



Internal Audit / Risk Management

Connect; Inner West Community Transport Group Inc ('Connect') will conduct internal audits to ensure that the organisation's policies and procedures are being implemented effectively, review risk management and identify areas for process improvement. Staff will work collaboratively with the Connect Internal Audit/Risk Management Committee to ensure the best possible outcomes for the organisation.

Procedures

Oversight and management

The Connect Board will:

- determine an audit program for the year, identifying operational areas to be audited and any specific focus of the audit
- appoint Connect Internal Audit/Risk Management Committee members who will conduct the audit
- determine the scope and objectives of the audit
- determine how the audit will be conducted and managed, including setting a timeframe and reporting points
- receive and address the audit report.

Conduct of the audit

The Connect Internal Audit/Risk Management Committee will:

- review any previous audit report and follow up report
- hold an initial meeting with Board
- discuss the scope and objectives of the audit with the General Manager
- gather information on current processes and existing controls
- identify any risks and conduct a preliminary evaluation of the adequacy of the controls
- identify any areas of concern
- review selected processes in detail and test the internal controls
- meet with General Manager and staff for scheduled progress meetings and to discuss findings.

Audit report

The Connect Internal Audit/Risk Management Committee will present a report to the Board which summarises findings and provides recommendations for improvements.

The report will:

- identify the major risks within the audited area,
- provide an analysis of identified risks in terms of their likelihood and consequences
- provide an assessment of the adequacy of existing controls
- recommend action to be taken
- identify any residual risks to be reported.

Implementation

The Connect Internal Audit/Risk Management Committee Board will:

- develop a timetable for implementing any changes to processes
- monitor the completion of tasks
- provide a follow up report to the Board on progress and completion of tasks.

Record of policy development		
Version	Date approved	Date for review
[2019/01]	16 August 2019	16 August 2021

Responsibilities and delegations	
This policy applies to	All staff and volunteers
Specific responsibilities	The Connect Internal Audit/Risk Management Committee is a sub-committee of the Board.
Policy approval	Connect Board

Policy context – this policy relates to:	
Standards	NDIS Aged Care Standards
Legislation	
Contractual obligations	Primarily TfNSW Community Transport contract/s
Organisation policies	All
Forms, record keeping, other documents	Connect Internal Audit/Risk Management Committee