

EXPRESSIONS OF INTEREST

INDEPENDENT MEMBER(S) TO JOIN THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

INFORMATION PACK

APRIL 2024

File Ref: A1-3.1

**AUDIT, RISK AND IMPROVEMENT COMMITTEE OVERVIEW**

The Warren Shire covers an area of 10,860 square kilometres and has a population of approximately 3,000 people. Warren Shire is bounded by the Shires of Bogan (Nyngan), Brewarrina, Coonamble, Gilgandra, Lachlan, Narromine, and Walgett. Within the Shire is the town of Warren, population 2,000 and the villages of Collie, population 38 and Nevertire, population 103.

The Council was formed by the amalgamation of the Marthaguy Shire and Warren Municipality in 1957 and currently has a budget of $45 million per annum including depreciation, with an asset base of approximately $330 million. About 80 full time equivalent staff provide a diverse range of services to the community.

**ROLE OF THE COMMITTEE**

The Audit, Risk and Improvement Committee (ARIC) will be established to provide the elected Council with advisory assurance in respect of Warren Shire Council’s risk profile, management controls and compliance frameworks.

The role of the ARIC is to:

* Report to Council and provide appropriate advice and recommendations on matters relevant to the Charter;
* Assist by providing independent advice to Council on it fulfilling its responsibilities by ensuring that management has an appropriate governance and business framework in place across the organisation;
* Specifically, the ARIC should advise Council on the following matters:
* Effectiveness of the Risk Management Framework in terms of identifying and managing Council’s financial and business risks;
* Effectiveness of key controls including policy, procedure and governance processes;
* Legislative compliance by the organisation; and
* Effectiveness of external accountability mechanisms.
* At all times recognise that the primary responsibility for the management of Council rests with the Council and General Manager as defined by the Local Government Act 1993;
* Assist Council to ensure that the services and facilities provided by the Council are managed efficiently and effectively;
* Identify strategies to assist with the continuous improvement of the provision of services and facilities to the community;
* Promote continuous improvement across business processes with a focus on efficiencies and savings; and
* The focus of the Committee should only be on matters of significance and materiality.

**TERMS OF REFERENCE**

The ARIC will operate in accordance with the Audit, Risk and Improvement Committee Terms of Reference. The Terms of Reference are based on the guidelines issued by the Office of Local Government. Currently the Terms of Reference are in Draft form.

**MEMBERSHIP**

The ARIC membership (voting) comprises three (3) independent voting members comprising:

1. 1 Chair prequalified under the NSW Government’s prequalification scheme;
2. 2 independent persons that meet the eligibility criteria for non-prequalified Committee members; and
3. (optional and to be confirmed) 1 non-voting Councillor that meets the eligibility criteria for Councillor members.

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

**APPOINTMENT OF ARIC MEMBERS**

Councillors and Independent Members will be appointed for the term of the Council or as otherwise determined by resolution of Council.

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

Vacancies shall be filled by public advertising followed by an evaluation and if required an interview of shortlisted candidates and a recommendation to Council.

Any person/company or organisation (or their clients) contracting services to Warren Shire Council may be ineligible from being a member of the ARIC on the grounds of a conflict of interest.

**SELECTION CRITERIA**

The Independent Members of the ARIC, taken collectively, will have a broad range of personal qualities, skills and experience relevant to the operations of Warren Shire Council.

A least one member of the ARIC will have a strong financial management and/or audit background, with an understanding of accounting and auditing standards in a public sector environment. Engineering operational, legal, governance, risk management, information and communications technology (ICT) and business management skills and experience are desirable.

The following criteria will be considered in relation to skills and experience when assessing applications:

* Relevant professional qualifications;
* Relevant professional knowledge and expertise;
* Accounting or related financial management;
* Engineering or related operational management;
* Current and prior experience on similar Committees in local government, broader public and private sector;
* Performance improvement;
* Governance, risk and compliance;
* Knowledge of the local government environment; and
* The broad range of activities and services that Council provides.

**ROLE AND RESPONSIBILITIES**

The role and responsibilities of the ARIC is in accordance with the Charter, which may be revised or expanded by the Council from time to time.

Members of the Committee are expected to:

* Have a high level of personal integrity and ethics, as well as acting honestly and in good faith;
* Attend and actively participate in meetings of the ARIC and contribute the time needed to understand the reports provided;
* Broadly be aware of and understand the relevant legislative and regulatory requirements appropriate to Warren Shire Council.
* Work collaboratively with other members of the ARIC in achieving the Committee’s objectives;
* Express opinions frankly and ask questions that go to the fundamental core of issues;
* Review the risks, progress, controls, finances and performance surrounding major projects;
* Have an understanding of management principles required, recognising and evaluating the materiality and significance of deviations from good business practices;
* Have strong interpersonal skills, oral and written communication skills, analytical skills, and ability to apply objectivity with sound judgment;
* Comply with the Audit, Risk and Improvement Committee Charter; and
* Comply with Council’s Code of Conduct.

The ARIC is expected to meet at least four (4) times per year. It is expected that the meetings will be for approximately three (3) hours and undertaken virtually. If necessary, any additional meetings will be approved by the Chair of the Committee. Preparation will involve the review and analysis of the Committee Meeting Agenda and Reports.

**INDUCTION AND TRAINING**

Committee members will receive information and briefings on their appointment to

assist them to meet their responsibilities.

**REMUNERATION FOR MEETINGS**

Remuneration for Independent Members of the ARIC will be a maximum of $1,000 per meeting (excluding GST). This rate is to be inclusive of time spent on preparation for the meeting.

Expressions of Interest Applications should advise the remuneration rate together with the reasonable travel rate to attend a meeting in Warren if required.

**ATTACHMENTS**

The Audit, Risk and Improvement Committee Draft Terms of Reference is expected to be adopted by Council at its Meeting on the 24th April, 2024.

**EVALUATION**

The evaluation of Independent Members will be undertaken by the Mayor, Deputy Mayor, General Manager, Divisional Manager Finance and Administration and Divisional Manager Engineering Services and will involve a review of the Expressions of Interest Applications. The appointment to the ARIC will be made by Council.

**FURTHER INFORMATION**

General Manager Gary Woodman at:

Email: [gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au)

Mobile: 0419 409 439

Telephone: 02 6847 6600

**APPLICATION FORM AND ADDRESS**

Is to be used for the Expression of Interest and sent to:

Email: [council@warren.nsw.gov.au](mailto:council@warren.nsw.gov.au) or

Post: PO Box 6, Warren NSW 2824 or

In-person: Written EOI applications can also be provided in-person to Council’s Administration Centre at 115 Dubbo Street, Warren NSW 2824.