

TERMS OF REFERENCE.

Audit, Risk and Governance Committee – External Community Member

The City of South Perth is seeking to appoint an External Community Member to its Audit, Risk and Governance Committee. This Member will be required to appropriately prepare for, attend and participate in all Audit, Risk and Governance Committee meetings (four meetings are held per calendar year).

The City reserves the right to appoint more than one External Community Member, in the event that the selection process outcome is that the Committee may be best served by members with differing skill sets participating on the Committee.

Committee Terms of Reference

The Committee is responsible for providing guidance, assistance and oversight to the Council of the audit and review of the City's processes and performances in relation to:

- Annual Financial Audit;
- City's Risk Management Framework;
- Annual Statutory Compliance Audit;
- Code of Conduct;
- Access to Information;
- Policy and Delegation Reviews;
- Australian Business Excellence Framework; and
- City's Local Laws.

Skills

The skills required by the External Community Member are based on the Department of Local Government guidelines:

- Senior business and/or financial management experience;
- Understanding of reporting and compliance requirements;
- Understanding of internal and external audit; and
- Understanding of enterprise risk management.

Advertising

The City will advertise Expressions of Interest seeking an External Community Member via the Southern Gazette and any other means deemed appropriate for a minimum period of two weeks.

Civic Centre Cnr Sandgate St & South Tce, South Perth WA 6151

Phone 9474 0777 **Email** enquiries@southperth.wa.gov.au

www.southperth.wa.gov.au



Selection Process

The City will provide the Audit, Risk and Governance Committee with a shortlist of candidates and a recommended preferred candidate, for the Committee to consider and make a determination on.

Appointment

The External Community Member will be appointed for a maximum term of two years, commencing January 2017.

Obligations

The External Community Member must agree to abide by the City Code of Conduct.

Remuneration

The External Community Member will be paid a nominal fee of \$750 per meeting attendance and \$300 per hour for attendance at City required training or meetings with staff.

Induction Program

The External Community Member will be required to complete an induction and any internal and external training programs deemed necessary by the Committee. This includes meeting with relevant internal officers and access to relevant documentation.

Confidentiality

The External Community Member must sign and comply with a confidentiality agreement requiring the member not to disclose any information specified in the agreement.

Voting

The External Community Member can vote at Committee meetings.

Termination

The City reserves the right to terminate the appointment of the External Community Member prior to the end of appointment, in the event that there is a breach of confidentiality, an ongoing conflict of interest, a non-disclosure of a conflict of interest, a breach of the City's Code of Conduct or performance not meeting expectations.