

<b>Position Title</b>	Independent Member – Audit, Risk & Compliance Committee
<b>Portfolio</b>	Board
<b>Division</b>	Board
<b>Department/Cost Centre</b>	Institute Board - 02410
<b>Classification</b>	Specialist Staff
<b>Position Number/s</b>	TBA
<b>Reporting to</b>	Chair of the Board
<b>Supervises</b>	Nil

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of our fast paced world, our courses are designed with industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – Education that creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

### Audit, Risk & Compliance Committee Overview

The primary role of South West Institute of TAFE's Audit, Risk & Compliance Committee is to assist the Board in discharging its oversight responsibilities as the governing body of South West Institute of TAFE.

Within policy determined by the Board and in accordance with the Standing Directions of the Minister for Finance 2018 the Committee performs the following functions:

- Assist the CEO and the Board to monitor the effectiveness of various internal controls such as general operations, financial reporting and legal compliance.
- Determine the scope of the internal audit function, and ensure that it is adequately resourced and effectively used, including coordination with external auditors.
- Oversee the effective operation of South West TAFE's risk management framework.
- Review management processes associated with identifying business risks and exposures, and review and assess the adequacy of management information and internal control structures.
- Review the integrity of South West TAFE's financial and external reporting mechanisms.
- Assist the Board to comply with South West TAFE's statutory and fiduciary duties in relation to financial and other requirements.
- Monitor South West TAFE's financial compliance, corporate image, legal contracts, other contractual arrangements and legislative compliance.
- Review annual financial statements and make a recommendation to the Board for approval.

### Position Overview (Your Opportunity)

The Audit, Risk & Compliance Committee Independent Member will be an active member of the Committee providing a strong strategic focus in the areas of Public Sector Management, Finance and Accounting, Legal Compliance, Risk Management, Governance, Audit and Control, Ethics, and Fraud Prevention.

### Key Relationships

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<b>Internal</b>	Board Chair
	CEO
	Directors
	Executive Managers
	Board Secretary
<b>External</b>	Department of Education and Training Governance Unit
	Ministerial Offices

### Key Accountabilities

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All South West TAFE Board Directors and staff are required to act and work in the best interest of the organisation, as such every member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

### Audit, Risk & Compliance Committee Functions

The functions of the Audit, Risk & Compliance Committee include:

- Address issues relating to the Australian Quality Training Framework (AQTF);
- Endorse and seek approval from the Institute Board for the appointment of Internal Auditors;
- Independently review and assess the effectiveness of the Institute's systems and controls for financial management, performance and sustainability, including risk management review and approve the internal audit charter;
- Review and approve the strategic internal audit plan;
- Review and approve the annual audit work program prepared by the internal auditors;
- Review the effectiveness and efficiency of the internal auditors;
- Review external audit reports, responses from Management and related matters from external auditors;
- Review annual financial statements and make a recommendation to the Board for approval;
- Oversee the implementation of the organisation's compliance plan and receive reports of the effectiveness of the plan from Management;
- Review reports on Institute corporate governance matters, at the Institute Board's request;
- Other matters referred to the Committee by the Board or by the Chief Executive Officer.

### Key Selection Criteria (Key to Success)

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The successful candidate will demonstrate the best combination of the following characteristics;

- Experience in governance and management of complex organisations, an ability to read and understand financial statements and a capacity to understand and comply with the ethical requirements of government (including conflicts of interest).
- Functional knowledge and strategic thinking in areas such as: Public Sector Management, Finance and Accounting, Legal Compliance, Risk Management, Governance, Audit and Control, Ethics, and Fraud Prevention .
- An understanding of the legal duties and responsibilities of the Board and its Sub-Committees.
- Well-developed communication and interpersonal skills.
- A capacity to form independent judgements and willingness to constructively challenge/question Management practices and information.
- A professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of a member of an Audit and Risk Committee.

### Qualifications and Requirements

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#### Mandatory requirements

- Certified Practising Accountant (CPA) or Chartered Accountant (CA), or working towards these qualifications.
- Extensive relevant experience
- Satisfactory Police Check

#### Highly desirable requirements

- Experience working in a governance setting at a Board or Management level
- Strong governance knowledge, with a desire to continue development in this space

### Additional Information

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- South West TAFE supports Equal Employment Opportunity and is committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West TAFE Independent Contractor Agreement
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Board Secretary	Bernadette Monnier	7/05/2025
Approved by	Committee Chair	Eva TsahuriduClick here to enter text.	9/05/2025
P&C review	Manager P&C	Lotty Cook	
Agreed by	Incumbent		