

DEAKIN UNIVERSITY AUDIT AND RISK COMMITTEE

PROPOSED SCHEDULE OF BUSINESS—2009

Matters to be considered	Responsibility	Outcome
Meeting 1 – Tuesday 3 March		
Key Business		
<p>1. To consider the University's annual audited financial statements for the year ended 31 December 2008 for accuracy and compliance with appropriate standards and recommend to Council that they be signed for subsequent inclusion in the 2008 Deakin University Annual Report.</p> <p><i>Note: The statements are to include a written Representation Letter from the Chief Financial Officer and written opinions signed by the directors of each of the University's controlled entities.</i></p>	Chief Financial Officer	Council
<p>2. To consider and report to Council on a management report and comments from the Victorian Auditor General's Office in relation to the University's annual financial statements.</p>	Chief Financial Officer	Council
General Business		
<p>1. To consider a draft statement of the University's management of risk, including a table of risk assessment associated with commercial ventures, and recommend to Council that the statement be approved for inclusion in the "Review of Operations" section of the 2008 Deakin University Annual Report.</p>	Vice-Chancellor	Council
<p>2. To receive the corporate governance statement to be included in the University's Annual Report.</p>	Vice-President and Council Secretary	
<p>3. To receive a summary report of the high risks and common risks identified in 2008.</p>	Manager, Strategy and Risk	Council
<p>4. To consider and report to Council on a progress report against the 2009 Internal Audit Plan.</p>	Director, Internal Audit / Co-sourcing / engagement partner	Council
<p>5. To consider a report on University risk management, including progress on the Enterprise Risk Management strategy, and forward it to Council for information.</p>	Manager, Strategy and Risk	Council
<p>6. To receive a list of committee members as at 1 January 2009.</p>	Executive officer	
<p>7. To receive oral reports from members of the Senior Executive on matters within the purview of the Committee not included as separate agenda items.</p>	Senior Executive	

Matters to be considered	Responsibility	Outcome
Meeting 2 – Tuesday 5 May		
<p>Key Business</p> <p>1. To consider and approve a report on University compliance, in relation to statutory and regulatory reporting requirements, legislation applicable to the University, University legislation and key University policies (including any exceptions) and report to Council on these matters. <i>Note: The report to Council will include actions pending in respect of any exceptions.</i></p>	Compliance Manager	Council
<p>General Business</p> <p>1. To consider a progress report against the 2009 Internal Audit Plan and report to Council.</p> <p>2. To consider a report on University risk management, including progress on the Enterprise Risk Management strategy and University insurance for the preceding 6 months, and report to Council</p> <p>3. To receive oral reports from members of the Senior Executive on matters within the purview of the Committee not included as separate agenda items.</p>	<p>Director, Internal Audit / Co-sourcing / engagement partner</p> <p>Manager, Strategy and Risk</p> <p>Senior Executive</p>	<p>Council</p> <p>Council</p>
Meeting 3 – Tuesday 28 July		
<p>Key Business</p> <p>1. To consider a report on the status of risk registers, including the highest level University risk register, and of University risk management and forward to Council for information.</p> <p>General Business</p> <p>1. To consider a report of risk assessment associated with the University's controlled and associated entities to 30 June 2009 and provide advice to Council that:</p> <ul style="list-style-type: none"> • the University has assessed the risk associated with its part ownership of any entity, partnership and joint venture • it has used its best endeavours to obtain an auditor's management report of relevant entities • the University has thereby complied with National Governance Protocol 11. <p>2. To consider a progress report against the 2009 Internal Audit Plan and report to Council.</p> <p>3. To consider the proposed 2009 Audit and Risk Committee schedule of meetings.</p> <p>4. To review the Committee's own performance and identify matters to be reported to Council via Chancellor's Advisory Committee</p>	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>Director, Internal Audit / Co-sourcing / engagement partner</p> <p>Executive Officer</p> <p>Audit and Risk Committee</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council via Chancellor's Advisory Committee</p>

Matters to be considered	Responsibility	Outcome
5. To receive oral reports from members of the Senior Executive on any matters that are within the purview of the Audit and Risk Committee but are not included as separate agenda items.	Senior Executive	
Meeting 4 – 10 November		
<p>Key Business</p> <p>1. To consider a report on management of the University's assets during 2009, including the management of key assets in the event of a disaster, on the recommendation of the Planning and Resources Committee report on these matters to Council.</p> <p>2. To consider and approve a draft 2009 Internal Audit Plan and report to Council.</p> <p>3. To receive an external audit plan from the Office of the Auditor General in respect of the forthcoming audit of the University's 2008 accounts.</p>	<p>Chief Financial Officer</p> <p>Director, Internal Audit / Co-sourcing / engagement partner</p> <p>Chief Financial Officer</p>	<p>Council</p> <p>Council</p> <p>Council</p>
<p>General Business</p> <p>1. To consider a progress report against the 2009 Internal Audit Plan and report to Council.</p> <p>2. To consider a report on University risk management, including progress on the Enterprise Risk Management strategy, including the University's 2009 insurance program and claims performance for preceding six months and report to Council on these matters.</p> <p>3. To consider a report on the handling of student complaints within the University during 2009 and forward it to Council for receipt.</p> <p>4. To receive a report on the University's procedures and activities in relation to occupational health and safety issues.</p> <p>5. To receive a report on the status of the development of disaster recovery and business continuity planning for all Faculties and Other Areas, including action being taken to improve response times and redundancy.</p> <p>6. To consider a report on the fulfilment by the Audit and Risk Committee of its obligations as set out in its 2009 schedule of business, and determine any advice to the Chancellor's Advisory Committee.</p> <p>7. To consider a report from the Chairperson assessing the effectiveness of the Audit and Risk Committee during 2009.</p> <p>8. To consider the proposed 2010 Audit and Risk Committee schedule of business.</p> <p>9. To receive oral reports from members of the Senior Executive on any matters that are within the purview of the Audit and Risk Committee but are not included as separate agenda items.</p>	<p>Director, Internal Audit / Co-sourcing / engagement partner</p> <p>Manager, Strategy and Risk</p> <p>Vice-President</p> <p>Manager, OH&S</p> <p>Chief Operating Officer</p> <p>Executive Officer</p> <p>Chairperson</p> <p>Executive Officer</p> <p>Senior Executive</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council via Chancellor's Advisory Committee</p> <p>Council via Chancellor's Advisory Committee</p> <p>Council via Chancellor's Advisory Committee</p>