

North East Waste Resource & Recovery Group

Audit Committee

Independent Member Position Description

Who are we?

The North East Waste and Resource Recovery Group was formed on the 1st of August 2014. The organisation is legislated under the *Environment Protection Act 1970*.

The North East Waste and Resource Recovery Region consists of the municipal districts of the following councils and resorts:

- Alpine Shire Council
- Benalla Rural City Council
- Falls Creek Alpine Resort Management Board
- Indigo Shire Council
- Mansfield Shire Council
- Mount Hotham Alpine Resort Management Board
- Mount Buller and Mount Stirling Alpine Resort Management Board
- Towong Shire Council
- Wangaratta Rural City Council
- Wodonga City Council

Role and Responsibility

The North East WRRG Audit Committee assists the North East WRRG Board of Management to fulfil its oversight responsibilities. The Audit Committee undertake the oversight of:

- Financial performance and the financial reporting process, including the annual financial statements.
- The scope of work, performance and independence of external and internal audits.
- The operation and implementation of:
 - Risk management systems
 - Internal control systems
 - Performance management systems
- Business policies and procedures
- NEWRRG's compliance with applicable laws, regulations, standards and best practice guidelines

- North East WRRG's process for monitoring compliance with laws and regulations and its own Code of Conduct and Code of Financial Practice.

Selection Criteria

The Independent Member of the North East WRRG Audit Committee should meet the following criteria:

- Be independent of the Board of Management and of the management of the North East WRRG
- Accounting experience would be highly regarded
- Have specialist experience and knowledge, preferably in the following:
 - Financial management including accounting standards
 - Audit procedures
 - Risk management
 - Understanding of governance framework
 - Local, state and/or federal government operations
- Be willing to serve for a period of three years, with further terms available at the discretion of the Board.

Meeting schedule

The North East WRRG Audit Committee meets five times per year. Meetings are held in Wangaratta.

Sitting Fees and Reimbursements

The maximum daily sitting fee for Committee Members where the meeting exceeds 4 hours is \$300 or \$350 for an Independent Chair. Should their duties be less than four hours per sitting, they will be paid at half the maximum daily rate.

Audit Committee members will also be reimbursed for 'reasonable' travel and personal expenses incurred as a result of his/her service on the committee.

Application Process

Interested applicants are asked to write a covering letter outlining their qualifications, knowledge and experience in relation to the selection criteria listed above as well as providing a current curriculum vitae inclusive of three (3) professional referee contacts. These written applications, along with a current CV should be submitted by 3pm on the 16th November, 2015 by emailing brooke.hermans@newrrg.vic.gov.au.

Further Information

The Audit Committee Charter can be found at our website <http://www.newrrg.vic.gov.au>

Further information can be obtained by contacting:

Brooke Hermans

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North East Waste, Resource and Recovery Group

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