

DEAKIN UNIVERSITY AUDIT AND RISK COMMITTEE

SCHEDULE OF BUSINESS 2011

Matters to be considered	Term of Ref	Responsibility	Outcome
<b>Meeting 1 – Tuesday 1 March</b>			
<b>Key Business</b>			
1. Review the University's annual audit financial statements for the year ended 31 December 2010 for accuracy and compliance with appropriate standards.	1, 5, 11	Chief Financial Officer	Report to Council
2. Consider management report and comments from the Victorian Auditor- General's Office (VAGO) in relation to the University's annual financial statements.	1, 5, 11	Chief Financial Officer	Report to Council
3. Report on University risk management including: <ul style="list-style-type: none"> <li>• 'Review of Operations' statement (statement on the University's management of risk, including of the year end risk assessment associated with controlled and associated entities) for inclusion in 2010 Annual Report.</li> <li>• Risk reporting framework developed by management to identify any material risks associated with each external review.</li> </ul>	2, 9, 11	Chief Financial Officer	Report to Council
<b>General Business</b>			
1. 2010 and 2011 Internal Audit Plan progress report.	7	Director, Internal Audit / Co-sourcing partner	To be considered
2. 2010 Internal Audit annual report.	7	Director, Internal Audit/ Co-sourcing partner	To be considered
3. On an exception basis, in summary form, any material risks arising from Faculty, Institute or other area external reviews.	4	Chief Financial Officer	To be received
<b>Meeting 2 – Tuesday 3 May</b>			
<b>Key Business</b>			
1. Report on University risk management.	2, 9, 11	Chief Financial Officer	To be considered
2. 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).	1, 10, 11	Chief Financial Officer	Report to Council
<b>General Business</b>			
1. 2011 Internal Audit Plan progress report.	7	Director, Internal Audit / Co-sourcing partner	To be considered
2. On an exception basis, in summary form, any material risks arising from Faculty, Institute or other area external reviews.	4	Chief Financial Officer	To be received

Matters to be considered	Term of Ref	Responsibility	Outcome
<b>Meeting 3 – Tuesday 5 July</b>			
<p><b>Key Business</b></p> <p>1. Report on the review of the Internal Audit Charter.</p> <p>2. Report on University risk management and the status of risk registers, including the highest level University risk register.</p> <p><b>General Business</b></p> <p>1. 2011 Internal Audit Plan progress report.</p> <p>2. Summary report outlining any key risks or issues of concern identified through Australian Universities Quality Agency (AUQA) audit and making recommendations on managing those risks/issues identified.</p> <p>3. On an exception basis, in summary form, any material risks arising from Faculty, Institute or other area external reviews.</p>	<p>3</p> <p>2, 9, 11</p> <p>7</p> <p>4</p> <p>4</p>	<p>Director, Internal Audit/Co-sourcing partner</p> <p>Chief Financial Officer</p> <p>Director, Internal Audit / Co-sourcing partner</p> <p>Chief Financial Officer/Director, Internal Audit</p> <p>Chief Financial Officer</p>	<p>To be considered</p> <p>Report to Council</p> <p>To be considered</p> <p>To be received</p> <p>To be received</p>
<b>Meeting 4 – Tuesday 6 September</b>			
<p><b>Key Business</b></p> <p>1. Report on University risk management including the mid-year risk assessment of controlled and associated entities.</p> <p><b>General Business</b></p> <p>1. Draft external audit strategy from the Victorian Auditor General's Office (VAGO) regarding the University's 2011 accounts.</p> <p>2. 2011 Internal Audit Plan progress report.</p> <p>3. On an exception basis, in summary form, any material risks arising from Faculty, Institute or other area external reviews.</p>	<p>2, 9, 11</p> <p>4</p> <p>7</p> <p>4</p>	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>Director, Internal Audit / Co-sourcing partner</p> <p>Chief Financial Officer</p>	<p>To be received</p> <p>To be considered</p> <p>To be considered</p> <p>To be received</p>

Matters to be considered	Term of Ref	Responsibility	Outcome
<b>Meeting 5 – Tuesday 15 November</b>			
<b>Key Business</b>			
1. University asset management report 2011.	2, 11	Chief Financial Officer	Report to Council
2. Draft 2012 Internal Audit Plan.	6, 11	Director, Internal Audit / Co-sourcing partner	Report to Council
3. Report on University risk management including the insurance program.	2, 9, 11	Chief Financial Officer	To be received
4. Risk Assessment of Controlled and Associated Entities.	2, 9, 11	Chief Financial Officer	Report to Council
<b>General Business</b>			
1. 2011 Internal Audit Plan progress report.	7	Director, Internal Audit / Co-sourcing partner	To be considered
2. On an exception basis, in summary form, any material risks arising from Faculty, Institute or other area external reviews.	4	Chief Financial Officer	To be received
3. Report on the handling of student complaints within the University during 2011; in summary format, outlined above.	11	Director, DSA/Chief Financial Officer/Director, Internal Audit	To be received
4. Report on occupational health and safety issues, including information on appropriate benchmarking and a trend analysis of the incidents of stress claims.	9	Manager, OH&S	To be received
5. Report on disaster recovery and business continuity planning for all Faculties and other areas.	9	Chief Operating Officer/Chief Financial Officer	To be received
6. Report on crisis and emergency management including pandemic preparedness.	9	Chief Operating Officer	To be received
7. Fulfilment by the Audit and Risk Committee of its 2011 schedule of business.	8	Executive Officer	Chancellor's Advisory Committee
8. Report from the Chairperson assessing the effectiveness of the Audit and Risk Committee during 2011.	8	Chairperson	Chancellor's Advisory Committee
9. 2012 Audit and Risk Committee schedule of business.		Executive Officer	Chancellor's Advisory Committee
10. 2012 Audit and Risk Committee schedule of meetings.		Executive Officer	To be received