

POSITION DESCRIPTION

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| Position Title | Independent Board Member, Audit and Risk Committee |
| Position Reports To | Board Chair |
| Location | Colac |
| Term | 1 year |

About Corangamite Catchment Management Authority

The Corangamite Catchment Management Authority (CCMA) was established in 1997 by the Victorian Government as a statutory authority under the Catchment and Land Protection Act 1994 and the Water Act 1989.

Our primary role is to work with local communities and support them to improve sustainable land, biodiversity and water resources management, in an area stretching from Geelong to Ballarat and along the coast to Peterborough.

The Corangamite region is renowned for its landscape diversity including its spectacular coastline, the Otways, the volcanic plains and the Central Highlands. These landscapes support strong agriculture and forestry sectors and contain lakes and wetlands of national and international significance, highly valued rivers and estuaries and a range of native flora, fauna, ecological communities and aboriginal cultural values.

Our purpose is to be the regional leader working with land managers, communities, other organisations and governments to protect and improve the health of the region's natural resources (water, soils, biodiversity) to improve the health and sustainable productivity of the Corangamite region.

Our Mission: Healthy and productive lands and water cared for and enjoyed by thriving communities.

Our Values & Approach: We aim to be an effective, respected and valued organisation with a diverse, inclusive, productive and happy workforce and our work is guided by the values of Integrity, Accountability, Leadership, Responsiveness, Impartiality, Respect and Human Rights.

Position Summary

A key function of the board is the monitoring corporate governance and financial management of the organisation. The Corangamite Catchment Management Authority (CMA) Audit and Risk Committee is a

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subcommittee of the board and assists the Corangamite CMA's board in fulfilling its governance responsibilities including internal controls, internal and external auditing and risk management. The Committee works with the Chief Executive Officer (CEO) and Business and Governance Services General Manager to inform and provide recommendations to the authority's board for decision.

As part of the Audit and Risk Committee, as an independent member you will work with the other board members of the subcommittee to;

- provide analysis and review of specific aspects of the Corangamite CMA
- provide reports and advice
- make recommendations to the Board
- take a role in directing and progressing a specific task/project and assisting in its direction, content and achieving appropriate outcomes
- provide new ideas, generating new approaches, and developing plans with management, in order to contribute more effectively towards the successful achievement of desired outcomes within the relevant terms of reference

The Audit and Risk Management Committee meet four times per year with special meetings convened as required. It is preferable for meetings to be attended in person.

Specific functions

As a member of the Audit and Risk Committee you will,

- independently review and assess the effectiveness of the authority's systems and controls for financial management, performance and sustainability, including risk management;
- review annually the risk profile, risk appetite, and risk mitigation strategies of the authority and make recommendations to the Board
- oversee the internal audit function under
 - review and approve the internal audit charter; review and approve the strategic internal audit plan;
 - review and approve the annual audit work program;
 - review the effectiveness and efficiency of the function;
 - advise the authority on the appointment and performance of the internal auditors; and
 - meet in camera with internal auditors if necessary;
- review annual financial statements and make a recommendation to the board as to whether to authorise the statements before they are released to Parliament;

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- review information in the report of operations on financial management, performance and sustainability before it is released to Parliament;
- review and monitor compliance with the Financial Management Act 1994, and advise the board on the level of compliance attained;
- review and monitor remedial actions taken to address Compliance Deficiencies;
- review and monitor the Authority's compliance with its obligations under the Water Act and Catchment and Land Management Act statement of Obligations.
- maintain effective communication with external auditors (including the Auditor-General and the Auditor-General's duly appointed agents and representatives), including by:
 - understanding the external audit strategy and internal audit activities;
 - considering the external auditor's views on any issues, including accounting issues that may impact on the financial statements, financial management compliance issues and other relevant risks impacting the authority's finances;
 - considering external audit outcomes, including financial and performance audits;
 - providing a standing invitation to the external auditor to attend Audit Committee meetings; and
 - meeting privately at least once each year to ensure frank and open communication;
- consider recommendations made by internal and external auditors relating to or impacting on financial management, performance and sustainability and the actions to be taken by the authority to resolve issues raised; and
- regularly review implementation of actions in response to internal or external audits, including remedial actions to mitigate future instances of non-compliance.

Key Selection Criteria

- Demonstrated ability to model the Authority's Approach and the Victorian Public Sector values and behaviours.
- Be capable of making a valuable contribution to the Committee and have the experience outlined in the Standing Directions of the Minister for Finance under the *Financial Management Act 1994*.

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Acknowledgement

I have read, understood and accepted the position description.

Signature: _____

Name: _____

Date: _____

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