15/07/22
Planned	Payroll Configuration	09/05/22	13/05/22	08/08/22
Planned	Fixed Assets Configuration	09/05/22	11/05/22	08/08/22
Not Started	Form Layouts	02/05/22	06/05/22	27/07/22
Not Started	Reporting	09/05/22	13/05/22	29/07/22
Planned	Data Migration - Interim Data Load	12/05/22	13/05/22	10/08/22
Not Started	Phocus Implementation	03/05/22	23/05/22	23/08/22
Planned	Conference Room Pilot (Internal)	16/05/22	17/05/22	12/08/22
Planned	Conference Room Pilot (External)	23/05/22	24/05/22	19/08/22
Planned	Prepare Training Database	25/05/22	26/05/22	23/08/22

High Priority Actions

RAIDE #	Description	Priority	Due Date	Owner	Reported by	Status	Status repo

Key Milestone Report

At Risk	RAG Status	Primary	Assigned To	Expected Start Date	Expected Completion Date	Duration	% Complete
☐	In Progress	**Roper Gulf Regional Council**		**01/03/22**	**24/10/22**	164d	45%
☐	Complete	Planning Phase		01/03/22	08/03/22	6d	1
☐	Complete	Project Initiation	Marcus Rose	01/03/22	07/03/22	5d	100%
☐	Complete	Project Kick-off	Marcus Rose	08/03/22	08/03/22	1d	100%
☐	Complete	**Design Phase**		**22/03/22**	**11/07/22**	76d	100%
☐	Complete	Conduct SDD Workshops		22/03/22	23/03/22	2d	100%
☐	Complete	Prepare SDD Documentation	Teri Villsen	24/03/22	01/07/22	68d	100%
☐	Complete	SDD Peer Review	Marcus Rose	04/07/22	06/07/22	3d	100%
☐	Complete	SDD Review and Approval		07/07/22	11/07/22	3d	100%
☐	Complete	Project Constraints Review	Marcus Rose	11/07/22	11/07/22	1d	100%
☐	In Progress	**Build Phase**		**22/04/22**	**23/09/22**	109d	9%

In Progress	Environment Preparation	Teri Villsen	04/07/22	05/07/22	2d	2,500%
Not Started	Data Migration - Initial Data Load	Teri Villsen	06/07/22	15/07/22	8d	0%
In Progress	Solution Configuration	Teri Villsen	12/07/22	01/08/22	15d	38%
Planned	Payroll Configuration	Teri Villsen	02/08/22	08/08/22	5d	0%
Planned	Fixed Assets Configuration	Teri Villsen	02/08/22	08/08/22	5d	0%
Not Started	Form Layouts	Teri Villsen	26/07/22	27/07/22	2d	0%
Not Started	Reporting	Teri Villsen	28/07/22	29/07/22	2d	0%
Planned	Data Migration - Interim Data Load	Teri Villsen	09/08/22	10/08/22	2d	0%
Not Started	Phocus Implementation	Teri Villsen	27/07/22	23/08/22	20d	0%
Planned	Conference Room Pilot (Internal)	Teri Villsen	11/08/22	12/08/22	2d	0%
Planned	Conference Room Pilot (External)	Teri Villsen	18/08/22	19/08/22	2d	0%
Planned	Prepare Training Database	Teri Villsen	22/08/22	23/08/22	2d	0%
Planned	Key User Training	Teri Villsen	24/08/22	02/09/22	8d	0%
Planned	Key User Training Feedback		05/09/22	05/09/22	1d	0%
Planned	Payroll Parallel Run 1	Teri Villsen	09/08/22	09/08/22	1d	0%
Planned	Payroll Parallel Run 2	Teri Villsen	16/08/22	16/08/22	1d	0%
Planned	Prepare UAT Database	Teri Villsen	06/09/22	07/09/22	2d	0%
Planned	User Acceptance Testing (UAT) - Financial	Teri Villsen	08/09/22	22/09/22	11d	0%
Planned	Secure UAT Sign-off Certificate - Financial	Marcus Rose	23/09/22	23/09/22	1d	0%
Planned	Secure UAT Sign-off Certificate - Payroll	Marcus Rose	17/08/22	17/08/22	1d	0%
In Progress	QA - Leverage Services	Helen Jenkinson	22/04/22	22/04/22	1d	50%
Planned	QA - UAT Progress	Helen Jenkinson	19/09/22	19/09/22	1d	0%
Planned	**Final Prep Phase**		**23/09/22**	**30/09/22**	6d	0%

