

» Community Member Audit, Risk and Improvement Committee information package



Ballina Shire Council is seeking Expressions of Interest for membership to its Audit, Risk and Improvement Committee

» Background

Ballina Shire Council is committed to open and transparent governance that meets the highest community expectations. To enhance the governance framework Council has an Audit, Risk and Improvement Committee that provides independent assurance and assistance to Council on our risk, control and compliance framework.

The Committee consists of two Councillors and three community members. Council is now in the process of calling expressions of interest for one community member.

» Role of the Committee

The role of the Audit, Risk and Improvement Committee is to:

- 1. Keep under review 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 the council
 - i) any other matters prescribed by the regulations.
- 2. Provide information to Council for the purpose of improving the Council's performance of its functions.**

» How the Committee will operate

The Audit, Risk and Improvement Committee will operate in accordance with best practice principles and the Audit, Risk and Improvement Committee Charter adopted by Council.

» Committee Membership

The Audit, Risk and Improvement Committee membership comprises two elected Councillors and three community members.

The General Manager and other staff participate in Committee meetings as required.

Representatives from Council's external and internal audit firms may also be in attendance.

The community member will be chosen by the two Councillor representatives on the Committee and the General Manager.

» Roles and responsibilities of members

The role and responsibilities of the members will be in accordance with the adopted Audit, Risk and Improvement Committee Charter and in general include:

- a) Attend and participate in meetings.
- b) Work co-operatively with other members in achieving the aims of the committee.
- c) Contribute ideas and suggestions relating to items on the agenda.
- d) Provide advice and recommendations to Council on items relating to the agenda.
- e) Action and follow up tasks established by the committee.

»» **Appointment of committee members**

Terms of appointment will be in accordance with the adopted Audit, Risk and Improvement Committee Charter.

All community member appointments are to be for the term of Council to September 2020. Community members may resign at any time.

All appointments are to be made based upon a demonstrated ability to meet the selection criteria.

»» **Appointment of committee members (continued)**

Membership will be on a voluntary basis.

Applicants must:

- a) be able to demonstrate relevant knowledge, skills and abilities in financial management in a public sector environment and/or financial, legal or business management
- b) have experience and demonstrated commitment in similar roles
- c) be able to commit to the Committee for its term of appointment

»» **Committee Meetings**

The Chairperson may convene meetings as required and in accordance with the adopted Audit, Risk and Improvement Committee Charter.

On average, three to four meetings are held per annum, with the standard duration for a meeting being approximately one hour.

The Committee has no delegated authority on behalf of the Council and any recommendations made by the Committee will be a matter for the General Manager to determine how best to implement that recommendation.

»» **Reporting Accountability**

The Committee's role is to review and provide advice and guidance to Council. Council is under no obligation to accept the advice provided by the Committee.

Council staff will be responsible for the keeping of minutes of meetings, which must include (but is not limited to), the following: attendance, apologies, declarations of interest and all decisions taken.

»» **Constraints**

All Committee members must keep all discussions during meetings in confidence.

All Committee members must declare a direct conflict of interest with any issue on the agenda at the commencement of the meeting or should potential conflicts occur.

All conflicts of interest are to be declared and recorded in the minutes and, if necessary, the parties involved will be asked to leave the room while the matter is discussed.

»» **Council's Code of Conduct**

Members shall abide by Council's Code of Conduct and relevant policies at all times.

»» **Lodging Applications**

Please use the Expression of Interest Form provided.

Mail The General Manager, Ballina Shire Council,
PO Box 450, Ballina 2478

Email sandra.bailey@ballina.nsw.gov.au

Applications close:

4.30pm Friday 19 January 2018.

For information and advice contact:

Paul Hickey, General Manager, Ph 1300 864 444

»» **If you have any questions or concerns please contact:**

Paul Hickey, General Manager, Ph: 1300 864 444