

Position Title:

Independent Chairperson – Audit and Risk Committee

Reports to:

Rotorua Lakes Council (via the Audit and Risk Committee)

Term:

Fixed term of up to 3 years, aligned with the Council term.

Purpose of the Role:

The Independent Chair provides strategic leadership and independent oversight to Rotorua Lakes Council's Audit and Risk Committee. The role ensures robust governance of risk management, internal controls, audit processes, and financial reporting, supporting the Council's prudent management of community assets and resources in alignment with the committee's delegations. The Audit and Risk Committee is comprised of the independent chair (this role), all RLC Councillors and the Mayor.

Key Responsibilities

The role is responsible for carrying out the following functions via the committee:

Committee Leadership

- Chair meetings of the Audit and Risk Committee, ensuring effective governance and constructive discussion.
- Set the Committee's agenda in consultation with the Chief Executive and elected members.
- Ensure the Committee operates in accordance with its Terms of Reference.

Risk Management & Assurance

- Provide independent advice on the adequacy of Council's risk management framework.
- Monitor significant risks, including financial, operational, compliance, and reputational risks.
- Review Council's internal control systems and assurance processes.
- Review business continuity policies and procedures.

Audit Oversight

- Review the external audit programmes, including scope, engagement letters, and findings.
- Ensure timely follow-up on audit recommendations and risk mitigation actions.

Financial Governance

- Review and provide assurance on accounting policies adopted by Council.
- Advise on financial management practices and compliance with relevant legislation.

Reporting & Accountability

- Maintain transparency and integrity in all Committee processes.

Skills and Experience

- Proven governance experience at board or committee level, preferably with public sector experience.
- Strong understanding of:
 - Risk management frameworks and assurance processes.
 - Internal and external audit functions.
 - Financial management and reporting obligations.
- Ability to exercise independent judgment and maintain confidentiality.
- Excellent communication and relationship management skills.
- Knowledge of local government or public sector operations is desirable.

Commitment

- Quarterly meetings (minimum), plus preparation time. (Approximate annual commitment of 40-50 hours)
- Occasional workshops or briefings as required.

Remuneration

A fixed annual fee of \$25,000 plus reimbursement of reasonable expenses.