Project Progress Report

Primary	Project Total	Planning	Workshops	Document	Environmer	Data Migration	Config	Interfaces	Layouts	Reporting	CRP	UAT	Training
Commercials	**ROP000**	**Planning**	**Workshop**	**Document**	**Enviroment**	**Data Migration**	**Config**	**Interfaces**	**Layouts**	**Reporting**	**CRP**	**UAT**	**Trainin**
Engagement Type		T/M	T/M	T/M	T/M	T/M	T/M	T/M	T/M	T/M	T/M	T/M	T/M
Invoicing Schedule		weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekl
Leverage Standard Consulting Rate (from PSA)		$213.33	$250.00	$250.00	$213.33	$213.33	$213.33	$213.33	$213.33	$213.33	$213.33	$213.33	$213
Project Metrics	**ROP000**												
Total Project Days	**43.00**		3.00	3.00		4.00	8.50				1.00	3.00	6
Total Project Hours	**322.50**	0.00	22.50	22.50	0.00	30.00	63.75	0.00	0.00	0.00	7.50	22.50	45
Project Rate	**203.13**	203.13	203.13	203.13	173.33	173.33	173.33	173.33	173.33	173.33	173.33	173.33	173
Total Project Budget	**58,581.25**	0.00	4,570.31	4,570.31	0.00	5,200.00	11,050.00	0.00	0.00	0.00	1,300.00	3,900.00	7,800
Milestone Weighting	**100%**	0.00%	6.98%	6.98%	0.00%	9.30%	19.77%	0.00%	0.00%	0.00%	2.33%	6.98%	13.9
Accumulated Actual Billed Consumption (Opening Bal)	**82.00**	**0.00**	**15.75**	**35.00**	**0.00**	**5.00**	**4.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0**
week ending 22 July post approvals													
Budget Management Metrics													
Weekly Actual Consumption (hrs)	**14.50**	0.00	0.00	0.00	0.00	6.25	8.00	0.00	0.00	0.00	0.00	0.00	0
Accumulated Actual Billed Consumption (hrs)	**96.50**	**0.00**	**15.75**	**35.00**	**0.00**	**11.25**	**12.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0**
Accumulated Credit (Hrs)	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0**
Accumulated Out of Scope efforts (hrs)	**0.00**												
Actual Percentage Consumed	**29.92%**	0.00%	70.00%	155.56%	0.00%	37.50%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Current Balance Available (hrs)	**226.00**	0.00	6.75	-12.50	0.00	18.75	51.00	0.00	0.00	0.00	7.50	22.50	45
Current Percentage Available	**70.08%**	0.00%	30.00%	-55.56%	0.00%	62.50%	80.00%	0.00%	0.00%	0.00%	100.00%	100.00%	100.0
Estimate to Completion - Billable (hrs)	**231.75**	**0.00**	**0.00**	**0.00**	**0.00**	**18.75**	**51.00**	**0.00**	**0.00**	**0.00**	**7.50**	**22.50**	**45**
Contracted Estimate Variance at Completion (hrs)	-5.75	0.00	6.75	-12.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Contracted Estimate Variance at Completion ($)	-$1,167.97	0.00	1,371.09	-2,539.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Contracted Estimate at Completion ($)	**$59,749.22**	0.00	3,199.22	7,109.38	0.00	5,200.00	11,050.00	0.00	0.00	0.00	1,300.00	3,900.00	7,800
Actual Percentage Completion	**28.14%**	**100%**	**100%**	**100%**	**0%**	**38%**	**20%**	**0%**	**0%**	**0%**	**0%**	**0%**	

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER	15.2
TITLE	Audit Update
REFERENCE	1288668
AUTHOR	Dave HERON, Acting General Manager Corporate Services & Sustainability

RECOMMENDATION

That the Audit and Risk Committee receive and note the report

KEY OUTCOME AREA

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND

The committee has requested that a report on audit be a standing agenda item and that the Auditor be invited to attend and present at each meeting.

ISSUES/OPTIONS/SWOT

- The Interim Audit for the 2022/23 financial year has been conducted by Merit partners and nothing major of audit significance was raised as a result.
- Preparation of work papers for the final audit is underway for the delivery to the Auditors before their visit at the end of September 2022.
- The target is to present the signed audited financial statements at the Council meeting on 26 October 2022.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

There are no attachments for this report.