

Shire of
G u n n e d a h
Land of Opportunity

**CALL FOR EXPRESSION OF INTEREST
INTERNAL AUDIT SERVICES**

Expressions of Interest are now being called from suitably qualified consultants to provide internal audit services. The consultant will be required to revise the 2014 – 2017 internal audit plan and provide internal audit services as per the revised plan.

Further information can be obtained via Council's website www.gunnedah.nsw.gov.au or by contacting Colin Formann, Executive Manager Business Systems and Governance on 6740 2111.

Expressions of Interest should be directed to the General Manager, Gunnedah Shire Council, PO Box 63, Gunnedah or to council@infogunnedah.com.au by close of business on **Wednesday 31 May 2017**.

Eric Groth
General Manager
Gunnedah Shire Council

GUNNEDAH SHIRE COUNCIL

**EXPRESSION OF INTEREST
PROVISION OF PROFESSIONAL INTERNAL AUDIT SERVICES**

Council is seeking the professional services of a suitably qualified consultant to revise 2014 – 2017 internal audit plan and to provide internal audit services as per the revised plan.

Applications to be addressed to:

Internal Audit Expression of Interest
The General Manager
Gunnedah Shire Council
PO Box 63
GUNNEDAH NSW 2380

Contact:

Colin Formann
Gunnedah Shire Council
Phone: 02 6740 2111
Fax: 02 6740 2119
Email: colinformann@infogunnedah.com.au

CLOSING DATE FOR EXPRESSION OF INTEREST – Wednesday 31 May 2017

1. INTRODUCTION

The Division of Local government has released, under section 23A of the Local Government Act a set of Internal Audit Guidelines. These guidelines cover best practice for internal audit and operation of an independent audit committee. Gunnedah Shire Council is committed to implementing these guidelines as per best practice.

2. PROJECT BACKGROUND

Council, has a formally adopted Audit Committee to assist in governing and supporting its operation. Council has had an internal auditor for the past 3 years, and now wishes to engage an internal auditor for the period 2017 to 2020.

The Audit Committee plays a pivotal role in Council's governance framework. It provides Council with independent oversight and monitoring of the Council's audit processes, including the Council's internal controls and risk management framework. The Audit Committee oversees and directs the operations of the internal auditor.

The internal auditor will be independent, reporting directly to the Audit Committee and administratively to the General Manager, with no other operational or management responsibilities and possess the appropriate qualifications and experience. Council is now seeking expressions of interest from suitably qualified consultants to provide internal audit services.

4. OBJECTIVES

The high level scope of the internal auditor is to oversee and review the following areas:

- Reliability and integrity of financial and operational information.
- Effectiveness and efficiency of operations and resource usage.
- Safeguarding of assets.
- Compliance with laws, regulations, policies, procedures and contracts.
- Business continuity and disaster recovery planning.
- Adequacy and effectiveness of the risk management framework.

5. OUTCOMES & OUTPUTS

Outcomes and outputs include:

- Identify areas which will have a major impact on the achievement of Council's objectives.
- Revise 2014 to 2017 plan of internal audit reviews, focusing on high risk areas.
- Conduct three (3) reviews each year.

- Provide reports to the audit committee on the objectives of the reviews, the findings, the issues identified, agreed action plans, timing and responsibility for resolving issues identified.
- Review the audit plan annually.
- Attend meetings of the Audit Committee and meet with the General Manager as required.

8. TIMEFRAME

The engagement shall commence on 1 July 2017 and will continue for three years unless terminated in writing by either party.

10. EVALUATION CRITERIA

A successful organisation will be selected on the basis of the following criteria:

- Proficiency in applying internal audit standards, procedures and techniques.
- Proficiency in accounting principles and techniques if working extensively with financial records and reports.
- An understanding of management principles required recognising and evaluating the significance of deviations from good business practices.
- An appreciation of fundamental concepts in areas such as accounting, economics, commercial law, taxation, finance, quantitative methods and IT.
- Effective interpersonal skills.
- Skills in oral and written communication.
- Ability to identify key issues in any area under review.
- Ability to influence senior management as and when required.
- Knowledge of key information systems technology risks and controls and available technology-based audit techniques.

11. REQUIRED INFORMATION

All expressions of interest shall provide the following:

- Expression of interest including quotation;
- Referees, including name and contact details (at least two are required).

13. CLOSING DATE

All Expressions of Interest shall be forwarded to the following, before close of business on Wednesday 31 May 2017.

The General Manager
Gunnedah Shire Council
63 Elgin Street
GUNNEDAH NSW 2380

14. CONTACT

Colin Formann
Executive Manager, Business Systems and Governance

P: 02 6740 2111
E: colinformann@infogunnedah.com.au.