



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

EXPRESSION OF INTEREST

AUDIT & RISK COMMITTEE MEMBER

WELLINGTON SHIRE COUNCIL

AUDIT & RISK COMMITTEE MEMBER

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1. INTRODUCTION

1.1 OVERVIEW

Wellington Shire Council is seeking Expressions of Interest from suitably qualified and experienced persons to become a member of Council's Audit & Risk Committee.

Council has decided that the majority of Committee members (3) will be independent of Council and management.

The selected respondent will be required, as a member of the Audit & Risk Committee, to play a key role in assisting Council to fulfil its governance and compliance responsibilities, ethical practices and accountability requirements.

The Audit & Risk Committee is a formally appointed committee and is responsible to Council. It does not have any management functions and is therefore independent of management. The role of the committee is to advise Council on matters relevant to its charter in order for Council to discharge its responsibilities.

There will be one position available on the Committee as from October 2020.

1.2 WELLINGTON SHIRE COUNCIL AUDIT & RISK COMMITTEE

The current Charter, Terms of Reference and List of Responsibilities is attached (Schedule B).

The Committee generally meets quarterly for approximately 2 hours.

The Internal Audit program has included the following reviews in previous financial years:

- Fraud Control
- Enterprise Risk Assessment
- Contract Management
- Procurement & Supplier Management
- Human Resource Management & Payroll
- Corporate Governance
- Vehicle & Fleet Management
- Statutory & Strategic Planning
- Road Management Plan
- Local Laws Compliance
- Capital Expenditure
- Employee Contracts & Benefits
- Purchasing and Corporate Cards
- IT General Controls
- Enterprise Risk Management
- Rates Revenue
- Fraud Management
- Emergency Management
- Performance Reporting
- Budget Development and Management
- Management of Infrastructure Assets
- Payroll
- Depot Operations

- Disaster Recovery and Business Continuity
- Reputation Management
- Occupational Health and Safety
- Procurement and Supplier Management
- Debts and Rates Collection (Debtor Management)
- Management of Leisure Facilities
- Port of Sale Cultural Hub Development (Part A – Project Management)
- Buildings and Facilities Maintenance
- Port of Sale Cultural Hub – Part B
- Local Laws
- Management of the Gippsland Regional Livestock Exchange
- Human Resource Management
- Landfill and Waste Management Planning
- Operations of the Wellington Entertainment Centre (incl. OH&S)

2. GENERAL

2.1 SELECTION OF AUDIT & RISK COMMITTEE MEMBER

Respondents should provide information in Schedule A that will allow an evaluation to be made.

2.2 SITTING FEES

Independent members of Council’s Audit & Risk Committee are currently entitled to the following sitting fees:

Meeting -	\$750 per meeting – Chairman \$500 per meeting – other members
Attendance at approved training/workshops -	\$500 for Chairman & other members

2.3 LODGEMENT CONDITIONS

Expressions of interest marked “**Audit & Risk Committee Member**” will be accepted via email at sheryls@wellington.vic.gov.au no later than 2pm Tuesday 18 August 2020.

All questions relating to the Expression of Interest can be directed to Sheryl Saynor on (03) 5142 3151.

SCHEDULE A

EXPRESSION OF INTEREST

Respondents are required to submit such information as is necessary to enable Council to assess their ability to carry out the responsibilities as a member of Council's Audit & Risk Committee. The questionnaire has been prepared to assist respondents in supplying this information.

Name:

Address:

Telephone No:

E-mail:

1. Current occupation and qualifications

2. Summary of applicant's background

3. Please list memberships of other Committees and in particular whether member of other Audit Committees.

4. Reasons why you wish to become a member of Council’s Audit & Risk Committee.

5. List names and telephone numbers of referees

6. Other information that the respondent may consider is relevant to the expression of interest (attach if required).

Privacy Notification

The personal information requested on this form is being collected by Council for the purpose of evaluating the Respondent’s ability to carry out the responsibilities of an independent Audit & Risk Committee member. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the primary purpose and that they may apply to Council for access and/or amendment of the information.

SCHEDULE B

THE CHARTER, TERMS OF REFERENCE AND LIST OF RESPONSIBILITIES OF CURRENT AUDIT & RISK COMMITTEE

CHARTER

Reviewed February 2020

The Wellington Shire Council maintains an Audit & Risk Committee in accordance with Section 139 of the *Local Government Act 1989*.

The Audit & Risk Committee is an independent advisory Committee to Council. The primary objective of the Audit & Risk Committee is to assist Council in the effective conduct of its responsibilities for financial and non-financial reporting and performance, management of risk, information services governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

The Audit & Risk Committee is established to assist the co-ordination of relevant activities of management, the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

As part of Council's governance obligations to its community, Council has constituted an Audit & Risk Committee to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial and non-financial reporting and performance;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines;
- the effectiveness of the internal audit function;
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council;
- a review of the effectiveness of Council processes and the outcomes of the external audit.

