

### **Relevant Documents and Attachments**

1. *Audit, Risk and Improvement Committee Terms of Reference* - <https://www.snowymonaro.nsw.gov.au/files/assets/public/v/1/council/audit-amp-risk-committee/2024-11-18-audit-risk-and-improvement-committee-aric-terms-of-reference.pdf>

## **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 are 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, Organisational Risk Officer and other staff as required, attend meetings as non-voting members.

## **Terms of Membership**

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chair of the committee. One councillor representative is nominated at the beginning of each term of Council.

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

## **Meetings**

The committee will meet at least 4 times per year, including a special meeting to review the council's financial statements in October each year. The Committee must meet at least once in each quarter. Committee meetings can be held in person, by telephone or videoconference.

## **Remuneration**

The Chair of the committee is remunerated at \$8547 per annum (excluding GST). This is inclusive of:

- Travel, accommodation and any sustenance
- Attendance to at least 75% of all scheduled Audit, Risk and Improvement Committee meetings
- Development of Audit, Risk and Improvement Committee annual report
- Attendance to at least one Council meeting to present to Councillors
- Meetings with Internal Auditor and Senior Staff and to maintain 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.

## 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.

## 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.

## Evaluation

The evaluation will be undertaken by the 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.

## Expressions of Interest Submission

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

- 1) Submitted electronically by emailing [council@snowymonaro.nsw.gov.au](mailto:council@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 **Monday 6 January 2025 4:30pm**.

Submissions received after this time will not be considered.

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, David Rawlings on (02) 6451 1223.

## AUDIT, RISK AND IMPROVEMENT COMMITTEE APPLICATION

1. Applicant Details	
Name:	
Telephone:	
E-mail:	
Address:	

2. Board and audit committee memberships (Previous & current)			
Organisation	Type	Start Date	End Date

3. Professional certification & membership (Current)			
Organisation	Type	Start Date	End Date

4. Capability statements	
Skills & Experience	Details
Internal auditing or related auditing experience	
Accounting or related financial management experience and an understanding of accounting and auditing in a public sector environment	
Internal auditing or related auditing experience	
Risk management experience	
Operations of local government including information technology systems and controls	
Other (please specify)	

**5. Contracts or Professional Services**

Do you have any contracts with, (actual or potential), or provide professional services to the Snowy Monaro Regional Council that might create a conflict of interest between your duties as a member of this Committee and your private interests? Yes No

If Yes please describe

**6. Additional Information**

Please give any additional details that you consider to be relevant to your application

**7. Referees**

Name	Position/Organisation	Contact Number	Personal/ Business