



2024 Meeting Schedule

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|------|-----------|-------------------|------------------|------------------|
| MO11 | Tuesday | 26 March 2024 | 3.00pm to 4.30pm | Venue/Format TBC |
| MO12 | Tuesday | 18 June 2024 | 3.00pm to 4.30pm | Venue/Format TBC |
| MO13 | Tuesday | 24 September 2024 | 3.00pm to 4.30pm | Venue/Format TBC |
| MO14 | Wednesday | 27 November 2024 | 3.00pm to 4.30pm | Venue/Format TBC |

2024 Workplan

| Audit & Risk Committee Workplan | | Meeting / Timing | | Responsibility | Status / Compliance |
|---------------------------------|--|------------------|------|------------------------------|---------------------|
| 1. | Annual Chairperson election | 1 | Mar | Committee | |
| 2. | Recruitment – Internal Committee Member | 1 | Mar | Administration | |
| 3. | Re-appointment of Committee Member | 1 | Mar | Administration | |
| 4. | Annual Committee performance review by Council | 2 | Jun | Council | |
| 5. | Annual performance self-assessment | 2 | Jun | Committee | |
| 6. | Biannual report to Council by Chairperson | 1 | Mar | Committee Chair | |
| | | 3 | Sept | Committee Chair | |
| 7. | Receive VAGO Audit Strategy Memorandum and Interim Management Letter | 2 | Jun | External Auditor / Committee | |
| 8. | Review proposed 2024/25 budget, rates / revenue plan and long-term financial plan and provide feedback | 1 | Mar | Committee | |
| 9. | Receive final 2024/25 budget and associated plans | 2 | Jun | Committee | |
| 10. | Receive draft EOFY financial and performance reports and nominate signatories for final reporting | 3 | Sep | Committee | |
| 11. | Financial monitoring – receive financial / budget reports | Each mtg | | Committee | |
| 12. | Performance monitoring – receive internal audit reports and review internal audit plan | Each mtg | | Committee | |
| 13. | Performance monitoring – outstanding audit recommendations | 2 | Jun | Internal Auditor / Committee | |
| 14. | Compliance monitoring – receive quality (policy) / framework review progress updates | | | | |
| | a. Quality framework monitoring report | Jun & Nov | | Committee | |
| | b. Procurement policy and framework review | 1 | Mar | Committee | |
| | c. Business continuity framework review | 2 | Jun | Committee | |
| | d. Fraud & corruption annual compliance status report | 3 | Sep | Committee | |
| | e. Local Government Act 2020 – post election compliance action plan | 4 | Nov | Committee | |
| 15. | Risk monitoring – opportunity to provide feedback on strategic risks and risk appetite | 1 | Mar | Committee | |

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|---------------------------------|--|------------------|-----|----------------|---------------------|
| | Risk monitoring – enterprise risk registers | 3 | Sep | Committee | |
| 16. | 2024 LG General Election outcomes notification | | Nov | Administration | |
| 17. | Appoint Councillors to committee membership | | Nov | Council | |
| 18. | Receive Annual Report including final EOFY financial and performance statements | 4 | Nov | Committee | |
| 19. | Review annual work plan | 4 | Nov | Committee | |
| 20. | Adopt annual work plan and meeting schedule for forthcoming year | 4 | Nov | Committee | |
| 21. | Consider discussion of confidential issues in-camera with internal / external auditors | Each mtg | | Committee | |
| 22. | Presentations by Council senior officers | Each mtg | | Administration | |