

## External Representation for Finance, Audit and Risk Committee Role Description

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### PURPOSE

To provide governance and oversight of the effectiveness of Council's governance, risk management, financial management and control frameworks and processes. Refer to the Terms of Reference for further details on the scope of the committee.

### KEY TASKS

1. Contributing to the oversight of, and ensuring the effectiveness of the Council's
  - a) Financial and non-financial performance
  - b) Statutory reporting (reviewing the integrity of the interim and annual reports (including statutory financial statements) and other formal announcements relating to the Council's financial performance)
  - c) Legal compliance
  - d) Health and safety performance
  - e) Internal and external financial controls and audit programmes
  - f) Risk management framework
2. Regular attendance at scheduled Finance, Audit and Risk Committee meetings and pre-agenda meetings (generally six-weekly).
3. Participating constructively and effectively in the good governance of the committee as a whole
4. Recognising that the governance role does not extend to operational matters or to the management of any implementation.
5. Developing and maintaining a working knowledge of Council services, management processes, powers, duties and constraints that fall under the Committee's delegated areas of responsibility.
6. Being familiar with and complying with the statutory requirements of a committee member including appropriate recordkeeping in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987.

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### KEY EXPERIENCE

The following experience is desirable:

- a) Financial acumen (Chartered Accountant qualification and/or IOD membership preferred)
- b) Exposure to long-term and annual planning
- c) Experience in managing strategic risks for large organisations
- d) Governance experience (ideally with previous involvement with Audit & Risk Committees)
- 7. Familiarity with/understanding of local government including the processes set out in the Standing Orders that determine how meetings are run and how decisions are made.

### EXPECTATIONS

The successful appointee is expected to:

- 8. Develop positive working relationships with fellow members and Council managers.
- 9. Ensure familiarity with agendas and other reports before the meetings of the committee.
- 10. Identify, be aware of and declare any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.
- 11. Comply with the standards of behaviour set out in the New Plymouth District Council [Councillor's Code of Conduct](#).

### CONTRACT TERM

The duration of contract is for the 2022-2025 term of Council and will conclude with the triennial election (11 October 2025).