

## OBJECTIVES

To establish a Committee of the Regional Council for purposes of reviewing its audit, risk and compliance functions.

## POLICY

### 1. Role of the Audit & Risk Committee

- a) To review the scope of the internal and external audit function and review audit plans and performance.
- b) To recommend to the Council the appointment of internal auditors.
- c) To appraise the effectiveness of the audit by discussing the audit with the internal and external auditors as necessary.
- d) To review the management letter provided by the External Auditor on any weaknesses in internal accounting, organisation and operating controls, and consider the recommendations made by the auditor and the action taken by management in response to the auditor's suggestions.
- e) To review independent audit reports and/or initiate any other act necessary to ensure:
  - i. Compliance with policies, plans, procedures, laws and regulations.
  - ii. Safeguarding of Council Assets
  - iii. Fraud and misconduct processes
  - iv. Economic and efficient use of resources
  - v. Accomplishment of established objectives and goals for operations or programs
  - vi. To draw attention to any failure, and to take prompt remedial action relating to the previously identified shortcomings
  - vii. To advise Council on matters relating to its findings
- f) To ensure the evaluation of high strategic risks are in accordance with the Council's Risk Management processes.

### 2. Powers of the Committee

The Committee is a formally appointed committee of Council and is responsible to the Council. The Committee does not have executive powers or the authority to implement actions in areas over which the CEO has legislative responsibility and does not have any management functions and cannot involve itself in the management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference, in order to facilitate informed decision-making by Council in relation to the legislative functions and duties that have not been delegated to the CEO.

### 3. Committee Membership

The Audit & Risk Committee shall meet at least twice a year with additional meetings as required.

The Audit & Risk Committee shall consist of the following members:

A minimum of Three (3) Regional Councillors.

All members shall have full voting rights

- a) Membership requires an absolute majority decision of the Council.
- b) The CEO and other employees may only attend as observers or at the discretion of the presiding person.

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c) The Committee shall have no delegated powers unless expressly given by the Council.

## 4. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of Council.

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	Part 5 of the Local Government Act 1995 Local Govt (Administration) Regulations 1996 Local Govt (Financial Management) Regulations 1996 Local Govt (Audit) Regulations 1996 SMRC Standing Orders Amendment Local Law 2009	
<b>Organisational Compliance</b>	RRG Code of Conduct for Councillors and Committee Members and Group Members RRG Internal Audit Charter	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	February 2025	
<b>Related Documents</b>	Dept of Local Gov't Operational Guidelines No 9 (September 2013) – Audit in Local Government – The appointment, function and responsibilities of Audit Committees	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate Services	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	High	
<b>Location of document</b>	Website Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services	

### DOCUMENT CONTROL REGISTER

Date	Review		Author	Resp Officer	Audit Ctee	Council
2004	Original	1	MAF	MAF		25/11/04
2005	Review	2	MAF	MAF		22/09/05
2006	Review	3	MAF	MAF	22/05/06	25/05/06
2006	Review	4	MAF	MAF	22/05/06	28/09/06
2008	Review	5	MAF	MAF	21/11/08	27/11/08
2011	Review	6	DCS	DCS	20/06/11	25/08/11
2013	Review	7	EMCS	EMCS	12/08/13	22/08/13
2015	Review	8	EMCS	EMCS	08/06/15	25/06/15
2017	Review	9	EMCS	EMCS	21/08/17	24/08/17
2019	Review	10	EMCS	EMCS	18/02/19	28/02/19
2021	Review	11	EMCS	EMCS	15/02/21	25/02/21
2023	Review	12	MGC	MCS		23/02/23

MAF – Manager Administration & Finance  
DCS – Director Corporate Services  
EMCS – Executive Manager Corporate Services  
MCS – Manager Corporate Services  
MGC – Manager Governance & Culture

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