**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 the  municipality | 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 accounts  Give copy of most recent budget  report | Chair of Audit and  Risk Committee and Finance Officer | At appointment |