**ANNEXURE A3**

**AUDIT COMMITTEE INDUCTION PRACK - PSAUC3**

**AUDIT COMMITTEE INDUCTION PRACK**

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| **Issue** | **Activity** | **With Whom** | **When** |
| Welcome | Welcome and introduction to the**Audit Committee** | Chair | At appointment |
| Governance | Explanation of function and services:* History of organisation
* Vision and mission
* Ethics, values, and philosophy
* Council and committee structure
* Departmental structure and hierarchy
* Tour of site
* Terminology, jargon and glossary of entity-specific terms
 | Chair and CEO/MM | At appointment |
| Governance | * Initial discussion re: contribution
* Outline of appraisal / review process
* Training needs analysis
* Audit Committee Charter
 | Chair | At appointment |
| Internal relationships | Introduction to senior staff and outline of each functional area of themunicipality | Chair and Accounting Officer | At appointment/ Annually |
| Strategic planning | * Give copy of strategic plan
* Discuss strategic plan and progress
 | Chair and Accounting Officer | At appointment |
| *Governance* | Provide policies and procedures such as:* Expenses
* Conflict of interest
* Risk policy
* Code of conduct
* Whistleblowing
* Finance and audit
* Combined Assurance
 | Chair and Accounting Officer | At appointment |
| Audit Committee Governance | Give copies of relevant meeting notes:* Schedule of dates of Council and Audit Committee meetings
* Minutes of previous meetings and matters arising
* Latest report to Council
* MPAC Report
* Pen portraits, photos and contact details of Council and committee

members | Chair and Accounting Officer | At appointment |
| Finance | Give copy of annual report and accountsGive copy of most recent budgetreport | Chair of Audit andRisk Committee and Finance Officer | At appointment |