AUDIT & RISK COMMITTEE

TERMS OF REFERENCE

1 General

- (a) The Audit & Risk Committee is a formally appointed committee of the Council and is responsible to that body. The Audit & Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit & Risk Committee does not have any management functions and is therefore independent of management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

2 Membership

- (a) The Audit & Risk Committee will comprise of two Councillors, and three external independent persons with suitable knowledge and experience, all appointed by Council for periods varying to a maximum term of 3 years. External members may be re-appointed for subsequent terms, following a public advertising process in accordance with 2 (b). A quorum shall be 3 (with a minimum of 2 independent members). The Chairperson shall be an external independent person and the Chairman's term will overlap the term of appointed Councillors to ensure continuity. The Chief Executive Officer should be required and entitled to attend all Audit & Risk Committee meetings.

External independent persons will have senior business and/or financial management/reporting knowledge and experience and be conversant with the financial and other reporting requirements. The evaluation of potential members will be undertaken by the Mayor and Chief Executive Officer taking account of the experience of candidates (as per the Committee's expertise matrix) and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.

- (b) Appointments of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- (c) If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting which is open to the public, if that member so requests.
- (d) Remuneration will be paid to each independent member of the Committee (the basis may be an annual fee, with an additional amount paid to the Chairperson or a set fee per meeting, or another basis as appropriate).

- (e) The Chairperson shall be appointed from the external members of the Committee by the Audit & Risk Committee subject to Council's approval. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the external members present.
- (f) Other members of Council or Council staff and the internal auditor (whether a member of staff or contractor) may be invited to attend at the discretion of the Committee to advise and provide information when required.
- (g) Representatives of the external auditor should be invited to attend at the discretion of the Committee but **must** attend meetings considering the draft annual financial report and results of the external audit.
- (h) Council shall provide secretarial and administrative support to the Committee.

3 Meetings

- (a) Process
The Committee shall meet at least quarterly (e.g. in August to review the draft annual financial accounts and consider the initial report of the external auditor, in November to review the final results of the annual audit, in February to review the progress of the internal audit program and any interim reports from the external auditor, and in May to review the current year and determine the next financial year annual internal audit program). Additional meetings may be convened at the discretion of the Chairperson, at the written request of an independent member, or any of the member Councillors.
- (b) Declaration of Conflicts of Interest
Declaration of Conflicts of Interest will be in accordance with the requirements of the *Local Government Act 1989*.
- (c) Closure of Meetings to the Public
In accordance with Section 89(2) of the *Local Government Act 1989*.

4 Planning

- (a) The Committee will develop an annual work plan.
- (b) The Committee will review the Charter and Terms of Reference annually.

5 Reporting

- (a) The Audit & Risk Committee shall after every meeting forward the minutes of that meeting to the next practical ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- (b) The Committee shall report annually to the Council summarising the activities of the Committee during the previous financial year.
- (c) The Chairperson may require any report prepared by the Audit & Risk Committee to be listed on the agenda for the next practical ordinary meeting of the Council.

AUDIT & RISK COMMITTEE

LIST OF DUTIES AND RESPONSIBILITIES

(a) The following are the duties and responsibilities of the Audit & Risk Committee in pursuing its Charter:

- (1) To review the scope of the internal audit plan and programme and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
 - internal controls over significant areas of risk, including non-financial management control systems;
 - internal controls over revenue, expenditure, assets and liability processes;
 - the efficiency, effectiveness and economy of significant Council programmes; and
 - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- (2) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
- (3) Review the level of resources allocated to internal audit and the scope of its authority.
- (4) Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
- (5) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programmes.
- (6) Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference. Review management's response to, and actions taken as a result of the issues raised.
- (7) Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- (8) Review the process for the identification, nature, extent and reasonableness of related party transactions .
- (9) Review Council's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;

- the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
- (10) Annually, make a recommendation to Council on the fairness of the annual financial statements. Review any significant changes that may arise subsequent to any such recommendation but before the financial statements are signed.
 - (11) Discuss with the external auditor the scope of the audit and the planning of the audit.
 - (12) Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
 - (13) Review the annual performance statement and make a relevant recommendation to Council.
 - (14) Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
 - (15) Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate with reports on any such matters to be reviewed by the Audit & Risk Committee including any incidents of fraud or suspected fraud.
 - (16) Monitor the progress of any major legal issues facing the Council.
 - (17) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
 - (18) Monitor compliance with other "non-financial" legislated policies (e.g. EEO, OH&S etc).
 - (19) The Audit & Risk Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
 - (20) The Audit & Risk Committee will complete an annual evaluation of the Committee's performance at the May meeting.
 - (21) Should there be a conflict of interest for outsourced internal audit providers who perform other consultancy work for the Council, the issue will be brought before the Audit & Risk Committee for deliberation.
- (b) The Audit & Risk Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.