

**CITY OF PORT PHILLIP AUDIT COMMITTEE
Annual Work Plan – Calendar Year 2009**

Agenda	Topic	To Do By	Date Completed
Standing Items			
	Review the progress of the Audit Committee against the Annual Work Plan	Each meeting	
	Review annual leave accruals report	Each meeting	
	Review the progress of the Internal Audit Program	Each meeting	
	Statement of major non-compliance, if any, by the Chief Executive Officer	Each meeting	
	Tenure of external members: - Ray Liggett - Sue Pelka	Dec 2010 Dec 2009	
Meeting 1 (22 April 2009)			
	Receive and review the internal audits in the 2009 Internal Audit Program: • Contracts & Tendering		Apr 2009
	External Auditor Mr John Gavens to attend the meeting to discuss the annual external audit strategy.		Apr 2009
	Coordinator of Contracts & Tendering and the independent consultant to address the Committee about the status of contracts and tendering processes.		Apr 2009
	OH&S annual update – carried over from previous meeting.		Apr 2009
	Receive and review the Council's Fraud Control and management Policy.		Apr 2009
Meeting 2 (10 June 2009)			
	Receive and review the audits as scheduled in the 2009 Internal Audit Program: • Purchasing	Jun 2009	
	Receive an update on Risk Management and Insurance matter.	Jun 2009	
	Receive and review Council's Code of Conduct.	Jun 2009	

Agenda	Topic	To Do By	Date Completed
	Receive and review the March 2009 Quarterly Management Report to Council.	Jun 2009	
Meeting 3 (26 August 2009)			
	Receive and review the audits as scheduled in the 2009 Internal Audit Program: <ul style="list-style-type: none"> • (yet to be determined) 		
	Review Council's Annual Budget and Council's Strategic Resource Plan.		
	Review the rates collected and rates outstanding for the year ended 30 June 2009.		
	Comparison of the end of year results for 2008/09 with the March 2009 quarter Management Report projections – discussion of significant variances.		
	Meet with the External Auditor to review the annual accounts prior to “in-principle” adoption by Council.		
	Receive a status report from the Property Board about the management of leased properties.		
Meeting 4 (14 October 2009)			
	Review the Management Letter from the Auditor General relating to the audit of the annual accounts.		
	Receive and review the audits as scheduled in the 2009 Internal Audit Program: <ul style="list-style-type: none"> • (yet to be determined) 		
	Receive an update on Risk Management and Insurance matters.		
	Review the Council's Investment Policy.		
	Receive the City of Port Phillip Council Plan.		
	Receive a report on the progress of the implementation of the audit recommendations in the review of compliance with Council's Road Management Plan.		

Agenda	Topic	To Do By	Date Completed
Meeting 5 (9 December 2009)			
	Review and approve the Audit Committee Annual Report to Council.		
	Review the Audit Committee Charter and the performance of the Audit Committee and the Internal Auditor.		
	Receive and review the audits as scheduled in the 2007/08 Internal Audit Program: <ul style="list-style-type: none"> • (yet to be determined) 		
	Receive and review the September 2009 Quarterly Management Report to Council		
	Receive an annual report from the OH&S Officer on issues, incidents and actions.		
	Written sign-off on compliance with legislation.		