

**AUDIT, RISK AND COMPLIANCE COMMITTEE (ARCC) - Schedule of Business for Year 2020**

<i>Description of ARCC Activities</i>	<i>01-20</i>	<i>02-20</i>	<i>03-20</i>	<i>04-20</i>	<i>05-20</i>
<b>A. Committee Governance</b>					
1. Adoption of the Annual Report to the Council on the Activities of ARCC for the last year		√			
2. Self-assessment of ARCC performance against Charter and Schedule of Business	√				
3. Review and endorsement of ARCC Charter	√				
4. Adoption of ARCC Schedule of Business for the following year					√
5. Approval of ARCC meeting dates and pathways for the following year					√
6. ARCC – Membership	√				
7. Confidentiality Provisions	√				
8. University Level Performance Measures					
a. Acquittal (for previous year)		√			
b. Mid-Year Results				√	
c. Feedback on KPIs/PIs for the following year					√
<b>B. Monitoring of IA Activities</b>					
1. Review and approval of the 2020-2022 IA Strategic Plan					√
2. Review and approval of the 2021 IA Annual Work Schedule					√
3. Manager, Internal Audit report		√	√		√
a. Monitoring of progress on the implementation of audit recommendations		√			√
b. Progress report on scheduled IA activities		√	√		√
c. Review of audit reports and management letter issued		√	√		√
d. Review of audit certifications on grant acquittals issued		√	√		√
4. Review and approval of Internal Audit Charter					√
<b>C. Monitoring of External Audit Activities</b>					
1. Noting of any formal communication from the Queensland Audit Office (QAO) regarding the University's Financial Statements for the previous year		√			

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2. Noting of the independent audit reports and management letters and audit fees issued by Queensland Audit Office in respect of James Cook University and controlled entities including the interim audit report	√				
3. Noting of the QAO Audit Client Strategy for the current year			√		
<b>D. Corporate Governance, Compliance &amp; Risk Management Activities</b>					
1. Review and approve the audited statutory financial statements and reports and authorise the Chancellor, Vice Chancellor and Deputy Vice Chancellor, Services and Resources to sign the audited statutory financial statements and reports on behalf of Council, on the recommendation of the Finance Committee.	√				
2.					
3. Noting of the Claims & Contingent Liabilities Register and adoption of the Report on Claims & Contingent Liabilities as at 31/12/2019 and 30/06/2020 presented by University General Counsel & Head, Legal & Assurance		√			√
4. Compliance reporting		√			√
5. Receive report on Risk Management Framework and Plan (annually) and Risk Management Policy and Compliance Policy (biennial)			√		
6. Receive report from management on the efficiency and effectiveness of risk management and associated internal compliance and control arrangements including risk registers and the University Level Risk Assessment		√			√
7. Receive report from management on the University's insurance strategy and renewal for the following year to ensure it is appropriate for the risk profile and appetite expressed in the Risk Management Framework and Plan, as approved by Council				√	
8. Cyber Risk report provided by the Director, Information and Communications Technology		√			√
9. Receive annual compliance report for the Controlled Entities, provided by the Manager, Commercial Operations			√		

**Note** - the Schedule of Business only deals with routine reports and regular items. Any *ad-hoc* or additional items requiring the consideration of the Committee may be submitted at any time / scheduled as they arise.

ARCC Meeting Dates 2020 – 24 February, 14 May, 16 July, w/c 20 October and 19 November.