



**Edward
River**
COUNCIL

Application Pack

Audit, Risk and Improvement Committee Membership

Customer Service Centre

180 Cressy Street (PO Box 270)
Deniliquin NSW 2710
www.edwardriver.nsw.gov.au

Background

Edward River Council has established an Audit, Risk and Improvement Committee to monitor, review and advise Council on matters of accountability and internal control affecting the operations of Council.

The Audit, Risk and Improvement Committee assists in promoting good governance practices within the organisation by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of enterprise risk management, control and governance processes in line with the Office of Local Government Guidelines and Part 4A of the *Local Government Amendment (Governance and Planning) Act 2016*.

In accordance with recent legislative amendments to the *Local Government Act 1993*, the Committee will review the following aspects of Council's operations:

- Compliance;
- Risk management;
- Fraud control;
- Financial management;
- Governance;
- Implementation of the Community Strategic Plan, Delivery Program and Council strategies;
- Service reviews;
- Collection of performance management data by Council; and
- Any other matters prescribed by the Local Government (General) Regulation 2005.

The Committee is governed by the Audit, Risk and Improvement Committee Charter, which was formally adopted by Council in February 2018. The Charter outlines the objective, scope of authority, composition, roles, responsibilities and reporting and administrative arrangements of the Committee.

The Committee consists of two (2) Councillor Representatives and three (3) external members. One of the external members has been appointed as Chair of the Committee by Council.

Council currently has one external member vacancy.

Meetings

The Committee meets four times a year, usually on a Thursday during business hours. Additional meetings may be convened for financial statements and/or budget reviews. Prospective applicants should factor in significant levels of reading, research and preparation for meetings when considering the time commitment required to serve on the Committee.

Remuneration

External Committee members will receive a set fee of \$1,000.00 for each meeting attended, and this includes allowance for travel or other out-of-pocket expenditure. Remuneration is set by resolution of Council.

Term of Membership

External Committee members will be appointed for the balance of the current Council term to September 2020.

Selection Considerations

Members of the Audit, Risk and Improvement Committee must have appropriate qualifications and experience to fulfil their roles. Applications for membership will be assessed for previous Committee experience, plus qualifications, knowledge, and experience in the aspects of Council that the Committee are charged to review, such as:

- Compliance;
- Risk management;
- Fraud control;
- Financial management;
- Governance;
- Implementation of the Community Strategic Plan, Delivery Program and Council strategies;
- Service reviews;
- Collection of performance management data by Council; and
- Any other matters prescribed by the Local Government (General) Regulation 2005

Evaluation

All applications will be reviewed by a Selection Panel comprising the Committee Chair, one (1) Councillor Representatives, the General Manager, and the Director Corporate Services. All applications received will be assessed against the selection considerations and shortlisted candidates will be invited for an interview.

Please note that while applicants are not required to provide evidence of qualifications with their applications, sighting of qualifications will be requested if successfully appointed to the Committee.

Applications

Applications close at 5.00pm Monday, 9 September 2019. Applications should be marked "CONFIDENTIAL – Audit, Risk and Improvement Committee", addressed to the General Manager, and submitted via:

- **Email:** council@edwardriver.nsw.gov.au
- **Post** PO Box 270, Deniliquin NSW 2710

Applications should include a covering letter, copy of a CV and a completed Audit, Risk and Improvement Committee Application form (attached).

Application Form – External Member
Audit, Risk and Improvement Committee

Personal Details	
Surname	
Given Names	
Title	
Contact Details	
Residential Address	
Postal Address	
Phone Number	
Mobile Number	
Email	
Occupation and Professional Memberships	
Occupation	
Professional Memberships	



1. Please indicate your reasons for wanting to join the Edward River Council Audit, Risk and Improvement Committee as an external member or Committee Chair and the personal skills you would bring to the position:

2. Experience and qualifications in at least one of the following disciplines is considered necessary for independent external members of Council's Audit, Risk and Improvement Committee: Risk Management, Fraud Control, Governance, Implementation of organisational strategies, compliance, service reviews, and financial management. Please outline your professional qualifications.



3. Please provide an overview of your relevant experience (including number of years working) in areas such as corporate governance, strategic risk management, business / professional sector expertise, project and asset management, governance, academia, public sector ethics and/or financial management.

4. Please provide details of any involvement or experience you have with other Boards, professional associations or community committees that you believe will contribute.



5. The following knowledge is considered necessary: An understanding of the role of the Internal Audit and audit process, a good understanding of financial statements and reports, knowledge of local government and legislative compliance. Please provide a brief outline of your knowledge and understanding of the role.

6. Please provide details of any clubs, organisations, interest groups or committees that you are a member of or have affiliations with in the Edward River Council local government area.

7. Do you have any contracts or other business with Council that might create a conflict of interest (actual or potential) between your duties as a member of this Committee and your private interests? Provide details.

8. Please provide any other details you consider relevant to your application.