



Expression of Interest Audit, Risk & Improvement Committee Independent Member Information Package

Overview

City of Parramatta Council is committed to open and transparent governance that meets community expectations. The Council conforms to the *Local Government Act amendments (Local Government (Governance and Planning) Act 2016)* in relation to the constitution of its Audit, Risk & Improvement Committee ('Committee').

This is an advisory committee to Council providing independent assurance, oversight and assistance to Council. Specifically, the responsibility of the Committee is to keep under review the following operational aspects:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the council
- any other matters prescribed by the regulations.

Structure & Membership

The Committee will comprise three (3) independent external members (one of whom will be the Chairperson) and one (1) councillor. There are currently three (3) vacancies for independent external members on the Committee.

Audit, Risk & Improvement Committee Charter

The Committee will be required to operate in accordance with the *Audit, Risk & Improvement Committee Charter*. The Charter has been drafted to align with the Local Government Act amendments.

Meetings

A maximum of five (5) meetings will be held annually. Meetings will be held at City of Parramatta Council, 'PHIVE' 5 Parramatta Square, Parramatta (currently there is an option to attend online) and convened in accordance with the *Audit, Risk & Improvement Committee Charter*. Members are expected to attend meetings prepared, having read all documentation distributed for discussion.

Reporting

The Committee shall report to Council and provide information for the purpose of improving the Council's performance of its functions. Reporting is to be in accordance with the *Audit, Risk & Improvement Committee Charter*.

Selection Criteria

The following criteria will be used when assessing applications:

1. Relevant professional qualifications
2. Relevant professional knowledge and expertise
3. Understanding of / experience in local government
4. Understanding of the role of corporate governance in organisations
5. Current / prior experience on similar committees

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

Remuneration

- \$5,230 (ex GST) per quarter for the Chairperson
- \$2,615 (ex GST) per quarter for other independent members

Fees are inclusive of travel, preparation and all other costs associated with attending the meetings. Superannuation is paid in addition to the above set fee in accordance with the requirements of the Superannuation Guarantee (Administration) Act 1992.

Induction & Training.

All members will be required to participate in an induction and training session which may be up to half a day. Members appointed who have not previously been a member of a Local Government Audit Committee may be required to attend an external training course by the Institute of Internal Auditors (or other) on Audit Committees.

Role and Responsibilities

The role and responsibilities of independent external members include:

- Understanding the legislation & regulatory requirements appropriate to City of Parramatta Council
- Attend and actively participate in meetings
- Work cooperatively with other Committee members, Chief Executive Officer and all Council officers in achieving the aims of the Committee
- Provide advice and recommendations to Council and/or the Chief Executive Officer on items presented to the Committee
- Action and follow up tasks determined by the Committee.

Obligations and Constraints

Committee members are required to comply with the following requirements:

- Council's Code of Conduct
- Maintain confidentiality in relation to all discussions and information obtained during or as a result of meetings
- All conflicts of interest are to be declared and recorded in the Minutes and, if necessary, appropriate action may be required if a conflict is declared
- Members shall abide by Council's policies and procedures, including but not limited to Council's *Media Contact Policy*.