

HUME CITY COUNCIL
AUDIT AND RISK COMMITTEE WORK PROGRAM
2022-2023

| | Aug 2022 | Nov 2022 | Feb 2023 | May 2023 |
|--|----------|----------|----------|----------|
| <i>Monitor the compliance of Council policies and procedures with:</i> | | | | |
| - The overarching governance principles | | | | |
| Legislative Compliance and Ethics Program | | ✓ | | |
| - <i>This Act and the regulations and any Ministerial directions</i> | | | | |
| <i>Monitor Council financial and performance reporting</i> | | | | |
| Review of quarterly budget report | | ✓ | ✓ | ✓ |
| Year End Financial Reporting | | | | |
| - <i>Review the financial statements and determine whether they are complete and consistent with the information known to committee members</i> | ✓ | | | |
| - <i>Meet with management and the external auditors to review the financial statement and the results of the audit</i> | | | | |
| Local Government Performance Reporting Framework | ✓ | | ✓ | |
| 10-year Financial Plan Assumptions | | | | ✓ |
| - <i>Review judgmental areas i.e. involving valuation of assets and liabilities</i> | | | | |
| Shell Accounts for Preparation of the 2022/23 Financial Statements | | | | ✓ |
| - <i>Review significant accounting and reporting issues, including recent professional and regulatory pronouncements, and understand their impact on the financial statements</i> | | | | |
| <i>Monitor and provide advice on risk management and fraud prevention systems and controls</i> | | | | |
| Risk Register Update (Corporate and Departmental Risks) | ✓ | | ✓ | |
| - <i>Receive reports as to the status of the risk register and the actions being taken to manage the identified risks</i> | | | | |
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| Risk Register Update (Fraud Risks) | | ✓ | | ✓ |
| - <i>Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management investigation and follow up of any fraudulent acts or non-compliances.</i> | | | | |
| Review of Fraud Control Policy and Plan | | ✓ | | |
| Presentation by Director or Chief Officer on risks, responsibilities and actions within their area. | | ✓ | ✓ | ✓ |
| - <i>Gain an understanding of the current areas of greatest financial and operation risk and how management is managing these effectively.</i> | | | | |
| - <i>Gain an understanding of the operations of Council by having each member of Executive provide a briefing of their division.</i> | | | | |
| Insurance Renewal | ✓ | | | |
| - <i>Review the adequacy of insurance cover</i> | | | | |

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| Self-assessment against external agency reports (as required) - <i>Review the findings of any examinations by regulatory agencies and monitor that they are appropriately actioned by management</i> | | | | |
| Business Continuity Update (testing completed every three years – next full review 2024; testing in relation to cyber security 2022) - <i>Monitor processes and practices to ensure effective business continuity</i> | | | | ✓ |
| Legislative Compliance and Ethics Program - <i>Ethical and statutory compliance</i> | | ✓ | | |
| Oversee internal and external audit functions | | | | |
| Internal audit – Strategic Plan 2021/22 Status Report Internal audit – Audit Plan for 2021/22 - <i>Review and approve the annual internal audit plan and any suggested amendments to it during the year</i> | ✓ | ✓ | ✓ | ✓ |
| Attendance by internal auditors at all quarterly meetings: - <i>Monitor the effectiveness of the internal audit function on an ongoing basis</i> - <i>Determine whether there are any restrictions on the internal audit function</i> | ✓ | ✓ | ✓ | ✓ |
| Receive and review internal audit reports (as required) | | | | |
| External audit - Audit Strategy - <i>Reviewing the proposed audit scope and approach and consider whether any restrictions or limitations have been placed on the scope.</i> | | | ✓ | |
| Review the performance of the external auditors - <i>An annual survey is provided by VAGO for Council's completion in relation to the performance of the external auditors. Another other performance issues which arise are raised by exception.</i> | | | | |
| Consider the independence of the external auditor in the context of any other services provided to Council (if required) | | | | |
| External audit - Interim management letter to the Audit and Risk Committee - <i>Monitor the progress of actions proposed in relation to significant findings and recommendations made by the external auditors.</i> | | | | ✓ |
| External audit - Management letter and closing report to the Audit and Risk Committee - <i>Discuss matters arising from the external audit with the external auditor or his agent in the absence of management at least once per year.</i> | ✓ | | | |
| Audit and Risk Committee Work Program | | | | |
| Work Program for next financial year | | | | ✓ |

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| Audit and Risk Committee Business Undertaken – Biannual Report (1 July- 31 December/1 January-30 June) <i>Biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations</i> | ✓ | | ✓ | |
| Integrity Report | | ✓ | | ✓ |
| Audit and Risk Committee Charter | | | | |
| Annual assessment of performance against the Audit and Risk Committee Charter | ✓ | | | |
| Audit and Risk Committee Annual Assessment of its Performance against the Charter tabled by CEO at Council Meeting | ✓ | | ✓ | |
| Review the Audit and Risk Committee Charter within 12 months following a Council election. | ✓ | | | |
| Internal Control | | | | |
| Management Status Reports – Audits - <i>Determine whether all Directors and Managers receive and action the management information reports</i> - <i>Gain an understanding of whether internal control recommendations made by internal and external audit have been implemented by management</i> | | ✓ | | ✓ |
| Fraud Register Notifications (as required) - <i>Consider with the internal and external auditors and management any fraud, corruption, illegal acts, deficiencies in internal control or other similar issues</i> | | | | |
| Legislative Compliance and Ethics Program - <i>Review the effectiveness of the corporate governance environment established by management</i> | | ✓ | | |
| Other Responsibilities | | | | |
| CEO Update and Emerging Issues | ✓ | ✓ | ✓ | ✓ |
| Report detailing all reimbursed of out of pocket expenses paid to Councillors (<i>reporting to commence February 2021 and quarterly thereafter</i>) | ✓ | ✓ | ✓ | ✓ |
| The Committee shall report to Council by the provision to Council of a copy of each ordinary meeting minutes. | ✓ | ✓ | ✓ | ✓ |
| Perform other oversight functions as required by Council | | | | |
| - <i>Information Communication Strategy Update</i> | | | ✓ | |
| - <i>Information and Technology Project Update – Single View of the Customer</i> | | | ✓ | |
| - <i>Asset Management System Update</i> | | | ✓ | |
| Setting of Audit and Risk Committee meeting dates for the next calendar year. | | ✓ | | |
| Proposed Agenda outline for next Audit and Risk Committee meeting. | ✓ | ✓ | ✓ | ✓ |