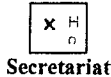




## Office of the Secretariat



### Audit and Compliance Committee

#### Terms of Reference

The Committee shall consider, review and advise Council on the compliance of UNE and its related entities to various laws and regulations, including those relating to audit, the environment, employment practice and anti-discrimination.

The Committee shall be responsible for monitoring and reporting to Council on:

- 2 the audit plans of the internal and external auditors, including the degree of coordination between the two parties
- 2 the pursuit by UNE and its related entities of audit and compliance procedures that are acceptable to Council
- 2 the quality and effectiveness of the programs and policies of the University and its related entities for the internal control of audit, environment, employment practice and anti-discrimination
- 2 any matters which have or could have a material affect on the financial statements and the operation of UNE and its related entities
- 2 the University's programs and policies for the detection and control of fraud, corruption and other illegal acts.

#### Reports to:

University Council

#### Chaired by:

The Committee may elect from its lay members a Chair who, subject to the provisions of the University Act (section 7(3)) and By-Laws of the University, shall preside at all meetings of the Committee at which he/she is present. In accordance with section 7(4) of the University Act the Chancellor is entitled, if he or she so desires, to preside at any meeting of a committee constituted by Council at which he or she is present.

#### Membership:

Chancellor *ex-officio*  
 Deputy Chancellor *ex-officio*  
 Vice-Chancellor *ex-officio*  
 Chair of the Finance Committee *ex-officio*

Four members elected by and from the Council, at least three of who shall be lay<sup>1</sup> members

#### Co-option:

The Committee can co-opt where needed any members required to achieve or maintain gender balance, where the membership does not include at least two women and two men. The Committee can invite individuals to provide additional appropriate expertise as necessary.

#### In attendance:

Secretary to Council or nominee  
 The Executive Director (Business and Administration)  
 The Director, Financial Services  
 The Internal Auditor  
 The External Auditor

#### Gender Balance:

When coopting members the Committee will consider gender balance. The objective will be to ensure that the Committee membership includes at least two women and two men.

#### Quorum:

A quorum shall consist of a simple majority of members of the Committee.

**Term of Office**

Elected members will hold office for a two-year period. In the event that an elected member vacates office prior to the conclusion of their term, then an election will be conducted by the Council for a replacement to serve the remainder of the term.


**Meetings**

The Committee will meet at least five times per year. In the event that a formal meeting of the Committee cannot be convened, as a consequence of unavailability of members and/or urgency of a matter for resolution, then, where appropriate and with approval of the Chair of the Committee, resolution will be sought by "flying minute".

**Support:**

Office of the Secretariat will provide support

<sup>1</sup>Lay shall be interpreted as not an employee or a student of the University of New England

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