



WA Country Health Service (WACHS) Audit, Risk and Integrity Executive Sub-Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) Audit, Risk and Integrity Executive Sub-Committee (ARIES)

2. Purpose

The Audit, Risk and Integrity Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to oversee compliance and assurance practices related to audit, risk and integrity; including reviewing the effectiveness of WACHS processes for identifying, monitoring, managing and escalating integrity and ethics (including compliance) issues.

The Sub-Committee will also support the discharging of a coordinated, effective and efficient management approach to audit, risk management and integrity activities.

3. Background

On 27 March 2019, the Fraud and Corruption Control Policy (MP 0105/19) (the Policy) was published as part of the Integrity Policy Framework.

The WACHS Fraud and Corruption Control Plan (published 23/08/2019) outlines the overall framework of WACHS' approach to fraud and corruption prevention, detection, response and reporting. It provides for the establishment of Audit, Risk and Integrity Executive Sub-Committee.

The Audit, Risk and Integrity Executive Sub-Committee will provide governance and oversight of audit, risk and integrity matters including advice and reporting to the WACHS Board and the Board Audit and Risk Committee through the WACHS Executive Committee and the Chief Executive.

4. Scope

The Audit, Risk and Integrity Executive Sub-Committee's responsibilities include:

Organisational Governance

- Ensure WACHS sustains the personnel, systems and business capabilities to meet the audit, risk management and integrity demands of the organisation to achieve its objectives.
- Provide effective monitoring and oversight of WACHS' performance and compliance with the requirements of WACHS in relation to the Audit, Risk and Compliance Policy Framework, and the Integrity Policy Framework.

- Support the implementation of activities to assure sound audit, risk management, integrity and compliance management practices.
- Review and endorse changes to organisational policy pertaining to audit, risk management, integrity and compliance.
- Report significant and material issues of non-compliance or risk to the CE, WACHS Executive, the Board and/or the WACHS Board Audit and Risk Committee.

Audit

- Monitor and assure management's responsiveness to the implementation of internal and external audit findings and recommendations.
- Consider all reports in respect to audits, reviews and investigations and ensure the quality of proposed remediation and rectification of identified issues.

Risk

- Monitor and assure management's responsiveness to the implementation of effective controls to manage organisational risk, including consideration of the quality of risk management and its integration into the operations of the organisation.
- Assess the governance processes of the organisation in order to determine and manage the key risk areas including strategic and operational risks.

Integrity and Misconduct

- Provide oversight of the WACHS Integrity Governance Arrangements including implementation of the Fraud and Corruption Control Plan.
- Identify, review and manage systemic misconduct issues across WACHS.
- Provide oversight for the management of integrity and governance issues including misconduct matters across WACHS, to ensure compliance with relevant policy and legislative obligations.
- Provide oversight in regards to the timely reporting of all misconduct matters in accordance with policy and legislative obligations.
- Ensure the WACHS Fraud and Corruption Control Plan is reviewed on a regular basis and updated accordingly.
- Review and assure achievement of organisational KPIs in relation to employee pre-employment and integrity reporting.

5. Membership

Members are not elected to the ARIES but are appointed by virtue of the positions they occupy within WACHS.

In the absence of the Chair, the Chair will appoint a member to act as Chair, primarily the Executive Director People and Culture.

6. Chair

The Chair of the Audit, Risk and Integrity Executive Sub-Committee is a member of the WACHS Executive.

- Tracy Rainford, Director, Office of the Chief Executive

Members

- Executive Director People, Capability and Culture (Deputy Chair)
- Executive Director Business Services
- Director Financial Services (CFO)
- Regional Director Representative (rotate 12 monthly)
- Manager Integrity Unit
- Manager Assurance and Risk
- Manager Audit (Chief Audit Executive)
- Manager Board and Policy Governance
- Director Business Service Representative (rotate 12 monthly)

A quorum is deemed to be at least 50% of the members and proxies including the Chair. A quorum excludes the Executive Officer and any invitees or ex-officio attendees.

Should a quorum not be present, the committee may still meet, however all decisions must be approved at the subsequent meeting with a quorum present.

Proxy attendance is permitted only with the specific prior approval of the Committee Chair. Prior approval is not required where an officer is officially acting in the position held by the approved member. To make all OES meetings as effective as possible, proxies should be given the authority of the nominating member to speak on their behalf on all applicable agenda items.

Due to the sensitive nature of the material discussed at meetings, attendance by an external person will need to be approved by the Chair.

7. Secretariat

The Office of the Director, Office of the CE will provide secretariat support to the Audit, Risk and Integrity Executive Sub-Committee.

Papers and meeting schedules are to be circulated as per the [WACHS Executive Sub-Committee Operations Procedure](#).

8. Meeting Frequency

The Audit, Risk and Integrity Executive Sub-Committee will meet every two months, but may meet more frequently at the discretion of the Chair.

Out of session meetings may be scheduled to deal with urgent issues as required.

9. Reporting

The Chair will make available to the WACHS Chief Executive for noting (via WACHS Executive Secretariat) the draft minutes and actions of meetings of the Sub-Committee at the next scheduled meeting/

The Chair will escalate any issues requiring attention of the WACHS Chief Executive.

10. Conflict of Interest

Committee members are required to comply with the Managing Conflicts of Interest Policy (MP 0113/19) and the WACHS Interest Register (WIRe) Business Rules.

At the beginning of each meeting, Committee members should consider the agenda items and declare whether they have any actual, potential or perceived Conflict of Interest (COI). This consideration should be recorded in minutes and include a Committee member declaring they do not have any COI.

If a Committee member does have a COI, this must also be recorded in the WIRe and the Conflicts of Interest Declaration Registry (COIR), irrespective of whether the declaration is already recorded in another location or as part of a separate process.

11. Evaluation

The Chair of the Audit, Risk and Integrity Executive Sub-Committee is to conduct an annual assessment which includes reviewing the Terms of Reference and the role of any panels, networks or working parties established by the Audit, Risk and Integrity Executive Sub-Committee. Any material changes are to be submitted to the WACHS Executive for approval.

DOCUMENT CONTROL

Version Number	Date	Approved by
1.00	24 June 2020	ARIES Committee

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