

# External Representation for Risk and Assurance Committee Role Description

## PURPOSE

To provide governance and oversight of the effectiveness of risk management and internal control and assurance practices. Refer to the Terms of Reference for further details on the scope of the committee.

## KEY TASKS

1. Regular attendance at scheduled Risk and Assurance Committee meetings (quarterly).
2. Participating constructively and effectively in the good governance of the committee as a whole
3. Recognising that the governance role does not extend to operational matters or to the management of any implementation.
4. Having an understanding of the processes set out in the Standing Orders that determine how meetings are run and how decisions are made.
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. To develop positive working relationships with fellow members and council managers.
7. Ensuring familiarity with agendas and other reports before the meetings of the committee
8. Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.
9. 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.
10. To abide by and sign the declaration of Council's Code of Conduct which sets out how the external members will work as a team and relate to other members of the group, the community, and staff.

## Additional responsibilities of Chairs

1. Chairing meetings of the Risk and Assurance Committee
2. Developing a clear understanding of the terms of reference of the committee, and of the scope and range of delegations in order to carry out the role of Chair
3. Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of Chair, including attending agenda briefings if required.
4. Ensuring meetings they chair operate within the powers delegated by Council as set out in the Terms of Reference
5. Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
6. Maintaining and ensuring due order and decorum throughout meetings they chair
7. Commenting to the media (or other agencies) as the Risk and Assurance spokesperson, where delegated/authorised to do so, on issues that pertain to that committee
8. Liaising with appropriate council staff in respect of the areas of delegated council business for which the committee has responsibility