

Purpose of the Role

The Independent Member provides objective, expert advice to the Risk & Assurance Committee to support the Council's governance of risk, assurance, compliance, and control environment. The role strengthens public accountability by offering independent scrutiny, challenge, and insights that enhance decision-making and organisational performance.

Key Responsibilities

Assurance & Risk Oversight

- Review and challenge the adequacy and effectiveness of the Council's risk management framework, including strategic risks, operational risks, and emerging risks (e.g., cyber, climate, resilience).
- Monitor the integrity of internal controls and compliance frameworks across the organisation (as applicable).
- Ensure that risk appetite and tolerances are articulated, applied, and periodically reviewed.

Audit Management

- Oversee the Council's internal audit plan and results, ensuring coverage of key risks and value for money.
- Review external audit plans, management letters, and responses; track remediation of audit findings.
- Support continuous improvement by monitoring agreed actions and timelines.

Compliance & Controls

- Consider the effectiveness of internal control systems, including fraud and corruption prevention, privacy, health and safety governance, business continuity, and disaster recovery.
- Monitor compliance with relevant legislation, policies, delegations, and ethical standards.

Governance & Advisory

- Provide independent, evidence-based advice and constructive challenge to management and elected members.
- Support good governance practices, including transparent reporting, accountability, and performance monitoring.
- Maintain confidentiality, impartiality, and a clear separation from operational management.

Authority and Independence

- The Independent Member is a voting member.
- Has full access—through the Committee—to relevant information and the ability to request management attendance and reports on specific risks or issues.

Time Commitment

- Attend all scheduled Committee meetings (typically **quarterly**, with additional meetings as required).
- Prepare for meetings by reading papers, analysing reports, and undertaking reasonable inquiries (~**8–12 hours per meeting** depending on complexity).
- Participate in occasional workshops, briefings, and training.

Term of Appointment

- Fixed term of **up to three years**, with the possibility of one term extension subject to performance and Council needs.
- Appointment is made by the Council (or delegated authority) following a merit-based selection process.

Remuneration

- A fixed fee per meeting aligned to market benchmarks for public sector governance roles.
 - \$1,000 (excluding GST) per meeting including preparation and pre-reading
 - \$400 (excluding GST) per workshop including preparation and pre-reading
- Reasonable expenses reimbursed in accordance with Council policy.

Eligibility and Conflict of Interest

- Must be independent of Council management and not a current elected member.
- No material business, personal, or financial interests that could reasonably be perceived to compromise independence.
- All actual, potential, or perceived conflicts must be declared and appropriately managed.

Essential Criteria

Qualifications and Experience

- Proven experience in governance, risk management or auditing.
- Strong understanding of public sector accountability and transparency requirements.
- Demonstrated ability to interpret risk-related information.
- Previous experience serving on boards, committees, or similar governance bodies.

Skills and Competencies

- High level of integrity and independence of judgment.
- Ability to critically evaluate reports, challenge assumptions, and provide constructive feedback.
- Strong analytical and problem-solving skills.
- Effective communication skills, both verbal and written.
- Ability to work collaboratively while maintaining independence.
- Have curiosity and forward thinking
- continuous improvement mindset

Knowledge

- Familiarity with local government legislation, financial management practices, and risk frameworks.
- Understanding of internal and external audit processes.
- Awareness of governance best practice and ethical standards.

Personal Attributes

- Commitment to public service values and principles.
- Objectivity and impartiality in decision-making.
- Capacity to devote sufficient time and attention to committee responsibilities.

Desirable Criteria

- Professional qualification in auditing, risk management, or law.
- Experience in strategic planning and performance monitoring.
- Knowledge of emerging risks (e.g., cybersecurity, climate resilience).