



TIWI ISLANDS REGIONAL COUNCIL

POSITION DESCRIPTION

TITLE: AUDIT & RISK MANAGEMENT COMMITTEE - CHAIRPERSON

CLASSIFICATION: APPOINTMENT AGREEMENT

1. PURPOSE

The Audit and Risk Management Committee is an independent advisory body established by the Tiwi Islands Regional Council under the Local Government Act and Regulations.

The committee plays an important role providing advice to Council on key areas including finance, risk management, compliance and internal controls.

Council appoints an independent chairperson to lead the committee for a period of between two and four years. The Chairperson will use their experience to assess and manage risk, they will advise Council on effective strategies or compliant courses of actions.

This role requires effective communication skills to engage with internal and external stakeholders. The Chairperson will lead committee meetings and report any recommendations from the committee to Council.

2. KEY RESPONSIBILITIES

The Audit and Risk Management Committee Chairperson is responsible for:

- Recommending to the elected members and Chief Executive Officer on the selection and the appointment of an external additional Audit and Risk Management Committee members;
- Assist committee members to maintain a good understanding of the Tiwi Islands Regional Council objectives, business needs, risks and priorities;
- Settle the agenda for each meeting with the committee secretariat;
- Lead discussion and encourage the participation of other members, and focus the committee's deliberations on the most important issues;
- Seek the input of observers or other experts to maximise their contribution to the deliberations of the committee;

- Summarise discussion outcomes and actions, including assigning responsibility and timeframes for actions;
- Report formally and informally to the elected members and Chief Executive Officer;
- Attend formal and informal meetings with the Chief Executive Officer, General Managers and external auditor as required; and
- Arrange for a periodic review of the effectiveness of the Audit and Risk Management Committee against its charter.

3. DELEGATED AUTHORITY

The Audit and Risk Management Committee and Chairperson has no authority to act independent of Council and can only act in areas covered by the Audit and Risk Management Committee Charter and Policy.

4. AUTHORITY AND ACCOUNTABILITY

To be effective, it is important that the Audit and Risk Management Committee operates in an environment of co-operation and trust. This is generally achieved when the Audit and Risk Management Committee Chairperson promotes an open and cooperative relationship with senior management, other entity committees, and the external auditor.

5. REQUIREMENTS OF THE POSITION

a. Skills

- High level managerial skills to work independently, exercise initiative and meet deadlines.
- Excellent communication skills, both verbal and written.
- The ability to interpret legislative requirements and develop appropriate strategies and responses.

b. Knowledge

- Demonstrate effective management of teams including multi – disciplinary teams.
- Proven experience negotiating with external agencies and customer groups and delivering results in a complex environment.
- Significant experience in budget and program management.
- High level understanding of occupational health, safety and welfare and equity and diversity policies and practises.

c. Experience / Qualifications

- Desirable qualification up to Bachelor Degree level in business management / administration or finance.
- Ability to deal with several issues/projects concurrently.

6. WORKPLACE HEALTH, SAFETY AND WELFARE

Effective implementation of a workplace health and safety program requires the active involvement of all. Everyone has an obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public.

Everyone is responsible and accountable for:

- Complying with Council's procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at Council.

7. PERFORMANCE STANDARDS

- The extent to which they stated key responsibilities are achieved.
- The quality of reports and advice provided to Council.