

Role Statement

Position title:	Board Audit & Risk Committee non-Board Director Member
Classification:	Full day rate referenced in Schedule C, Level 2 of the Victorian Appointment and Remuneration Guidelines
Hours:	Quarterly meetings during business hours in March, June, September and December
Position term:	Three (3) years (2021-2024)
Work location:	Morwell, Victoria
Contact person:	Rosie Carroll, Executive Assistant to Chief Executive Officer

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate organisation.

Our origins as a community health organisation began with a focus on developing and providing the primary health services and grassroots programs our communities most needed and wanted. As we've grown, we've maintained our community focus by providing services that make a difference to the community.

We're dedicated to providing you with work that is rewarding and meaningful. You'll be applying your talents and efforts in ways that make a genuine difference to people in your community.

Latrobe Community Health Service is committed to diversity in all aspects of its operations and activities. The Board highly values diversity and supports the election and appointment of diverse candidates to the Board and its Committees.

You can learn more about Latrobe Community Health Service at www.lchs.com.au

Scope of role

To act as an independent non-Board Director of the Board Audit and Risk Committee which assists the Latrobe Community Health Service Board to discharge its corporate governance responsibilities to exercise due care, diligence and skill in relation to:

- Reporting financial information to users of financial reports
- Applying accounting policies
- The independence of LCHS's external auditors
- The effectiveness of the internal and external audit functions
- Financial management
- Internal control systems
- Non-clinical risk management
- Organisational performance management
- LCHS business policies and practises
- Information and Communication Technology
- Complying with LCHS's constitutional documentation and material contracts
- Complying with applicable laws and regulations, standards and best practice guidelines

Key objectives, duties and responsibilities

To provide assistance to the Board Audit and Risk Committee to discharge its responsibilities:

1. REPORTING ON FINANCIAL INFORMATION

Review financial information presented by management to the Board and to the public, and review draft annual financial statements focusing on:

- Accounting policies and principles adopted and methodology applied
- Management processes for making material estimates and judgments
- Management explanations for unusual transactions or significant variances
- Management processes for ensuring and monitoring compliance with legislation, regulations and standards
- Information from internal and external auditors that affects the quality of the financial reports
- Management of non-financial information to ensure there is no conflict with financial statements
- Internal control systems for information release that have the potential to adversely reflect on the conduct of LCHS.

2. INTERNAL CONTROL AND RISK MANAGEMENT

Overseeing risk management, internal control processes, compliance and internal audit activities including ensuring:

- Compliance with legislation, regulations, standards and best practice guidelines
- Effective audit functions are in place (both internal and external)
- Effective risk management system and controls are in place
- Effective internal control, risk management and organisational performance management systems are in place

3. EXTERNAL AUDIT

- Make recommendations to the Board on the appointment, remuneration and monitoring of the effectiveness and independence of the external auditor
- Consider the implications of the external audit findings and discuss management and the control environment issues
- Review the scope of the external audit
- Advise the Board on the rotation of the external auditor

4. INTERNAL AUDIT

- Make recommendations to the Board on the appointment, remuneration and monitoring of the effectiveness and independence of the internal auditor
- Develop the scope of the internal audit plan, monitor its progress and consider the implications of internal audit findings for the control environment

- Monitor and assess management's responsiveness to internal audit findings and recommendations
- 5. COMPLIANCE**
- Review the effectiveness of the system for monitoring compliance with legislation and regulations
 - Review the findings of any examinations by regulatory agencies
 - Obtain regular updates from management about compliance matters

6. INFORMATION AND TECHNOLOGY

Provide oversight of the activities, direction and risks of the ICT activities on behalf of the Board including:

- Progress on planned security-related improvement actions and initiatives
- Cybersecurity and other security incursions
- ICT related risks

SELECTION CRITERIA:

- A cover letter outlining:
 - Demonstrated commitment to LCHS Values
 - Appropriate level of corporate governance, risk management, law, data security and data analytics governance
 - Demonstrated skills and qualifications and/or experience relevant to a Board Audit and Risk Committee
 - Strong understanding of the regulatory environment
 - Community involvement
- Curriculum vitae
- Application form

These documents must be uploaded to the recruitment portal on the LCHS website.

MANDATORY REQUIREMENTS:

In order to be appointed candidates must complete:

- Declaration of Private Interests
- A completed Consent to Check and Release National Police Record or a certified copy of a police certificate issued within the last 12 months
- Consent for LCHS to conduct a check of the Australian Securities and Investment Commission (ASIC) Register of persons prohibited/disqualified by ASIC under the provision of the Corporations Act 2001, and to conduct a check of the Australian Charities and Not-for-profits Commission (ACNC) Disqualified Persons register
- Consent for LCHS to conduct a check of the Insolvency and Trustee Service Australia National Personal Insolvency Index which contains information about proceedings and administrations under the Bankruptcy Act 1996
- Safety Screening Statutory Declaration.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved By:	Chief Executive Officer
Date:	September 2021

Incumbent statement

I have read, understand and accept the Role Statement Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /