

EXPRESSION OF INTEREST

# AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)

INDEPENDENT CHAIR

# **Expression of Interest Audit, Risk and Improvement Committee (ARIC) - Independent Chair**

## **Background**

Liverpool City Council is positioned to lead its community through immense change over the next 10 years. With a rapidly increasing population, the construction of Western Sydney Airport and the development of Liverpool's city centre as an innovative health, education and lifestyle precinct, Council is committed to continual collaboration with residents and stakeholders.

The Liverpool City Council ARIC was established under the Local Government Act 1993 as an advisory committee of Council to provide independent oversight on risk management, control, governance and external accountability.

The Committee provides independent oversight of Council's risk management, control, governance and external accountability. Council's Internal Audit function reports to the Committee.

## **Audit, Risk and Improvement Committee**

The objective of the Committee is to provide independent advice to Liverpool City Council by monitoring, reviewing and providing advice about the organisation's governance processes, risk management and control frameworks and its external accountability obligations.

As at 1 July 2024, the Committee membership comprises of one independent Chair and 2 independent members.

A Councillor may be included as part of the composition as a non-voting member. This is subject to Council decision scheduled for June 2024.

## **Overview of appointment including remuneration**

The Chair's vacancy will shortly arise on the Committee following the expiration of the current Chair's tenure on the 30 September 2024. It is therefore Council's intention to recruit and appoint the Independent Chair ahead of the October 2024 ARIC meeting. The position will be awarded for a term of 4 years. The sitting fee for the Independent Chair will be \$2,640 inclusive of superannuation and any travel costs.

There are 4 ARIC meetings held annually with a possibility for additional special meetings convened throughout the year as required.

After the commencement of this appointment, the confirmed meeting dates scheduled for the 2024 calendar year will be 11 October 2024. The 2025 calendar year meeting dates will be set by the Committee at the October meeting.

Please note that any unsuccessful applicant may be included in an eligibility list with the intention to be directly appointed to a vacant ARIC membership role in the event of a premature resignation or expiration of existing membership. These may be independent membership or independent Chair positions.

### **Expression of Interest**

Council invites suitably qualified individuals to provide an Expression of Interest by submitting the below online application including a cover letter (maximum 2 pages) addressing the selection criteria and your CV by 15.00 pm on Friday 7<sup>th</sup> June 2024. Your CV or cover letter must include the name and contact details for two referees in support of your Expression of Interest.

### **Selection Criteria**

The Committee Chair will have a broad range of personal attributes, and professional skills and experience relevant to the operations of Council.

The Committee Chair will have a strong background in accountancy or financial management, and/or audit, with an understanding of accounting and auditing standards in a public sector environment. The Chair will also have a sound senior/executive level legal, governance, risk management, information technology and performance management experience.

The following criteria will be used when assessing applications:

#### Essential selection criteria

- Functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations;
- A capacity to form independent judgements and willingness to constructively question and advise management on improvements to practices;
- Previous extensive senior level experience in governance and management of complex organisations;
- Understanding of the role of corporate governance in organisations; and
- Relevant experience on similar committees in the local government, broader public or private sectors including the demonstrated experience to Chair such meetings.

#### Desirable selection criteria:

- Demonstrated understanding with relation to the Liverpool Council LGA including its risks, challenges and opportunities.

## **Appointment of Committee Members**

Council will appoint the Independent ARIC Chair following an Expression of Interest and interview process. The scope of the appointment will be in accordance with the ARIC ToR.

## **Roles and responsibilities**

The Committee is an advisory committee of Council and has no executive powers unless authorised by legislation or by a Council resolution.

The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee shall at all times recognise that primary responsibility for management of the Council rests with the Council of Council.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by the Council from time to time.

The Committee's responsibilities are outlined in the ARIC ToR and broadly include;:

1. Risk management
2. Financial management and performance management
3. Governance, Compliance and fraud control
4. Internal audit
5. External audit
6. Any other matters prescribed by the ARIC ToR

## **Expectation of Committee members**

- Understand and observe the requirements of the NSW Audit & Risk Management guidelines for Local Councils;
- make themselves available as required to attend and participate in meetings;
- contribute the time needed to study and understand the papers provided;
- apply good analytical skills, objectivity and good judgement;
- abide by the relevant ethical codes and confidentiality requirements;
- express opinions, frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry; and
- action and follow up tasks established by the Committee.

## **Independence requirements;**

The chairperson and all independent voting members of the Committee must be independent to ensure they have no real or perceived bias or conflicts of interest that may interfere with their ability to act independently and can provide the council with robust, objective and unbiased advice about how the council is functioning.

Circumstances where a member is considered not independent is defined in the *"Independence criteria for committee chairpersons and independent members"* within the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW<sup>1</sup>.

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<sup>1</sup> <https://www.olg.nsw.gov.au/wp-content/uploads/2023/12/Guidelines-for-Risk-Management-and-Internal-Audit-updated-November-2023.pdf>

Anyone who falls in any of the categories outlined in the Guidelines should not apply.

**Contact details and next steps**

If you have any questions in relation to this Expression of Interest, please contact George Hampouris Head Audit, Risk and Improvement by email [hampourisg@liverpool.nsw.gov.au](mailto:hampourisg@liverpool.nsw.gov.au).

Applicants which are shortlisted for interview will be contacted. The intention is that this selection process will be finalised prior to the 15<sup>th</sup> August 2024.