

Audit, Risk and Improvement Committee

Expression of Interest Information Pack

Overview

Wingecarribee Shire Council (Council) is committed to open and transparent governance that meets community expectations. To enhance its governance framework, Council adopted a new Terms of Reference (TOR) for its Audit, Risk and Improvement Committee (Committee) in 2021.

The TOR was developed with regard to the Office of Local Government's *Discussion Paper – A New Risk Management and Internal Audit Framework for Local Councils in NSW* and reflects the statutory functions of the Committee under section 428A of the *Local Government Act 1993* that are scheduled to come into force from March 2022 onwards.

The role of the Committee is to keep under review and provide independent advice to the General Manager and the governing body of Council about the following aspects of Council's operations:

- a) compliance
- b) risk management
- c) fraud control
- d) financial management
- e) governance
- f) implementation of the strategic plan, delivery program and strategies
- g) service reviews
- h) collection of performance measurement data by Council
- i) internal audit and any other matters prescribed by the *Local Government (General) Regulation 2005*.

Structure and Membership

The Committee is comprised of three independent external members, one (1) of whom is the Chair of the Committee. Councillors are ineligible to sit on the Committee.

The Chairperson is appointed by Council for one term for a period of three to five years. This term can be extended up to a maximum total of five years. The other two independent external members are also appointed by Council for a three to five year term, which can be extended further to a maximum total of eight years. Council will generally seek to ensure a rotational expiry of terms for Committee members.

Committee members are required to collectively have recent and relevant knowledge of:

- a) Accounting or related financial management
- b) Risk management experience
- c) Auditing experience in a public sector environment
- d) Performance improvement
- e) The local government framework
- f) Council services, activities and operations
- g) Governance, risk and compliance
- h) Community services.



Committee members are not required to reside in the Wingecarribee Shire Local Government Area.

Meetings

The Committee will meet at least quarterly, with one of these meetings to include the review and endorsement of the annual audited financial reports and external audit opinion. The meeting dates will be determined in consultation with the Committee.

Meetings will be held either in person at the Council Civic Centre in Moss Vale, by telephone or by video conference. The meetings will be convened in accordance with the TOR.

Reporting

The Committee shall report to Council at least annually and provide information for the purpose of improving Council's performance of its functions. Reporting is to be in accordance with the TOR.

Remuneration

Remuneration for Committee members will be as follows:

- \$16,213 (ex GST) per annum for the Chairperson
- \$1,621 (ex GST) per meeting for the other independent members.

Fees are inclusive of all expenses incurred by Committee members in relation to their responsibilities as members of the Committee, including travel costs, attendance at inductions and training, and any other costs associated with attending the meetings.

Induction and Training

All members are required to undertake Code of Conduct training and participate in an induction session regarding Council's structure and operations. Members may also be required to attend an external training course by the Institute of Internal Auditors (or similar organisation) on Audit, Risk and Improvement Committees. Any costs associated with external training will be paid by Council.

Obligations

Committee members are required to adhere to the Committee TOR and in particular, meet the following requirements:

- Comply with Council's:
 - Code of Conduct
 - Code of Meeting Practice
 - Media Policy
- Comply with any other relevant Council policies as advised to the Committee
- Maintain confidentiality in relation to all discussions and information
- Complete a written disclosure of interests return in accordance with clause 4.21 of Council's Code of Conduct*
- Declare all conflicts of interest for meeting agenda items.



* The annual written disclosure of interests return is in the format prescribed under the *Local Government Act 1993* as reflected at Schedule 2 to Council's Code of Conduct. In accordance with the *Government Information (Public Access) Act 2009*, Council is required to publish all such returns (including those of Councillors and relevant staff) on its website. Personal residential addresses and signatures are redacted from the published returns.

Selection Criteria

The following criteria will be considered when assessing expressions of interest:

- 1 Independence from Council and its staff
- 2 Relevant professional qualifications
- 3 Relevant professional knowledge and expertise
- 4 Understanding of / experience in local government
- 5 Understanding of the role of corporate governance in organisations
- 6 Current / prior experience with similar committees.

Expressions of interest will be assessed with the aim of achieving an overall mix of skills and experience on the Committee.

Appointment will be made by Council resolution, taking into account the appropriate experience and qualifications of the nominees.

How to Apply

The **closing date** for the receipt of expressions of interest by Council is **4.30pm Friday 18 June 2021**.

Applicants are required to submit the following documents:

1. Expression of Interest form
2. Curriculum vitae
3. Response addressing the selection criteria.

A shortlist of suitable applicants will be asked to progress to a final interview stage. The details of two referees are to be provided at the time of interview unless requested otherwise. Please also note that while applicants are not required to provide evidence of qualifications with the expression of interest, Council may request to sight or receive a certified copy of the qualifications prior to appointing an applicant as a member of the Committee.

All unsuccessful applicants will be notified via email.

Should you have any enquiries regarding this role, please contact Council's Group Manager Corporate and Community Ms Danielle Lidgard on (02) 4868 0888 or via danielle.lidgard@wsc.nsw.gov.au.



Privacy Notification

In submitting an expression of interest, you are providing personal information to Council. This information will be used for the purpose of assessing your expression of interest and ensuring Council can contact you regarding the status of your application. Your personal information will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and Council's Privacy Management Plan. Please see below for further information:

- **Purpose of collection:** Expression of interest for appointment to Council's Audit, Risk and Improvement Advisory Committee.
- **Intended Recipients:** Council officials.
- **Supply:** Voluntary; however, Council may not be able to consider your expression of interest if insufficient information is provided.
- **Access/Correction:** You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.
- **Storage:** This form will be recorded in Council's electronic document management system in accordance with Council's obligations under the *State Records Act 1998*.

Document Library

Audit, Risk and Improvement Committee Terms of Reference

Code of Conduct

Code of Meeting Practice

Media Policy