

# Audit, Risk and Improvement Committee Expression of Interest Information Pack

2022



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## 1 Structure

The Audit, Risk and Improvement Committee (Committee) is an Advisory Committee of the Snowy Monaro Regional Council (Council). Committee meetings are closed to the public. Minutes of the Committee meetings will be presented to Council for information through the Chief Executive Officer. The Committee consists of four independent members (Chair and 3 members) and one councillor. The Chief Executive Officer, Senior Internal Auditor and Organisational Risk Officer attend meetings as non-voting members.

## 2 Terms of Membership

The Committee follows staggered appointments meaning that the Chair is appointed for a maximum term of four years, one independent member is appointed for a maximum term of four years and two independent members are appointed for a maximum term of three years. Appointments as follows:

- One independent member, elected as Chair, is appointed for an initial period of two years with an additional two year appointment. This additional appointment is subject to a satisfactory performance assessment of contribution to the Committee.
- One independent member is appointed for an initial period of two years with an additional two year appointment. This additional appointment is subject to a satisfactory performance assessment of contribution to the Committee.
- Two independent members are appointed for an initial period of two years with an additional one year appointment. This additional appointment is subject to a satisfactory performance assessment of contribution to the Committee.
- One councillor representative.

External members may be re-appointed following public advertisement and expression of interest process.

Committee members must abide by Council's Code of Conduct and Code of Meeting Practice

## 3 Meetings

The Committee meets quarterly with an additional meeting in October to discuss the financial statements. Meetings are currently held online and commence at 10.00 am at venues across the Snowy Monaro Local Government Area. Meetings, may revert to in person meetings in the future at any time during the term of the membership.

## 4 Remuneration

An independent member of the committee is remunerated at \$1,025.00 per meeting (excluding GST). This is inclusive of:

- Travel, accommodation and any sustenance;
- Responses to Chair or internal audit staff as out of session requests; and
- Maintaining currency of information to support the internal audit function.

Any requests from Council for the independent member to attend meetings / conferences, for example, Local Government Internal Audit Forum or any other meeting shall be remunerated separately as determined by the Chief Executive Officer on a case-by-case basis.

## 5 Skills and Experience

Applicants must:

- i. have experience in an audit, risk and improvement committee in a public sector environment (preferably local government);
- ii. hold relevant knowledge, skills and abilities in:
  - (i) internal auditing or related auditing experience;
  - (ii) financial management; and/or
  - (iii) risk management.

## 6 Eligibility Criteria

A person is **NOT** eligible to be an independent member of Council's Audit, Risk and Improvement Committee if he/she is any of the following:

- A councillor;
- A nominee for election as a councillor;
- An administrator;
- An employee of Snowy Monaro Regional Council;
- A close personal or business relation with a councillor or a person who has a senior role in Snowy Monaro Regional Council;
- A member of the Commonwealth Parliament or any state parliament or territory assembly;
- A nominee for election as a member of the Commonwealth Parliament or any state parliament or territory assembly;
- A person who has a conviction for an indictable offence that is not an expired conviction;
- Any person/ company or organisation contracting services to Snowy Monaro Regional Council may be precluded from being a member of the Committee.

The candidate must be able to commit to the committee for their term of appointment.

## 7 Evaluation

The evaluation will be undertaken by the Chair, Chief Executive Officer and councillor representative taking into account the experience of candidates and their likely ability to apply appropriate analytic and strategic management skills and the information provided in their expression of interest application.

Respondents should provide the following information as part of their expression of interest:

1. Brief resume (Maximum of 2 pages).
2. Completed Audit, Risk and Improvement Committee application form.
3. At least two current referees' contact details (Preferably relating to other audit committees you are part of).

Please note that, while respondents are not required to provide evidence of qualifications with the application, sighting of qualifications may be requested if successfully appointed. Failure to be able to provide proof of qualifications will result in any appointment being revoked.

## 8 Expressions of Interest Submission

Expressions of Interest may be submitted in any of the three following ways;

- 1) Submitted electronically by emailing [david.rawlings@snowymonaro.nsw.gov.au](mailto:david.rawlings@snowymonaro.nsw.gov.au)  
Emails must be titled: Expression of Interest – Audit, Risk and Improvement Committee
- 2) By mail addressed to:  
PRIVATE AND CONFIDENTIAL  
EXPRESSION OF INTEREST – Audit, Risk and Improvement Committee  
PO Box 714  
Cooma NSW 2630
- 3) Hand delivered to the Cooma offices of Snowy Monaro Regional Council at 81 Commissioner Street, Cooma in a sealed package that is marked:  
PRIVATE AND CONFIDENTIAL  
EXPRESSION OF INTEREST – Audit, Risk and Improvement Committee

Expressions of interest must be submitted to arrive no later than **Wednesday 21 September 11:59pm**.

Submissions received after this time will not be considered. It is the responsibility of applicants to ensure submissions are received by Council before the time and date set out above.

All information provided by the respondents in the course of, and following, the submission of their expression of interest will be treated as confidential.

Any queries regarding the expression of interest or information required should be directed to the Chief Strategy Officer on (02) 6451 1223.

## 9 Relevant Documents and Attachments

Document Title	Link
Audit, Risk and Improvement Committee Charter	<a href="https://www.snowymonaro.nsw.gov.au/Council/Audit-Risk-and-Improvement-Committee">https://www.snowymonaro.nsw.gov.au/Council/Audit-Risk-and-Improvement-Committee</a>
Internal Audit Charter	<a href="https://www.snowymonaro.nsw.gov.au/Council/Audit-Risk-and-Improvement-Committee">https://www.snowymonaro.nsw.gov.au/Council/Audit-Risk-and-Improvement-Committee</a>
Audit, Risk and Improvement Committee Application Form	<a href="#">ARIC Application Form</a>